

Town of Sullivan, NH
Planning Board
Meeting Minutes, December 1, 2021
Sullivan Town Hall

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

Secretary: Kathleen Rowe, Pro Tem

Public present: Roger Sweet, 358 Centre Street

A. The meeting was convened by Chairman Leslie Casey at 7:00 pm. A. Sweet agreed to step up as a voting member in Milton Trimitsis' absence.

B. C. Pratt moved to approve the minutes as written from November 17, 2021; A. Sweet seconded; all aye, minutes unanimously approved as written. A. Sweet signed.

C. Site Plan Review- Continuation/Public Hearing - 489 South Road, Map 5 Lot 41-002

1. Application completeness review and acceptance: L. Casey noted that Mr. Key was not ready to supply materials prior to this meeting and has asked to continue the application. Site Plan Application will be continued to the December 15, 2021 Planning Board Meeting, 7:00 PM at the Sullivan Town Hall, date, place and time certain.

Copies of the letter sent to Mr. Key outlining the initial request for Planning Board revisions and Conservation Committee revisions requested at the November 17th meeting, were distributed.

The Planning Board will set the continuation date on the assumption that Mr. Key will provide materials as requested. The ad hoc review committee (established at the November 17, 2021 meeting) will need time to review new information prior to the meeting.

2. Site Plan Public Hearing for 489 South Road, Map 5, Lot 41-002 will be continued to the December 15, 2021 Planning Board Meeting, 7:00 PM at the Sullivan Town Hall, date, place and time certain.

Pertinent board member and public comments will be addressed; previously submitted documentation will be considered as well.

D. Draft Ordinance Amendments

1. Community Planning Ordinance (CPO) Amendments

L. Casey distributed draft v3.1 of CPO amendments proposed for vote on the election ballot at the 2022 Town Meeting on March 9, 2022, two of which will need approval by vote of the Planning Board. The remaining amendments increase readability or clarify intent and do not otherwise change the articles.

Public hearing for amendments to the Sullivan Community Planning Ordinance will be held on December 15, 2021, 7:00 PM Sullivan Town Hall.

1. Article 3 Section C.4: amend (underlined) to read "...road frontage is 200 contiguous feet..."
2. Article 4 Section N.6: Par 3, line 11: amend (underlined) to read "...road frontage shall be 200 contiguous feet..."
3. To change in all instances the written name of the Sullivan Board of Adjustment to the correct naming "Sullivan Zoning Board of Adjustment."
4. Section C.11: "The minimum setback for a septic tank or leach field from any wetlands is 100 feet."
5. Section P narrative: To add after "all junk yards" the phrase "as defined in Article Xi of this Ordinance."
6. Definitions – Junk Yard Par 1, sentence 3: amend (underlined) to read "Per RSA 236:92, an accumulation of motor vehicles registered or unregistered..."
7. Article VIII – Administration: Per request of M. Cook, Chair, Board of Selectmen, for readability this section is broken into paragraphs. No information is changed.

L. Casey moved to amend the Community Planning Ordinance to include the word "zoning" in the correct name of the Zoning Board of Adjustment (ZBA) in all instances; to add the word "contiguous" in Article 3 Section C.4 and Article 4 Section N.6; to add "Section C.11: "The minimum setback for a septic tank or leach field from any wetlands is 100 feet."; to amend "Definitions – Junk Yard Par 1, sentence 3: amend (underlined) to read "Per RSA 236:92, an accumulation of motor vehicles registered or unregistered..." Seconded by C. Pratt, all aye, draft amendments are approved.

2. Driveway Regulations Amendments

L. Casey distributed draft amendments to Sullivan Driveway Regulations, noting there are no deadlines for putting these on the ballot, but there will be a required public to be held on December 15, 2021, 7:00 PM Sullivan Town Hall.

1. Article III: Definitions:

Applicant: The landowner(s) of record or their agent."

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. Operating and maintenance agreements for these facilities shall be recorded with the deed.

2. Article IV: Design Standards: Add sections 6-8, 14, amend 17 and 18.

6. Driveways of 150 feet or greater in length may be required to be surveyed for existing and proposed topography.

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.

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.

14. Culvert design shall conform to the most recent NH DOT 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.

17. Driveways intersecting paved roads must have a paved apron of a minimum width and depth 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.

18. Driveway cuts providing access for multi-unit residential, commercial, or industrial uses shall be designed to conform with ~~good~~ best engineering practice using (TO BE DETERMINED) as a guide.

3. Endnotes: add "Article III. Article IV. Amended XXX 2022

L. Casey moved to amend the Driveway Regulations draft amendments as written with the exception of Article IV: Design Standards "...engineering practices..."; C. Pratt seconded, all aye. Leslie will review the NHDOT specification for design standards (AASHTO, etc.)

3. Site Plan Review Checklist

C. Pratt has compiled a draft checklist of materials and information necessary for a full site plan review, using current Town ordinances and regulations. Several additional items regarding subdivision will need

to be addressed in the Site Plan regulations as well. C. Pratt will meet with W. Pelletier regarding the narrative portion of the application to create a robust "executive summary" narrative to include aspects additional to the current summary request.

C. Pratt will do additional review to determine that all issues are covered in the application checklist; review will also include determination of status as new/existing regulation.

C. Pratt noted City of Keene's calendar of deadlines which allows for closer planning for both the Planning board and the applicant. Application submission at least 15 days prior to the board meeting triggers the application process. Without a clerk or planning office, Sullivan currently accepts applications either at the Selectmen's Office or at Board meetings without the stipulation for review time prior to the Board meeting at which it will be discussed.

Addressing R. Sweet's question regarding coverage of 'noise,' C. Pratt noted noise would be covered by ZBA; Planning Board deals with suitability for use and physical issues.

E. Planning Board Items

1. Planning Office Status

Selectmen have approved the use of the old Police Station for a new Planning Board office. Planning Board and ZBA will have a secured office in which to store records and an office in which to meet with the public and conduct administration. Chair of BOS would like to see the Planning board hold meetings downstairs as well; lighting and other upgrades will need to be considered.

2. Selectmen's Report

P. Bolduc, Selectmen's representative, left meeting for an emergency Fire Department call at 7:08PM. No Selectmen's report.

F. Adjournment

A. Sweet moved to adjourn the meeting; C. Pratt seconded. All aye; the meeting adjourned at 8:40pm.

Respectfully submitted,



Kathleen N. Rowe
Secretary Pro Tem