OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
planning@dunstable-ma.gov

Planning Board Minutes
Monday, June 17, 2023

Approved: **July 1, 2024**

Chair Jeff Pallis, at 6:30pm, called the meeting to order.
Members present: Joan Simmons Joe Vlcek, and Jim Wilkie
Members absent: Alan Chaney

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Election of Planning Board Officers – Fiscal Year 2025

Joe nominated Joan Simmons to become the Chair of the Planning Board. Jeff 2nd the motion. – Motion passed unanimously.

Jim nominated Joe Vlcek to become Vice Chair of the Planning Board. Jeff 2nd the motion. – Motion passed unanimously.

Joe nominated Jeff Pallis to become Clerk/Secretary. Jim 2nd the motion. – Motion passed unanimously.

0 River / Unkety Brook Way Subdivision/Zoning Requirement for a Duplex Unit

The Developer has asked the PB to consider his building of a 2-unit duplex for the affordable housing unit. An affordable unit is required in the original subdivision agreement but a multi-family dwelling is not currently allowed in a residential area. The Board reviewed feedback presented by Town Counsel surrounding the zoning bylaws for the Town to allow two-family duplexes. The existing zoning for the Town does not allow for a duplex in an R-1 zone, where this new subdivision is located off River Street. Further, Town Counsel noted the Board of Appeals in Dunstable does not have authority to grant use variances, and thus a developer cannot seek zoning relief to include two-family or multi-family homes in this project.

The Board went on to discuss whether a change to the bylaws to allow a two-family, when build specifically for affordable housing, should be considered. Joe will work up the language for a potential bylaw change at a future Town meeting. This would not occur immediately to allow this developer to take advantage of during this subdivision construction.

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The Administrator will notify the Developer to proceed with the building the single unit that is affordable and fund the Town's Affordable Housing Committee as originally agreed to in the subdivision approval.

Attorney General Approval of November 2023 Town Meeting Article 2 Bylaw Update with Change

On June 10th, the Town Clerk received a decision from the AG regarding the Article 2 adopted at the Dunstable November 2023 Special Town Meeting with a change to remove a portion indicating lottery tickets could not be sold:

> Article 2 – Under Article 2 the Town amended its zoning by-laws Section 22, "Town Center Zoning Bylaw," Subsection C, "Uses Permitted by Special Permit," to allow the conversion of an existing building for the sale of alcohol products to be consumed off-premises, with the proviso that alcohol in bottles less than two ounces, cigarettes and ~~lottery tickets~~ cannot be sold in the establishment.

Given this feedback allowing a liquor store in the TCD, and an "on hold" submission for a Special Permit-Site Plan Review from 11 Pleasant Street/Amanda Shannon, the Planning Board will proceed with a request to the Town Engineering firm to verify that submission is complete to be considered.

PB Fee Schedule Review

The Board discussed the latest edition of proposed fee and project review increases.

Jim motioned to accept the PB Fee Schedule as presented. Joe 2nd the motion. – Motion passed unanimously.

The Administrator will take the next steps to notify the Town Clerk and advertise a Public Hearing.

Meeting Minutes – May 20, 2024

Jim made a motion to approve the minutes of the May 20th meeting, as submitted. Joe 2nd the motion. – Motion passed unanimously.

Meeting Minutes – June 3, 2024

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Joe made a motion to approve the minutes of the June 3rd meeting, as submitted. Joan 2nd the motion. – Motion passed unanimously.

Bills and Payroll

Jim made a motion to pay Umbral Technologies for computer rebuild services in the amount of $420. Joe 2nd the motion. – Motion passed unanimously.

Jim made a motion to pay Staples $223.96 for office expenses. Joe 2nd the motion. – Motion passed unanimously.

Jim made a motion to pay a Hoyle Tanner invoice for engineering services related to storm water control inspections at 315 River Street for $3,552.87. Joe 2nd the motion. – Motion passed unanimously.

Jeff made a motion to sign off on one payroll. Jim 2nd the motion. – Motion passed unanimously.

Additional Topics Discussed Not Noted on the Agenda

Joe made a motion to close the meeting at 7:59pm. Jeff seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, July 1, 2023 at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

APPROVED