

Town of Sullivan, NH
Planning Board
Meeting Minutes, October 5th, 2022
Sullivan Town Hall

Members present: Leslie Casey (chair), Tim Newcombe (secretary pro tem), Laura Lewandowski Christopher Pratt, Adam Cullis (alternate), Laurie Goldsmith (alternate)

Public present: Henry Brooks (302 South Rd), John Bolles (469 South Rd)

- A. The meeting was convened by Chairman L. Casey at 7 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 September 7, 2022. T. Newcombe seconded. Passed by unanimous consent of the planning board
- C. Henry Brooks asked to bring an issue to the Board, and L. Casey agreed to allow it. He asked to change the ordinance for the 50 foot setback requirement for structures to specify “permanent structures.” His stated reason was that as written it would prohibit small or temporary structures. L. Casey said that there had not been any decision about what proposed amendments to the CPO would go forward this year, but that his comments will be taken into consideration. A properly noticed public hearing would be held, and the amendment would be written up as a warrant article and voted on at the Town Election.
- D. John Bolles was invited to bring up his issue. He was checking the status of the escrow check for the paved apron for the driveway for the lot owned by his brother, Walter Bolles. L. Casey said there had been a slight delay, but she had been told by the town treasurer that the check was being processed and was due to go out shortly.
- E. **Driveway Permit Application, South Road (Dogopoulos)**

L. Casey mentioned that at the last meeting it was not entirely clear where the house site was going to be located and whether it would meet the requirement that the lot be 200 feet in width at the building line. It turned out the sketch submitted with the driveway application was not accurate, and that the plot will allow for the house to be built at the desired location. She reported that the ZBA chair had confirmed via email that a variance was not required. Board members reviewed the application, and no issues were raised. The planning board cannot fully approve the driveway permit until the escrow check is submitted. C. Pratt moved to approve the permit subject to receiving the escrow check. L Casey seconded. Planning board approved by unanimous consent.
- F. **Subdivision, Hubbard Rd (Lococo) – Revision**

L. Casey reported that EJ Lococo requested his surveyor (W. Pelletier of Cardinal Surveying) to revise the boundary lines of lot 5-54-003 (5.95 acres) to allow for construction on a more optimal piece of terrain while still meeting all setback requirements. Mr. Lococo also owns the affected abutting lot (5-54-000, 186.93 acres). This change would increase the building lot by a little less

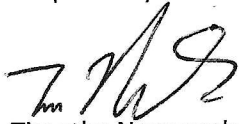
than 1 acre. L. Casey that she and C. Pratt had reviewed the proposed change with W. Pelletier earlier, and proposed that the Board could approve the change administratively since there would be no impact to abutters. Also, since the subdivision had been recorded so recently (July 2022) and it would be a minor change, it was justified to consider the change a revision rather than a boundary line adjustment. There would be a note on the plat (Lococo subdivision sheet 2) to the effect that the revised plan supersedes the original plan. C. Pratt made a motion to approve the proposed boundary revision between lot 5-054-003 and lot 5-054-000. Seconded by L. Casey. Passed by unanimous consent of the planning board. L. Casey said she would notify W. Pelletier to supply the mylar and a check for the recording fees.

G. Other Planning Board items

1. SWRPC commissioner appointment- T. Newcombe was put forward to the select board as a candidate at the previous meeting, but no word has been received from the select board on whether the matter was voted on. L. Casey said she would follow up.
2. The budget process has begun for the next fiscal year. The ZBA and Planning Board share a budget. L. Casey is working with the ZBA to develop next year's budget. It was not clear why no charges had accrued to "office equipment." The Board speculated that other funds may have been used to purchase computers for the planning office.
3. Master Plan update – L. Casey reported that she and M. Cook had met with Lisa Murphy (SWRPC) about a rough draft of a HOP grant application under the InvestNH program. L. Murphy provided useful recommendations on delineating tasks and budget.
4. Proposed CPO Amendments from the Select board:
 - i. *Change roadside boundary from 50ft from the right of way to a smaller number 20-25ft. This will provide a better chance of building on a non-conforming lots. The planning board will explore this proposal in more detail.*
 - ii. *Merge the "Winter Rules" into the CPO and research adding any other regulations to make one book. L. Casey pointed out that once added to the CPO, future changes would require going through the complex process of hearings and town vote, so it is not desirable to lump policies and regulations into the CPO. All agreed that it is important to have all the documents readily available on the town web site, and that it might be helpful to call attention to the snow & ice removal policy annually in the Sullivan Newsletter.*
 - iii. *Review and adjust fee structures for town permits.*
 - iv. *Remove article III, section C: 2 or reduce the number. "The minimum lot width at the building line is 200 feet." For consideration. L. Casey said she would research setback and dimensional requirements in ordinances of similar towns. A. Cullis suggested that a definition of road right-of-way would be useful.*
 - v. *Add wetland to the article XI; possible define difference between wet land and wetlands. Possibly who decides wetlands. All agreed that a consistent and clear definition of "wetlands" would be useful. L. Casey said she would research whether any of our ordinance or regulations have such a definition.*

H. L. Casey moved to adjourn the meeting at 8:25. Seconded by C. Pratt. The meeting was adjourned by unanimous consent of the planning board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Timothy Newcombe', written in a cursive style.

Timothy Newcombe
Secretary Pro Tem