

Town of Sullivan, NH
Housing Task Force
Meeting Minutes, August 23, 2023
Sullivan Town Hall/Planning Office (Lower Level)

Members present: Leslie Casey (chair), Wendy Pelletier, Gaynelle Pratt, Brad Smith

Absent: Paul Bolduc (Selectman)

Planning Consultant: Ivy Vann AICP, CNU-A

Public present: None

A. Call to Order: The meeting was called to order at 9:30 AM. A quorum was present.

B. Community Engagement:

- I. Vann recommended that minutes for Housing Task Force meetings be put up on the Town of Sullivan website, with a link on the home page. They are currently available in hard copy in the Planning Office. L. Casey agreed to work on it.
- Information session on Better Subdivisions, August 17th, debrief -- Copies of a handout with information about the process for ordinance amendments and the Community Planning Ordinance were available. The presentation by architect and planner Tom Emerson from Kittery, ME was well-received. It focused on ways to protect Sullivan's rural agrarian character and provide more housing choice in the face of development pressure by writing better subdivision ordinances. The presentation will be made available on the Master Plan Update web page. I. Vann led an exercise in which groups worked together to develop an imaginary parcel with Sullivan's current ordinance; the results were suburbs. Attendance at the session was good. In the discussion, some audience members voiced the opinion that for Sullivan to be ready for the future we can't keep saying "no" to every option.
- Information session on Home Shares, September 14th - Ric Cengeri of Home Share Vermont will be the presenter. B. Smith said it will be important to introduce the session by making it clear why we are talking about home sharing, keeping the focus on potential benefits to current homeowners. Data showing the shrinking size of households in Sullivan suggests that many residents may be living in houses that are larger than they need or want. The group noted that this session will be food for thought about a housing choice with historical precedent in Sullivan, but no ordinance change or vote will come out of it. The information will include best practices for home shares. I. Vann mentioned that legally home shares are consider innkeeper/guest arrangements rather than landlord/tenant arrangements, which makes it easier to evict.
- After the information session series is completed, an event with table sessions will be scheduled to gain additional understanding of the community's vision for housing. The Task Force will plan it at the September 18th meeting. Postcards should be sent out to publicize that event.

- ADU Ordinance Workshop -- L. Casey will ask the Planning Board chair to schedule a special meeting of the board for Tuesday, September 19th at 7 PM at the Town Hall for a workshop on ADUs. I. Vann would present a proposed ordinance. The purpose of the workshop will be explained at the September 14th community engagement event.
 - Cluster Housing Workshop – L. Casey will ask the Planning Board chair to schedule a meeting in October as a workshop on the Cluster Housing Ordinance. I. Vann recommended that the ordinance require cluster housing subdivision be used for parcels comprised of 3 or more potential lots. That would be a tool to prevent LLCs and big developers, especially, from building in a way that is counter to Sullivan’s desired character.
- C. HOP Grant:** L. Casey reported that she had submitted a budget restatement to the HOP program coordinator after discussions with program representatives. There has still been no word on the Steering Committee’s decision. If the Committee were to reject the new budget there would not be money for further community engagement, which would stop the project.
- D. Master Plan Update:** The housing chapter and Vision Statement will be brought to the Planning Board in October. The Vision Statement could be presented at the same meeting as the Cluster Housing Ordinance.
- E. Approval of Minutes:** Draft minutes of the July 31st meeting were distributed. W. Pelletier moved to approve the minutes, G. Pratt seconded. G. Pratt said the attribution of a comment about residents who had built in Sullivan wanting to prevent others from doing the same should be her, not B. Smith. Also, it was Chris Pratt, not G. Pratt, who had helped write the ordinance process item for the Master Plan Update page on the town website. The minutes as amended were approved unanimously.
- F. Other Items:** Priorities for ordinance amendments for the March 2024 ballot were discussed. The ADU ordinance and Cluster Housing Ordinance are the top items. L. Casey cautioned that the Planning Board’s resources and legal expertise are limited, so it may be difficult to draft ordinance amendments quickly enough. G. Pratt also recommended an amendment to limit the length of driveways. I. Vann said Peterborough has something that might be useful and she would look into it.
- G. Adjournment:** L. Casey adjourned the meeting at 10:47 AM.
- H. Upcoming Meetings**
- The information session on Home Shares will take place on Thursday, September 14th at 6:30 PM at the Sullivan Church Friendship Hall. Ric Cengeri from HomeShare Vermont, will be the presenter.
 - The next meeting of the Housing Task Force will take place on Tuesday, September 18th at 4:00 PM at the Sullivan Planning Office, Sullivan Town Hall, Lower Level.

Respectfully submitted,



Leslie Casey

Sullivan Housing Task Force, Chair