OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
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Planning Board Minutes
Approved: **September 16, 2024**
Wednesday, September 4, 2024

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

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

Meeting Minutes – August 19, 2024

Joe made a motion to approve the minutes of the August 19th meeting. Alan 2nd the motion. – Motion passed unanimously.

Bills and Payroll

Alan made a motion to sign off on two payrolls. Joe 2nd the motion. – Motion passed unanimously.

Alan made a motion to pay $14.15 postage costs, and Joe 2nd the motion. – Motion passed unanimously.

Alan made a motion for the Chairperson to sign off on a Hoyle Tanner Task Order #30, Amendment 1, an estimate of services for 11 Pleasant Street's Special Permit and Site Review project review costs. Joe 2nd the motion. – Motion passed unanimously.

Public Hearing: Special Permit Site Review – 11 Pleasant Street, *A. Shannon & G. Avrillon*

Joan opened the hearing at 6:35pm and explained the hearing procedure and process. In attendance: Applicants and property owners Amanda Shannon and Guillaume "Gui" Avrillon, Hoyle Tanner Town Engineer, Dave Langlais and members of the public. The Administrator read aloud the legal notice of the Public Hearing printed once in the Lowell Sun as well as Groton Herald.

The subject parcel contains 3-acres with 143' of frontage on Pleasant Street, assessor's map 17 block 78 lot 0, and is in the R-1 Residential zone, Town Center District.

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Applicant Amanda noted this public hearing was the culmination of many prior inquiries with the Planning Board and Town surrounding their project goal to open a boutique liquor store in their attached barn. After these earlier inquiries into likely needs to reutilize the prior business location in the barn, they've addressed parking and made renovations to the barn interior.

Amanda noted that their idea is to create a simple and quaint boutique, for the sale of wine, beer, and specialty fine spirits. They do not intend to sell alcoholic nips or lottery/Keno. The hours of business will be Wednesday to Saturday, 11-7p and possibly Sunday with shortened hours. Gui further shared that they both currently work in the restaurant industry and desire to support the community by offering recommendations or access to products that are not readily available nearby elsewhere.

Planning Board Questions and Discussion:
Board member Jim verified with Amanda that the retail outlet would only be in the barn, and not in the residence. He inquired about the pavement size for parking in the front of the barn and if it accommodated 3 vehicles. Gui noted it can support three large vehicles, of which one will be designated as the required handicap spot for the business. There is open space for standard parking in front of the barn but backing onto Pleasant Street can be difficult at times. He shared there will be at least six parking spots in the rear of the building for patrons. They plan to encourage patron parking in the back to minimize the impact of traffic building up onto Pleasant Street.

Jim asked about store signage and Amanda referred him to the sample photograph showing lettering above the main entrance to the shop. No other signage is planned, unless direction to the rear area of parking is determined to be needed later.

Jim verified the rear parking will not be paved. Amanda confirmed it will remain a graded unpaved base. Gui clarified there is a ~20' deep by 22.4' wide paved apron off the street only.

Town Engineer of Hoyle Tanner, David Langlais:
Joan turned to Town Engineer, Dave for his comments. Dave directed the Board and public to his formal letter of response dated August 30th. He noted his clarification needs where around the layout and style of fencing to be added in the rear parking lot. Amanda directed him to the photographs with the proposed fencing location which would divide their property yard to separate from the parking area. She shared that it would be a 6' wooden stockade privacy fence style like the type already on their property line. It would block the neighbors' view of parked cars, as well as support the lighting to be installed upon it. Lightening would

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be mounted at ~6' height, solar powered, adjustable for shielding direction, on a timer for business hours only and possibly with motion detection. It would be pointed downward, to add lighting for walkways primarily and oriented away from shining towards neighboring properties. Other walkway lighting would also be solar and timed for illumination during business hours only.

Dave noted his only other commentary for the Board to consider was surrounding the need for a traffic study. It is Hoyle Tanner's recommendation that at a minimum the applicant evaluate sight distance at both driveways, as conversion of the property from a residence to a business represents a change in use. Discussion followed on whether a full traffic impact study is warranted for this location. Dave cited that it is common practice for municipalities to request that in lieu of a full traffic impact study, the applicant provide a professionally drafted short memo that documents the roadway network, any known safety concerns, provides available AADT information, and determines what the trip generation for the development will be using ITE code or sourced information. Dave and Hoyle Tanner left the decision regarding the memo up to the discretion of the Planning Board.

Attendees Questions and Comments:
The Board, applicants, Town Engineer and members of the public discussed traffic impacts including sight distance surrounding vehicle egress and access to the property. Applicants shared that stock to be sold would be either picked up or delivered via parking at the rear of the building.

Members of the public offered general commentary in support of the project.

The Board requested as a condition for the special permit, the applicants pursue provision of a professional traffic assessment with recommendations in the form of a memo for the Planning Board.

Departments in Attendance/Letters Received:
No departments notified attended the hearing in person and no letters were received from interested parties. The Administrator shared the notification form comments received from:

- Conservation Commission, & Highway Dept. had responded with "*No Comments*"
- The Board of Health/B. Braley:
  - "*New septic system will be required at this facility. BOH will need to sign off prior to the occupancy permit being issued. Owner has not started the process of upgrading their septic system.*"
- The Fire Chief:

- *"Met with owners about a year ago to discuss fire protection systems and egress points. No further issues at this time."*

- The Building Inspector/D. Barnes:
  - "*Signage, handicap access, traffic onto Pleasant St., hours of operation, lighting for parking area, snow removal, deliveries and help (labor)."*
- Police Chief Hoar:
  - "*No concerns with project moving forward*."

- Alan made a motion to close the Special Permit hearing for 11 Pleasant St at 8:09PM. Jim 2nd the motion.

Roll Call Vote to close Hearing:

- Alan Chaney-yes to close, Joan Simmons- yes, to close, Joe VLcek-yes to Close, Jim Wilkie-yes to close
  - Motion passed 4-0, unanimously.

Joan read aloud the Town Engineer recommendations to accept waivers as follows:

1. Waiver to provide drainage calculations as required by Section 3.03 and 4.01.
2. Waiver from providing a grading, drainage, and utilities drawing as described in Section 3.04.
3. Waiver to provide drainage designs that adhere to the design standards outlined in Section 4.01
4. Waiver to provide a full Landscaping plan as required by Section 3.04 and landscaping designs that adhere to the design standards outlined in Section 4.03.
5. Waiver to provide Miscellaneous Information as required by Section 3.07.

- Joe motioned to accept all the waivers requested by the applicant, except for the full traffic study. Alan 2nd the motion. Motion passed 4-0, unanimously.

- Joe motioned to grant/approve the applicants Special Permit request, with the accepted waivers and conditions, including production of a professional traffic study memo of recommendations which may improve property access safety, to be reviewed by the Planning Board. Alan 2nd the motion.

Roll Call Vote to grant Special Permit:

- Alan Chaney – yes, to approve, Joan Simmons - yes, to approve, Joe Vlcek – yes, to approve, Jim Wilkie - yes to approve
  - Motion passed 4-0, unanimously.

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Planning Board Fees & Project Review Costs

Alan motioned to table until the next meeting the review and discussion of the latest edition of the table format of fee schedule. Joe 2nd the motion. Motion passed unanimously.

Additional Topics Discussed Not Noted on the Agenda

Zoning Board of Appeals, 3 applications under consideration

The Board received email notification, with copies of applications and plans, for three different properties seeking zoning variances at scheduled public hearings on September 19th:

1. subdivision of 501 High Street into two backland lots
2. placement of a storage shed accessory building closer to the street than the principal residential structure at 306 Depot Street
3. the conversion of part of the structure at 601 Main Street into an accessory dwelling unit

The Board briefly discussed the submittals and potential property owner hardships involved. The Administrator noted that formal comments or concerns were requested to be received by the ZBA by September 16th.

Jim made a motion to close the meeting at 8:46pm. Joe seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, September 16, 2024 at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

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