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, October 21, 2024

Approved: **November 4, 2024**

Chair Joan Simmons at 6:33pm, called the meeting to order.
Members present: Alan Chaney, Jeff Pallis, Joe Vlcek and Jim Wilkie
Members absent: none
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Meeting Minutes – October 7, 2024

Joe made a motion to approve the minutes of the October 7th meeting. Alan 2nd the motion. – Motion passed unanimously.

Bills and Payroll

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

Alan made a motion to pay $140.00 advertising cost for the notice of public hearing in the Groton Herald, and Joe 2nd the motion. – Motion passed unanimously.

Public Hearing: Planning Board Fee Schedule, Rules & Regulations for Site Plans & Subdivisions

Joan opened the hearing at 6:35pm and explained the hearing procedure and process. In attendance: Hoyle Tanner Town Engineer, Dave Langlais and a member of the public. The Administrator read aloud the legal notice of the Public Hearing printed once in the Groton Herald.

Member Joe offered a summary overview of the new table format fee schedule changes for Town fees and project review and inspections increases. He shared the one change to the Site Plan Rules & Regulations, in section 4.03 Landscaping, surrounding required use of native plant species. Inquiring citizens and future applicants will be directed to the Conservation Commissions "Helpful Websites" page with the Board's previously approved listing of recommended North American Plants for New England Gardens.

Chair Joan pointed out a discrepancy between the current Fee Schedule (dated April 8, 2019) and the proposed new one, surrounding Special Permit (Residential) application submission

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cost. She noted that the current edition in effect, dated April 8, 2019, had a "$250 for each lot" while the proposed edition did not specify "for each lot". The Board discussed and agreed that this had been missed during the creation of the new table format, and that it should read "$250 for each lot up to four". The Administrator will amend the fee schedule as directed.

Town Engineer of Hoyle Tanner, David Langlais:
Dave noted his full support of the new fee schedule and one update to the site plan rules & regulations.

Departments in Attendance/Letters Received:
No departments notified attended the hearing in person and no letters were received from interested parties.

Attendees Questions and Comments:
The one member of the public in attendance voiced her support for the update to the Site Plan Rules and Regulations.

- Alan made a motion to close the public hearing at ~7:09PM. Joe 2nd the motion.

Roll Call Vote to close Hearing:

- Jeff Pallis-yes to close, Alan Chaney-yes to close, Joan Simmons- yes to close, Joe VLcek-yes to Close, Jim Wilkie-yes to close
  - Motion passed 5-0, unanimously.

- Alan motioned for the Dunstable Planning Board to approve the new fee schedule, with the amended change to Residential Special Permits to be "$250 for each lot up to four" as well as the revised "Site Plan Rules and Regulations". Jeff 2nd the motion.

Roll Call Vote to approve new Fee Schedule and revised "Site Plan Rules and Regulations":

- Jeff Pallis-yes to approve, Alan Chaney-yes to approve, Joan Simmons- yes to approve, Joe VLcek-yes to approve, Jim Wilkie-yes to approve
  - Motion passed 5-0, unanimously.

The new *Fee Schedule* and revised *Site Plan Rules and Regulations* are immediately effective, and the Administrator will notify all Town departments and post to the Town website the approved documents.

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Town Center District Overlay Potential Expansion

The Board discussed the possibility of making changes to expand the TCD. The Board does not favor an expansion of the district at this time but prefers to monitor the impact of change to the district further after the recent approval of a Special Permit for a liquor store. They noted the bookstore appeared to be a successful addition but thought more time was needed to observe and understand the liquor store's impact before any change to the size of the district was considered.

Additional Topics Discussed Not Noted on the Agenda

Land Disturbance Permit Statuses

While he was present at the meeting, the Board requested updates from Town Engineer Dave on the four properties with outstanding/active land disturbance permits:

Tier II/Gateway Homes-Westford Street: The developer appears to be commencing construction on the one (backland) lot remaining at 178 Westford Street. There is outstanding stormwater control issues related to the properties already built and sold on Westford Street. Heavy rains last January resulted in a breach of the mulch berm which led to water runoff and soils erosion onto abutting properties and Westford Street. The Developer had previously balked at a request for additional funding to support necessary engineering oversight and inspections. Dave is working on the requested invoice with details on his time and work to date, which the Administrator will plan to forward to the developer upon receipt.

73 Depot Street/Tier I: No concerns

75 Mill Street/Tier II: No concerns. Project is active with home construction underway.

493 Main Street/Tier I: No concerns. Project appears close to completion.

Joe moved to close the meeting at 8:06pm. Jim seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Monday, November 4, 2024 at 6:30pm.

Respectfully submitted,
Carol A. Rock
Administrative Assistant, Dunstable Planning Board

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