

TOWN OF MOULTONBOROUGH PLANNING BOARD
MEETING MINUTES
January 14, 2026

Present: Peter Claypoole (Chair), John Annaian, Scott Bartlett, Brendan Connolly, Sandra Kelly, Norman Larson, Kevin Quinlan (Selectboard Rep) Absent: Stephen Vigeant

Staff: Tina Kelleher, Charles Wise

Theroux Litchfield Reality Trust: Tobin Farwell, Renee Theroux, Roger & Robin Oertel.

Greenleaf Tree Experts: Craig Bailey, Kara Taylor, and Brian Huey.

General Public: Dan Mardis

I. Call To Order

II. Pledge of Allegiance

III. Meet the new Town Planner

Claypoole welcomed the new Town Planner Chuck Wise. Wise introduced himself to the Planning Board.

IV. Approval of Minutes: December 10, 2025

Minutes were reviewed and comments provided.

Motion: Table the approval of minutes to allow for corrections and a re-review at the next meeting (Larson; Bartlett 2nd). PASSED. Kelly abstained.

V. Citizen's Forum: None

VI. New Submission(s):

Renee Theroux – Site Plan Review - 56 Bos'n Way – TM 238-031

Claypoole introduced the application which is a 2nd dwelling unit and associated improvements proposed for a 2.68-acre property located in the Residential-Agricultural zone and partially impacting the shoreland protection area. The Zoning Board of Adjustment granted a density waiver on November 5, 2025. The Property Owner Renee Theroux introduced himself along with the Project Engineer Tobin Farewell. Wise stated that the Application was determined complete by staff.

Motion: Application does not constitute a regional impact (Connolly; Larson 2nd). PASSED.

Motion: Accept the application as substantially complete (Connolly, Annaian 2nd). PASSED.

VII. Boundary Line Adjustments: None

VIII. Public Hearing(s):

(1) Renee Theroux – Site Plan Review - 56 Bos'n Way – TM 238-031

Farewell explained the proposal is to have the 2nd dwelling unit and garage. The revised site plan moves the 2nd dwelling unit and garage to the front of the property and adds

bunkhouses where the building had been located. Moving the 2nd dwelling unit & garage outside the shoreland protection zone and adding the bunkhouses gives the property a more 'campy feel.' Farewell explained the bunkhouses are seasonal, they include a bedroom with bathroom, but they are not independent dwelling units. The bunkhouses are connected to septic systems as shown on the site plan.

Connolly inquired about lot coverage changes and Farewell explained the change in plans is a slight reduction in impervious surface due to the shorter driveway.

Larson clarified that the Planning Board does not address density. The Zoning Board granted the variance to allow the 2nd unit, but the revised site plan before the Planning Board adds bunkhouses which effectively adds bedrooms to this property. Larson stated the Zoning Board should have considered the site plan changes. Wise stated the Zoning Board weighed in on a density variance only and the Planning Board has site plan review. Wise stated the bunkhouses do not count against the density requirement which was also confirmed by Interim Planner Bruce Woodruff. Larson reiterated the concern that the Zoning Board did not have the opportunity to review the revised site plan and should be able to see the site plan the Planning Board is being asked to review.

Connolly asked for confirmation that the bunkhouses have no showers, bathtubs, or kitchens. Farewell confirmed this is the case. Bartlett discussed summer camps and other similar properties have similar structures that are defined as accessory structures. Wise stated the addition of accessory structures would be limited by setbacks and other dimensional standards but there is no specific cap on the number of allowable accessory structures.

Connolly requested clarification on the septic systems and Farewell showed them on the site plan. Connolly requested clarification on the square footage of the 2nd dwelling unit with garage and Farewell stated the building area is approximately 2200 sq feet.

Connolly asked for clarification on how to proceed. Wise stated the Planning Board could continue the public hearing, conduct a site visit, and recommend the Zoning Board revisit this application as well as invite the Zoning Board to the site visit.

Theroux provided background information on the decision to move the garage to the front and add bunkhouses. Theroux asked if they would have to return to the Zoning Board and was told no that relocating the garage does not change the dwelling unit density variance. Theroux asked the Planning Board if there are any provisions in the ordinance that they are currently not in compliance with.

Bartlett echoed the need to have a site visit. The Planning Board agreed to hold the site visit at 3pm, Wednesday, January 21, 2026. Kelleher stated the next Planning Board meeting is January 28th but that this is a work session. Kelleher indicated the next Zoning Board meeting is February 4, 2026. Wise recommended the public hearing be continued to the Planning Board's February 11th meeting.

Motion: Schedule a site visit for 3:00 PM on January 21, 2026, and continue the hearing to February 11, 2026 (Connolly; Kelly second). PASSED

(2) Greenleaf Tree Experts – Time Extension - 822 Whittier Highway – TM 076-003

Claypoole introduced the time extension request, noting the applicant was granted a special exception from the Zoning Board on May 14, 2022 and received Planning Board site plan approval on May 10, 2024 . The conditions precedent have not been completed. This is a time extension request under Sections 8.3 and 8.4 of the site plan regulations.

Wise noted the Applicants agreed to a surety bond for \$18,000 for stormwater infrastructure and engineering reviews. Wise stated outside of the bond, the Application before the Planning Board is strictly a time extension request.

The Engineer Craig Bailey and Business Owner Kara Taylor introduced themselves. Taylor stated everything on the conditions list has been completed except for the bond, they agreed to \$18k, and are now working to obtain the bond using their insurance company.

Taylor stated the NHDOT access permit was amended and approved. Connolly confirmed the driveway in question is the gravel driveway on the left-hand side of the property. Planning Board discussion followed regarding stormwater concerns and runoff that drains from the driveway and crosses Whittier Highway, sometime freezing and creating a hazard to motorists. Taylor indicated the driveway repairs, now that the permits are in place, will be completed around April 1, 2026. The remainder of the project will take 6-8 months and be concluded in the 2026 construction season. Additional discussion followed on drainage, possible short-term fixes, and the urgency this work start as soon as possible.

Motion: Approve the time extension request with the Conditions Precedent (listed below). (Connolly; Kelly 2nd). PASSED.

The amended list of conditions precedent to be satisfied prior to the Chair's signature of the approved plan shall be as follows:

- 1. A surety bond in the amount of \$18,000 must be submitted to the Town of Moultonborough as agreed upon by both the town and the applicant's engineers.*
- 2. The following items will be moved to the list of conditions subsequent: All federal, state and local approvals, including all utility infrastructure systems approvals and approvals from the Fire Department, shall be obtained.*
- 3. The list of conditions subsequent on the final plat shall be updated accordingly.*
- 4. The final plat shall be submitted to the Land Use Office in PDF format.*
- 5. Per Section 8.3 of the Site Plan Review Regulations, this extension shall expire on January 15, 2027 if the conditions precedent have not been satisfied. At that time, no additional extensions shall be issued.*

IX. Other Business/Correspondence:

Claypoole and Wise reviewed the Planning Board's 2026 work program. Wise reviewed a

memo on the floodplain management section of the zoning ordinance. Members were provided homework outlined in the memo. Over the next few months, the Land Use staff will develop a draft floodplain management section for Planning Board review. Wise provided a review of the administrative determination for short-term rentals. Discussion followed. Wise will review the Planning Board's input with Land Use staff to determine if the memo needs amendment. Claypoole noted the Crucon letter that was submitted to the Selectboard.

X. Committee Reports: None

XI. Project Updates:

Wise reminded members the upcoming work session is 6:00 p.m. We are reviewing the latest draft of the Housing Chapter of the Town Plan.

Claypoole asked if Mardis wanted to speak, Mardis thanked the Planning Board for their input on short-term rentals. As a manager of short-term rentals, Mardis emphasized appropriate regulation that does not overstep or create excessive burden. Mardis indicated the Town of Alton has a good model for short term rentals. Wise thanked Mardis for being so accessible and indicated he looks forward to working with Mardis to develop an ordinance.

XII. Adjournment:

Motion to adjourn (Connolly; Larson 2nd). PASSED.

The meeting was adjourned at 8:23 p.m.

Minutes submitted by Charles Wise and Tina Kelleher