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, March 17, 2025

Approved: **April 7, 2025**

Chair Joan Simmons called the meeting to order at 6:35pm.
Members present: Alan Chaney, Jeff Pallis, and Joe Vlcek
Members absent: Jim Wilkie
Meeting held: Dunstable Free Public Library, 588 Main Street, Community Room

Meeting Minutes – March 3, 2025

Alan made a motion to approve the minutes of the March 3rd meeting. Joe 2nd the motion. – Motion passed.

Bills, Task Orders and Payroll

- Alan made a motion to sign off on one payroll. Joe 2nd the motion. – Motion passed.
- Alan made a motion to pay a $241.25 Hoyle Tanner invoice #73052 for engineering and inspection services related to the Unkety Brook Way development off of River Street. Jeff 2nd the motion. – Motion passed unanimously.
- Alan made a motion to pay a $1,295.00 Hoyle Tanner invoice #73124 for engineering and inspection services related to land disturbance review and monitoring of the Larter Field Tennis Courts on Groton Street. Jeff 2nd the motion. – Motion passed unanimously.
- Alan made a motion to approve a $173.25 reimbursement to the Administrator for certified mailing, CPTC Annual Conference and mileage associated. Joe 2nd the motion. – Motion passed unanimously.

Affordable Home at Unkety Brook Way Subdivision

Joan noted that Developer Fred Fahey has been invited to attend the next April 7th meeting of the Planning Board to discuss his proposal of an "in lieu of" payment to the Affordable Housing Fund (AHF) instead of building the required affordable unit. AH Committee (AHC) chair, Jon Hughes, will also attend the meeting to participate in the discussion. The Board and AHC position to date is to require the affordable unit to be built to add to the Town inventory, as originally agreed to in the 2022 subdivision approval.

Accessory Dwelling Unit (ADU) Bylaw

Joan noted that NMCOG has reviewed the Town's existing Accessory Dwelling Unit (ADU) bylaw and offered a draft of potential changes to help the Town create this bylaw update.

APPROVED

Joe highlighted that the recently enacted state law changes allow ADUs by property owner right and remove the requirement for a special permit from the Zoning Board of Appeals (ZBA) to build and ADU. The standard building permit process is still required, and the updated bylaw can require zoning compliance with defined setbacks, height, etc. The Board discussed how a site/plot plan which includes locations of all buildings, existing well, septic, and parking could be required as part of the standard building permit application. They also discussed how potential restrictions on short-term rentals could be included in the updated bylaw.

An outstanding question: whether an update to the building permit process would be necessary, to ensure compliance with any new bylaw requirements, needs to be posed to the Town Administrator and/or Counsel.

Joe asked the Board members, who have not already provided their feedback to him on his initial draft, to do so by Friday, March 28th. He'll consolidate into an updated document which the Board will review at their next meeting.

Land Disturbance Permits Statuses

158 Forest St/Tier II: The engineering firm for the applicant has connected via phone with the Town Engineer and discussed options for location of the necessary runoff retention basin. The applicant's engineer will submit the required plans, along with the outstanding Stormwater Pollution Prevention Plan (SWPPP) and General Construction Permit (GCP) for review. The Board will vote to accept the complete LDT2 permit application at their next meeting if all materials are received and reviewed by the Town Engineer/Agent.

75 Mill Street/Tier II: No concerns or anything new to report as the single-family home build is still in process and engineering inspections are continuing. An additional $2,000 deposit to the project review 53G fund was requested in late February and the Administrator is following up to pursue delivery from the owners.

Larter Field Tennis Courts/Tier I: Currently there are no concerns. Town Engineer is expecting a request for monitoring the construction of the required infiltration trench. An additional $2,000 deposit to the project review 53G fund was requested in late February and the Administrator is following up to pursue it from the contractor.

Gateway Homes, LLC "160" Westford Street/Tier II -- Violations: While an email from the developer acknowledging receipt of the violation letter was received February 12th, to date there has been no formal response to the eight specific violations and fines cited in the

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

February 6th notice of land disturbance violations. The Board will send another certified letter of violation(s) notice outstanding to Gateway Homes LLC requesting an action plan. This letter will also notify the developer of letters being sent to the property owners of 148, 166, 172 and 178 Westford Street, citing the land disturbance violations. Letters to the existing owners will advise that, while Gateway Homes LLC has been identified as the primary violator, as the current property owner, they also bear responsibility for ensuring their property complies with the applicable Town bylaws and regulations.

Future Agenda Items

Special Permit/Site Review T-Mobile Cellular on Water Tower

Electronic plans for the project have been provided by the applicant, T-Mobile's vendor, and the applications, fees and project review/inspections deposits are expected soon. The Board will schedule a public hearing for this project after the application materials are reviewed by Town Engineering and the Board votes at a near future meeting it is "complete".

Joe moved to close the meeting at 7:45PM. Jeff seconded the motion. – Motion passed unanimously.

The next regular meeting of the Planning Board is scheduled for Monday, April 7, 2025, at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

APPROVED