

**Town of Sullivan, NH
Planning Board
Meeting Minutes, April 07, 2021
Sullivan Town Hall**

Members present: Leslie Casey (chair), Milton Trimitsis (secretary), Laura Lewandowski, Dorothy Miles, Peter Miles, Chris Pratt, and Ann Sweet (alternate)

Public present: John Bolles (469 South Road); Barbara & Don Arguin (451 South Road); Mike Brooks (32 Tyler Lane); Mary Ann Kristiansen (Wardwell Road); Wendy Pelletier (Cardinal Surveying, representing J. Bolles); Roger Sweet (358 Centre Street); John (Chip) & Katherine Woodbury (488 South Road)

The meeting was convened at 7:02 pm. COVID safety measures were followed (disinfectant, masks, physical distancing, air flow). A. Sweet was appointed to fill Paul Bolduc's seat in his absence.

Since this was the first meeting following the Town Meeting in March, per statute it was the yearly organizational meeting. All members whose terms expired in 2021 (L. Casey, L. Lewandowski, C. Pratt) were sworn in for new 3-year terms. L. Casey called for nominations for the offices of Chair and Secretary. L. Casey was the sole nominee for Chair and was voted in with none opposed. M. Trimitsis was the sole nominee for Secretary. He voiced the caveat that due to outside circumstances he might be unable to complete his term if elected. He was voted in as Secretary with none opposed. Copies of the amended Community Planning Ordinance were made available to members.

L. Casey stated that the regular meeting for March was not held due to an unanticipated power outage at Town Hall, and she had added a note to file to that effect. L. Casey moved to accept the minutes as written from February 2021; D. Miles seconded. All approved the minutes as written. C. Pratt moved to approve the minutes of the 2 April 2021 boundary walk at 469 South Road; L. Casey seconded. Both approved.

Revised major subdivision & boundary line adjustment, 469 South Road (Tax Map 5, Lots 41 & 42; approx. 80 acres)

A major subdivision and boundary line adjustment was approved by the planning board in February 2021 but was not certified or recorded because the applicant, J. Bolles, requested significant changes to the boundary lines of the lots post hoc in order to keep more of the lots eligible for Current Use. Notices were sent out to abutters, applicant, and surveyor that a revised application was to be received and, if found to be complete, a public hearing would be held. Notices were also posted, as required. C. Pratt and L. Casey, along with J. Bolles, conducted a site walk on April 2nd, during which most of the corner markers and natural features of the parcel were identified.

The application was reviewed per the major subdivision checklist. The draft plat showed 6 lots (14.37 acres, 14.74 acres, 5.04 acres, 25.84 acres, 5.01 acres, and 16.66 acres). L. Casey moved to waive the requirement for a sedimentation and erosion control plan; C. Pratt seconded. All approved. L. Casey moved to accept the application as complete; C. Pratt seconded. All approved.

W. Pelletier presented the proposed subdivision and boundary line adjustment. C. Pratt asked about the creation of an odd-shaped lot (Lot 5). W. Pelletier explained that the 38-foot-wide section was necessary to gain the required total frontage, as had been presented in February. L. Casey pointed out that changes to proposed lot lines had resulted in a longer, L-shaped appendage that made the lot excessively irregularly-shaped. Also, it would be very difficult to travel on without risk of trespassing on abutting properties.

L. Casey and C. Pratt commented that the planning board is not authorized to waive road frontage requirements. C. Pratt suggested that the applicant could apply to the ZBA for a variance. It was noted that, the lot would still have 162 feet of contiguous frontage without the non-contiguous frontage afforded by the appendage, which should be workable.

J. Bolles suggested that the problematic aspects of Lot 5 could be abandoned, reverting to the previously-approved version of lots 41-4 & 5 and lot 42. Then the board would only be asked to decide on changes to lots 1, 2, and 3. W. Pelletier also suggested the possibility of splitting the subdivision into two phases, where the current proposal would subdivide lots 1, 2, and 3, and leaving the remaining land as a single lot whose subdivision would be presented in a future application. J. Bolles indicated that he was in favor of this approach.

A. Sweet asked about the fact that abutters are currently using part of the Bolles property to park their vehicles. A. Sweet also raised an objection that the board members who conducted the site walk did not see all of the surveying pins.

A. Sweet asked about the location of the proposed driveway serving Lot 1. She raised a concern that the terrain might not be conducive to building a driveway because of underlying ledge. L. Casey responded that this phase of the planning board's approval does not require reviewing details of a proposed driveway, but she did acknowledge that if the proposed curb cut is used it seemed likely that ledge would have to be removed to reduce the steep slope.

L. Casey raised the concern that an existing barn on lot 5-42 would violate the required 20-foot setback from lot 41-3. The board cannot approve a new non-conforming lot. J. Bolles decided that the subdivision application would only include Lots 1 and 2, to give him time to address the barn and the design for lots 4 and 5. It was noted that when the next phase of the subdivision comes before the board, a site walk can be conducted then to verify the corner markers that had not been located on April 2nd.

L. Casey closed the hearing when all public comment was complete. L. Casey moved to approve a 3-lot subdivision contingent on receiving an updated plat and a check from the applicant for the recording fee and L-CHIP; C. Pratt seconded. All approved.

Driveway permit application, Wardwell Road (Tax Map 3, Lot 098-001)

C. Pratt raised a concern that the Class V road in question had not officially been named Wardwell Road, and that would not be recognized by emergency services. L. Casey said she would confirm with the

Selectmen that there had been the required follow-through on the naming of the road. M .A. Kristiansen indicated that the Selectmen were in the process.

L. Casey reviewed the driveway permit application. M .A. Kristiansen indicated that she had executed an agreement with the town allowing town vehicles to use her private property to turn around without incurring any obligation. She agreed to provide the board with a copy of this agreement. L. Casey said she understood that the agreement was only with the current landowner as opposed to in perpetuity, and would not be recorded at the Registry of Deeds. M. A. Kristiansen confirmed that was the case. L. Casey commented that the town will have to remember to execute a new agreement were the property to change hands. Otherwise there could be problems in the future.

C. Pratt emphasized that there is no Class VI road in the vicinity of the proposed driveway, despite the label being used in the application in reference to a discontinued section of road. That section has reverted to being private property and is no longer a public highway. R. Sweet asked a clarifying question about the location of the driveway in relation to the end of the existing Class V road.

L. Casey moved to accept the application as complete; C. Pratt seconded. All approved. L. Casey moved to approve the driveway permit application, conditional on receiving a copy of the agreement with the town, and conditional on removing all references to a Class VI road from the application; C. Pratt seconded. All approved.

Driveway Permit and Subdivision Application (design consultation), Cross Road (Tax Map 3 Lot 75, 18.3 acres)

A driveway application was received from Scott and Valerie Wood for a driveway to a proposed subdivision and house lot. The driveway committee conducted a site walk on 31 March 2021. P. Miles reported that the applicants and the Road Agent extensively discussed the management of runoff water in the location of the proposed driveway, which is in a wet area.

L. Casey moved to accept the driveway application as complete; C. Pratt seconded. All approved. L. Casey moved to defer approval of the driveway permit application until the planning board has considered the proposed subdivision that would create the lot that this driveway would serve; C. Pratt seconded. All approved.

W. Pelletier presented the design of the proposed subdivision, which would create a 2-acre house lot with 300 feet of road frontage. L. Casey raised a concern that the proposed subdivision would create an odd shape out of the remaining land in the existing lot. Other members indicated that they were comfortable with the resulting lot since the smaller portion on one side of the proposed subdivided lot was not desirable land. Also, the owners wanted the existing lot to remain large enough for Current Use designation. W. Pelletier pointed out that the "neck" running behind the proposed subdivided lot is 83 feet wide, which would not constrain travel to all portions of the lot.

L. Casey and the board reviewed the application against the minor subdivision checklist. She indicated that the application appeared to be largely complete. Formal review of the application for completeness

will take place at the regular May meeting of the board and, if it is accepted, a public hearing will follow.

Driveway permit application, 841 Centre Street (Tax Map 5 Lot 02, 100 acres)

An application was received from Stacy Lazarou of Stamford, Connecticut for a driveway on Centre St. to access the site of a to-be-built house. The driveway committee conducted a site walk on 22 March 2021. The Road Agent's comments on the application indicated that he was fine with the design. The state DOT has issued a driveway permit for "a gravel access to be used as a Single Family Subdivision Drive." In 2013 a Sullivan driveway permit was issued to Ed Csenge for the same driveway, but it expired.

L. Casey moved to accept the application as complete; C. Pratt seconded. All approved.

It was pointed out during discussion that there is an existing, separate driveway on the lot for commercial use. It was not shown on the sketch. Sullivan driveway regulations require that a need be demonstrated to allow a second primary access to a lot, but no justification was explicitly provided in the application. Also, since the sketch did not depict the existing driveway, it was not clear that the requirement that the driveway entrances be at least 50 feet apart would be met. The board decided that consideration of the application for approval would be deferred until the applicant could provide the necessary additional information.

Lot Access, Centre Street

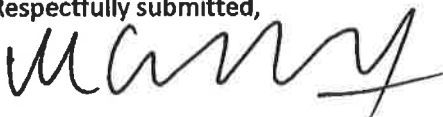
It was brought to L. Casey's attention several weeks ago that J. Beliveau had put crushed stone and a gate on an access on Centre St. She left a message at a phone number given to her by the Selectmen's office asking him to come in and talk to the planning board about whether it is an existing access, and what he intends to do with that driveway, to determine whether he needs a driveway permit and/or other town permits. He has not responded.

Other

- L. Casey asked Frank Linnenbringer (NH DOT) why the state does not usually specify paved aprons. He said there is no statutory requirement, and they are typically needed only if quick acceleration is needed because of site line limitations or for commercial driveways. L. Casey suggested it might be worth revisiting the Sullivan Driveway Regulations to see if it may be possible to reduce the burden for some landowners of apron installation and escrow.
- L. Casey reiterated her intention to distribute more of the board's workload among members.

There being no other business, D. Miles moved to adjourn and L. Casey seconded. The meeting adjourned at 9:48 pm.

Respectfully submitted,



Milton Trimitsis, Secretary

Town of Sullivan, NH
Planning Board
Site Walk Meeting Minutes, April 2, 2021
Lots 5-41 & 5-42 South Road, Sullivan

Members present: Leslie Casey (chair and acting secretary), and Chris Pratt

Public present: John Bolles (469 South Road, landowner)

L. Casey, C. Pratt, and J. Bolles conducted a site walk at property corresponding to Tax Map 5 Lots 41 & 42 (81.66 acres total) on April 2, 2021 at 1:00 pm to review the site of a proposed major subdivision and boundary line adjustment. J. Bolles is the applicant and landowner. L. Casey acted in the role of secretary. As only two members of the Planning Board were present, it did not constitute a quorum. No decisions were made, and the site walk was for informational purposes only.

The objectives of the walk were to observe whether permanent boundary markers, natural features, and markers indicating the corners of proposed new lots were as represented on the draft "Bolles Subdivision" plat, dated January 6, 2021.

The site walk began at Lot 5-042 (469 South Road) and proceeded south along South Road to the corner pin of proposed Lot 5-041-001. It was noted that the site of the proposed driveway for "Lot 1" appeared to be steep and possibly mostly solid ledge.

We then turned left and proceeded along the ledge for a considerable distance, and turned left again to follow a stone wall. The "ditch line" was noted, running as a small stream that drains an area of wet woods. The back corner pin and back boundary of Lot 5-041 proved difficult to locate due to gaps in the stone wall and thick woods, so we returned to the open area of Lot 5-042, where we observed additional markers. The proposed boundary of Lot 5-041-003 was seen to run right along the edge of a large barn on Lot 5-042. The setback requirement is 20', however.

We next proceeded north along South Road and observed markers for proposed Lots 5-41-004 & -005. It was noted that the driveway for Lot 5-043-001 runs very close to the boundary with proposed Lot 4, and in fact the owners of Lot 5-043-001 are said to mow a section of Lot 4 along the driveway to clear space that they use for parking.

Additional markers were noted in the clearing for the utility lines. We decided to forego trying to walk to the back boundary as it was a large, wooded section with few landmarks.

The meeting adjourned at approximately 3:30 pm.

Respectfully submitted,



Leslie Casey, Acting Secretary