

**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 2<sup>nd</sup>). 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 2<sup>nd</sup>). PASSED.

**Motion:** Accept the application as substantially complete (Connolly, Annaian 2<sup>nd</sup>). 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 2<sup>nd</sup> dwelling unit and garage to the front of the property and adds

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

51  
52 Connolly inquired about lot coverage changes and Farewell explained the change in plans is  
53 a slight reduction in impervious surface due to the shorter driveway.

54  
55 Larson clarified that the Planning Board does not address density. The Zoning Board granted  
56 the variance to allow the 2<sup>nd</sup> unit, but the revised site plan before the Planning Board adds  
57 bunkhouses which effectively adds bedrooms to this property. Larson stated the Zoning  
58 Board should have considered the site plan changes. Wise stated the Zoning Board weighed  
59 in on a density variance only and the Planning Board has site plan review. Wise stated the  
60 bunkhouses do not count against the density requirement which was also confirmed by  
61 Interim Planner Bruce Woodruff. Larson reiterated the concern that the Zoning Board did  
62 not have the opportunity to review the revised site plan and should be able to see the site  
63 plan the Planning Board is being asked to review.

64  
65 Connolly asked for confirmation that the bunkhouses have no showers, bathtubs, or  
66 kitchens. Farewell confirmed this is the case. Bartlett discussed summer camps and other  
67 similar properties have similar structures that are defined as accessory structures. Wise  
68 stated the addition of accessory structures would be limited by setbacks and other  
69 dimensional standards but there is no specific cap on the number of allowable accessory  
70 structures.

71  
72 Connolly requested clarification on the septic systems and Farewell showed them on the site  
73 plan. Connolly requested clarification on the square footage of the 2<sup>nd</sup> dwelling unit with  
74 garage and Farewell stated the building area is approximately 2200 sq feet.

75  
76 Connolly asked for clarification on how to proceed. Wise stated the Planning Board could  
77 continue the public hearing, conduct a site visit, and recommend the Zoning Board revisit  
78 this application as well as invite the Zoning Board to the site visit.

79  
80 Theroux provided background information on the decision to move the garage to the front  
81 and add bunkhouses. Theroux asked if they would have to return to the Zoning Board and  
82 was told no that relocating the garage does not change the dwelling unit density variance.  
83 Theroux asked the Planning Board if there are any provisions in the ordinance that they are  
84 currently not in compliance with.

85  
86 Bartlett echoed the need to have a site visit. The Planning Board agreed to hold the site visit  
87 at 3pm, Wednesday, January 21, 2026. Kelleher stated the next Planning Board meeting is  
88 January 28<sup>th</sup> but that this is a work session. Kelleher indicated the next Zoning Board  
89 meeting is February 4, 2026. Wise recommended the public hearing be continued to the  
90 Planning Board's February 11<sup>th</sup> meeting.

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92       **Motion:** Schedule a site visit for 3:00 PM on January 21, 2026, and continue the hearing to  
93        February 11, 2026 (Connolly; Kelly second). PASSED  
94

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

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

100  
101       Wise noted the Applicants agreed to a surety bond for \$18,000 for stormwater  
102        infrastructure and engineering reviews. Wise stated outside of the bond, the Application  
103        before the Planning Board is strictly a time extension request.

104  
105       The Engineer Craig Bailey and Business Owner Kara Taylor introduced themselves. Taylor  
106        stated everything on the conditions list has been completed except for the bond, they  
107        agreed to \$18k, and are now working to obtain the bond using their insurance company.

108  
109       Taylor stated the NHDOT access permit was amended and approved. Connolly confirmed the  
110        driveway in question is the gravel driveway on the left-hand side of the property. Planning  
111        Board discussion followed regarding stormwater concerns and runoff that drains from the  
112        driveway and crosses Whittier Highway, sometime freezing and creating a hazard to  
113        motorists. Taylor indicated the driveway repairs, now that the permits are in place, will be  
114        completed around April 1, 2026. The remainder of the project will take 6-8 months and be  
115        concluded in the 2026 construction season. Additional discussion followed on drainage,  
116        possible short-term fixes, and the urgency this work start as soon as possible.

117  
118       **Motion:** Approve the time extension request with the Conditions Precedent (listed below).  
119        (Connolly; Kelly 2<sup>nd</sup>). PASSED.

120  
121       *The amended list of conditions precedent to be satisfied prior to the Chair's signature of the  
122        approved plan shall be as follows:*

- 123        1. *A surety bond in the amount of \$18,000 must be submitted to the Town of  
124           Moultonborough as agreed upon by both the town and the applicant's engineers.*
- 125        2. *The following items will be moved to the list of conditions subsequent: All federal, state  
126           and local approvals, including all utility infrastructure systems approvals and approvals  
127           from the Fire Department, shall be obtained.*
- 128        3. *The list of conditions subsequent on the final plat shall be updated accordingly.*
- 129        4. *The final plat shall be submitted to the Land Use Office in PDF format.*
- 130        5. *Per Section 8.3 of the Site Plan Review Regulations, this extension shall expire on January  
131           15, 2027 if the conditions precedent have not been satisfied. At that time, no additional  
132           extensions shall be issued.*

133  
134        IX. Other Business/Correspondence:

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

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

143  
144 X. Committee Reports: None

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146 XI. Project Updates:

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

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

156  
157 XII. Adjournment:

158 Motion to adjourn (Connolly; Larson 2<sup>nd</sup>). PASSED.

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

161 *Minutes submitted by Charles Wise and Tina Kelleher*