

Town of Sullivan, NH
Planning Board
Meeting Minutes, December 7th, 2022
Sullivan Town Hall

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

Public present: Alicia Perra (Gilsum Rd), and Nick Perra (Gilsum Rd.), Robin Oke (Hubbard Rd), Jason Taylor (Hubbard Rd), Todd Smith (Road Agent)

- A. The meeting was convened by Chairman L. Casey at 7 p.m. and roll call was taken. L. Goldsmith agreed to occupy Adam Cullis' seat in his absence.
- B. C. Pratt moved to approve the minutes for the regular meeting of November 2nd, 2022. T. Newcombe seconded. Passed by unanimous consent of the planning board

C. Driveway Permit Application, Sapling Acres Preschool, 509 Gilsum Road (Tax Map 1, Lot 021-003)

L. Casey explained that in August the Zoning Board of Adjustment conditionally approved a Special Exception for a portion of the 17.26-acre lot to be used as a preschool and daycare (institutional use). Because the property's use will be changing, from solely residential to shared institutional & residential, a new driveway application was needed. The application has been submitted. The road agent has inspected the driveway and found no issues. C. Pratt also confirmed that the driveway has >200-foot sight lines, and there is room for snow removal. L. Casey noted that the driveway is over 300 feet in length (312'), and per the Sullivan driveway regulations a terminal turnaround for emergency vehicles is required. All agreed that the expanded terminal parking area and the "snow plow spaces" along the driveway are adequate to accommodate emergency vehicles without modifying the current configuration. C. Pratt moved to approve the driveway permit. L. Goldsmith seconded. There was no further discussion. The permit passed by unanimous vote of the planning board.

D. Site Plan Review, Sapling Acres Preschool (Tax Map 1, Lot 023-003)

- 1. Review application for completeness- L. Casey provided the planning board with copies of the site plan as submitted by the Perra's.

L. Casey said site plan review was one of the conditions imposed by the ZBA for approval of the Special Exception, and it is required because of the change in land use. She went over the purpose behind site plan review and the relevant regulations. L. Casey and T. Newcombe had previously screened the application against the Site Plan Review checklist and deemed it sufficient for submittal to the Board.

L. Casey said that abutter letters had been sent out and notices for the Site Plan Review application submittal and hearing had been posted and published in accordance with statutory requirements. She reviewed all elements that had been submitted with the application:

- Site Plan Review checklist
- Application with applicant information, narrative, abutter mailing addresses, and requested waivers (erosion control plan)
- Site plan (3 sheets):
 - a. Plan detail. A hand-drawn sketch showing the shape and dimensions of site impacted by the Special Exception for the institutional use, including the house, driveway including culvert and wet area at Gilsum Rd. end, parking area with 6 parking spaces and arrows showing traffic flow, and outdoor play space.
 - b. Lot map. A hand-drawn sketch showing the site impacted by the institutional use within the boundaries the lot.
 - c. Locus map. A portion of a survey map prepared for Searle H. Nigel by Pierre J. Bedard, LLS #649 dated Oct.-Nov. 1986, based on a prior subdivision survey by Herbert E. Russell, LLS #21. The lot is shown as "Lot 1." (See Cheshire County Registry of Deeds, Doc. #C08-D00-0199 recorded Aug. 21, 1987). The outline of the house and outdoor play space were hand-drawn in, and the current Sullivan lot numbers were added.
- NH Dept. of Health & Human Services Life Safety Compliance Report, 6/29/2022
- NH Dept. of Health & Human Services Child Care Program Permit, effective 11/16/2022 to 5/14/2023
- NHDES Approval of Operation of Individual Sewage Disposal System, 2/22/2017
- ZBA letter dated August 24, 2022 conditionally approving the Special Exception

C. Pratt moved to accept the application as complete. Seconded by L. Casey. Passed by unanimous vote of the planning board.

L. Casey noted that the setbacks for boundaries and the road should have been indicated on the lot map. After some discussion the consensus was that the site is far away from neighboring lots, and the house and play space are set back from the road, so failure to indicate the setbacks was not a significant deficiency. C. Pratt confirmed that the land uses of abutting properties are all either residential or wood lots. C. Pratt moved to accept the application as complete. Seconded by L. Casey. Passed by unanimous vote of the Board.

2. Public hearing- C. Pratt stated that he believes the site plan is thorough and acceptable for the proposed use. No members of the public were present to either support or oppose the planned use of the property with testimony.
3. Planning board deliberations and decision - C. Pratt moved to approve the application. Seconded by L. Lewandowski. There was no further discussion. Approved by unanimous consent of the planning board. L. Casey (Chair) and T. Newcombe (secretary) signed the approved site plan. Copies were provided to the Perra's.

E. Driveway Permit Application, Hubbard Rd. (Tax Map 5 Lot 54-001, 11.29 acres)

No driveway permit application has been submitted yet. R. Oke stated that during the site walk by the Road Agent, it was recommended the driveway be moved 20 feet to the left of the existing entry to increase line of sight to the required 200 feet. R. Oke contested the line-of-sight measurement for the existing access and provided pictures demonstrating line of sight from both directions. R. Oke also provided an example of another property in town (Walter Bolles' on South Rd.) that does not meet the 200-foot line of sight requirement. L. Casey explained that the

situation there is quite different: the approved driveway was sited to provide the best line of sight achievable for that lot; it did not use the existing curb cut, necessitating construction including blasting of ledge; and a 25 mph speed zone was established on that section of South Road.

L. Casey said that the planning board cannot waive the sight line requirement if there is another feasible way to access the lot that does meet the requirement. To do so would create a permanent a safety issue for the traveling public. The 200-foot requirement provides a minimum distance for drivers to react as a vehicle is pulling out. The slope of the road also tends to make it harder for vehicles to slow down quickly. T. Smith added that the line of sight has to be all-season and account for snow accumulation.

T. Smith stated that based on his measurements there is only 183' of visibility and the driveway should be moved 20 feet. R. Oke asked if he got a surveyor to measure would we accept their measurements. L. Casey stated the planning board would certainly consider stamped survey drawings with measurements. R. Oke and T. Smith agreed to measure again together on Friday 12/09/2022.

F. Other Planning Board Items:

1. Site Plan (commercial use), Valley Road- The site plan application for Ouellette Auto Repair has not been submitted. The planning board has not received any updates from the owner. L. Casey stated she will follow up to get an update.
2. W. Jackson driveway (Hubbard Rd), final inspection completed. Escrow was returned to the owner.
3. Lococo Driveway #2 (Hubbard Rd, Lot 5-054-003), final inspection completed. L. Casey added that Driveway #1 (Lot 5-054-002) had been inspected as well. Both escrows are in the process of being returned to the property owners.
4. Master Plan 2025 update planning- InvestNH Housing Opportunity Planning grant application- The state indicated that it intends to fund phases 1 (Needs Analysis & Planning) and 2 (Regulatory Audits), but not phase 3 (Regulatory Development) at this stage. The application has been revised accordingly and resubmitted.
5. Enforcement of driveway regulations- L. Casey said she has observed that many driveways and field accesses in Sullivan do not meet the town's design specifications causing more water drain onto the roadways than it should. That is particularly problematic when it freezes. Driveways are usually compliant at the permitting and construction stage, but over time the grade changes so they no longer drain properly. It is the planning board's responsibility to enforce driveway regulations. C. Pratt pointed out that it would be very expensive to make everyone fix their driveways. L. Goldsmith suggested an article in the town newsletter reminding people of their responsibility to prevent runoff into the roadway, and where they can find the design specifications. All agreed that it was a good place to start. L. Casey said she would draft something and ask the Road Agent to review it.
6. N. Perra volunteered to join the planning board and provided his qualifications. L. Casey said she had already spoken with the select committee and they had approved his candidacy. N. Perra will be sworn in as an alternate on the planning board to serve the remainder of Ann Sweet's term.

- G. Varia- C. Pratt motioned to adjourn at 8:22. Seconded by L. Lewandowski. Meeting adjourned by unanimous vote of the planning board.

Respectfully submitted,



Timothy Newcombe
Secretary Pro Tem