

**Town of Sullivan, NH
Planning Board
Meeting Minutes, August 4, 2021
Sullivan Town Hall**

Members present: Leslie Casey (Chair), Laura Lewandowski, Chris Pratt, and Paul Bolduc (Select Board representative)

Public present: Carl Foley, Fieldstone Land Consultant and Agent for K & J Dean Builders Inc.; John McNichol, 158 Valley Road

A quorum of 4 members was reached, and the meeting was convened by Chairman L. Casey at 7:04 pm. P. Bolduc agreed to serve as acting secretary in M. Trimitsis' absence.

L. Casey moved to approve the meeting minutes from July 7th, 2021 as written; seconded by C. Pratt. The motion passed unanimously.

Valley Road (Tax Map 4 Lot 21-002), site design consultation for new dwelling

L. Casey moved that a consultation on site design for a proposed dwelling be added ahead of the driveway permit application agenda item; C. Pratt seconded. The motion passed by unanimous vote. J. McNichol, the landowner, came before the Planning Board to discuss possibilities for a 2nd floor apartment over an existing, unpermitted garage and installation of a proposed pump-up septic system.

J. McNichol shared some old plans for the two types of septic systems. He has been in touch with Northeast Soils about putting together the final design for DES review. Mr. McNichol also shared an outline of his building idea. He will be seeking a building permit that includes the existing garage structure.

C. Pratt looked at the rough site plan and commented on the number of acres. The lot (Tax Map 4 Lot 021-002) is 4.75 acres. C. Pratt said that there had to be a minimum of 5 acres to have two dwellings, and there was already a dwelling on the lot. J. McNichol shared that it was his intent to dismantle the current camp structure once the second story unit is complete.

The Planning Board recommended to complete the building permit application and include a septic design for the Selectman to consider. L. Casey asked whether the garage was on a slab and properly tied down, and Mr. McNichol said it was. L. Casey said there is nothing in the Sullivan CPO to prevent a second story dwelling due to being on a slab as opposed to a dug foundation.

The Planning Board recommended having a State Certified Soil Scientist to do a perc test and have a design laid out for a Septic Design, and J. McNichol said Northeast Soils is qualified to do that work.

Gilsum Road, major subdivision design consultation

L. Casey moved to add a design consultation for a proposed major subdivision ahead of the driveway permit application agenda item; seconded by C. Pratt. The motion passed unanimously.

C. Foley of Fieldstone Land Consultant and agent for K & J Dean Builders Inc. came before the Board. L. Casey asked if he had a letter naming him as the Dean's agent, and he indicated that he did not. However, since the consultation was strictly advisory in nature and no decisions were being made, that was not an issue.

Mr. Foley presented a draft plat for a major subdivision (4 lots) on Gilsum Road. The lot (Tax Map 3 Lot 28) consists of 50 acres and has 643.52' of road frontage. Three small (<2.5 acre) lots on Gilsum Road with 200' of frontage were proposed, with a private access to the remaining back lot via a 43.52'-wide strip between proposed lots 2 and 3.

Lot 1 has a house foundation and an existing garage. The garage was estimated to be 10 years old. There is access to the garage off Gilsum Road but no defined driveway. Any proposed driveway would have to go through the driveway permit process. In order to leave proposed lot 2 with 200' of frontage on Gilsum Road, the garage driveway would access the road via an easement across lot 2.

The frontage of Lot 2, 200', would go along the stone wall for 100'. As drafted, the lot narrows in the middle and would not meet Sullivan's dimension requirement for building sites (must be 200' or greater). A variance would be needed to allow any construction.

Lot 3 would have 200' of frontage.

L. Casey suggested that they consider the curb cuts and sightlines for driveways as they move forward.

The wetland area was delineated by the 3-dot-long line on the map, and consists of NRCS soil type 674B. It forms a strip that roughly bisects each of the proposed frontage lots. The required 100' septic setback from the wetland was noted.

It is desired to have a Right of Way to access the proposed 3-28 back lot. Chris P. suggested that it can be deeded as a Right of Way. L. Casey pointed out that the Right of Way will need to be wider than the proposed 43' to accommodate the travel lane and setbacks. If the property gets developed in the future, a permit would be needed for a driveway or private road. C. Pratt asked if it would be a 3-rod road, as that is the most commonly seen road width, and C. Foley replied that he was not sure.

The possible future of the road to the back lot was discussed. C. Pratt stated that TRA standards are used for all public roads. For a private right of way to become a town (public) road, it will require Board approvals and a town vote.

C. Pratt pointed out that Chapman Pond and Spaulding Brook are mislabeled on the Locus.

C. Foley asked about the submission procedure and next steps for the application. L. Casey pointed out that requests for waivers must be in writing. L. Casey said that the Board expects to be able to accept the subdivision application and probably hold the public hearing at the September 1, 2021 meeting. A completed application and a check for the notifications must be provided in advance.

L. Casey said representatives of the planning board will need to do a site walk before the September meeting. Because of the wetlands, members of the Conservation Commission should participate as well if possible. The corners should be marked prior to the site walk, and a surveyor will have to be present to help orient people. Mr. Foley agreed to do this. Calendars were consulted, and the site was scheduled for Wednesday, August 18th at 10:00AM.

Driveway Permit on South Road (Bolles)

The planning board took up the topic of the driveway permit application from John Bolles, which had been submitted at the July meeting. It was for the Bolles Subdivision lot on South Road that has the utility cut (Lot 5-42-003; formerly Lot 5-41-005). L. Casey reported that the driveway committee had conducted its site walk on July 16th. The proposed curb cut was determined to offer the best line of sight, but at 188' it still does not meet the 200' minimum. It was also not clear that the proposed driveway will meet the 20' boundary setback requirement, and no members of the driveway committee were present to provide more information. Casey added that the road agent, Todd Smith, had recommended a reduced posted speed on that section of South Road, and possibly "Blind Drive" signs. The planning board agreed that would be a reasonable solution to the line-of-sight problem.

L. Casey commented that the original application was still with the road agent. Also, the planning board had not seen the requested sketch. Therefore, the planning board was unable to approve this proposed driveway at the meeting. Once the original is returned along with further official input from T. Smith, the planning board can address the permit.

Proposed updates to Sullivan Driveway Regulations and Driveway Permit Application

L. Casey reported that her research showed the proposed phrase "Good Engineering Practices" is common only to the pharmaceutical industry. On the other hand, "Engineering Best Practices" is used mainly in software development.

The proposed update would include definitions of "Applicant" and "Shared Driveway." Under Design Standards, requirements would be added for longer driveways that applicants provide data on topography, and that emergency vehicle turnarounds be included.

More guidance on apron requirements could be included, with considerations for driveway use and sight lines. Exemptions to the escrow requirement may be clarified (e.g. paving of existing gravel driveways and driveway entrances on State highways).

Other towns specify that driveways may not impede existing drainage ditches. Language to that effect may be added.

The driveway permit application form would be amended to include more information about the lot, applicant and date on the second (signature) page to prevent confusion if the pages were separated. Also, the Selectmen have asked that the applicant be prompted to indicate whether the driveway is intended for commercial or residential use

A hearing on proposed changes will be held at the planning board meeting on October 6, 2021.

Other Planning Board Issues

The Board discussed the trouble that older lots are creating for new lot proposals as far as road access and meeting dimension requirements.

Selectmen Report

P. Bolduc brought up that the Town is seeking to resolve an issue with a property on Centre Street that is being used for commercial activity.

Adjournment

L. Casey motioned to adjourn; C. Pratt seconded. The motion carried unanimously. The meeting adjourned at 8:30PM

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Bolduc". The signature is written in a cursive, slightly slanted style.

Paul Bolduc, Acting Secretary