OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
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Planning Board Minutes
Monday, March 3, 2025

Approved: **March 17, 2025**

Chair Joan Simmons at 6:30pm, 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 – February 18, 2025

Alan made a motion to approve the minutes of the February 18th meeting. Jim 2nd the motion. – Motion passed.

Bills, Task Orders and Payroll

- Alan made a motion to sign off on one payroll. Jim 2nd the motion. – Motion passed.
- Alan made a motion to pay a $3,485.23 Hoyle Tanner invoice #73030 for engineering and inspection services related to land disturbance review and monitoring of "160" Westford Street. Jim 2nd the motion. – Motion passed.

ANR, 473 High St., W. Hall

Bill Hall, of Civil Design Consultants, presented on behalf of the applicant, Michelle Larkin, who was in attendance.

Bill shared that the 11.18-acres total property at 473 High Street is proposed to be subdivided into three lots:

1. Lot 1: 4.00-acres with 374.37' frontage.
2. Lot 2: 5.18-acres with 40.37' frontage. A scenic road and backland lot special permit will be applied for to the Board in the future.
3. Lot 3: 2-acres with 200' frontage.

Hoyle Tanner Town Engineer, Dave Langlais, has reviewed the ANR plan and approved the revised plans for subdivision after his initial comments were addressed through alterations to the original plans submitted with the ANR.

Jeff inquired about the driveway access plans for the backland lot. Bill shared that the intent is to use the 40' width of frontage on High St. to support the future driveway.

APPROVED

Joan inquired about the status of the existing dwelling at 473 High Street. The applicant noted it is on a 9-month "demo delay" by the Historical Commission. Alan inquired if they've had a meeting with the Commission, and the applicant responded yes. While it's known that the dwelling is in rough shape, there hasn't been any feedback on the next steps planned. Alan encouraged the applicants to pursue the Commission further for options to save the building, if possible. Alan indicated he'd also make further inquiries to the Historical Commission on the status as well.

- Alan made a motion to endorse the ANR plan for 473 High Street as presented. Joe seconded the motion. – Motion passed unanimously.

The Board proceeded to add their signatures to the Mylar and paper copies of the ANR plan provided.

Affordable Home at Unkety Brook Way Subdivision

Chair of the Affordable Housing Committee (AFC), Jon Hughes, was in attendance to consult with the Board on the topic of the affordable unit required as part of this approved 11-home subdivision off River Street.

Developer Fred Fahey is proposing an "in lieu of" payment to the Affordable Housing Fund instead of building the unit. He sent an email to the Board on March 2nd with a revised monthly expense analysis for the proposed 3,000SF affordable home. Monthly expenses for an affordable home, 3000SF with attached 2 car garage,4 bedrooms and 2.5 baths is estimated to be a $3,267.46 monthly payment. He estimated a buyer would need $120,000 gross yearly income (with no other debt) to qualify to afford/purchase this home. Principal, interest, taxes, insurance plus any other monthly installment debt cannot exceed 30% of gross income.

The Board and Jon had a robust discussion considering potential options but agreed that a further discussion in person with the developer would expedite to provide him with a response. The Board will invite Fred to the March 17th meeting.

Accessory Dwelling Unit (ADU) Bylaw

Joan noted that the Town Administrator received notice of a grant award from NMCOG to help the Town create this bylaw update. The Board agreed that they should continue to move forward with their own verbiage, given NMCOG's goals may be different than the Town's.

APPROVED

Joe asked the Board to provide feedback to him by March 10th via email their input on his initial draft provided previously. He'll consolidate into an updated document which the Board will review at their next meeting.

Town Center District (TCD) Special Permit Traffic Study – 11 Pleasant St.

Hoyle Tanner Town Engineer, Dave Langlais, has reviewed the Transportation Engineering, Planning, and Policy (TEPP) study report dated February 21, 2025 provided by the TCD Special Permit (SP) applicants of 11 Pleasant Street. The traffic report was a condition for approval of the SP issued in September of 2024.

Dave/Engineer's offered four comments on the study included and PB responses to each are embedded:

1. The Applicant has not provided a Site Plan with the traffic assessment. It is unclear where the site will access Pleasant Street. If one or both existing driveways are to be maintained that should be clearly described and shown.
   [PB: Not concerned with a need for formal updates to the site plan; as two driveways to be utilized exist and are apparent.]
2. The introduction notes "The proposed retail use will occupy an existing structure…" There is no other description for the proposed business and from this description alone it cannot be determined if the appropriate Land Use Code(s) (LUC) were utilized for trip generation.
   [PB: The anticipated LUC will change, to a "013" given the forthcoming commercial business in the residence.]
3. The Applicant should provide Intersection Sight Distance (ISD) evaluation for all access points from the site to Pleasant Street. The Applicant has provided evaluation of Stopping Sight Distance (SSD) but not for ISD. The Applicant has stated that ISD is not required for safety, however it is standard engineering practice to evaluate it as part of a traffic assessment.
   [PB: No need to address concern through providing distance to intersection.]
4. The Applicant prepared a Trip Generation table using two separate LUCs with no explanation why two LUCs were used. It appears the Applicant was demonstrating that there is no singular LUC that perfectly fits the proposed business, and it is irrelevant as both the presented similar LUCs yield minimal trip generation, however the Applicant should clearly explain this in the Traffic Assessment.
   [PB: No further explanation needed.]

APPROVED

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The Administrator will provide the applicants with the engineer's comments for their awareness, but the Board agreed that they do not need to have any further engineering work or review.

- Joe made a motion to accept the traffic study for 11 Pleasant Street provided, as is. Jeff 2nd the motion. – Motion passed 4-1.

Land Disturbance Permits Statuses

158 Forest St/Tier II: The engineering firm for the applicant have provided the Town Engineer with some updated information and a call is to be scheduled for a discussion.

"160" Westford Street/Tier II: The 178 Westford Street backland lot property has recently been sold. The Town Engineer has drafted some letters for the developer and the existing property owners of 148, 166, 172 Westford Street, citing the land disturbance violations.

The Board needs to determine whether the fine for violations moves with the property or if the Developer is still responsible. The Developer knowingly sold the "178" property when he knew the larger full set of properties had violations with daily fines on it.

The Board Administrator will follow up with the Town Administrator for guidance on how to proceed with the follow-up violation notice letters.

Additional Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting

Bylaw Updates Needed:

The Board will need to consider bylaw updates to address needs surrounding:

- Land Disturbance enforcement
- Affordable Housing Fund monetary contribution percentages
- Section 20: Solar size definitions

Alan moved to close the meeting at 8:35PM. Jim seconded the motion. – Motion passed unanimously.

The next regular meeting of the Planning Board is scheduled for Monday, March 17, 2025, at 6:30pm.

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

APPROVED