OFFICE OF THE
PLANNING BOARD
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Planning Board Minutes
Tuesday, November 18, 2025

Approved: **December 15, 2025**

At 6:30pm, Chair Joe Vlcek called the meeting to order.
Members present: Alan Chaney, and Jeff Pallis,
Members absent: Joan Simmons, and Jim Wilkie

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

Meeting Minutes – November 3, 2025

Approval of the minutes of the November 3rd meeting were tabled until the next meeting.

Bills, Task Orders and Payroll

- No bills.
- Alan made a motion to sign off on one payroll. Jeff 2nd the motion. – Motion passed unanimously.

Public Hearing Continuation: Special Permit, Site Review Backland Lot– 473 High Street, Civil Design/Michelle Larkin-Celtic Builders LLC

Joe reopened the hearing at 6:37pm and explained the hearing procedure and process. He noted that due to the limited Board membership the meeting was being recorded utilizing MS Teams to allow missing members to review and certify (under the Mullin Act) for future participation in a vote on the backland lot special permit. In attendance: Applicants, Michelle Larkin/Celtic Builders, plan designer and engineer Tom Schomburg of Civil Design Consultants Inc., Hoyle-Tanner Town Engineer, David Langlais and members of the public.

Tom Schomberg presented the applicant's updated plans based on the Oct. 20th prior public hearing comments from the Town Engineer and in their letter of feedback dated November 7th. He noted:

- Proposed driveway cross-slope revised from 2% to 4%.
- Addition of a low point 15 feet from High Street to limit stormwater runoff.

- Erosion control measures during construction of the project enhanced with jute matting and silt fencing.
- Provision of drainage calculations which confirm compliance with 1-inch rainfall infiltration requirement.
- Still working with Board of Health to identify all wells within 300 feet of property.

Planning Board/Town Engineer Questions and Discussion:

- Clarified driveway slope and drainage design.
- Discussed potential drainage impact of removing existing stone walls within the property.
- Confirmed infiltration trench and grading should prevent runoff onto High Street.

Attendees Questions and Comments:

Abutter Mike Leedberg (458 High Street) expressed concern about increased runoff affecting his well. He has documented three runoff incidents in the last 12 years. He suggested relocating the driveway further north to avoid exacerbating drainage issues.

Neighbor Donna Miceli (513 High Street) warned that moving the driveway north could worsen flooding at the lowest part of High Street.

Historical Commission Chair, Ann Davis, confirmed Town Counsel allows preservation of the historic house as a condition of the special permit if mutually agreed upon with the applicant. The Larkin family are open to discussions but there is no formal plan yet for the historic house.

The Board, applicants and engineers discussed feasibility of relocating the driveway as well as the potential for overbuilding infiltration systems to exceed minimum requirements. All parties acknowledged limitations for driveway relocation due to zoning, setbacks, and existing structures (e.g., stable). The applicants agreed to explore both relocation and enhanced drainage options and requested the hearing be continued.

- Alan made a motion to continue the Special Permit hearing for 473 High St until the December 15th PB meeting. Jeff 2nd the motion. – Motion passed unanimously.

Land Disturbance Status Updates

While in attendance, Town engineer/stormwater agent, Dave Langlais provided statuses for open land disturbance permits:

a. Tier II/178 Westford Street: The project is active and well-managed with regular updates on status and needs made directly to Dave by property owners. He has no concerns.

b. Tier II/Unkety Brook Way: Site is contained, with foundation work ongoing.

APPROVED

c. Tier II/158 Forest St: Awaiting engineer as-build plans to review and inspect against before issuing certification of completion.

d. Tier II/75 Mill St: Driveway apron work completed this week. Awaiting engineer as-build plans to review and inspect against before issuing certification of completion.

Zoning Bylaw Update: Section 11 "Development Rules & Regulations for All Districts" Chart 11.1

The Administrator made corrective edits and spacing improvements for readability of the Zoning Bylaws chart 11.1, which outlines dimensional requirements. At their Oct. 20th meeting, the Board had approved updates to this chart relative to the ADU bylaw draft currently under review by Town Counsel.

- Jeff made a motion for the Board to approve the updated Zoning Bylaws Chart 11.1, and forward to Town Counsel for review. Alan seconded. – Motion passed unanimously.

Jeff moved to close the meeting at 7:43 PM. Alan seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Monday, December 1, 2025, at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

APPROVED