

Town of Sullivan, NH
Planning Board
Meeting Minutes, May 4th, 2022
Sullivan Town Hall

Members present: Leslie Casey (chair), Tim Newcombe (secretary pro tem), Christopher Pratt, Ann Sweet (alternate), Laurie Goldsmith (alternate), Marsha Cook (ex officio), Adam Cullis (alternate)

Public present: Roger Sweet (ZBA, Conservation Commission), Elizabeth Newcombe, Joe Vicinanza

- A. L. Casey called the meeting to order at 7:02 PM. Leslie called roll call. Laurie Goldsmith was asked by L. Casey to serve as a full member for the meeting in Laura Lewandowski's absence.
- B. C. Pratt moved that the minutes to be approved. Tim Newcombe seconded. A. Sweet asked to amend the minutes to change the word "almost" to "over" in section G4 in reference to the amount of land in conservation. Minutes were unanimously approved by a voice vote with the aforementioned correction.

C. Driveway Permit Application, South Road (Tax Map 5, Lot 41-001)

E. Newcombe asked to submit a driveway application for her property located on South Road, and L. Casey agreed to it. T. Newcombe recused himself as E. Newcombe is his sister. A. Cullis agreed to stand in as a full member in place of T. Newcombe for that portion of the meeting. E. Newcombe said her septic design was submitted by Meridian Land Services on April 26th to the Town of Sullivan. M. Cook mentioned it will be discussed at the next selectman's meeting. E. Newcombe delivered her application to L. Casey who shared it with the other voting members for review.

There was a discussion about who E. Newcombe will need to get permission from to blast her ledge. C. Pratt said it would go through the State, and her contractor should know who to ask for approval. L. Casey said it would be helpful to have the driveway marked out before the site walk. L. Casey asked E. Newcombe if the contractor could be present for the site walk. E. Newcombe said that it could be arranged with advance notice. E. Newcombe and J. Vicinanza departed the meeting at 7:20. C. Pratt provided the history of the E. Newcombe's lot and subdivision to the new members of the board.

L. Casey raised the topic of establishing a driveway committee. C. Pratt said he would be willing to be on the driveway committee. L. Casey said it would be nice to have some continuity on the driveway committee and mentioned that Peter Miles had been on the committee and may be interested in continuing to serve on it. Adam Cullis also volunteered to serve on the driveway committee as needed.

7:28- A. Cullis returned to being an alternate and T. Newcombe resumed his duties as a full voting member.

D. Site Plan Review Regulations and Site Plan Review Checklist, review and certification

7:30- There was a discussion about the amended Site Plan Review Regulation. L. Casey asked the board to review the Fourth Draft of the Site Plan Review Checklist. C. Pratt said he included all

the revisions proposed at the prior meeting in the draft provided. C. Pratt mentioned that he followed the same format as the sub-division checklist. This checklist captures all the key aspects of the regulation. There was a discussion if all aspects of the checklist apply to every applicant. L. Casey said the type of site plan would dictate which aspects of the checklist would apply to that particular plan. L. Casey mentions she will re-format Site Plan Review Checklist without changing the content. C. Pratt moved to accept the site plan review as drafted. Seconded by L. Goldsmith. The Site Plan Checklist was unanimously adopted by voice vote.

- L. Casey circulated for signatures the Resolution page certifying the adopted, amended documents. The certified copy will be given to the Town Clerk.

E. Floodplain Development Ordinance update

L Casey began the discussion of the Floodplain Ordinance at 7:47. L. Casey mentioned that she used the state model ordinance (2018) in drafting an updated ordinance. Sullivan's current floodplain ordinance is dated 2007. L. Casey mentioned that there would be a great deal of resources required to implement the Floodplain Management Ordinance per the model language.

C. Pratt mentioned that there are very few areas in Sullivan located in a FEMA designated flood plain, but that in order for any residents to get flood insurance we need an ordinance on record. L. Casey asked for the board to review key sections of the ordinance over the next few meetings and see whether those towns had an outside consultant we might contact. There was a protracted conversation about the need to have an elaborate Floodplain Management Ordinance when the Town of Sullivan does not expect to see development in those areas. Furthermore, FEMA has not done its flood risk study of Spaulding Brook yet. L. Casey proposed that she will reach out to the hazard mitigation planning committee to see if the Town of Sullivan is required to have an updated Floodplain Management Ordinance that is aligned with the 2018 model. She will also try to find out who the Town's floodplain administrator is, since no one on the Planning Board or Board of Selectmen seemed to know. The conversation concluded at 8:15.

F. Other Planning Board Items

1. Master Plan 2025 update planning- L. Casey began the conversation at 8:17. She mentioned she has begun to draft a Request for Information (RFI) for potential planning consultants. A. Sweet mentioned we should look at some examples from other similar towns to see what we like. Some towns that were mentioned were Nelson, Surry, Harrisville, and Stoddard. L. Casey brought-up the example of Chesterfield which has a well-respected Master Plan prepared with help from the Southwest Region Planning Commission. However, the "vision" is not very forward-looking. L. Casey asked what towns are similar to Sullivan but have greater financial stability and better functioning municipal governments as a result of the Master Planning process. Those might be looked to as examples. C. Pratt said that state policies such as Current Use often make it difficult for towns to raise the tax revenue they need to be fiscally secure to provide the services residents want and need.
2. OSI Planning and Zoning Conference, Part 1 recap- Conversation began at 8:45. L. Casey highlighted key aspects of the conference including criteria for granting waivers, pros/cons

of site walks as public meetings, best practices for processing application and approvals, and the issue of approval criteria that preclude affordable housing development due to cost. The video will be posted on YouTube. There are other helpful videos from OSI there as well.

3. Planning Clerk Position Status- No applicants at this time.
 4. Selectman's Report- 8:57- M. Cook provided some updates on the Select Committee. This included mentioning that selectman will go to bi-weekly meetings in the summer and into the fall. Selectman working with town attorney to discuss how junk yard ordinances would be enforced. Also, a landowner is trying to gain access to their lot by petitioning to upgrade a discontinued road. C. Pratt cautioned that it may be difficult to get abutters to accept the offer for damages without taking the matter to court.
 5. At 9:04 L. Casey mentioned she was informed by the Administrative Assistant that the Burches of 432 Valley Road removed two barns on their property in 2020. They have asked if they use the same footprint as the barn would they need a building permit. Also they ask if they could build on the 0.3 acre lot across the street by Otter Brook. It was agreed that these are questions for the Selectmen.
- G. Adjournment-** Motion to adjourn the meeting by C. Pratt at 9:06. Seconded by L. Casey. Approved by unanimous consent.

Respectfully submitted,



Timothy Newcombe
Secretary Pro Tem