

**Town of Sullivan, NH
Planning Board
Meeting Minutes, October 4th, 2023
Sullivan Town Hall**

Members present: Chris Pratt (chair), Timothy Newcombe (secretary), Leslie Casey, Adam Cullis (Alternate), Laurie Goldsmith (Alternate), Nick Perra (Alternate)

- A. The meeting was convened by Chairman C. Pratt at 7:00 p.m. and roll call was taken. A. Cullis stepped in as a full member in the absence of L. Lewandowski.

- B. **Approval of the minutes from regular meeting, September 6, 2023.** L Casey moved to approve the minutes. T Newcombe seconded. Passed by unanimous vote of the planning board without revisions.

- C. **Driveway Permit, Hubbard Rd- Stanton (Tax Map 5, Lot 51-001).** The road agent has reported that they have completed the paving job. All conditions on the permit have been met. C. Pratt signed the final permit approval.

- D. **Driveway Permit, Centre St. – Cummings (Tax Map 3, Lot 44).** The state approval has been granted. The paving job has been completed. All conditions on the permit have been met. C. Pratt signed the final permit approval. L. Casey mentioned that previously the NH DOT had sent paper copies of permits to the planning board, but this time they did not. Evidently it was emailed to the defunct Fairpoint address for town hall.

- E. **Driveway Permit (expires Oct.), South Road- Dogopoulos (Tax Map 5, Lot 42-001).** The planning board sent a letter September 7th reminding the applicant to extend his application. He has not responded. The planning board will send him another reminder to extend his application.

- F. **Other Planning Board Items**
 1. HOP Grant update
 - Houseshares (Sept. 14)- Informational session on how to set up house sharing options was held. Ric Cengeri from Home Shares Vermont was the presenter. L. Casey reported that a link that organization's do-it-yourself guide to house sharing is up on the town web site under Planning and Zoning/Master Plan Update. She said the reason for bringing this topic to the community is that the Sullivan Housing Needs Assessment showed that the town has elderly people who are trying to age in place in houses that have extra rooms. Sharing a house can help the owner through rental income, companionship and/or services such as pet care. The match selection and contract agreement must be carefully done to be successful. There are stories of such arrangements working very well.

- Villages (Oct. 12) – An information session on village centers will be presented by Ivy Vann and hosted by the Housing Task Force. It will take place at 6:30 PM at the Sullivan Congregational Church on Thursday, October 12th. C. Pratt mentioned that tax revenue from denser parts of a town help with paying for services such as road maintenance in low-density parts. Weighing housing density with education costs for additional children was brought up as something to be considered.
- Housing Task Force Meeting (Sept. 18) – The Housing Task force met. Amongst other topics, the planning consultant, Ivy Vann, shared a model ADU ordinance that she developed outside of Sullivan’s HOP grant funding. Minutes will be posted on the Master Plan Update page of the website when final.
- ADU Workshop (Sept. 19) – At present there is no HOP grant funding for the planning consultant, Ivy Vann to do “regulatory development,” so the Housing Task Force decided not to hold a public workshop on possible amendments to the ADU ordinance. L. Casey said that regardless of grant support it would be prudent for the planning board to offer at least one housing-related ballot question for people to vote on at the Town Election in 2024.

She proposed that the Planning Board hold a special meeting as a work session to review and comment on the model ADU ordinance that Ivy Vann had shared with the Housing Task Force on September 18th. The planning board could also consider the article in the CPO that regulates housing density (III.C.7); it is subject to misinterpretation as written and should probably be amended. C. Pratt agreed. A Special Meeting of the planning board will be held on October 18th at 7 PM at Town Hall. It will be a public meeting, not a public hearing.

G. Selectman’s Report- No selectman was present.

H. Varia – C. Pratt reported that the Road Agent had drafted an updated Highway chapter of the Master Plan. He also said that the annual budgeting process was starting, and that he would submit the Planning and Zoning budget to the selectmen by October 25th.

I. C. Pratt moved to adjourn the meeting and A. Cullis seconded. Meeting adjourned at 8:09 PM by unanimous vote of the planning board.

Respectfully submitted,



Timothy Newcombe

Secretary