



**OFFICE OF THE  
PLANNING BOARD**

TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
<mailto:Planning@dunstable-ma.gov>

**Planning Board Minutes  
Monday, July 17, 2023**

Approved: August 7, 2023

Chair Jeff Pallis at 6:30pm, called the meeting to order.

Members present: Alan Chaney, Joan Simmons, Joe VLcek and Jim Wilkie

Members absent: none

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

**Scenic Roads Violation – 190 Thorndike Street, Thomas Simmons**

Roads Department had notified the Planning Board of an unauthorized rock wall alteration on a scenic roadway. The property owner, Mr. Simmons, was present after receiving a letter of request to attend from the Board. The Board had pictures of the newly restored wall on the property roadside.

Mr. Simmons shared that he had researched the statute before starting the wall renovation and interpreted them differently than what the town bylaws state. He understood it to relate to road work. After receiving the Board's letter, he researched further and now understands how he had violated the town scenic road rules to protect the existing walls. He noted his intent had been to improve the wall to the betterment of all. He had no intention to circumvent the rules and apologized to the Board. The wall has been rebuilt as a dry wall with the old stones and additional fieldstone to the width and depth of the original wall. The Board agreed that the rebuild wall was done well and in line with keeping to the scenic nature desired by the bylaws.

Joe made a motion to waive any penalties and Jim seconded it. Joe made an additional motion to forego a need to schedule a public hearing for notification of intent and action to repair. Alan 2<sup>nd</sup> the motion. Both motions passed.

**Town Center District Bylaw SECTION 22 C 7. Uses Review**

Joe had emailed the Board with a proposal to make a change to Section 22. Town Center District, Section C. Uses Permitted by Special Permit. The Board discussed possible changes to the wording to allow conversion of existing buildings for use in selling both wine and alcohol.



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Joe will review other town's wording for this topic and suggested that he work with Joan further on proposed wording to alter the TCD bylaw. They will return to the Board by September with a proposal for new wording ahead of a public hearing and the Fall Town Meeting approval required to make a formal change.

### **Town Center District Special Permit Inquiry, 11 Pleasant Street, Amanda Shannon**

Property owner Amanda Shannon was in attendance. To supplement the TCD Section 22 uses discussion she noted it was not the intention of their alcohol license application to offer sales of miniatures, nips and lottery tickets. She was hopeful to pursue one of the town's two full liquor licenses by offering both wine and hard spirits.

Amanda offered support of the narrative which she had previously shared with the Board of Selectman; a copy of which was before with the Planning Board. She described the intent of their planned establishment to be a "*curated wine and spirits shop*". They wished to offer the community a knowledgeable resource "*centered around hosting, where they do the work for you to support your event*".

Joan inquired about serving to the public and Amanda reiterated that it would strictly be a retail sales establishment. They had no current intention to serve on-premises as that would require a complete septic system rebuild.

Jim noted a concern about the width of the driveway to the left of their building allowing for two cars to pass simultaneously. Amanda noted that they had improved the driveway to the back of the property to allow for additional parking behind the building. She shared that upon receipt of approvals from the Board, it would be their intention to add apron-width to the area near the roadway entrance.

Before closing the topic, Joan noted that the Board of Selectman must offer an additional approval to sell alcohol within 500' of a school or church. The property at 11 Pleasant is less than 300' from the Swallow Union Elementary School and the Congregational Church.

### **Scenic Roads Hearing Continuation – 47 Thorndike Street, Benjamin Moore**

The Administrator was notified by email that the Moore's could not attend tonight's PB meeting.

Alan made a motion to continue the scenic roads public hearing until August 7<sup>th</sup>. Jim 2<sup>nd</sup> the motion. – Motion passed unanimously.



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### **Meeting Minutes – July 17, 2023**

Alan made a motion to approve the minutes of the June 20<sup>th</sup> meeting, as submitted. Joe 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Bills and Payroll**

Jim made a motion to reimburse the Administrator \$928.93 for FYE23 expenses: (\$791.47 Staples new mini-desktop, \$105 for Registry of Deeds recording of officers, \$32.46 Staples, office supplies) and Alan 2<sup>nd</sup> the motion. – Motion passed unanimously.

Joe made a motion to pay \$420 PC data transfer & setup to Umbral Technology. (\$153.97 by PB, \$266.03 by DCC), and Alan 2<sup>nd</sup> the motion. – Motion passed unanimously.

Alan made a motion to pay \$25 postage costs, and Jim 2<sup>nd</sup> the motion. – Motion passed unanimously.

Joe made a motion to sign off on two payrolls. Alan 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Zoning Bylaw 11.7.x Backland Lot Requirement Change Proposal**

Joe had previously proposed a few changes to the current bylaw surrounding backland lots. He requested that the Board come to the next meeting with additional input for possible changes to finalize for a near future Public Hearing presentation.

### **Additional Topics Discussed Not Noted on the Agenda**

#### **North Middlesex Council of Government Meeting**

Jim shared some feedback from his attendance at his first NMCOG meeting. He noted that Dunstable's participation was welcomed by the Council. In the future, he hopes to be able to present the Council with some data on how Dunstable's farming community supports providing the region with provisions they all need and use.

#### **Upcoming Labor Day Holiday of September 4th**

The Planning Board will move their meeting of Monday, September 4<sup>th</sup> to Tuesday the 5<sup>th</sup>.



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Alan made a motion to close the meeting at 8:11pm. Joan seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, August 7th, 2023 at 6:30pm.

Respectfully submitted,

Carol A. Rock  
Administrative Assistant Dunstable Planning Board

APPROVED