



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

PLANNING BOARD MEETING & HEARING MINUTES

Middleton Old Town Hall
200 Kings Highway
Middleton, NH 03887

April 10, 2025 at 6:00 p.m.

These minutes serve as the legal record and are in the form of an overview of the Planning Board meeting. It is neither intended nor is it represented that this is a full transcription. A recording of the meeting is available online at <https://www.youtube.com/@townofmiddleton9741/streams> for a limited time for reference purposes.

Meeting called to order by Christine Maynard 6:04 p.m.

Pledge to the Flag

Roll Call

Members present: Christine Maynard (Chair), Kate Buzard (Vice Chair), John Quinn (SLVD Rep), Roxanne Tufts-Keegan (BOS Rep),

Attachments

March 2025 Building Permit Report
Letters to Gunnison and Melanson

Approval of Minutes

R. Tufts-Keegan made a motion to approve the minutes of the March 13, 2025 Planning Board Meeting.

K. Buzard seconded the motion.

Motion carried.

C. Maynard was able to get access to the Planning Board email.

K. Buzard will attend the NHMA webinar "Hard Road to Travel" online. **C. Maynard** confirmed there is money available in the Planning Board budget for training.

C. Maynard would like to watch some of the previously presented webinars. She will bring her laptop to the office to see if someone can help her access them.

Family Compounds

Letters went out to Melanson and Gunnison asking for information and changes to their affidavits as discussed at the last Planning Board meeting.

J. Quinn asked what happens if they don't respond.

There was discussion about ramifications for violating any of the Zoning Ordinance.

There was discussion about having a joint meeting with the Planning Board, CEO, BOS liaison Mike Green, and the ZBA members in order to discuss Zoning Ordinance changes and any other issues that affect their departments and boards. There was discussion about how the proposed changes in zoning laws currently before the state legislature could affect the Town.

R. Willis will send out an invitation to the appropriate people to attend a joint meeting on June 12, 2025 at the Old Town Hall at 6:00 p.m.

R. Tufts-Keegan and **R. Willis** will not be at the May 8, 2025 Planning Board meeting. **J. Quinn** will take the minutes.

Zoning Ordinance

There was discussion about working with Strafford Regional Planning to help with proposed changes to the Zoning Ordinance and specifically which articles to start with. Fences, Family Compound (adding the new affidavit; determining if indicating Family Compound on the deed can be a requirement), ADUs, workforce housing, and **manufactured** home parks were mentioned.

R. Tufts-Keegan suggested having a special joint meeting with the BOS prior to voting next year to explain what changes to the Zoning Ordinance are being proposed and to field questions from residents.

J. Quinn stressed the need for a short, written document that is easily available and makes recommended changes as simple and as clear as possible.

C. Maynard suggested making sure when this document is created, it gets put on the website.

R. Willis said updating the Zoning Ordinance correctly with the changes approved by the residents in the March vote will be time-consuming because of all the formatting changes that still need to be made to the 2024 version. Since it needs to be updated and accurate *now*, she will add the approved changes to the current version and fix the formatting as time allows. She will also make the approved changes to the Driveway Regulations.

There was discussion about the need to control erosion, especially considering the new construction that is happening. **C. Maynard** will contact Strafford Regional Planning Commission to get more information about this and the other topics mentioned earlier.

There was discussion about changing where some of the documents relating to Planning Board activity are on the website and about the Administrative Clerk getting access to make changes. **R. Tufts-Keegan** will bring it up at the next BOS meeting.

PREPA Grant

K. Buzard talked about PREPA (Piscataqua Region Estuaries Program) and what Strafford Regional Planning was doing on behalf of the Town. The Town should find out within the next couple of months if the grant is awarded. She said PREPA has determined the Zoning Ordinance is deficient in the areas of wetlands buffers and stormwater drainage. There will be changes required if the grant is awarded. The Town would not incur any charges but would be notified and required to hold two public hearings.

K. Buzard met with Solar Smart. They recommended eight changes to the Solar Collection Systems article in the Zoning Ordinance. They also recommended a checklist for residents interested in solar power. She asked to be put on the agenda for the next Planning Board Meeting to present their suggestions.

There was discussion about whether the Planning Board is required to meet monthly.

Adjournment

R. Tufts made a motion to adjourn the meeting at 6:55 p.m.

J. Quinn seconded the motion.

Motion carried.

The next meeting is scheduled for May 8, 2025 at 6:00 at the Old Town Hall.

Respectfully submitted by:

Robin Willis



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Planning Board
603-473-5208

April 9, 2025

Douglas & Lorri Gunnison
470 Silver Street
Farmington, NH 03835

Dear Douglas and Lorri:

The Planning Board recently reviewed the documentation for residents who have expressed interest in a Family Compound in the Town of Middleton. The Family Compound Article in the Zoning Ordinance #23, B.3. requires "Title to the property, to include the land and all dwelling units, must be vested in the same owner..."

According to our records, Map 1, Lot 2 and the 1997 Skyline Manufactured home on the lot are owned by Douglas and Lorri Gunnison. However, the deed to the 2021 Manufactured Home, recorded at Strafford County Registry of Deeds on 9/2/2020, is in the names of Betty Davis, Lorri J. Gunnison and Douglas J. Gunnison.

In addition, the Affidavit of Land Use recently completed for the property indicates Justice Gunnison and Jamen Gunnison are owners with a note that they will be added to the deed this year.

For the property to be a valid Family Compound, the Article in the Zoning Ordinance needs to be adhered to. Therefore, the lot and all homes on the lot must be vested in the same owner(s). Please let the Planning Board know as soon as this is rectified. If you have any questions, you can contact the Board at planboard@middletonnh.gov

Sincerely,

Christine Maynard
Planning Board Chair



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Planning Board
603-473-5208

April 9, 2025

Leonard Melanson
684 Route 153
Middleton, NH 03887

Dear Lenny:

The Planning Board recently reviewed the documentation for residents who have expressed interest in a Family Compound in the Town of Middleton.

The Family Compound Article in the Zoning Ordinance #23, B.5. indicates “The use of single-family dwellings in a family compound is limited to family members and occasional guests. No rent may be charged for any dwelling unit in the family compound.” As such, the Planning Board has requested an affidavit verifying this information.

A copy of the affidavit signed on March 6, 2025 is attached. Please include the names and relationships of those occupying the dwellings and have them sign indicating they are not paying rent and are aware of the rules and restrictions.

For the property to be a valid Family Compound, the Article in the Zoning Ordinance needs to be adhered to. If you have any questions, you can contact the Planning Board at planboard@middletonnh.gov

Sincerely,

Christine Maynard
Planning Board Chair

TOWN OF MIDDLETON

Permits Issued

Permits Issued With Approved Date Between 03/01/2025 And 03/31/2025 Sorted by PID

PID	Permit Type	Permit Number	Permit Status	Project	Location	Owner Phone	Added	Approved	Expires	Fee	Est. Cost	Proj. Date
000003 000032 000001	ELECTRICAL PERMIT	E-25-04		ADDITION -- ADDING A 10X12 MUD ROOM 24X24	47 BEECH TREE DRIVE	8145948756	03/06/25	03/06/25	03/06/26	\$ 150.00	\$ 0.00	10/22/24
		Applicant: CARTER, BRITTNEY J.										
		Contractor: JUSTIN COTE										
000003 000047 000000	ELECTRICAL PERMIT	E-25-05		ALTERATION -- MINI SPLIT UNITS	18 AUCLAIR ROAD	7023582850	03/06/25	03/06/25	03/06/26	\$ 100.00	\$ 0.00	03/31/25
		Applicant: BALMER, JESSICA A										
		Contractor: EAST COAST HVAC										
000005 000024 000000	BUILDING PERMIT	2946		ALTERATION --	324 PINKHAM ROAD		03/31/25	03/31/25	03/31/26	\$ 350.00	\$ 0.00	03/31/25
		Applicant: PALOMBA, REMO										
		Contractor: DAVE REYNOLDS										
000005 000046 000001	ELECTRICAL PERMIT	E-25-07		ALTERATION -- NEW SERVICE	25 AUEN WAY	9787585643	03/27/25	03/27/25	03/27/26	\$ 100.00	\$ 0.00	03/27/25
		Applicant: WELLMAN, MEGHAN A										
		Contractor: NATHAN PLIMTON										
000012 000024 000002	BUILDING PERMIT	2945		ALTERATION -- T MOBILE ADDING TO TOWER	90 RIDGE ROAD		03/24/25	03/24/25	03/24/26	\$ 150.00	\$ 0.00	03/24/25
		Applicant: MIDDLETON, TOWN OF										
		Contractor: BLUE SKY TOWERS										
		Contractor: ROBERT RUSSO										