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, January 6, 2025

Approved:

Chair Joan Simmons at 6:35pm, 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 – December 16, 2024

Alan made a motion to approve the minutes of the December 16 meeting. Joe 2nd the motion. – Motion passed unanimously.

Bills, Task Orders and Payroll

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

Joe motioned to sign Hoyle Tanner Task Order #37, for Town Engineering review and inspection work related to a Land Disturbance Tier II permit review for 158 Forest Street. Alan 2nd the motion. – Motion passed unanimously.

Alan made a motion to pay a $5,429.31 Hoyle Tanner invoice #72684 for engineering and inspection services related to the Unkety Brook Way development off River Street. Jeff 2nd the motion. – Motion passed unanimously.

Alan made a motion to pay a $4,514.08 Hoyle Tanner invoice #72682 for engineering and inspection services related to land disturbance review and monitoring of "160" Westford Street. Jeff 2nd the motion. – Motion passed unanimously.

Joe made a motion to pay a $434.92 Hoyle Tanner invoice #72683 for inspection services related to land disturbance monitoring at 73 Depot Street. Alan 2nd the motion. – Motion passed unanimously.

Joe made a motion to pay a $473.22 Hoyle Tanner invoice #72680 for project review services related to issuing a Special Permit for a retail liquor store in the Town Center District for 11 Pleasant Street. Alan 2nd the motion. – Motion passed unanimously.

DRAFT

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

Accessory Dwelling Bylaw

The Board reviewed a few other towns bylaws and presentations as possible guide for formulating an Accessory Dwelling Unit (ADU) bylaw for Dunstable. Some towns have chosen to wait on creating a bylaw for a period after the new state law goes into effect February 2nd.

Joe had researched the state law for what a municipality can do: they may impose reasonable restrictions or requirements for site plan review, Title 5 requirements, regulations concerning setbacks and the bulk and height of structures, and short-term rentals. A municipality cannot: require owner occupancy, require a special permit or other discretionary zoning approval for the use or rental of the ADU, require more than one parking space for an ADU that's located one half mile from the commuter rail, and require any parking spaces if you're at a commuter rail. While the state says property owners can have an ADU by right, that doesn't mean that the Town's building permit or other required permits, and bylaw requirements (such as setbacks, distance from wetlands, etc.) can be foregone.

There are different types of ADUs:

1. Integrated ADU (IADU): unit located fully within the primary single-family dwelling, under the same roof, with separate entrance
2. Attached ADU (AADU): attached unit located to the side or rear of the main house with a separate entrance.
3. Converted ADU (CADU): accessory building existing as of the effective date of the ordinance may be converted; detached or semi-attached.
4. Detached ADU (DADU): fully detached from the principal structure and located behind the primary single-family dwelling.

The Board had a general discussion about incorporating Town rules and regulations into the potential bylaw.

Joe volunteered to put together a draft bylaw for the Board to review at a mid-February meeting.

Master Plan Implementation Committee – Rte. 113 Corridor

Joe noted that the MPIC has an outstanding action item to come up with suggestions for the Planning Board. The Board had a general discussion about expanding the Town Center District and businesses growth within the Town.

DRAFT

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

Affordable Housing

The Board had no action items at this time on the prior meeting's presentation by Community Teamwork's Lily Foss of the Fair Housing Program.

Land Disturbance

Jim, Joan and Alan attended the Dec. 19th site visit to the properties of Gateway Homes near 160 Westford Street with the Town's Stormwater Agent and an EPA representative. As the developer/owner was not in attendance the EPA was unable to enter the site. Jim noted the site was a mess and appears to be a dumping ground with a large volume of rocks and dirt fill. The mulch berm was overflowing. The EPA representative had shared that they have sufficient information to act.

The Administrator noted she was still waiting for information from the Agent regarding violations which would result in non-compliance fines.

The developer/owner has the 178 Westford St. property on the market, and any violations would be assumed with purchase of the property.

Alan moved to close the meeting at 8:01 PM. Joe seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Tuesday, January 21, 2025, at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

DRAFT