

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

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

Public present: Del Ouellette (Valley Rd), Alicia Perra (Gilsum Rd), and Nick Perra (Gilsum 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. L. Casey moved for the approval of the minutes for the regular meeting of August 03, 2022. C. Pratt seconded. The following correction was made to the minutes- Laurie Goldsmith was added to the list of attendees as she was originally omitted, but was in attendance. Passed with correction by unanimous consent.
- C. Site Plan (Institutional Use), Gilsum Road- design consultation with A. and N. Perra of Gilsum Rd. The ZBA has voted to conditionally approve the request for a Special Exception. L. Casey explained this will be an initial review and the planning board will advise the next steps in the site plan approval process. A. Perra explained they are planning to open a daycare and preschool in their residence. Specific rooms have been designated for use. She explained the times of use and the required state inspections that will take place. A. Perra explained she has been working in child education and development for 10+ years. They are planning to have no more than 12 full-time students/children and a maximum of 17 full-time and part-time students/children. They have submitted their license application with the state. C. Pratt asked if their septic system was sufficient for the amount of children attending. A. Perra said they had evaluated the septic and determined it was sufficient based on the state calculation provided by the ZBA. L. Casey stated the planning board would like a driveway application for the new institutional use of the property. She specifically asked for how the maximum number of vehicles will flow into and out of the property during pick-up and drop-off. Additionally, the planning board would like the application to include the parking plan. C. Pratt asked for an official site plan submission and review. He stated we can wave the requirements we determine to not be applicable, but should follow the site plan review process. A. and N. Perra left the meeting at 7:44.
- D. Site Plan (Institutional Use), Valley Road- design consultation with D. Ouellette. The ZBA has voted to conditionally approve the request for a Special Exception. L. Casey explained this will be an initial review and the planning board will advise the next steps in the approval process. D. Ouellette explained he is repairing vehicles in his garage. No major auto body repair, just simple repair and maintenance. L. Casey asked what state regulations apply to auto repair. D. Ouellette explained the only state regulation pertains to state inspections. The planning board advised D. Ouellette that a site plan submission will be required along with a survey of the commercial area, proper setbacks, and parking plan. Additionally, a driveway application will be required as the property's use is changing. D. Ouellette departed the planning board meeting at 8:15.

- E. Driveway permit application, Centre Street (Ahlberg) - L. Casey stated the site walk was completed on August 17th, 2022. No issues were detected. Road agent said we will defer to NH DOT for the paved apron requirement as this is a state road. C. Pratt moved to approve the permit. L. Casey seconded the motion. Passed by unanimous consent of the planning board.
- F. Driveway permit application, South Road (Dogopoulos) – L. Casey moved to defer action on this application until the owner has a final ruling from the ZBA. Seconded by C. Pratt. Approved by unanimous consent.
- G. Other Planning Board items:
 - 1. Ann Sweet submitted resignation from Planning Board and the regional planning commission. T. Newcombe was nominated to take the role on the regional planning commission by C. Pratt. Seconded by L. Casey. Approved by unanimous vote. The nomination will go to the select committee for final approval.
 - 2. Driveway permits, South Road (W. Bolles) - inspections completed. The road agent signed off on the inspection. The conditions of the application have been met.
 - 3. Master Plan 2025 update planning- InvestNH grant opportunity – the housing opportunity planning grant has been published. L. Casey has drafted the housing opportunity grant application.
 - 4. Centre St. Nonconforming lots- follow-up on inquiry. The ZBA determined a full survey would need to be completed before any determination on the property use could be determined.
 - 5. Municipal law training report - L. Casey reported the proposed legislative changes to planning board rules and training.
 - 6. Selectman’s report- M. Cook provided a brief update of the select board’s recent activity and current priorities.
- H. L. Casey moved to adjourn the meeting at 9:16 PM. Seconded by C. Pratt. Meeting adjourned by unanimous vote.

Respectfully submitted,



Timothy Newcombe
Secretary Pro Tem