

Town of Sullivan, NH
Planning Board
Meeting Minutes, February 2, 2022
Sullivan Town Hall

Members present: Leslie Casey (Chair), Chris Pratt, Laura Lewandowski, Ann Sweet (alternate), Paul Bolduc (ex-officio)

Public present: Roger Sweet (358 Centre Street)

A. The meeting was convened by Chairman Leslie Casey at 7:02 p.m. A. Sweet agreed to step up as a voting member in Milton Trimitsis' absence. P. Bolduc agreed to take notes.

B. L. Casey moved to approve the minutes of January 19, 2022. C. Pratt seconded the motion. Following discussion, the draft minutes will be amended as follows:

- In section E, (1) delete extraneous quotation marks from first sentence; and (2) delete “, and simply write” from first sentence and replace with “be changed to say,”.
- In section E, delete extraneous period from second sentence.

The vote to approve the minutes as amended was unanimous.

C. Draft Site Plan Review Regulations amendments

Revised draft proposed amendments to the Sullivan Site Plan Review Regulations, dated February 2nd, were presented by C. Pratt. He commented on the typographical errors which seemed to have appeared through electronic communication. He will check the text to ensure the errors are not carried through.

Pratt explained that he had incorporated previously-discussed typographical corrections, and bolded the draft amendments to the regulations. He went through those for the Planning Board:

- Pg. 1, III, 2nd paragraph, “shall” instead of “should”
- Pg.2, V.A, “optional, but recommended” instead of “optional”
- Pg. 2, V.A.1.b, “Sullivan Master Plan” instead of “master plan”
- Pg. 2, V.B.1, “a nonbinding discussion” instead of “nonbinding discussions”
- Pg. 6, XIII.A.3, “Locus plan” instead of “Vicinity sketch”
- Pg. 6, XIII.A.4, add “such as rock ledges and stone walls”; “twenty-five (25)” instead of “200”
- Pg. 6, XIII.A.6, “twenty-five (25)” instead of “200”
- Pg. 6, XIII.A.7, add new paragraph “The location of all existing and proposed easements, rights of way, and driveways, including shared driveways.”
- Pg. 6, XIII.A.8, add new paragraph “The location of all existing and proposed utility lines including those to be buried.”
- Pg. 6, XIII.A.11 (fmr. 9), delete “, and a copy of any driveway permit(s)” and move to section B
- Pg. 6, XIII.A.12 (fmr. 10), add “This should include turning radii if large trucks are to be used in the course of normal activities on the site.”
- Pg. 6, XIII.A.14 (fmr. 12), add “designated”
- Pg. 7, XIII.A.18 (fmr. 16), add “or wells”; add “In the case of a shared well, show one hundred (100) foot radius.”
- Pg. 7, XIII.A.19, add new paragraph “Location and type of any fuel storage facilities on the site if applicable.”

- Pg. 7, XIII.B.1, add new paragraph “A brief statement in writing shall be presented by the applicant outlining the nature of the proposal. This should include details regarding the scope of the proposal that may not be required on the plat.”
- Pg. 7, XIII.B.2, add new paragraph “If the applicant is not the owner of record, then the applicant will present a written approval from the owner of record authorizing them to act on the owner’s behalf.”
- Pg. 7, XIII.B.3, add new paragraph “Copies of any approved new septic designs from a licensed septic designer related to the proposed site. In the case of an existing septic system that will be used on the site, the applicant will present a certificate from a licensed septic designer that the current septic system has the capacity for the proposed use.”
- Pg. 7, XIII.B.4 (fmr. 1), add “as well as any permits and approvals governing environmental impact”
- Pg. 7, XIII.B.5, add new paragraph “A copy of any driveway permit(s).”
- Pg. 9, XIV (fmr. XV), move up ahead of former XIV. Re-number XIV (pg. 11) as XV.
- Pg. 12, XVII, add “Such waivers shall be granted only after a vote to waive the requirement has been taken by the Planning Board. The waiver shall be recorded in the minutes, and shall be noted on the Site Plan Review Checklist.”
- Pg. 13, XX, add “These regulations, and any amendments thereto, shall take effect upon their adoption. Any previous versions of these regulations is hereby repealed.”

C. Pratt asked whether the new Site Plan Review Checklist should be included in the hearing on the amended regulations. L. Casey said it would probably work best if the amended Site Plan Review Regulations were finalized and adopted first. The checklist is a tool that does not require public input before adoption.

Motion by Leslie that these amendments be recommended and a public hearing be held at the next planning board meeting on March 2nd, seconded by C. Pratt. No discussion. Voice vote: Unanimous “aye.”

The public hearing on the proposed amendments will be scheduled for March 2nd at 7 p.m. at the Sullivan Town Hall. Notices will be posted no less than 12 days prior to the hearing.

D. Draft Driveway Regulations amendments – vote on adoption

L. Casey presented the Driveway Regulations draft amendments. She noted the change in Article IV to “the most current NHDOT driveway policy” as the guide for driveway cuts providing access for multi-unit residential, commercial or industrial uses.

Casey will finalize the amendment history on the document after the planning board adopts the amendments.

Motion to adopt the Driveway Regulations as stated in the draft copy of January 19th, 2022 by C. Pratt, seconded by A. Sweet. No discussion. Voice vote: Unanimous “aye.”

E. Planning Clerk part-time position

L. Casey said that the Budget Committee is recommending \$10,000 in the budget for a part-time planning clerk. She said she had written a job description and given it to the selectmen. She will also provide the planning board with the job description and asked that they keep their eyes open for good candidates.

P. Bolduc inquired on how they were to post the position. Chair Casey said the Selectmen will post the position after Town Meeting in March. C. Pratt said it would probably be considered a Town employee position.

C. Pratt cautioned that not all of the budgeted amount will go to salary: FICA, workman's comp and other withholdings are taken out. Casey said the budget should be all right since the position will not be filled until the 2nd quarter of the year. She said she would check with the Treasurer and the Selectmen's Assistant to get an estimate of how much the withholding will be so that the clerk's hours are scheduled appropriately.

F. Other

Selectmen's Report

P. Bolduc shared that the Selectman denied a septic permit application for Key Landscape until the DES decision regarding the Alteration of Terrain permit has been communicated to the Planning Board, and there is final approval and certification of the Site Plan for 489 South Road. Once the site plan has been given final approval by the Planning Board, the septic permit can be approved.

L. Casey added that she spoke with Key Landscape's agent at Brickstone Land Use Consultants, Jim Phippard on February 1st and learned there may be revisions to the conditionally-approved site plan. He said he would keep the planning board apprised of any news on that front.

Site Plan Review Regulations follow-up

L. Casey shared some additional thoughts the Site Plan Review Regulations amendments, which were discussed:

- She noted that perhaps the regulations should state that the Conservation Commission would be notified of any application, as is currently the case for the Driveway Regulations. C. Pratt expressed his view that the Planning Board should inform the Selectmen, ZBA and Conservation Commission when a SPR application is received. He noted that it is understood that the Planning Board has sole jurisdiction over Site Plan Review, however.

The question of where to add the amendment was discussed. It was decided to place it under Section V.C (Completed Application) as new paragraph 4. C. Pratt will draft the wording ensuring cross-departmental notification of applications.

- Casey also said it might be useful to require an electronic copy of the site plan with the application. C. Pratt replied that the paper copy is more useful. A. Sweet said she thought an electronic version might be helpful for website review by the public. L. Casey said it could make collaboration with outside experts easier. The proposal was tabled.

L. Casey moved to adjourn, C. Pratt seconded. All "Aye." The meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Paul Bolduc
Acting Secretary