



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, November 7, 2022

Approved: November 21, 2022

Chair Jeff Pallis called the meeting to order at 6:30pm
Members present: Alan Chaney Joan Simmons, Joe Vlcek and Jim Wilkie
Member absent: none

Edge-of-Road By-law Proposal – Roads Commission – Mike Martin

A continuation of the prior Planning Board discussion started with a review of the email response received from Town Counsel to the question posed on how to best address any new regulation. Attorney Brian Falk's emailed recommendation was: A "*general bylaw directed at ensuring public safety and visibility along ways is probably the best approach.*"

Roads Commissions member Mike Martin was in attendance and discussion on counsel's recommendation and additional edits to the bylaw draft in hand ensued. Mr. Martin noted a concern with the notification to abutters for when the roads department were to perform roadside maintenance, as this is not typically done. How to address changes in the right of way made by homeowners discovered after the fact was noted as a concern.

Joan will make edits as discussed and a new draft will be sent to members for a follow-up review at a future meeting.

Approval of Meeting Minutes of October 17, 2022

Joe made a motion to approve the meeting minutes of the October 17th meeting, as submitted. Alan 2nd the motion. – Motion passed unanimously.

Bills/Payroll

- Alan made a motion to pay a \$475 Hoyle-Tanner invoice for services related to the 0 River St. definitive subdivision and its Special Permit review. Joe 2nd the motion. – Motion passed unanimously.
- Alan made a motion to sign off on payroll. Joe 2nd the motion. – Motion passed unanimously.
- Alan made a motion to reimbursement \$50 for two CPTC courses taken by the PB administrator. Joe 2nd the motion. – Motion passed unanimously.



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Special Permit Hearing– Section 22.C.4. Town Center District - Wood – 519 Main St.

Jeff opened the hearing at 7:00pm. In attendance: Applicants Thaddeus and Olga Wood and Town Engineer Dave Langlais. The Clerk read the legal notice printed in the Groton Herald.

Applicant Ms. Wood stated that as the application presented, the intent was to reopen a business in the existing stand-alone structure at 519 Main St. as a bookstore. In addition to books the shop will sell complimentary gifts. There are no modifications or additions planned to the shop building since last utilized. It was an antique shop in the past with limited hours and Friday through Sunday business hours are planned for the new book shop.

Ms. Wood shared their thought process in considering reopening the shop: *"We have a lot of space. We are anticipating small foot traffic and a bookstore is something to benefit the Dunstable community. It will be a limited scope shop, and we have no plans to advertise broadly as the prior antiques business had done nationally. We were inspired by the 'free library' book stands set up roadside on High Street, which had a lot of activity – especially from children walking by on their way to school."*

Planning Board Questions and Discussion:

Jim inquired about the parking availability, noting the four parking spots required by bylaw. Mr. Wood responded that there are at least six available off-street spots plus the circle drive which would not require any backing out. Ms. Wood noted if there were to be any parking concerns, they could look at private shopping options for patrons via sign-up appointments, which would allow shopping within a particular blocked timeframe for them alone.

Not expecting much traffic, although they are considering author events which might draw in more shoppers. In which case they'd seek out approval to coordinate and utilize the on street and nearby town hall parking – which will typically be closed during their regular business hours. They are hoping for some walk-in traffic of neighborhood residents and children to stop by.

Alan noted he had visited and done a walk-through of the site with town engineer, David Langlais. They'd had a pleasant visit and chat with the applicants, which hearkened back to the former antique shop. He believed this shop would mimic the prior approach and impact to the surrounding neighborhood would likely be similar. There were no problems with the prior operation and he can't image any issues with this new business proposed.

Town engineer, David Langlais spoke on his review of the application against town bylaws, and the previous operation. He shared observations on the current conditions and noted there were no changes to the structure and surroundings. He saw no reason to deny the waivers requested with



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the special permit. The only discrepancy was in the bylaw notation of four parking spaces, whereby this property exceeds that requirement with six.

The business fits into the master plan for Dunstable and the Town Center District in particular. With the improvements to sidewalk access forthcoming from the Rte. 113 project supporting it further.

Departments in Attendance/Letters Received:

No departments notified were in attendance to offer additional concerns or input.

A single notification from the Board of Health was returned noting no comments or concerns surrounding the special permit requested.

Attendees Questions and Comments:

Neighbor, Anne Fenochetti of Main Street, commented that based on her experience within the town center area and the prior business at the same location, issues with patron parking were unlikely.

The applicants noted a goal to open 'pre-holidays' and how they hoped to request feedback from the community on authors and best book genres to stock. With approvals tonight they hope to get started on prepping the shop for opening soon after the appeals period was over.

Alan made a motion to close the Special Permit hearing for 519 Main Street. Joan 2nd the motion.

Roll Call Vote:

- Jim Wilkie - yes to close hearing, Joan Simmons - yes to close hearing Alan Chaney - yes to close hearing, Joe VLcek - yes to close hearing, Jeff Pallis - yes to close hearing

– Motion passed unanimously.

Town Engineer David Langlais' Review Letter Dated November 3, 2022

Copies of the full letter were available to the public attending the hearing next to the sign-in sheet.

Requested Waivers, with regard to the Rules and Regulations Governing Site Plans in Dunstable, Massachusetts – all supported by Town Engineer:

1. Recommend that the Board accept the Applicant's request for waiver to provide drainage calculations as required by Section 3.03 as there is no proposed land disturbance. There were



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- no observed indications of existing stormwater runoff issues, and we are not aware of any cited issues regarding the same.
2. Recommend that the Board accept the Applicant's request for waiver to provide a Site Layout as required by Section 3.04 as there are no proposed changes to the property. The Applicant provided a site plan by way of SP1 Site Plan New Rear Entrance dated March 9, 2004 as a supporting document. There were no observed changes to that site plan.
 3. Recommend that the Board accept the Applicant's request for waiver to provide a Grading, Drainage, and Utilities plan as required by Section 3.04 as there are no proposed changes to the property. Existing grading is roughly shown on SP1, referenced above. There were no observed indications of existing grading, drainage, or utility issues, and we are not aware of any cited issues regarding the same.
 4. Recommend that the Board accept the Applicant's request for waiver to provide a Landscaping plan as required by Section 3.04 as there are no proposed changes to the property. The landscaping depicted in the aerial plan matches what was observed on site, and we are not aware of any cited issues regarding the same.
 5. Recommend that the Board accept the Applicant's request for waiver to provide a Locus plan as required by Section 3.04 as there are no proposed changes to the property. The Applicant provided Assessor's Map 17 Town of Dunstable in lieu of a locus plan.
 6. Recommend that the Board accept the Applicant's request for waiver to provide a Lighting plan as required by Section 3.04 as there are no proposed changes to the property. There were no observed indications of existing lighting issues, and we are not aware of any cited issues regarding the same.
 7. Recommend that the Board accept the Applicant's request for waiver to provide a Traffic Impact as required by Section 3.05 as there are no proposed changes to the property. The applicant indicated that they will be maintaining the maximum of 4 off-street parking spaces as allowed by the Town of Dunstable Zoning Bylaws section 6.1.g.ii.7, and we are not aware of any cited traffic issues at this location.
 8. Recommend that the Board accept the Applicant's request for waiver to provide Miscellaneous Information as required by Section 3.07 as there are no proposed changes to the property. We do note that the Applicant did submit the document Notice of Decision - Special Permit dated July 15, 2004 Case No. 04-02, but no other variances, Special Permits, recorded easements or deed restrictions were submitted.
 9. Recommend that the Board accept the Applicant's request for waivers to provide drainage designs that adhere to the design standards outlined in Section 4.01, and by reference the *Rules and Regulations Governing Site Plans in Dunstable, Massachusetts* and the *Town of Dunstable, Massachusetts Stormwater Management and Illicit Discharge Regulations* as there are no proposed changes to the property. There will be no land disturbance, and there were no observed indications of existing drainage issues. We are not aware of any cited issues regarding the same.
 10. Recommend that the Board accept the Applicant's request for waivers to provide parking and access designs that adhere to the design standards outlined in Section 4.02, as there are no proposed changes to the property. The existing driveway is paved and can accommodate a maximum of 4 vehicles as outlined in the Zoning Bylaws Section 6.2.f and 6.1.g.ii.7. We are not aware of any cited issues regarding the same.



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11. Recommend that the Board accept the Applicant's request for waivers to provide landscaping designs that adhere to the design standards outlined in Section 4.03, as there are no proposed changes to the property. The existing landscaping was observed to provide adequate screening from Main Street, and we are not aware of any cited issues regarding the same.
12. Recommend that the Board accept the Applicant's request for waivers to provide lighting designs that adhere to the design standards outlined in Section 4.04, as there are no proposed changes to the property, and we are not aware of any cited issues regarding the same.

Joe made a motion to grant the requested waivers. Jim 2nd the motion. – Motion passed unanimously.

Alan made a motion to approve the application for a Special Permit under Section 22.C.3 – Town Center District to open a business with approved waivers as submitted. Joe 2nd the motion.

Roll Call Vote:

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

ANR Extension – 107 Mill Street – Archer Davis

As the ANR application was submitted on October 25th, and the PB only meets one time within the 21-day consideration period requirement, an extension to the timeframe to review and approve the ANR was recommended.

Joe made a motion to extend the ANR. Alan 2nd the motion. – Motion passed unanimously. The board proceeded to add signatures to the ANR extension.

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

Joe made a motion to close the meeting at 7:25pm. Alan 2nd the motion. – Motion passed unanimously. The next scheduled meeting is Monday, November 21, 2022 at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board