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

Dunstable Planning Board Minutes
Monday, March 2, 2026

Approved: **March 16, 2026**

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

Meeting held: Dunstable Town Hall, 511 Main Street – lower level, Grange Room.

Approval Not Required (ANR) – 516 Main St – Evangelical Congregational Church of Dunstable

Jeff Hannaford, of Norse Design Services, presented the ANR on behalf of the applicant, Evangelical Congregational Church of Dunstable, who were not in attendance although also represented by legal counsel, Mark Mulligan. The ANR facilitates the near future purchase and transfer of two small parcels, (~8,274SF total; Parcels A & B) from Town-owned land to the Church to be combined with existing church property and Assessor's Parcel ID 17-34-0.

- "Parcel A" 6,936SF portion of Assessor's Parcel ID 17-33-0
- "Parcel B" 1,338SF portion of Assessor's Parcel ID 17-33A-0

Jeff referred to his "Plan of Land – 516 Main Street Dunstable MA", Revision dated February 27, 2026. Updates to the original plan submitted were made to address comments from Hoyle Tanner Town Engineer, Dave Langlais, including the addition of title examination language, zoning labels and Professional Land Surveyor certification. Regarding other comments from Dave L., Jeff noted that there were no wetlands/floodplain within 100' of subject parcels and that a 150' building circle was not applicable, given the parcels to be acquired were not buildable. He requested a waiver from granite bound markers due to developed conditions and existing control bounds.

- Jim made a motion for the PB to approve of the waiver request to not require the installation of boundary markers. Joan seconded the motion. – Motion passed unanimously.

- Jim made a motion for the PB to approve of the ANR for 516 Main Street and for the Planning Board to add their signatures to the hard-copy plans. Joan seconded. – Motion passed unanimously.

Preliminary Subdivision Continuation — 'Lovewell Farms' – 1177 Main Street

The Planning Board continued its review of the three-lot "Lovewell Farms" preliminary subdivision. The applicant, Jared Davis, was in attendance, along with his legal representative, Pam Brown of Brown & Brown, PC. The continuation presentation was made by the applicant's engineering representative Dan Carr, P.E., of Stamski & McNary, Inc. Town Engineer David Langlais was in attendance and provided technical comments during the discussion.

Board discussion centered on the six requested waivers—including road grade, road width, sidewalk requirements, cul-de-sac length, and radii at Main Street. Board members clarified that all six waivers remain under consideration despite earlier impressions that some had been withdrawn.

Board concerns focused heavily on roadway safety, particularly:

- Road grade: 10% maximum grade requested vs. the Board's preferred 6% limit; Road Commission opposed waiving this standard due to plowing and heavy-vehicle safety.
- Radii at Main Street: Applicant asserted compliance at the pavement edge; ambiguity remains on right-of-way radius requirements.
- Road width & sidewalks: A 24-ft roadway without sidewalks emerged as a potentially acceptable compromise.
- Cul-de-sac length: Generally, this waiver request was not viewed as a major issue.

Due to the absence of two Board members and the complexity of the waiver review, the Board preferred to continue the meeting to March 16, 2026, to allow full participation. The applicant formally requested a meeting continuation.

- Jim made a motion to continue the meeting for consideration of a preliminary subdivision approval at 1177 Main St until the March 16th PB meeting. Joan 2nd the motion. – Motion passed unanimously.

Land Disturbance Tier I Permit Approval & Building Permit Release – 775 Main St.

Applicants and property owners, Frances & Malcolm Wooff, along with their engineering consultant, Matt Waterman of LandTech Consultants, were in attendance. The project involves demolition of the existing circa 1945 cape home after a new four-bedroom dwelling is built on their 2.03-acre conventional lot. The total land disturbance will be just over 30,000SF, requiring a Tier I permit. The Wooff's sought to provide in-person responses to Town Engineer/David Langlais' February 27th letter of feedback on the land disturbance application to expedite the LDPT1 permit approval and Building Permit Release from the Board.

Matt reviewed each of the points of feedback and committed to offering plan updates; installation of erosion controls; scheduling of a pre-construction meeting; provision of stormwater inspection photos/records; and obtaining Town Engineer sign-off prior to any construction.

APPROVED

- Jim made a motion to Approve the Tier I Land Disturbance Permit, conditioned on addressing Town Engineer comments and pending forthcoming revisions to the plan prior to any earthwork, and holding a pre-construction meeting. Joan seconded the motion. – Motion passed unanimously.

- Jim motioned to authorize the PB sign-off of the Building Permit release for 775 Main Street, contingent on Town Engineer sign-off and compliance with erosion controls/stormwater inspection protocol. Joan seconded. – Motion passed unanimously.

Town Engineer Updates and Statuses

While in attendance, Dave Langlais provided status updates on the outstanding land disturbance projects he's monitoring in Town:

1) Unkety Brook Way Subdivision (Tier II): Dave has requested a startup schedule for remaining site work. He noted that ditch line drainage would be in process after raising road grade.
2) 158 Forest Street (Tier II): a grading correction made in late fall needs inspections against as-built plans submitted on January 7th. This is pending spring snow melt and should be able to be closed out soon afterwards.
3) 75 Mill Street (Tier II): Partial certification agreed upon previously; items for as-built plan updates remain outstanding.
4) 178 Westford Street (Tier II): Need to monitor seasonal drainage/stabilization after grading changes made by owner.
5) 73 Depot Street (Tier I): Certificate of completion issued, but administrative invoicing is outstanding.
6) 493 Main Street (Tier I): Closeout letter to be issued; no further construction outstanding.
7) 775 Main Street (Tier I): This new Tier I application was deemed complete and could be sent to the Roads Commissioners for their review and feedback.

Accessory Dwelling Units (ADU) Bylaw Amendment

The Board finalized the ADU bylaw draft language and dimensional chart updates. They agreed to retain the footnote surrounding non-dwelling accessory structures (e.g., sheds, pools, garages, barns) front/side/rear setbacks standardized at 30 ft to ensure consistency with state ADU requirements. Town Counsel had noted that ADU dimensional controls may not be stricter than for accessory structures.

- Jim motioned to approve the ADU bylaw (into new Section 11.5.1) and 11.1 Dimensional Chart as drafted and proceed towards the required Public Hearing notice. Joan seconded. – Motion passed unanimously

APPROVED

Meeting Minutes – February 17, 2026

- Joan made a motion to approve the minutes of the February 17th meeting. Jim 2nd the motion. – Motion passed unanimously.

Bills, Task Orders and Payroll

- Joan made a motion to sign off on one payroll. Jim 2nd the motion. – Motion passed unanimously.
- Joan made a motion to sign a Citizen Planner Training Collaborative invoice for $105 for the Administrator to attend the March 21st conference. Jim 2nd the motion. – Motion passed unanimously.

Jim moved to close the meeting at 8:54 PM. Joan seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Monday, March 16, 2026, at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Coordinator
Dunstable Planning Board

APPROVED