

**Town of Sullivan, NH  
Planning Board  
Meeting Minutes, October 20, 2021  
Sullivan Town Hall**

Members present: Leslie Casey (Chair), Laura Lewandowski, Dott Miles, Ann Sweet (alternate) and Marsha Cook (Select Board Representative)

Public Present: Roger Sweet, Conservation Commission

A. The meeting was convened by Chairman Leslie Casey at 7:00PM. A. Sweet agreed to sit in place of M. Trimitsis, who was absent.

M. Cook moved to approve the minutes as written from October 6, 2021. D. Miles seconded. Amendments: (1) add "for each of the 3 lots" on Page 2, item "c.", re road frontage; (2) correct spelling of Dott's name on members list; (3) correct scrivener's errors (mao/map, locations/location, possible/possibly, his/her). All aye. Minutes unanimously approved as amended.

**B. Twice-Per-Month Planning Board Meeting Format**

Chairman Casey explained that the second meeting each month would give the board more time to spend on planning duties outside of processing applications, such as drafting amendments to ordinances and regulations. It would continue through January.

**C. Driveway permit status updates**

L. Casey proposed adding an agenda item to update the Board on the status of several driveway permits. There were no objections.

- **841 Centre St., inspection completed 10/19/21** The Road Agent, Todd Smith, inspected the entrance to the Lazarou driveway on Centre Street and signed off on it. No escrow was involved since the driveway had been State approved.
- **153 Boulder Rd., inspection completed 10/18/21** The Road Agent inspected the paved apron to the Richardson/Primrose driveway on Boulder Road and signed off on it. The Board agreed to recommend return of the \$3000 escrow.
- **183 Boulder Rd., inspection completed 10/18/21** The Road Agent inspected the paved apron of the Paquette driveway on Boulder Road and signed off on it. No escrow was involved since the driveway was pre-existing and had a paved apron (now replaced).
- **489 South Road, addendum re improvements for commercial use** With the granting of a Special Exception for commercial/industrial use for the Key Landscaping & Irrigation property, an addendum to the Driveway Permit allowing specified improvements to accommodate large trucks was prepared and signed by the Road Agent.

All permits were given final sign-off by L. Casey on behalf of the Planning Board.

**D. Draft Amendments to the Community Planning Ordinance**

Several proposed amendments to the CPO were discussed:

- Article III C.4. Add *contiguous* to 200 feet of road frontage
- Article III B title: add *Zoning* to Board of Adjustment

- Alternative Development. Add *contiguous* to middle of long paragraph where road frontage is described
- Article VI . Add ZONING to title and to C.9 and to 10.e and to opening of D
- The possibility was discussed of allowing alternatives to flush toilets for all dwellings, not just temporary and recreational ones. The consensus was that it is too complex of an issue to propose any amendments to the ordinance language for dwellings at this time
- There was inconclusive discussion of whether to and how best to establish a policy for consistent enforcement of statutes regarding building on Class VI roads. L. Casey commented that the Planning Board would not be able to tackle this issue without the help of a good road law attorney
- A question was raised of why Sullivan requires 50' setbacks from the road Right-of-Way for leach fields when the State only requires 10'. M. Cook reminded the board that the ROW is not the same as the edge of the road. L. Casey commented that if the ROW is marked by a stone wall, for example, it would make sense to keep the 50' setback to prevent problems in cases where the roadway may wander very close to the stone wall over time.

#### E. Draft Driveway Regulations Amendments

- Article III., Definitions:
  - Add *Applicant- The landowner(s) of record or their agent.*
  - Add *Shared Driveway- An access point designed to be used by up to three separate parcels of property. All shared driveways shall be recorded as access easements and shall constitute a covenant running with the land. Operation and maintenance agreements for these facilities shall be recorded with the deed.* L. Casey volunteered to consult with the NH Municipal Association regarding model easements and maintenance agreements
- Article IV., Design standards:
  - Add 6. *Driveways of 150 feet or greater in length may be required to be surveyed for existing and proposed topography.*
  - Add 7. *Driveways of 150 feet or greater in length shall provide a proper turnaround for emergency vehicles at their inner termination subject to approval of the Sullivan Fire Chief.*
  - Add 8. *Driveways must be constructed and maintained in suitable condition for emergency vehicles. Driveways longer than 300 feet must provide suitable turnouts that will allow two emergency vehicles to pass. Such turnouts should be located at approximately 300-foot intervals as the topography dictates and shall be constructed to adequate size and load-bearing ability to accommodate a 30-foot long fire truck weighing 15 tons.*
  - Renumber subsequent numerals to 9, 10, 11, 12, 13
  - Add 14. *Culvert design shall conform to the most recent NHDOT specifications. The culvert may be required to have a catch basin with a cover at the inlet end and a concrete or stone header at the outlet end. The culverts shall be installed by the landowner under the supervision of and with the approval of the Road Agent.*
  - Amend 17 (currently 13). *Driveways intersecting paved roads must have a paved apron of a minimum of 20 feet wide and 14 feet deep as determined by the Sullivan Road Agent based on consideration of use, site distance, and traffic on the paved road. If the paved road is a State highway, the NH DOT District Engineer shall make the determination.*

- Amend 18 (currently 14). Change “good engineering” to “best engineering.” L. Casey will check with Todd Smith about what standard should be cited. A question was raised of why “best engineering” is not specified for the whole driveway rather than just the apron. Casey speculated that it is because requiring engineering for all residential driveways would be unnecessarily burdensome to landowners.

There was discussion of ways to improve the Driveway Permit Application. M. Cook recommended a check box at the top of the form to indicate whether the driveway would be for commercial use. She also recommended assigning log numbers that appear on each page of an application, and starting a logbook to track applications going forward. L. Casey will follow up with the Administrative Assistant to see what systems the Selectmen’s Office use that could serve as a model.

#### E. Other Business

- The Building Permit Application was checked for consistency with the setback requirement of 100’ for septic systems in the Sullivan Wetlands Conservation District Ordinance. It is consistent.
- Site Plan Review for Key property November 3<sup>rd</sup>: A question was raised about durability of the paving material used for driveway and whether pavers could be lifted by a snowplow. L. Casey will ask that technical information be provided as part of the SPR submission. It was noted that similar paver systems are often seen in use now.
- The 2022 budget for planning board will ask for \$10,000 for hire of a part-time secretary to help chair with secretarial tasks. The number of applications and the range of responsibilities of the planning board have increased steadily and therefore more resources are imperative now.
- The December 1 meeting will be a hearing on CPO amendments and Driveway Regulation amendments. It was felt that attempting to hold a hearing in November would not allow enough time for research and discussion.
- Selectmen: Office space for planning board and for conservation commission is being explored.

There being no further discussion the meeting was adjourned at 9:15 p.m.

Respectfully submitted,



Ann Sweet (Secretary pro tem)