

Town of Sullivan, NH
Planning Board
Meeting Minutes, 11/3/2021
Sullivan Town Hall

Members present: Leslie Casey (Chair), Laura Lewandowski, Dott Miles, Peter Miles, Chris Pratt, Ann Sweet (alternate)

Secretary: Kathleen Rowe, Pro Tem

Public present: Zachary Key and Stephen Key, 489 South Road (PO Box 1492, Keene, NH 03431); Wendy Pelletier, 534 Centre Street; Ann and Roger Sweet, 358 Centre Street; John and Kathleen Woodbury, 488 South Road; Kevin Dean, Kevin Dean Jr., 20 Pine Street, Swanzey, NH 03446; John Bolles, 469 South Road

A. The meeting was convened by Chairman Leslie Casey at 7:00 pm. A. Sweet agreed to occupy Milton Trimitsis' seat in his absence.

B. C. Pratt moved to approve the minutes as written from October 20, 2021; D. Miles seconded; all aye, minutes unanimously approved as written. A. Sweet signed.

C. Site Plan Review - 489 South Road, Map 5 Lot 41-002

L. Casey introduced notes from the site walk of 10/31/2021 at 489 South Road, Map 5 Lot 41-002. The application was reviewed for completeness. The following will need to be addressed prior to approval:

Plat date (correct "Septeber" to September); mylar to show revision;

- a. Include note of use of property and abutting properties showing area to be designated "commercial/industrial" and all other designated as "rural residential;"
- b. Add note that commercial/industrial use is confined to delineated area
- c. Add length of driveway as per documents provide to ZBA: South Road to ditch, ditch to corner of metal building
- d. Indicate location, shape, size and height of building ("no higher than 35'") on plat; add building use
- e. Indicate driveway access point and site distances at access on plat; add driveway width
- f. Add location and number of parking spaces
- g. Indicate location and square footage of leach field, test pits on plat

Review of Zoning Board conditions of approval for Special Exception: The following will need to be addressed prior to approval:

- a. Indicate location, shape, size and height of building ("no higher than 35'") on plat;

- b. suitable non-permeable slab for fueling vehicles; S. Key explained that there would be no fueling or fuel tanks on the premises;
- c. "OHE" and "UE" electrical utilities: add to legend on plat
- d. Provide model with turning radius for largest truck

D. Miles: Do regulations require that proposed future house and other buildings be shown? L. Casey noted that this is the site plan review for the commercial building only and residential building does not require site plan review; C. Pratt noted that the house has not yet been located; the building permit process will determine the house plan site.

A. Sweet asked for clarification on how the commercial area is designated on the plat; S. Key indicated approximately 2 acres, 14% of the total area will be commercial including the 30' corridor starting at South Road. L. Casey asked that this area be shown on the plat along with a note that this area is "commercial."

L. Casey moved to find the application as submitted "not complete." C. Pratt, seconded, all aye. The site plan review and the public hearing will be continued to the meeting of November 17, 2021, 7pm, Sullivan Town Hall; the amended plat to be submitted by the end of the week, 11/12/2021.

D. Administrative Review: Subdivision, conditionally approved, 119 Gilsum Road

L. Casey described the project as a proposed 3-lot subdivision, K&J Dean Contractors. At the meeting of October 6, 2021, the Planning Board asked for administrative changes to the plat as follow:

- a. Corrections to locus map (name of brook revised, s/b "Rawson;" Chapman Pond removed);
- b. Add descriptive name of plat: "Deerview Crossing;"
- c. Indication of proposed curb cuts: Two curb cuts are now indicated, line of site is clear in all directions.

L. Casey moved to approve amended plat; C. Pratt second, all aye, amended plat is unanimously approved. L. Casey has received recording fees.

Additional discussion: A. Sweet asked if there are approved driveway permits; L. Casey noted there are two driveway permit applications as requested for subdivision approval. These are not yet approved because the lots have not yet been sold; any changes made by buyers will require new driveway permits be submitted for approval.

L. Casey noted that the well radius and signature box are not indicated on the mylar; W. Pelletier explained that as long as the Town has this information in the files on the paper copies, it is valid. Registry does not want extraneous detail on the mylar as that document is principally for boundary indication. W. Pelletier said she would provide an example of a note to add to the mylar indicating that a plat with additional plat detail is on file with the Town.

In addition, it was requested that the spelling of "Rawson" be corrected on the final mylar, and a signature box added.

E. Driveway Permit for Temporary Access: South Road

Citing health and weather issues, J. Bolles requested a one-year extension on use and reclamation of the temporary access to the land of Walter Bolles.

C. Pratt moved to extend the permit for temporary access under the power lines to Walter Bolles' property on South Road, for one year to November 1, 2022; D. Miles second. All aye, the permit extension is approved unanimously. L. Casey will send letter to W. Bolles confirming the extension.

F. Planning Board items:

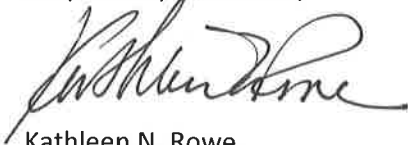
At the meeting of 10/20/2021 the Planning Board drafted CPO amendments and revisions to driveway regulations that will be presented at a future Public Hearing before being submitted for Town Meeting. It was agreed that given the late hour, further discussion would be deferred to the meeting scheduled for November 17th.

L. Casey mentioned that an interested party has asked the selectmen for information regarding the possibility of placing two manufactured homes with a shared septic on a 1 acre property for sale on South Road. These questions may come before the Planning Board at a future date.

G. Adjournment

L. Casey moved to adjourn the meeting; D. Miles seconded. All aye; the meeting adjourned at 8:50pm.

Respectfully submitted,



Kathleen N. Rowe
Secretary Pro Tem