

# Town of Carlisle

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Office of  
**PLANNING BOARD**

## Minutes June 12, 2023

### **PB officer, Appointees and Liaisons**

#### **Minutes**

#### **Invoices**

**Continued public Hearing on application for Accessory Apartment Special Permit for 846 Bedford Road, Map 10, Parcel 32-6, Joachim Fiedrich, applicant**

#### **Housing Production Plan**

#### **GIS and MVP Updates**

#### **Community Planning Grant**

**Continued public hearing pursuant to Sec. 5.9 of the Carlisle Zoning Bylaws on application of DISH Wireless for a special permit and site plan approval to install, operate and maintain a personal wireless service facility at the First Religious Society, 27 School St (Map 22, Lot 5-0) within the Church Steeple**

#### **Dog Park – Discussion of Changes to Site Plan**

#### **Woodward Village – Discussion of Changes to ROSC Plan**

#### **Discussion of Judy Farm Road Common Driveway**

#### **Dish Wireless, 871 Bedford Rd – Review of Eligible Facilities Request**

#### **Potential Zoning Bylaw amendments**

Co-Chair **Court Herschelman** called the remote meeting to order at 7:00 pm. Members **Adelaide Grady, Eric Adams, Sara Smith, Peter Yelle** and **Christopher Geggis, Town Planner Julie Mercier** and **Assistant to Planner Gretchen Caywood** were present. Member **Joe Gushue** was absent. The remote meeting was held over a Zoom platform.

Mark Levitan (Wolf Rock Rd), Catherine Ware (SBA Communications), Beverly Shorey (Tophet Rd), Kate Reid (Carleton Rd), Kaitlin and Brian Waterson (Aberdeen Dr), Dan Carr (Stamski and McNary, Inc.), Dan Gainsboro (Now Communities LLC, Concord, MA), David Fisher (Fisher Design Group, Concord, MA), Adam Ostrow (Lexington, MA), Eric Brandanese (Engineering Alliance, Inc., Saugus, MA), Michael Schmidt (Pilgrim Path), Scott Sayer (Judy Farm Rd), and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

### **PB Officers, Appointees and Liaison**

The Board voted the following officers:

Chair: Adams nominated Court Herschelman, Yelle seconded the nomination, with a unanimous (6-0) roll call vote.

Vice Chair: Adams nominated Sara Smith, Yelle seconded the nomination, with a unanimous (6-0) roll call vote.

Treasurer: Yelle nominated Joe Gushue, Adams seconded the nomination, with a unanimous (6-0) roll call vote.

Clerk: Adams nominated Adelaide Grady, Yelle seconded the nomination, with a unanimous (6-0) roll call vote.

On motion by Adams, seconded by Yelle, the Board voted the following Appointees by unanimous (6-0) roll call vote:

CPC – Adelaide Grady

Historical Commission – Sara Smith

Conservation Restriction Advisory Committee (CRAC) – Madeleine Blake

MAGIC representatives – Julie Mercier and Chris Geggis

Note that although Blake is no longer a PB member, Blake had expressed her interest in appointment to CRAC. This appointment does not require that the appointee hold a seat on the PB.

On motion by Adams, seconded by Yelle, the Board voted the following Liaisons by unanimous (6-0) roll call vote:

Court Herschelman (Adelaide Grady, alternate) to Select Board

Eric Adams to Zoning Board of Appeals

Peter Yelle	to ConsCom
Sara Smith	to TrailsCom
Peter Yelle	to BOH
Court Herschelman (Sara Smith, alternate)	to Town Counsel
Joe Gushue	to Traffic and Pedestrian Safety Advisory Comm
Eric Adams	to RecCom
Adelaide Grady	to Affordable Housing Trust
Chris Geggis	to Council on Aging and Human services

**Minutes**

The Board reviewed the draft Minutes of the 5/15/23 meeting. Geggis moved that the PB approve the draft Minutes of the 5/15/23 meeting, Grady seconded the motion, and it was approved unanimously (6-0) by roll call vote.

**Invoices**

On motion of Adams, seconded by Smith, the Board voted unanimously (6-0) by roll call vote to approve payment of three peer review engineering invoices from LandTech, Inc (Westford, MA) regarding the Estey road project, in the amounts of \$1980.00, \$330.00, and \$1690.00 from the project review account for Estey Road.

**Continued public Hearing on application for Accessory Apartment Special Permit for 846 Bedford Road, Map 10, Parcel 32-6, Joachim Friedrich, applicant**

At the applicant’s request, Adams moved and Yelle seconded the continuation of this public hearing without testimony to Monday, July 17, 2023 at 8:00 pm, and the motion was approved unanimously (6-0) by roll call vote.

**Housing Production Plan discussion**

Chair Herschelman asked the PB for comments on the draft HPP. Yelle had provided comments on the report prior to the meeting, and expressed concern that some of the examples discussed in the report (pg. 82 goal 1) are from more urban communities, and may not relate to Carlisle’s environmental issues. Yelle also expressed some concerns about the possible use of Town-owned land for housing, and the Town retaining ownership of the land. Grady pointed out that a deed restriction would enable any housing on the property to stay affordable, and that the land must be deeded, adding that ground leases are difficult for creating affordable housing. It was noted that changes to the use of Town-owned land would require a vote of Town Meeting.

Chair Herschelman thanked the volunteers for their tremendous work on developing the HPP, and noted that many requested revisions are to present Carlisle in a more positive manner, and to emphasize protection of water resources. Herschelman asked that the Plan contain a statement that any consideration of use of Town-owned property for housing will be addressed by Town Meeting.

Chair Herschelman asked that the goal of a first-time homebuyer program for Carlisle be removed, as it would create additional workload, and is not a good value for Town resources in his opinion. Grady suggested that this point should be left to the Housing Trust to determine, as this goal refers to utilizing State programs, and not Carlisle resources. Grady pointed out that first-time homebuyers’ programs encourage diversity. Town Planner Mercier explained that these types of programs are a common goal for a Housing Trust, and are often included as part of HPPs.

Smith pointed out that the HPP is meant to be used similarly to how the MP is being used – as guiding principles – and that, as with the MP, the HPP should be approached as an evolving process, adding that any major decisions would of course require Town Meeting vote. Adams agreed, noting that the HPP provides a framework, and it is within the PB purview to then evaluate specific matters under consideration before they go further.

Chair Herschelman asked that since there are some comments provided today that were not addressed, there should be further consideration of these points, and that a vote to adopt the Plan should be held until the next PB meeting, with the goal of obtaining broader support. Housing Trust member Levitan objected to this, and asked that the Board look at the bigger picture of getting this guidance document in place so that work can proceed on developing specifics, adding that the CAHT will meet to strategize as soon as this plan is adopted by the PB. Chair

Herschelman asked that the CAHT review final HPP language before the PB votes on it. The discussion will continue at the July 17, 2023 PB meeting.

### **GIS and MVP Updates**

Town Planner Mercier updated the Board on her submission of these two ARPA requests on which the PB had previously voted its support:

- For \$87,500.00 to hire consultants to implement the Town-wide GIS project. TP Mercier noted that this is a slight increase from the original amount discussed, but that certain additional services needed to be added to the GIS plan, and therefore included in the consultant's proposal. On June 5, the ARPA Committee voted its unanimous recommendation of \$87,500.00 for the GIS project. The SB will be voting tomorrow night.
- For \$10,000.00 for a cash match for the MVP Action Grant application. On June 5, the ARPA Committee voted its unanimous recommendation of \$10,000.00 in ARPA funds for the MVP project.

### **Community Planning Grant**

TP Mercier had submitted a CPG application for a Town-wide subsurface hydrogeological study that will help determine if there are areas of Town that can accommodate additional housing density and development as we embark on the MP and HPP recommendations related to mixed-use zoning district studies, the Town Center study, compliance with the MPBS Communities legislation, and other initiatives. Mercier noted support from the CAHT, the Health Agent, and former BOH Chair for this application. Mercier pointed out that these study results can be used to help design zoning amendments based on science. She requested the maximum of \$100,000.00 in the application.

### **Continued public hearing pursuant to Sec. 5.9 of the Carlisle Zoning Bylaws on application of DISH Wireless for a special permit and site plan approval to install, operate and maintain a personal wireless service facility at the First Religious Society, 27 School St (Map 22, Lot 5-0) within the Church Steeple**

At the applicant's request, Smith moved that the PB continue this public hearing to Monday, July 17, 2023 at 9:00 pm, Chair Herschelman seconded the motion, and it was approved unanimously (6-0) by roll call vote.

### **Dog Park – Discussion of Changes to Site Plan**

Project designer David Fisher reviewed proposed changes to the Dog Park plan as requested by the Stanton Foundation, the group funding the project. He explained that the Foundation had asked that permitting take place first, followed by their review of the plan, which is why changes are submitted at this time. Fisher explained that neither the scope of the project nor the existing conditions have changed, and that the overall layout remains the same. He noted the changes as follows:

- The proposed site has been shifted about 20 ft further from the abutting property to the west.
- Pea stone will be installed in the entryway area of the Dog Park and along the fencing, rather than grass.
- The pathway in the large dog area will be slightly shorter
- Due to ADA requirements, there will be two walkways installed from the pavilion area to the end of the pea stone surface. The walk will be 8 ft wide, flush to the pavilion pavers, and edged with concrete curbing. The edge of the remainder of the pavilion surface will have a 6-in differential.
- An alternate dog walk entrance will be located next to the maintenance driveway for those who do not wish to walk down the path, and will be surface with crushed gravel
- Three additional bioretention basins will be installed. Two rain gardens will also be installed, with water sourced from the dog water supply.

Fisher noted that they are working with engineer Rich Harrington to ensure that the drainage system meets stormwater management standards. Chair Herschelman asked if this revised plan has been reviewed by LandTech. TP Mercier explained that once the requested Stormwater Memo is received, that and the revised plans will be reviewed. Herschelman confirmed from Fisher that the Stanton Foundation has reviewed and approved this revised plan.

On discussion, Adams moved and Yelle seconded the Board's approval of these proposed changes as Field Changes to the Dog Park Site Plan, and with this revised plan subject to the PB's Site Plan Approval of the Carlisle Dog Park dated March 13. The motion was approved unanimously (6-0) by roll call vote.

#### **Woodward village – Discussion of Proposed Changes to ROSC Plan**

Project engineer Dan Carr presented and reviewed a redline field change plan for this development, which had been submitted to the Board prior to this meeting along with a letter summarizing the proposed changes. He explained changes to the proposed drainage system, necessitated to avoid ponding in the vicinity of the required septic mounding. Carr explained that the originally designed drainage system in that area would require the pipe and drainage manhole in that area to be 14' +/- beneath the surface because of existing topography. Ledge and/or tight boulders have been encountered at this depth, so constructing the system in that location and at that depth is not feasible. Carr explained that the drainage system is now proposed to go to the north and around the low side of the soil absorption system. There is an infiltration trench proposed along the slope down gradient of the soil absorption system that was designed to capture surface runoff from overland flow. The pipe outlet from the drop inlet behind the system is now proposed to flow into this infiltration trench. Carr had provided calculations showing that the trench is appropriately sized for this additional runoff, which is from a relatively small area of off-site woods and lawn area above the soil absorption system. A perforated pipe is now proposed within this infiltration trench since piped stormwater is now proposed to flow into it.

Carr explained a second requested field change to install additional roof drywells for #2, #3, and #15 Kay's Walk because of difficulty getting downspouts to the originally proposed drywells, which will still be installed. This will allow all roof runoff to enter a drywell, as originally intended and approved.

A third requested change involves a swap in bedroom count for two of the units to be constructed. Unit #15 would now have three bedrooms and Unit #4 would have 2 bedrooms, which is a change from the original proposal, with the total allowed count of 44 bedrooms being maintained for the project.

Chair Herschelman confirmed from Carr that the BOH has been made aware of these proposed changes, and Carr and TP Mercier confirmed that the BOH has no concerns as long as the total bedroom count remains the same. With no comments from the Board members, Yelle moved and Grady seconded the Board's approval of these changes as Field Changes to the approved plan set. The motion was approved unanimously (6-0) by roll call vote).

Carr updated the Board that 10 homes have been constructed, with roofs nearly complete. All foundations on the common will soon be in place. With this change approval, the foundations for Units 4 and 15 can now be installed. Carr reported that the DEP has now approved the public water supply for the development, and so hopefully the developer can close on #1 and #2 Kay's Walk by the end of the month.

#### **Discussion of Judy Farm Road Common Driveway**

Permit holder Adam Ostrow and his engineer Eric Brandanese were present for this discussion. Brandanese explained that the proposed modification to the approved common driveway plan is to the proposed fire access, and to repair the stream crossing that was installed. He noted that the originally approved plan otherwise remains the same. The originally approved fire suppression system involved a standpipe that ran along the length of the easement into the existing pond. Ostrow and Brandanese noted that the current Fire Chief has stated that he does not prefer this system, and therefore Ostrow chose to propose these revisions.

The proposed modification is to install a 10ft wide, 85 ft long bituminous concrete access road with a drip edge and incidental grading to catch stormwater runoff. For the stream crossing, replacement of the stone and mortar wall with a concrete wall and with a new 42 in culvert.

Chair Herschelman asked for comments. TP Mercier pointed out that the Fire Dept has signed off on the approved design, and asked Ostrow the status of ConsCom discussions. Brandanese explained that the Conscom has requested an updated NOI and a new wetlands delineation, determining that the work has expanded beyond the current NOI.

Scott Sayer, the current owner and resident of 61 Judy Farm Rd stressed that this is not a slight modification to the approved plan, and that the permit holder, former owner of his property, is talking about paving an 85 ft section of his front yard. Sayer stated his strong opposition to this and his feeling that it would be a drastic change to the property.

Yelle asked Brandanese about the site conditions between the existing house and the proposed roadway location. Brandanese responded that there are a few trees, some of which would need to be cut down to install the fire access. No photos of the site were provided. Yelle asked Sayer if the permit holder had spoken with him on this. He said that he was contacted a few days ago, but did not see any plan until during tonight's meeting. Grady pointed out that the agreements covering the common driveway itself and covering the easement would need to be modified to incorporate any plan revisions.

The Board discussed the proposed changes. It was noted that 4 Extensions of Time to exercise this permit have been granted by the Board over the years. Board members agreed that these proposed changes are substantial to that of the approved plans, and therefore required that Ostrow submit a new application for the driveway as a whole if he wishes to go forward with these proposed changes.

### **Dish Wireless, 871 Bedford Rd – Review of Eligible Facilities Request**

SBA Communications representative Cathy Ware was present to discuss this request to install three antennas at a height of 107 ft on this monopole. Ware explained that the antennas are 6 ft high, and will be flush mounted on the outside of the monopole. There will also be a new equipment pad installation on the ground at the base of the monopole.

TP Mercier explained that while the Building Commissioner has issued a permit for this facility, indicating that it meets the criteria for an eligible facilities request, she wanted to make the Board aware of this request.

Chair Herschelman suggested that we research the history of this facility and any conditions associated with approvals for it. Yelle agreed, and asked about the PB's conditions pertaining to the original court ordered installation of this monopole, noting that there may have been a requirement for antenna concealment. Ware did note that the antennas would extend 2 to 3 feet off the sides of the monopole. Yelle asked for a mockup drawing illustrating this, and Ware agreed to provide it. Chair Herschelman also asked for a photo of a similar site or a rendering.

With further research to be done into the conditions associated with the original monopole installation, the PB agreed to continue this discussion at its 7/17/23 meeting.

### **Potential Zoning Bylaw amendments**

TP Mercier had compiled a list of proposed potential zoning bylaw amendments, and had also prepared a chart prioritizing them for future Town Meetings with respect to their importance and relevance to the MP and the MPP, as well as the MVP and CPG grants. TP Mercier recommended that the accessory apartment bylaw be a priority for the next TM.

Chair Herschelman asked the Board members to review this information and email TP Mercier with any additional suggestions. TP Mercier asked the Board to review the information and provide feedback for suggestions to be addressed in the Jul and August meetings.

At 10:24 pm, Adams moved and Geggis seconded a motion to adjourn the meeting, and the motion was approved unanimously (6-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood  
Assistant to Planner  
Carlisle Planning Board

List of documents associated with this meeting (available via the Planning office):

- Town Planner memo to Planning Board re 6/12/23 meeting, dated 6/8/23
- Invoice #s 25420, 25438, 25502 from LandTech, Inc. for Estey Road project peer review
- Revised plan set for Carlisle Dog Park dated 4/23/23 prepared by Fisher Design Group
- Revised grading and planting plan set for Carlisle Dog Park dated 4/28/23 prepared by Fisher Design Group
- Responses to Stanton Foundation plan review prepared by Fisher Design Group, dated 4/10/23, revised 4/28/23
- Drainage Plan progress print dated 6/6/23 for Woodward Village, prepared for Now Committees LLC by Stamski and McNary, Inc.
- Letter from Stamski and McNary, Inc. to the Carlisle Conservation Commission dated 6/2/23 re Woodward Village [plan changes]
- 61 Judy Farm Rd modification plan dated 3/17/23, prepared for Adam Ostrow by Engineering Alliance Inc. Portsmouth, MA
- Letter to Carlisle Conservation Commission dated 3/17/23 from Engineering Alliance Inc re 61 Judy Farm Rd
- Email from Sylvia Willard to Julie Mercier dated 6/12/23 re 61 Judy Farm Rd
- Planning Board Work Plan regarding zoning bylaw amendments and Master Plan, prepared by Julie Mercier
- Draft Housing Production Plan: [https://www.carlislema.gov/DocumentCenter/View/4547/Carlisle-HPP-Report-Final\\_1129\\_JointBoardReview?bidId=](https://www.carlislema.gov/DocumentCenter/View/4547/Carlisle-HPP-Report-Final_1129_JointBoardReview?bidId=)