OFFICE OF THE
**PLANNING BOARD**
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# Planning Board Minutes
# Monday, December 15, 2025

Approved: **January 5, 2026**

At 6:35pm, Chair Joe Vlcek called the meeting to order.
Members present: Alan Chaney, Jeff Pallis, Joan Simmons and Jim Wilkie
Members absent: none

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

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

Joe reopened the hearing at 6:36pm and explained the hearing continuation procedure and process. Members Joan and Jim had reviewed the MS Teams recording of the November 18th meeting and signed Mullin Act certifications to allow 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 November 18th prior public hearing comments and concerns. The applicant had considered the request to relocate or lower the driveway. Such a change was deemed infeasible due to site topography and grading restrictions, which would cause excessive disturbance and reduce roadway sight distance visibility. He noted plan adjustments were made to redirect drainage toward the higher point of the road and to expand the infiltration system, increasing runoff storage capacity from 1 inch to 2 inches—exceeding permit requirements.

Town Engineer, Dave confirmed that the drainage calculations provided supported the driveway infiltration trench design capacity which had been doubled and its cross slope increased from 2% to 4%. This should address concerns about stormwater flow and drainage management.

Joe asked the Board and Town Engineer if they had any additional input or questions. Alan reconfirmed with Tom that the infiltration trench design had doubled, as had the driveway pitched from 2% to 4%. Jim asked if the slope of the driveway went up as it met the roadway. Engineering responded that the new drive pitches down through the property and then levels off to a platform that pitches back up towards the road. The infiltration

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trenches along one side of the drive will catch and limit any runoff from going across High Street.

Joe noted that he had visited the property to observe the neighbors' concerns and that the topography and location of the new driveway would allow any water run-off to head south on High Street. Given the crown of the road there should be no water crossing over High Street to head towards the neighbor's existing unimproved dirt road across from it.

Joe asked Town Engineer Dave for his final thoughts, to which Dave shared the updated plan design should deal with the concerns that have been expressed and that they go beyond the statutory requirements of stormwater runoff retention capacity.

Other Departments Comments:
The Administrator noted that the Road Commissioners had responded that the applicant would need to submit a new driveway application along with a retainer for the required apron.

Public Comments:
Judith Denham, of 490 High Street, noted that currently water runoff from High Street hits her stone wall and then goes onto her driveway. Chair Joe noted that this project should not create further runoff as it would direct the water southward, and her location is north on High Street. The Board encouraged Mrs. Denham to direct existing concerns to the Roads Commissioners for their consideration.

Given no further commentary from those in attendance,

- Alan made a motion to close the Special Permit and Site Plan Review public hearing at 6:58PM for Michelle Larkin/Celtic Builders LLC applications/473 High Street. Jim 2nd the motion. Upon a role call vote, the motion carried unanimously.

With no additional discussion or commentary from the Board,

- Jim made a motion to grant and approve Ms. Larkin/Celtic Builders LLC application for a backland lot Special Permit and Site Plan review on a portion of the property located at 473 High Street. Alan 2nd the motion.

Roll Call Vote to grant Special Permit and Site Plan Review:

- Alan Chaney – yes, to approve, Jeff Pallis - yes to approve, Joan Simmons - yes, to approve, Jim Wilkie – yes, to approve, Joe VLcek – yes, to approve

Motion passed 5-0, unanimously.

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Joe read aloud and the Board reviewed with the Town engineer each of the waiver requests and applicant's reasoning, related to submittal requirements, as follows:

1. A waiver is requested to section 3.05 – Traffic Impact. The traffic impact of the proposed single-family dwelling will be 'de minimus' and would not warrant a traffic study.
2. A waiver is requested to section 4.03 – Landscaping. No additional landscaping is proposed beyond treatment of finished grade surfaces with loam and seed and preservation of existing natural buffers.
3. A waiver is requested to section 4.04 – Lighting. No outdoor lighting is proposed as the development is a single-family dwelling.

The Board had no concerns regarding these waivers, and the Town Engineer recommended acceptance of each.

- Alan made a motion to waive the requirement to provide Traffic Impact, as required by Section 3.05. Jim 2nd the motion. The motion carried unanimously.
- Alan made a motion to waive the requirement to provide a landscaping plan, as required by Section 3.04 and in adherence to design standards of Article IV, Section 4.03, and 4.04. Jim 2nd the motion. The motion carried unanimously.
- Alan made a motion to waive the requirement to provide a lighting plan, as required by Section 3.04 and in adherence to design standards of Article IV, Section 4.03, and 4.04. Jim 2nd the motion. The motion carried unanimously.

**Special Conditions**

Dave noted that per agreement with the applicant, a condition should be added to the decision regarding the disturbance of only one lot at a time to remain within the confines of their Tier I land disturbance permit.

**Town Engineer Updates and Statuses**

While in attendance, Dave provided status updates on outstanding land disturbance projects:

1) 158 Forest Street/Tier II: awaiting as-built plans before final inspections
2) 75 Mill Street/Tier II: as-built plans have been provided, and a final inspection will occur once the snow recedes closer to springtime, before issuance of certificate of compliance
3) 178 Westford Street/Tier II: still in progress, working on interior of house; property owners remain responsive
4) 73 Depot Street and 493 Main Street/Tier I: both properties need their Tier I certificates of compliance issued
5) Unkety Brook Way/Tier II: checking with builder on construction schedules; no work on the drainage until material for fill on all lots arrives.

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## Meeting Minutes – November 18, 2025

Alan made a motion to approve the minutes of the November 18th meeting. Jeff 2nd the motion. – Motion passed unanimously.

## Meeting Minutes – December 1, 2025

Jim made a motion to approve the minutes of the December 1st meeting. Jeff 2nd the motion. – Motion passed unanimously.

## Bills, Task Orders and Payroll

- Alan made a motion to sign off on one payroll. Jeff 2nd the motion. – Motion passed unanimously.

The Administrator summarized each invoice, and Joe requested any discussion on the following four invoices from Hoyle Tanner, before entertaining a single motion to pay all:

| | Property/Project | Filing Related | Invoice # | Amount $ |
|---|---|---|---|---|
| 1 | 178 Westford St | LDT2 | 74776 | $ 514.00 |
| 2 | 473 High St | SP/SPR/LDT1 | 74779 | $ 2,971.45 |
| 3 | 75 Mill St | LDT2 | 74771 | $ 150.35 |
| 4 | 158 Forest St | LDT2 | 74775 | $ 458.40 |

- Alan made a motion to pay the four invoices to Hoyle Tanner. Jeff 2nd the motion. – Motion passed unanimously.

Jim moved to close the meeting at 7:25 PM. Alan seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Monday, January 5, 2026, at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

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