

Town of Sullivan, NH
Planning Board
Meeting Minutes, August 2, 2023
Sullivan Town Hall

Members present: Chris Pratt (chair), Timothy Newcombe (secretary), Laura Lewandowski, Leslie Casey, Adam Cullis (alternate), Laurie Goldsmith (alternate), Paul Bolduc (selectman ex officio)

Public present: Jason Yarosz and Tricia Yarosz (South Rd), Sy Creamer, David Demers, David Demers, Jr.

Recording secretary: Brenna Manuel, Planning Clerk

- A. The meeting was convened by Chairman C. Pratt at 7:00 PM, and roll call was taken. All members of the planning board and public provided their names and addresses.
- B. **Approval of Minutes of June 7th, 2023** – C. Pratt explained that the version of the minutes that was voted on in July was missing information that should have been included. The board was to vote on the version handed out at the meeting. L. Casey moved to accept the minutes as written. T. Newcomb seconded (with change to Section D1 to add “L.” before “Casey said”). Passed as amended by unanimous vote of planning board with one exception.
- C. **Approval of Minutes for July 5th, 2023**- L. Casey moved to accept minutes as written. T. Newcombe seconded. Passed by unanimous vote of the Planning Board.
- D. **Subdivision, Boulder Road [Tax Map 2-11-003 (620.55± acres)], John & Jean Hoffman**

- 1. Application Completeness Review- W. Pelletier presented a letter of authorization to represent the Hoffmans. She explained the proposed subdivision, which re-establish as a separate lot a previously-surveyed 99.66± acre parcel that was merged into lot 2-11-003 in 2008. Lot 2-11-003 is in conservation and has no houses on it. The proposed subdivision has its own conservation easement and would remain in conservation.

L. Casey reported that she and A. Cullis had done a clerical review of the application against the subdivision checklist and found it to be satisfactory.

The Planning Board reviewed the waivers submitted. One was for the boundary survey and location of permanent markers. W. Pelletier explained that pins from the previous survey were not verified, but the proposed lot and the lots around it are large and will not be developed. P. Bolduc made a motion that the 7 waivers be accepted. L. Casey seconded. Passed by unanimous vote of the Planning Board.

The proposed lot is partly in Sullivan, with an additional 58± acres in Stoddard. C. Pratt said that determination of regional impact usually involves much bigger proposals than this. L. Casey moved that this application had no regional impact. Seconded P. Bolduc. Passed by unanimous vote of the Planning Board.

L. Casey moved to accept the application as complete. Seconded by P. Bolduc. Passed by unanimous vote of the Planning Board. C. Pratt said all abutters save The Nature Conservancy had returned postcard indicating that they had received notice.

2. Public Hearing- Public Hearing was opened at 7:20 PM. No members of the public commented. Public Hearing closed at 7:21 PM.
3. Deliberations and vote- A. Cullis asked about the conservation easement for the proposed lot. W. Pelletier said the lot has a separate easement and will remain in conservation. P. Bolduc moved to approve the application. Seconded by L. Casey. The subdivision was approved by unanimous vote of the Planning Board. W. Pelletier was advised to supply the stamped mylar and paper copies of the plat for recording, along with a check for the recording fees.

E. Public Hearing revisions of the Regulations Governing Earth Excavations

1. Public Hearing- C. Pratt distributed the final version of the proposed revised regulations. The Public Hearing was opened at 7:25 PM. C. Pratt commented that there were no updates since 1991. Model language is from Southwest Region Planning. Most changes are to Section 3 Definitions. Gordon Gravel owns 2 lots in Sullivan adjacent to an active gravel pit. Purpose of updating the regulations now is to prepare for possible excavation in Sullivan. L. Casey pointed out a few typos to be corrected. There was no comment from the public. C. Pratt closed the hearing at 7:30 PM.
2. Deliberations and Vote- P. Bolduc moved to adopt final draft as amended. L. Lewandowski seconded. The planning board approved the revised regulation by unanimous vote.

F. Driveway Permit Application for Elizabeth Newcombe, South Road [Tax Map 5-41-001]

T. Newcombe recused himself from the deliberations and vote.

C. Pratt said the Road Agent deemed the driveway complete as the paved apron had been completed. L. Casey moved to approve the driveway. Seconded by L. Lewandowski. Passed by unanimous vote of the Planning Board, with T. Newcombe abstaining. With final approval, the selectmen will be notified that E. Newcombe's \$3,000 escrow can be released.

- #### **G. Complete Streets Policy**
- C. Pratt gave definition of the policy from the NH State letter as concerning safe access to streets for everyone including pedestrians, bicycles etc. C. Pratt noted a town policy on Complete Streets could be developed in the future.

H. Other Planning Board Items

1. Master Plan Update- C. Pratt handed out drafts of the Library and Town History chapters. He said that it will be covered at the next Planning Board Meeting.
2. Housing Task Force Public Meeting on ADUs – L. Casey reported that planner James Vayo gave the presentation, and there were 42 residents in attendance. P. Bolduc commented that it was an informative session, and that there were lots of questions. He said the presenter's examples from larger communities caused some concern, and that people are seeking input. L. Casey said the AARP is interested in Senior Housing, and their ADU booklet was made available. C. Pratt explained that ADUs can be prefab units like tiny houses. P. Bolduc said there is a lack of data on small towns like Sullivan. L. Casey noted that State Law requires that attached ADUs be allowed by right. Three more housing information sessions are planned.

3. Selectmen's Update- P. Bolduc reported that the Selectmen had been requested to discontinue Tyler Lane at James Manley's property line. That will have to go on the Town Warrant. Also, the Highway Department needs a turn-around built. Regarding junkyards, the Town continues to press through on enforcing ordinances. Bolduc announced that Keene honored Sullivan's request to provide ambulance service on August 1st, 2023.

H. Meeting adjourned at 7:47 PM by unanimous vote of the planning board.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brenna Manuel". The signature is written in black ink and is positioned above the printed name and title.

Brenna Manuel
Planning Clerk