

**Town of Sullivan, NH  
Planning Board  
Meeting Minutes, November 2nd, 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: None

- A. The meeting was convened by Chairman L. Casey at 7 p.m. and roll call was taken.
- B. C. Pratt moved to approve the minutes for the regular meeting of October 5th, 2022. T. Newcombe seconded. Passed by unanimous consent of the planning board
- C. **Ouellette's Auto Repair, LLC, Valley Road- Site Plan design consultation**

The applicant, Del Ouellette, was not in attendance at the meeting so the agenda item was not discussed. L. Casey said that Mr. Ouellette had received a notice from the state that he must provide documentation that his business meets all town regulations, in order to be licensed to do state vehicle inspections. Site plan review is a condition imposed by the ZBA on the special exception for commercial use, so that must be completed before the state form can be signed by the town. The board is still waiting on the site plan review application to be filed. L. Casey said her understanding is that Mr. Ouellette has hired a surveyor to draft the site plan.

**D. Other Planning Board items**

- 1. Dogopoulos (South Rd.) driveway permit approved- At the last meeting the permit was approved contingent upon the receipt of the escrow payment. L. Casey reported that the payment was received, and the permit was approved administratively.
- 2. SWRPC commissioner appointment update- The Select Board approved the nomination of T. Newcombe to the Regional Planning Commission.
- 3. Master Plan 2025 update planning – InvestNH Housing Opportunity Planning grant application- L. Casey reported that the application has been submitted following review and approval by the Selectmen. The requested budget is approximately \$78,000. If approved, the grant will be used to fund a consultant for community outreach, master plan updates, and a regulatory audit. No matching town funds are required. She said that if the grant is awarded she plans to step down as Chair to concentrate on that, since it would be too much to try to do both. She was not sure of the timing of the grant decision, but would look into it.
- 4. CPO revisions, initial discussion – L. Casey distributed a compilation of dimensional requirements found in the ordinances of Sullivan and nearby towns. The purpose was to use it for determining whether Sullivan's requirements for setbacks, road frontage, etc. are similar to those of other towns. That will take some study since the details are complex, making direct comparisons somewhat difficult. C. Pratt said that at the time the dimensions

were set in the CPO, Sullivan had a lot of available land for building. However, that is no longer the case.

L. Casey presented some proposed amendment that were brought to the Chair of the board of selectmen by Laura Merrifield, a former chair of that board. One suggestion was to change the wording in Article V.A (Building Permits, When Required) from "A building permit shall also be required to erect or place any type of building or other structure, attached or detached, which will be **over 400 square feet**" to "A building permit shall also be required to erect or place any type of building or other structure, attached or detached, which will be **400 square feet or greater.**" All agreed that it would be an improvement, though not urgently needed. The other suggestion was to require that the board of selectmen be notified in advance of placing or constructing a building of any size. L. Casey said she would talk to the selectmen about it since it is not a planning board decision.

C. Pratt said that any ordinance amendments proposed based on the grant would not be ready until the 2024 town election. He was of the opinion that it would make sense to wait for 2024 rather than push to draft proposed amendments for the 2023 warrant. L. Casey said that regardless of what recommendations are made, any proposed changes to the CPO will be subject to public hearings and town vote.

5. Selectmen's report- No selectman was present for this meeting.

E. C. Pratt moved to adjourn the meeting at 8:00. Seconded by L. Lewandowski. The meeting was adjourned by unanimous consent of the planning board.

Respectfully submitted,



Timothy Newcombe  
Secretary Pro Tem