



***Town of Moultonborough  
Planning Board***

6 Holland Street – P. O. Box 139  
Moultonborough, NH 03254  
(603) 476-2347 - Fax (603) 476-5835  
e-mail: dsassan@moultonboroughnh.gov

November 13, 2024

BTTW Holdings, LLC  
Ryan Carr  
PO Box 385  
Windham, NH 03087

***Re: Site Plan Review, 1195 Whittier Highway,  
Tax Map 023, Lot 014***

Dear Mr. Carr:

At its regular meeting held on Wednesday, November 13, 2024, The Planning Board conditionally approved your application for a Site Plan Review of Tax Map 023, Lot 014 to allow the addition of 17,400 square feet of self-storage in three buildings and relocate existing material storage bins to the southern end of the parcel.

Prior to public input at its regular meeting held on August 28, 2024, Craig Francisco, L.L.S. Bedford Design Consultants, on behalf of BTTW Holdings LLC, requested a continuance to September 25, 2024, to make revisions and prepare a Lightning Plan and Elevation Views. The Planning Board continued the public hearing to September 25, 2024, due to Mr. Connolly making the motion that the Board take no action and the application for BTTW Holdings, LLC (23-14) be resubmitted as amended, with renotification.

Prior to public input on September 25, 2024, the Planning Board voted seven (7) in favor (Larson, Bartlett, Claypoole, Annaian, Connolly, Hoch, Quinlan) that this proposed site plan did not have the potential for Regional Impact.

The public hearing was opened on September 25, 2024, and was continued to October 9, 2024, October 23, 2024, and was closed on November 13, 2024.

At its regular meeting held on November 13, 2024, The Planning Board voted all in favor to grant the formal request for waivers as requested for the Site Plan Review of 1195 Whittier Highway, Moultonborough, NH 03254 Tax Map 023-Lot 014.

After allowing public input- which there was none- the hearing was closed, and the Planning Board voted all in favor of the Site Plan Review in compliance with the following conditions:

Conditions precedent; to be completed prior to signature of final site plan approval by the Planning Board Chair:


1. Add the following plan notes/revisions prior to submission of final plan for Planning Board signature:
  - a. Obtain all required federal, state, and local approvals, and identify said approvals
  - b. Submit a storage rental agreement document to the land use department for review in comparison to plan notes.
  - c. Submit to the land use department a spill prevention, control, and countermeasure plan in accordance with the requirement of zoning article 13.6, subject to approval by the Fire Chief, and note document and approval date on plan.
  - d. Note hours of operation and number of employees on plan.
  - e. Add a cover page for all signatures, place necessary signature blocks on site plan, and add the blocks for initials on every plan page.
  - f. All conditions subsequent shall be included as plan notes.
2. The applicant or his successors or assigns shall file security with the planning board surety conditions satisfactory in the amount proposed by the applicant's engineers, subject to the approval of the town engineer to guarantee proper installation and maintenance of erosion and sedimentation controls throughout the duration of construction as well as site restoration in the event of abandonment, as well as security to provide for all necessary inspections and tests to be conducted by the town engineer. Said security shall be in the form of a bond issued by a surety company authorized to do business in New Hampshire, a cash or savings bank passbook properly endorsed to the town or a letter of credit in the form of acceptable to the town. The planning board may, from time to time, at their discretion and upon request by the applicant, its successors or assigns, reduce the amount of such security to an amount sufficient to ensure that any and all remaining utilities or roadway construction shall be able to be completed by the town in the event that the developer does not complete improvements. The security shall be approved by the town engineer and submitted to the town of Moultonborough prior to the commencement of any construction activities on the project site.
3. Conditions precedent to be completed by 11/13/25.

Conditions Subsequent, to be continually complied with:

4. Approved uses to include mixed use residential and storage facility, commercial and residential as presented to the planning board. The Land Use office shall be notified of any additional changes that could constitute a change or expansion of a use as land use approvals including site plan review may be required.
5. All requirements of the Groundwater Protection Overlay District ordinance

- shall be perpetually upheld and the spill prevention, control, & countermeasure plan shall be updated and resubmitted in conjunction with any operational or site plan changes or changes to the list of substances.
6. Approved commercial uses shall not be commenced and a certificate of occupancy shall not be issued until all those improvements have all been installed and operationally approved.
  7. Uphold and maintain the spill prevention, control, & countermeasure plan.
  8. Snow shall be placed within designated snow storage areas.
  9. Exterior lighting shall comply with zoning article 6.6.5.
  10. Landscaping shall comply with Site Plan Review Sections 11.3.1 and 11.3.4
  11. All signage shall comply with Zoning Article 5 and Site Plan Review Section 11.2.
  12. All Construction-phase and permanent drainage structures and stormwater management facilities shall be maintained to perform as presented and intended and reports of annual stormwater inspections shall be submitted to the land use office before July 1 of each year.
  13. All soil, gravel and materials shall be managed and contained on site, without migration onto abutting properties or the public road system.
  14. All representations made by the applicant and applicant's agent shall be incorporated as a condition of approval.
  15. Per Site Plan Review Section 8.2, if substantial site work has not commenced or a Building Permit has not been issued or if a Building Permit has been issued but not substantially acted upon within a 2-years of the date of approval, the site plan shall lapse unless a request for extension for an additional 1-year period is obtained by the applicant, prior to the date of lapsing.
  16. If, at any time, uses are abandoned in accordance with the definition of abandonment in the Zoning Ordinance, necessary approvals shall again be obtained before such uses may resume.

Yours Truly,

  
Sandra Kelly  
Chairman

cc.

Matt Hayden (by email only at [nhsurvey42@gmail.com](mailto:nhsurvey42@gmail.com))

Jeff Blackwell (by email only at [jblackwell@gmail.com](mailto:jblackwell@gmail.com))

Map Lot Document File