

Town of Sullivan, NH
Planning Board
Meeting Minutes, February 4, 2023
Sullivan Town Hall

Members present: Leslie Casey (chair), Timothy Newcombe (secretary), Laura Lewandowski, Paul Bolduc, (select board), Chris Pratt, Adam Cullis (Alternate), Laurie Goldsmith (alternate)

Public present: Robin Oke (Hubbard Rd), Del Ouellette (Valley Rd), James Walters (Route 9), Zack Brien (Route 9), Wendy Pelletier (Cardinal Surveying)

- A. The meeting was convened by Chairman L. Casey at 7:00 p.m. and roll call was taken. All members of the planning board and public provided their names and addresses.
- B. C. Pratt moved to approve the minutes for the regular meeting of January 4th, 2023. P. Bolduc seconded. Passed by unanimous consent of the planning board.

C. Driveway Permit Application, R. Oke, Hubbard Road (Tax Map 5 Lot 54-001

The planning board received a revised application. The road agent wrote that the proposed location was suitable and provided 200' of visibility in both directions. No issues were brought up in the discussion. C. Pratt moved to approve the driveway application. T. Newcombe seconded. Passed by unanimous consent of the planning board. R. Oke provided a \$4000 escrow check payable to the Town for the driveway apron. L. Casey provided him with a written receipt and a copy of the permit. Oke asked what the process was for obtaining a street address, and he was referred to the Selectmen.

D. Proposed Ordinance Amendments, Public Hearing

- 1. Amendments to the Community Planning Ordinance and the Wetland Conservation District Ordinance were proposed by by petition of the public. The petition bore the requisite 25 signatures per RSA 675:4. The proposed revisions were to change Special Provision 1 of the Wetland Conservation District Ordinance and Article III.C.11. from a 100-foot setback to 75-foot setback for the septic tank or leach field from any wetland.

Copies of the petitioned changes were available at the Town Clerk's office, and hearing notices were posted and published in accordance with statutory requirements. The board agreed that the proposed amendments would not primarily affect a particular group of landowners, so no mailings had been required.

- 2. L. Casey opened the public hearing. W. Pelletier explained the reason for the proposed ordinance changes. The current town standard is greater than the state standard of 75 feet [per RSA 485-A:33.IV(7)]. On smaller lots (<2 acres) this can make designing a septic system especially challenging. She noted that it might be possible to better define pertinent wetlands, and to consider the topography. L. Casey said she agreed, but the planning board would be unlikely to take on the research on that topic and would look to the Conservation Commission for model language.

J. Walters, who stated he is trained on septic design, also pointed out they make modern septic systems that can further reduce or eliminate the necessary septic setback. The public hearing was closed at 7:36 p.m.

3. L. Casey moved to correct the CPO article referred to in the amendment to Article III from Article II. Was this seconded and voted on, or just replaced with the motion to approve, below?
4. L. Casey made a motion to approve the proposed amendments to the ordinance, with the correction. C. Pratt seconded. Passed by vote of the planning board with one abstention (P. Bolduc).

E. Site Plan Review Application, Ouellette's Auto Repair LLC (Tax Map 6 Lot 14)

1. Review of Application for Completeness- L. Casey and C. Pratt had done a preliminary clerical review on the submission and recommended to the board that the application could be found complete. Letters and notices to abutters were mailed, and notices were posted and published per statute and Sullivan regulations. C. Pratt made motion that the application was complete. L. Casey seconded. Passed by unanimous vote of the planning board.

The complete application was comprised of:

- Site Plan Review checklist
- Site plan stamped by Jon Buschbaum, Envirespect Land Services
- ZBA conditional approval letter for Special Exception for commercial use to operate an auto repair business, dated 8/19/2022
- List of abutters
- Letter from the Sullivan Fire Chief regarding adequacy of the driveway access, dated 8/11/2022
- Driveway permit application, signed by Road Agent on 1/26/2023

2. C. Pratt made motion to accept the waiver for natural features. Seconded by P. Bolduc. Passed by unanimous vote of the planning board. C. Pratt made a motion to approve the waiver for the boundary survey. P. Bolduc seconded. Passed by unanimous vote. C. Pratt made a motion to approve the waiver for the soil data and designated wetlands. T. Newcombe seconded. Passed by unanimous vote.
3. Public Hearing- L. Casey opened the public hearing. No members of the public provided comment. Casey closed the public hearing.
4. Planning Board Deliberation and Decision- C. Pratt provided a narrative summary of the site walk which was conducted by T. Newcombe, C. Pratt, and the road agent on January 20th. There were no observed issues with the proposed site plan during the site walk. C. Pratt made a motion to approve the site plan including the conditions set forth by the ZBA. Second P. Bolduc. Passed by unanimous vote of the planning board.
5. C. Pratt moved to approve the driveway permit application associated with the change in use of the existing driveway. Seconded L. Casey. Passed by unanimous vote of the planning board.

F. Subdivision Application (Boundary Line Adjustment), NH Rte 9 (Tax Map 6 Lots 11-003 & 11-004)

1. The proposed boundary line adjustment would add a portion of lot 003, owned by J. Walters, to lot 004C, owned by Z. Brien & Jacob Figuerosa. Pratt made a motion that the proposed property line adjustment would not have a significant regional impact. Second L. Casey. Passed by unanimous vote.

2. L. Casey and C. Pratt had done a preliminary clerical review of the submission. Letters and notices to abutters were mailed, and notices were posted and published per statute and Sullivan regulations L. Casey made a motion to accept the application as complete. Seconded by C. Pratt. Passed by unanimous vote.

The complete application was comprised of:

- Minor Subdivision checklist
- List of abutters
- Project narrative
- Plat prepared by W. Pelletier

3. Motion and second to approve requested waivers? All requested waivers were approved by unanimous vote of the planning board.
4. Public Hearing- L. Casey opened the public hearing. W. Pelletier explained the rationale for the boundary line adjustment. J. Walter is selling some land to Z. Brien and they would like to move the property lines to add the rear portion of Walters' lot to Z. Brien's lot.
5. C. Pratt moved to approve the boundary line adjustments conditioned on the proof of transfer of the affected land to the town within six months. P. Bolduc seconded. Passed by unanimous vote of the planning board.
- G. L. Casey moved to adjourn. Seconded P. Bolduc. The meeting was adjourned by unanimous vote at 9:07 PM.

Respectfully submitted,



Timothy Newcombe
Secretary Pro Tem