

**Moultonborough Planning Board**  
**P.O. Box 139**  
**Moultonborough, NH 03254**

Meeting Minutes

September 13, 2023

Present: Members: Sandra Kelly, Peter Claypoole, Scott Bartlett, Norman Larson,  
Brendan Connolly, John Annaian  
Excused: Alternate: Allen Hoch, Kevin Quinlan (Selectmen's Representative)  
Staff Present: Dari Sassan, Town Planner; Bonnie L. Whitney, Administrative Assistant

**I. Call to Order:** Chairman Kelly called the meeting to order at 7:00 PM.

**II. Pledge of Allegiance:** The Pledge of Allegiance was recited, led by Ms. Kelly. The members and staff then introduced themselves to the public.

**III. Review/Approval of Minutes:**

**Motion:** Mr. Connolly made the motion to approve the Planning Board Minutes of August 23, 2023, as amended. Mr. Annaian Seconded. Motion carried with Mr. Larson and Mr. Bartlett abstaining.

**V. Citizens Forum** - None

**VI. New Submissions** - None

**VII. Boundary Line Adjustment** - None

**VIII. Hearings** - None

**IX. Other Business/Correspondence:**

**1. Voluntary Merger – Beaver Point Trust (107-16 & 23A) (12 Deer Crossing)**

Ms. Kelly noted that the Board was in receipt of an Application for and Notice of Voluntary Merger of Tax Map 107 Lots 16 and 23A, as submitted by Beaver Point Trust.

Planner Sassan referred to his staff memo prepared September 5, 2023, noting his comments and recommendation.

**Motion:** Mr. Bartlett made the motion that the Board determines that the Application of Beaver Point Trust (107-16 & 23A) does not present a potential regional impact as defined in RSA 36:55. Mr. Connolly Seconded. Motion carried unanimously.

**Motion:** Mr. Connolly moved to approve proposed voluntary lot merger of Tax Map 107 Lots 16 and 23A, as requested by Beaver Point Trust subject to the following conditions: 1) Applicant shall comply with all requirements of RSA 674:39-a. 2) No more than one unit suitable for use or occupancy as a dwelling unit shall exist on the lot unless necessary approvals are obtained, and to inform the applicant that this merger will be regarded by the Land Use Office as an overt action on the part of the landowner to treat the entire area of the merged lots as a single lot, thus eliminating the possibility of performing a lot restoration pursuant to RSA 674:39-aa, as well that the resultant lot will be less than 5 acres, the lot will not be exempt from the Wetlands Ordinance because this merger represents the "creation" of a lot after 1/3/2008. Mr. Bartlett Seconded. The Motion carried unanimously.

## **2. Voluntary Merger – Boari Family Trust (121-150 & 135) (28 Locarno Street & Cardinal St)**

Ms. Kelly noted that the Board was in receipt of an Application for and Notice of Voluntary Merger of Tax Map 121 Lots 150 and 135, as submitted by Boari Family Trust.

Planner Sassan referred to his staff memo prepared August 22, 2023, noting his comments and recommendation.

**Motion:** Mr. Connolly made the motion that the Board determines that the Application of Boari Family Trust (121-150 & 135) does not present a potential regional impact as defined in RSA 36:55. Mr. Larson Seconded. Motion carried unanimously.

**Motion:** Mr. Connolly moved to approve proposed voluntary lot merger of Tax Map 121 Lots 150 and 135, as requested by Boari Family Trust subject to the following conditions: 1) Applicant shall comply with all requirements of RSA 674:39-a. 2) No more than one unit suitable for use or occupancy as a dwelling unit shall exist on the lot unless necessary approvals are obtained. 3) All uses shall comply with Groundwater Protection Overlay District Requirements, and to inform the applicant that this merger will be regarded by the Land Use Office as an overt action on the part of the landowner to treat the entire area of the merged lots as a single lot, thus eliminating the possibility of performing a lot restoration pursuant to RSA 674:39-aa, as well that the resultant lot will be less than 5 acres, the lot will not be exempt from the Wetlands Ordinance because this merger represents the “creation” of a lot after 1/3/2008. Mr. Annaian Seconded. The Motion carried unanimously.

## **3. Discussion of Zoning Amendments**

Planner Sassan noted that he had circulated another version of his prior memorandum, most recently dated September 6, 2023. The topics highlighted in blue are items that he felt are potentially ready for the Board to make a vote to move them forward to hold the required public hearing for proposed zoning amendments. Items included:

1. “Identify when “more than one dwelling unit” approval is not necessary (if ever). Zoning Article 3.6.1. Members reviewed the suggested amended language as discussed at the meeting on August 23, 2023. Those changes were made, and additional suggestions were discussed. Planner Sassan will incorporate those, and the board may vote to move the amended language forward to a public hearing at a date to be determined.
2. “Identify when “more than one dwelling unit” approval is not necessary (if ever). Zoning Article 3.6.2. The language as drafted is okay to move forward to a public hearing at a date to be determined.
3. Certificates and Registration. Proposed new amendment to be Zoning Article 11.8.3 Certificates and Registration. Members reviewed the draft language with some asking if sections 11.8.3.1.2, 11.8.3.1.3 and 11.8.3.1.4 were necessary. Planner Sassan will speak with the Code Enforcement Officer and the Fire Chief regarding this. Mr. Sassan will provide examples of optional language once he has spoken with Scott and Dave.

Planner Sassan updated the Board regarding his discussion with the Selectboard pertaining to the regulation and permitting of driveways where the Planning Board requested the removal of the Select Board in the approval process of the issuance of driveway permits and that the Board delegate the authority to the Land Use Department. The Selectboard has requested that he attend another BoS meeting to talk about that. He will update the Board after that meeting takes place.

Planner Sassan referred to his September 6, 2023 memo pertaining to Approval of Voluntary Mergers. This is ready to move forward, and it was noted that a public hearing on this matter could be held on the same night that they schedule hearings for proposed zoning amendments. Members suggested a few minor changes to the proposal.

**4. Cristina Ashjian, Moultonborough Lakes Region Planning Commissioner**, briefly updated the Board on the most recent LRPC Executive Board meeting. There will be one additional Household Hazardous Waste collection day on October 7, 2023 at the Kenneth A Brett School, 881 Tamworth Road, Tamworth, NH. Ms. Ashjian noted with all the heavy rainfall that there has been a lot of discussion about culverts and water issues everywhere. LRPC does have a culvert inventory program and Ms. Ashjian did not know when the Town last availed itself of the report. NHDES has estimated that 40% of all the culverts in the region are undersized right now.

Ms. Ashjian shared the dates for the next larger commission meetings. The September 25, 2023 meeting will be in Tilton and include the FY24 Budget Approval, the new HHW Contract, the continuation of the Regional Fair Share Housing discussion, and a presentation with Andrew Dorsett, BEA, on InvestNH. InvestNH is offering \$10,000 per unit for affordable housing in towns.

The October 23, 2023 meeting will be in Meredith, and will have information on Economic Development and Source Water Protection.

Ms. Ashjian noted the Steamboat Parade will be at 10 AM this Saturday AM.

**5. Planner Sassan** noted that he had recently met with a consultant regarding the possibility of updating the Master Plan. The plan is to have the consultant come to a future planning board meeting to talk about doing the Master Plan.

There was a brief discussion about there being value in completing the whole update at once. This conflicts with everything that has been talked about recently.

With a lot of new staff at the town level, and the benefit of veteran staff, creates a unique moment. There are new board members who bring a lot to the table. If we were to come to the community and say that this is a big thing, we want everybody to be involved, the Selectboard, the commissions, it would give everyone a chance to set common goals. You can't expect the community to participate robustly year in and year out. It may be beneficial to have this major production with all the marketing and promotion.

There is a huge financial element to this as well and the board will need to decide whether it will be presented as a warrant article or put it into the budget.

**X. Committee Reports** - None

**XI. Project Updates** - None

**XII. Adjournment:** Mr. Bartlett made the motion to adjourn. Mr. Larson Seconded. The Motion carried unanimously, and the Board adjourned at 8:17 PM.

Respectfully Submitted,  
Bonnie L. Whitney  
Administrative Assistant