

Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887



PLANNING BOARD MEETING MINUTES

Middleton Old Town Hall
200 Kings Highway
Middleton, NH 03887

December 18, 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/townofmiddleton9741streams> for a limited time for reference purposes.

Attachments

November Building Permit Report
Meeting Sign In Sheet
L. Melanson Land Use Inquiry Form
Budget as of 12/31/2026

Meeting called to order by Christine Maynard at 6:09 p.m.

Pledge to the Flag

Roll Call

Members present: Christine Maynard (Chair), Kate Buzard (Vice Chair), John Quinn (SLVD Rep arrived at 7:11 p.m.), Roxanne Tufts-Keegan (BOS Rep)

C. Maynard called the meeting to order at 6:09 p.m.

Land Use Inquiries

Melanson – Family Compound, Map 11, Lot 1-20

L. Melanson said he was there to ask about the minimum lot size for the Town being affected by recent State legislation. There was a bill proposed (SB 84) that passed the Senate earlier this year that would affect minimum lot size. The Board members said the bill had not become law but was referred to committee. This bill could possibly change the minimum lot size the Town could require.

L. Melanson wanted to know how a change in the law may affect his Family Compound. He is interested in subdividing the lot.

There was discussion about the current requirements in the Zoning Ordinance for Family Compounds. Under these rules, he cannot subdivide this lot without a variance from the ZBA. If the law changes in the future, he can investigate how this may affect his plans and options. There was discussion about the possibility of him applying for a variance.

Hot Dog Cart on Route 153

There was discussion about information gleaned since the last meeting. C. Maynard contacted the Department of Transportation because Route 153 is a state road. Their representative said the applicant should complete the Driveway Permit Application that is on their website; this will trigger next steps. C. Maynard will get the DOT contact information to the Clerk who will contact the applicant.

K. Buzard said notifying the abutters and considering the possible impact on traffic will be important.

Stratford Region Planning Outreach – Mark Davie

M. Davie will get back to the Board when he is available.

Budget

Expenditures and the proposed budget for 2026 were discussed as well as the new budgeting software that will be rolled out soon. It was decided to request the budget be kept the same next year. Some of the legal funds needed for services related to mandated changes in the law were covered by a grant and this will most likely not be the case next year.

Zoning Ordinance 2026 Updates & Revisions

K. Buzard has requested a Zoning map from Stratford Regional Planning that also shows individual lots.

There was discussion about the new verbiage that will be proposed and the need to format it for the ballot. Each change was reviewed individually.

K. Buzard said the term "town maintained" with regards to roads should be changed to "Class V or better" in the Zoning Ordinance. (Zoning Ordinance Page 7 - Article 5, B.2.)

According to Attorney Buckley from NHMA, any State law that contradicts an Article in our Zoning Ordinance makes that part of the Article invalid. The Board is attempting to amend those articles for the ballot. However, if they do not pass, the State law still prevails. They can put an asterisk where appropriate with a footnote saying "not valid as of _____ due to RSA _____" effective _____ The Board will re-visit this after the vote. Calendar deadlines for amendments were reviewed. Upcoming dates that are particularly important to the Planning Board right now are:

January 4 - last day to post for first hearing on proposed adoption or amendment of a Zoning Ordinance if a second hearing is anticipated.

January 15 - last day to hold the first public hearing if a second is anticipated.

January 22 – last day to post and publish notice of the final public hearing.

February 2 - last day to hold a final public hearing and determine the final form.

February 3 – last day for official copy of final proposal to adopt or amend Zoning Ordinance placed on file in the town clerk's office.

R. Tufts-Keegan made a motion to schedule the first public hearing on the proposed Zoning Ordinance Amendments for January 8, 2026 at 6:00 p.m.

C. Maynard seconded the motion.

Motion carried.

Approval of Minutes

K. Buzard made a motion to approve the minutes from the November 12, 2025 meeting.

R. Tufts-Keegan seconded the motion.

Motion carried.

Rules of Procedure & Development Regulation Updates

K. Buzard talked about various ways towns go about creating and amending Rules of Procedure. She suggested they have a procedure to do this at a public meeting with all members present.

K. Buzard requested they consider a cut-off day for people to request to be on the meeting agenda so members have time to review and prepare. This should also be incorporated in the Rules of Procedure.

J. Quinn asked about emergency situations when a resident could not adhere to a cut-off date.

C. Maynard suggested people who have land use inquiries must submit the form one week prior to the date of the meeting in order to be on agenda.

K. Buzard said she would like the agenda to be submitted to the Planning Board three to seven days before the meeting.

There was discussion about who should create the agenda, how much lead time should be required and how the information should be distributed. There was discussion about legal requirements and practicality.

K. Buzard said she believes any resident can request to have the agenda mailed to them.

J. Quinn said it would be helpful for the public to know what topics will be discussed.

Manufactured Home Parks, Short-Term Rentals

J. Mullen (resident) said Stratford Regional Planning is short staffed in addition to being busier than usual because of the recent land use law changes.

K. Buzard says our current Zoning Ordinance requires 5 acres of land, not including wetlands. She interprets that to mean each home in a park would need to meet the same requirements.

There was discussion about the maximum square footage allowed for an ADU. It was confirmed if the town does not have a maximum specified, the State law requires it be less than 950 square feet.

C. Maynard said she spoke with the CEO about an active building permit for an ADU that is larger than 950 square feet. She said it's important everyone involved in planning and zoning is aware of changes in the law.

R. Tufts-Keegan said one of the proposed amendments to the Zoning Ordinance specified 950 square feet as the maximum for an ADU so that should clarify the issue.

K. Buzard said the law now specifies the Planning Board is no longer involved in approving ADU's; that is strictly the purview of the CEO.

K. Buzard asked what would be the reasoning for the Town to institute a minimum size for an ADU. She will look into this further.

Building Permits

November activity and fees collected were discussed.

Member Comments

J. Quinn said he sent some information to the Members concerning short-term rentals.

Adjournment

K. Buzard made a motion to adjourn the meeting at 7:50 p.m.

R. Tufts-Keegan seconded the motion.

Motion carried

The next meeting is scheduled for January 8, 2026 at 6:00 p.m. at the Old Town Hall. This will also include a Public Hearing concerning the proposed Zoning Ordinance amendments.

Respectfully submitted by:
Robin Willis

Robin Willis

From: NH Office of Planning and Development <planning@livefree.nh.gov>
Sent: Tuesday, January 6, 2026 9:00 AM
To: Robin Willis
Subject: Planning Lunches at Noon Monthly Webinar Series

Planning Lunches at Noon Monthly Webinar Series

The next webinar in the Office of Planning and Development's (OPD) Planning Lunches at Noon (PLAN) monthly webinar series is **Trends in Housing Permitting and Innovative Zoning** from noon- 1 pm on Thursday, Jan. 22.

Join Ken Gallager, OPD Principal Planner, and Bart McDonough, Director of Planning and Community Development for the Town of Newmarket for:

- An overview of OPD's *New Hampshire's Housing Supply: Current Estimates and Trends – 2025 Update*, a report on residential building permit activity throughout the state in 2024
- A presentation on how Newmarket, one of the state's newest Housing Champion communities, is using innovative form-based zoning which regulates the character and design of buildings to increase housing opportunities and streamline development review.

To register, [click here](#). You will receive a confirmation email from Microsoft Teams; check your spam folder if you do not receive the confirmation.

The webinar will be recorded and posted [here](#) following the webinar.

For more information, contact planning@livefree.nh.gov.

Name

Address

Phone/E-mail (optional)

Please Print Legibly

MEETING SIGN-IN
December 18, 2025 6:00 p.m.
Old Town Hall

OFFICE OF THE PLANNING BOARD

182 Kings Highway, Middleton, New Hampshire 03887

Town of Middleton



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Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887



OFFICE OF THE PLANNING BOARD

AGENDA

Planning Board Regular Meeting
Thursday, December 18, 2025 at 6:00 PM
MIDDLETON OLD TOWN HALL, 200 KINGS HIGHWAY

1. Call to Order
2. Pledge Allegiance
3. Roll Call by the Chair
4. Review of Minutes
5. Land Use Inquiries
 - a) November 13, 2025
6. New Business
 - a) Melanson -109 & 113 Pheasant Drive Family Compound, Map 11, Lot 1-20
 - b) Hot Dog Cart Update/DOT Input

- a) Mark Davie Stafford Regional Planner – master plan consultation regional collaboration and community character *(moved to 2026-01-08 meeting)*
- b) Planning Lunches at Noon Webinar: "Best Practices for Planning Boards – Proposing Zoning Amendments, Hearing Applications and Issuing Decisions" on Thursday, December 18 noon to 1:00 p.m.
- c) NH Planning and Land Use Regulation 2025-2026 Edition are in Budget
7. Old Business
 - a) Zoning Ordinance 2026 Update & Revisions
 - i) Review Deadlines – set hearing dates for proposed amendments
 - ii) Zoning Ordinance Notations – If mandated change doesn't pass/Buckley
 - b) Rules of Procedure & Development Regulation Updates
 - c) Manufactured Homes, Short Term Rentals

8. Building Permits – November, 2025
9. Member Comments
10. Next Regular Meeting – January 8, 2026 at 6:00 p.m. (hearings to be scheduled before then)
11. Call for Adjournment

Lenny came in with two questions:

1) Has the 5 acre minimum lot size changed?

2) Can he now collect rent for the second property on his family compound?

Lenny would like to subdivide this 5-acre lot. He is under the impression changes to State Law mean the Town can no longer have a 5-acre minimum. His application for a variance was previously denied, primarily because subdividing the lot would mean each new lot would be less than 5 acres.

He also would like to know if he can collect rent from the 2nd home on his property. Would the rules for the Family Compound still apply to this property even though the State rules for ADU's have changed?

He is available to come to the December 11 meeting if that would be helpful.



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

LAND USE INQUIRY FORM

We appreciate your interest in the Town of Middleton. The Planning Board strives to be sure you have the information you need to help us ensure the congruous development of the Town and to make the application process as simple and seamless as possible. Most of the questions we get are answered in the documents on our website (Middletonnh.gov then Documents, then Planning Board.) The current Zoning Ordinance is one of the documents located there and should be reviewed before proceeding any further.

If, *after reviewing the Zoning Ordinance*, you still have questions or need information, please complete this form. It serves as a means for you to communicate with the Planning Board about what you plan to do. In addition, this narrative allows the Planning Board to determine what, if any, review procedure is appropriate for your situation. This form is one of the means of determining future action. We may ask you to come to a meeting and put you on the agenda for a consultation with the Planning Board. For these reasons, it is important that the form contains as much information as possible.*

When you have completed this Land Use Inquiry Form, you can email it to planboard@middletonnh.gov, drop it off at the Municipal Offices, or mail it to Town of Middleton, Attn: Administrative Clerk, 182 Kings Highway, Middleton, NH 03887. Someone will be in touch with you as soon as we have been able to review it, research your situation as appropriate and gather the information necessary to respond. We appreciate your interest in whatever you are developing in the Town of Middleton and wish you the best of luck with your project.

Date 11/18/25 (Office Use) Date Received _____
Tax Map # 13 Lot #(s) 1-20 Zoning District Rural Residential
Property Address/Location 109+113 Pleasant Drive
Name of Project (if applicable) —

APPLICANT

Name(s) Leonard Melanson
Mailing Address 684 Route 153
Telephone 603 834 0715 Email Address Bikerbudboater@aol.com

PROPERTY OWNER (if different than applicant)

Name(s) Sam
Mailing Address _____
Telephone _____ Email Address _____

**This form is for initial contact only; the Board may request additional information from the inquirer.*

Date _____

Date _____

This form must be signed by the property owner and applicant/developer (if different from owner).
I (we) submit this Land Use Inquiry Form and attest that to the best of my knowledge all of the information on this application form is true and accurate. As applicant or developer/agent (if different from property owner) I attest that I am duly authorized to act in this capacity.

Description of previous use (if known)

04/25/10

New building/structure

PROPOSED SITE CHANGES

As . This meeting will be recorded and later posted on our YouTube page here

<https://www.youtube.com/channel/UCmk4EEhIIIGZFZjgLYARAUVA>

 URL Preview for NH Office of Planning and Development	NH Office of Plannin... The Office of Planning and Development (at NH... www.youtube.com
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BUDGET vs ACTUAL STATEMENT
For the Twelve Months Ending December 31, 2025

Expenses		Year to Date	Year to Date	Remaining	Percent
		Budget	Actual		
4191-11-plb					
4191-14-plb					
4191-15-plb					
4191-17-plb					
4191-26					

For Management Purposes Only

Robin Willis

From:

Sent:

To:

Robin Willis
Friday, November 21, 2025 10:23 AM
Board of Selectmen; Middleton Planning Board; kbuzard@outlook.com;
eoonquinn@yahoo.com
Some information from the NHMA Convention

The NHMA Convention last week was excellent—well organized and very informative. I wanted to share a few updates related to topics that have come up recently.

State Law Changes:

According to Attorney Steve Buckley, municipalities should consider placing an asterisk next to the sections of the Zoning Ordinance articles that should be updated due to recent state law changes. A corresponding note at the bottom of the page would read: "*Invalid as of* _____; *see RSA* _____." This approach could replace listing all these changes on the ballot and eliminate the risk the voters will not approve changes to what is now unenforceable.

Christine—I know Blair has been helping us update the wording for some articles to put on the ballot, but it would be worthwhile to ask his opinion on handling the remaining changes this way.

Family Compound:

I could not confirm the status of our Family Compound Ordinance given the recent ADU law changes. I emailed NHMA for clarification. **Christine**, I copied you on the email.

AI Use for Documents:

Roxanne - AI may be very helpful in organizing and updating the various versions of our Town Ordinances that are stored in different locations. My thought is to scan what I've gathered and have AI generate a consolidated draft that follows the parameters we set. We would then only need to review it and post it to the website. From what I learned, I think this will work.

Assessing:

I confirmed with Avatar that current property assessments do *not* take into account whether a property is used as a short-term rental. I also confirmed that basement square footage is not included in a home's total square footage; however, a basement, particularly a finished one, does increase a property's market value and therefore its assessed value.

Christine—I will not be in the office on December 11, but I still plan to attend the Planning Board meeting. I'll try to have a draft agenda and November meeting minutes to you beforehand. As long as draft minutes are available within 5 business days (which technically they are, albeit in a very rough draft), we remain in compliance.



Important Dates for Local Officials 2026 TRADITIONAL MARCH TOWN MEETING CALENDAR

NOVEMBER 2025

Monday, November 10, 2025
First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2026 town meeting. [RSA 675:4-120 days prior to town meeting]

DECEMBER 2025

Wednesday, December 10, 2025
Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2026 town meeting. [RSA 675:4-90 days before town meeting]

JANUARY 2026

Sunday, January 4, 2026
Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3; 675:7 – 10 calendar days before January 15]

Friday, January 9, 2026
Last day for voters to present application to select board to call special town meeting prior to 2026 annual meeting. Number of petitioners required depends on size of town. [RSA 39:3 – 60 days before town meeting]

Friday, January 9, 2026
First day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published in a newspaper of general circulation in the municipality at least 7 days before hearing. [RSA 33:8-a, I – not more than 60 days before town meeting]

Friday, January 9, 2026
Last day for governing body to vote to extend polling hours at 3/10/26 elections. [RSA 659:4-a, IV - extension of polling hours may not go into effect sooner than 60 days after its adoption]

Tuesday, January 13, 2026
Last day to publish notice for January 20 session for checklist correction. [RSA 654:27; RSA 669:5 – notice posted in 2 appropriate places, one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session]



Important Dates for Local Officials 2026 TRADITIONAL MARCH TOWN MEETING CALENDAR

Thursday, January 15, 2026

Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3 – 14 days prior to last date to hold public hearing on zoning/building/historic district ordinance amendment/adoption on February 2]

Tuesday, January 20, 2026

Supervisors must hold session for correction of the checklist from 7pm to 7:30pm. Change in party registrations may be accepted. [RSA 669:5 – session for checklist correction must be held on the day immediately prior to the filing period for candidates on January 21]

Wednesday, January 21, 2026

First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. [RSA 669:19; 652:20 – seventh Wednesday before town meeting]

Thursday, January 22, 2026

Last day to post and publish notice of final planning board public hearing on proposed adoption or amendment to zoning ordinance, historic district ordinance or building code. [RSA 675:3; 675:7 – 10 calendar days before February 2]

Friday, January 30, 2026

Last day for filing declarations of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. [RSA 669:19; 652:20 – the Friday next following the first day for candidates to file declarations of candidacy on January 21]

Friday, January 30, 2026

Last day for party caucus to nominate candidate for town office in towns using partisan system. [RSA 669:39- sixth Friday before town meeting]

FEBRUARY 2026

Monday, February 2, 2026

Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. Planning board must also determine final form. [RSA 675:3 – one day before deadline for delivery of final zoning/building/historic ordinance ballot proposals to town clerk on February 3]



Important Dates for Local Officials 2026 TRADITIONAL MARCH TOWN MEETING CALENDAR

Tuesday, February 3, 2026
Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at the town clerk's office. [RSA 675:3, V-fifth Tuesday before town meeting]

Tuesday, February 3, 2026
Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [RSA 273-A:1, IV; 32:5-a; 32:19-a – fifth Tuesday before town meeting]

Tuesday, February 3, 2026
Last day for 25 or more voters or 2% of the total, whichever is less, but in no case fewer than 10 voters, to petition select board to include an article in the warrant. [RSA 39:3 – fifth Tuesday before town meeting]

Friday, February 6, 2026
Last day for giving notice of February 13th public hearing on annual budget. [RSA 32:5, I – 7 days before budget hearing]

Friday, February 13, 2026
Last day to hold at least one public hearing on annual budget (can hold supplemental public hearings after 2/13 provided the first public hearing is on or before 2/13). [RSA 32:5, I & V – 25 days before town meeting]

Monday, February 16, 2026
Last day for select board to publish notice of time, place and subject of public hearing on bond/note issue over \$100,000. [RSA 33:8-a, I – 7 days before February 23]

Monday, February 16, 2026
Last day to post and publish notice of hearing on question of establishing a special revenue fund. [RSA 31:95-d, I(b) – 7 days before February 23]

Wednesday, February 18, 2026
In budget committee towns, last day for budget committee to submit 2 copies of annual budget to select board for them to post with warrant. [RSA 32:16, IV – at least 20 days before the town meeting]

Saturday, February 21, 2026
Last day to post and publish notice of the day, hour and place of February 28 session to correct the checklist. Notice must be posted in 2 appropriate places, one of which shall be the town's Internet website, if such exists, or shall be published in a newspaper of general circulation at least 7 days prior to the session. [RSA 669:5; 654:27–28]



Important Dates for Local Officials 2026 TRADITIONAL MARCH TOWN MEETING CALENDAR

Monday, February 23, 2026

A public hearing must be held on the establishment of a special revenue fund at least 15 but not more than 30 days before the question is voted on. If the business session of the meeting is held on the same date as the official ballot voting day, March 10, then this is the last day for that hearing. If the governing body has chosen another day for the business session, this public hearing must be held at least 15 days before the date chosen for the business session. [RSA 31:95-d, I(b)]

Monday, February 23, 2026

Last day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [RSA 33:8-a, I – at least 15 days before town meeting]

Monday, February 23, 2026

A public hearing must be held by the local governing body on the adoption of SB2 at least 15 days, but not more than 30 days, before the question is to be voted on. Under RSA 40:14, III, the question on the adoption of SB2 must be voted on at the business session and cannot be placed on the official ballot. If the business session of the meeting is held on the same date as the official ballot voting day, March 10, then this is the last day for that hearing. If the governing body has chosen another day for the business session, this public hearing must be held at least 15 days before the date chosen for the business session.

Monday, February 23, 2026

Last day for select board to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [RSA 39:5; 31:95; 669:2 – 14 clear days before town meeting]

Tuesday, February 24, 2026

Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway. [RSA 231:43, II – 14 days prior to town meeting]

Saturday, February 28, 2026

Last day for town clerk to accept voter registration applications for town meeting day (Voters may register on election day for all town elections). [RSA 654:8; RSA 654:27; 669:5, deadline for town clerk to accept voter registration is the same date as the date for the last checklist session correction - the Saturday no less than 6 and no more than 13 days before town meeting]



Important Dates for Local Officials 2026 TRADITIONAL MARCH TOWN MEETING CALENDAR

Saturday, February 28, 2026
Supervisors to hold session for correction of checklist prior to annual meeting for no fewer than 30 minutes. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. [RSA 654:27; 654:28; 669:5]

Saturday, February 28, 2026
Reports of transfer, reports of death and removal of names are acted upon by supervisors of the checklist. [RSA 654:27; RSA 654:36-37; RSA 654:44]

MARCH 2026

Tuesday, March 3, 2026
Annual town report with budget must be available by today. [RSA 31:95; 41:14 – at least 7 days before town meeting]

Tuesday, March 3, 2026
Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5 – at least 7 days before town meeting]

Friday, March 6, 2026
Last day for supervisors to post (by midnight) final corrected checklist. [RSA 654:28 – checklist to be posted on the Friday next following the checklist correction session on February 28]

Friday, March 6, 2026
Certification of checklist; 2 copies filed with town clerk. [RSA 654:28-29]

Monday, March 9, 2026
The town clerk's office shall be open to receive applications for absentee ballots, to provide voters the opportunity to complete absentee ballots, and to receive returned ballots on the Monday immediately prior to an election at a minimum from 3:00 p.m. to 5:00 p.m. The clerk may designate a deputy clerk or assistant to provide this service, provided the individual has taken the oath of office and has been trained in the requirements for using an absentee ballot and the procedures for issuing and receiving absentee ballots. [RSA 657:1, II (c)]

Tuesday, March 10, 2025
Last day for town clerk to accept completed absentee ballots; clerk, or clerk's designee, must be available at least between 3 and 5 p.m. No absentee ballots may be accepted after 5 p.m. [RSA 669:29; 657:22; 652:20]



Important Dates for Local Officials 2026 TRADITIONAL MARCH TOWN MEETING CALENDAR

Tuesday, March 10, 2026

Town Meeting. Voters may register at the polls on election day. If new tax collector is elected or appointed, select board audits accounts and issues a new warrant. [RSA 39:1; 669:1; 654:7-a; 41:36]

Friday, March 13, 2026

Last day for any person for whom a vote was cast to apply to town clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Town clerk must be available at least between 3 and 5 p.m. to receive application and must provide at least 3 days' notice of recount date to candidates for that office. [RSA 669:30-:31; 652:20 – Friday next following town meeting/election]

Sunday, March 15, 2026

Last day to publish notice of March 17 reconsideration of a March 10th vote on a bond or note issue over \$100,000 (statute requires notice at least 2 days before reconsideration). [RSA 33:8-a, IV]

Monday, March 16, 2026

Select board must appoint town treasurer by today if annual meeting fails either to elect one or to vote to authorize the appointment rather than the election of the treasurer. [RSA 41:27; 41:26-e – appointment must be made within 6 days from town meeting]

Tuesday, March 17, 2026

Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [RSA 40:4-c – last day to seek recount is 7 days from date of town meeting]

Tuesday, March 17, 2026

Earliest day on which reconsideration of a March 10th vote on a bond or note issue over \$100,000 may take place (statute requires reconsideration at least 7 days after vote to reconsider). [RSA 33:8-a, IV]

Friday, March 20, 2026

Town clerk to forward to select board and treasurer certified copy of any vote to transfer surplus to capital reserve funds within 10 days of such vote. Surplus must be transferred by treasurer to trustees of trust funds immediately after receipt of order of select board. [RSA 35:11]

Monday, March 30, 2026

Town clerk must report names and addresses of all town officers to commissioner of revenue administration after annual election. There is an ongoing duty to report changes as they occur. [RSA 41:19; NH Admin Code Rev 1707.13 – report to be made within 20 days of the town meeting]



Important Dates for Local Officials 2026 TRADITIONAL MARCH TOWN MEETING CALENDAR

Monday, March 30, 2026
Minutes of town meeting and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [RSA 21-J:34]

APRIL 2026

Thursday, April 2, 2026
Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library. [RSA 41:22; RSA 201-A:18 – within 30 days of March 3, the date by which the town report must be made available to the voters]

Thursday, April 9, 2026
Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [RSA 41:20]

Thursday, April 9, 2026
Appointed municipal budget committee members must be named within 30 days of town meeting. [RSA 32:15, II]

MAY 2026

Saturday, May 9, 2026
Ballots and absentee voting materials for election of town officers at town meeting may be destroyed by the town clerk. [657:16; 657:22; 659:100–101; 669:25; 33-A:3-a, XXXVII—clerk shall retain until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer].

TOWN OF MIDDLETON

Permits Issued

Permits Issued With Approved Date Between 11/01/2025 And 11/30/2025 Sorted by PID

PID: 000004 000007 000002	Project: ALTERATION -- 500 GAL TANK AND BOILER	Location: 36 SILVER ST	Proj. Date: 11/10/25
Permit Type	Owner: PAWNELL, JOSHUA Permit Number Permit Status	Owner Phone: 6037553225 Added Approved Expires Fee Est. Cost	
GAS PERMIT	G-293 Applicant: Contractor: JOE BAILEY	11/10/25 11/10/25 11/10/26 Applicant Phone: Contractor Phone: 6037553225	\$ 80.00 \$ 0.00
PID: 000004 000282 000000	Project: ADDITION -- 690 SQ FT ADDITION AND 200 SQ FT	Location: 103 NICOLA ROAD	Proj. Date: 07/31/25
Permit Type	Owner: NEWBEGIN, CYRUS J Permit Number Permit Status	Owner Phone: 9782394873 Added Approved Expires Fee Est. Cost	
PLUMBING PERMIT	PL-10-25 Applicant: CL PLUMBING Contractor: CL PLUMBING AND HEATING	11/17/25 11/17/25 11/17/26 Applicant Phone: Contractor Phone: 6032192299	\$ 80.00 \$ 0.00
ELECTRICAL PERMIT	E-25-38 Applicant: EVENSON ELECTRIC Contractor:	11/20/25 11/20/25 11/20/26 Applicant Phone: Contractor Phone: 6035203562	\$ 150.00 \$ 0.00
PID: 000004 000319 000000	Project: ALTERATION -- 500 GAL TANK AND BOILER	Location: 20 DUDLEY DRIVE	Proj. Date: 11/10/25
Permit Type	Owner: KALAR, KENNETH A Permit Number Permit Status	Owner Phone: 6039781296 Added Approved Expires Fee Est. Cost	
GAS PERMIT	G-294 Applicant: JOE BAILEY Contractor:	11/10/25 11/10/25 11/10/26 Applicant Phone: 6039781296 Contractor Phone: 6035564101	\$ 80.00 \$ 0.00
PID: 000004 000319 000000	Project: ALTERATION -- STAND BY GENERATOR	Location: 20 DUDLEY DRIVE	Proj. Date: 11/11/25
Permit Type	Owner: KALAR, KENNETH A Permit Number Permit Status	Owner Phone: 6037554904 Added Approved Expires Fee Est. Cost	
ELECTRICAL PERMIT	E-25-36 Applicant: BRAD BERUBE Contractor:	11/11/25 11/11/25 11/11/26 Applicant Phone: Contractor Phone: 6033127394	\$ 50.00 \$ 0.00
PID: 000005 000120 000000	Project: ALTERATION -- 200 AMP SERVICE AND	Location: 257 PINKHAM ROAD	Proj. Date: 11/10/25
Permit Type	Owner: DECRISTOFARO, CYNTHIA, TTEE Permit Number Permit Status	Owner Phone: 6177503068 Added Approved Expires Fee Est. Cost	
ELECTRICAL PERMIT	E-25-35 Applicant: DAVE GIBSON Contractor:	11/10/25 11/10/25 11/10/26 Applicant Phone: Contractor Phone: 6035207414	\$ 100.00 \$ 0.00

Permits Issued With Approved Date Between 11/01/2025 And 11/30/2025 Sorted by PID

PID: 000007 000002 000000		Project: ADDITION -- 320 SQ FT 4 SEASON ROOM AND 240			Location: 338 NEW DURHAM ROAD			Proj. Date: 09/15/25		
Owner: TODD, RYAN D		Permit Status			Owner Phone:					
Permit Type	Permit Number	Permit Status			Added	Approved	Expires	Fee	Est. Cost	
ELECTRICAL PERMIT	E-25-37	RYAN TODD			11/17/25	11/17/25	11/17/26	\$ 150.00	\$ 0.00	
	Applicant:				Applicant Phone:					
	Contractor:	TEC ELECTRICAL SERVICE LLC			Contractor Phone: 6037654573					
GAS PERMIT	G-296	RYAN TODD			11/17/25	11/17/25	11/17/26	\$ 80.00	\$ 0.00	
	Applicant:				Applicant Phone:					
	Contractor:	S+S PLUMBING AND HEATING			Contractor Phone: 6038170987					
PID: 000008 000006 000009		Project: NEW BUILDING -- NEW HOME 1751 FINISHED			Location: PINKHAM ROAD			Proj. Date: 04/30/25		
Owner: TSB CONSTRUCTION, LLC		Permit Status			Owner Phone: 6037659176					
Permit Type	Permit Number	Permit Status			Added	Approved	Expires	Fee	Est. Cost	
GAS PERMIT	G-295	PROULX OIL			11/10/25	11/10/25	11/10/26	\$ 50.00	\$ 0.00	
	Applicant:				Applicant Phone:					
	Contractor:				Contractor Phone: 6037707122					
PID: 000014 000062 000000		Project: ALTERATION -- GENERATOR			Location: 7 PINE RIDGE ROAD			Proj. Date: 10/20/25		
Owner: COURTNEY, DANIEL T		Permit Status			Owner Phone: 6035345036					
Permit Type	Permit Number	Permit Status			Added	Approved	Expires	Fee	Est. Cost	
GAS PERMIT	G-292	EASTERN			11/03/25	11/03/25	11/03/26	\$ 50.00	\$ 0.00	
	Applicant:				Applicant Phone:					
	Contractor:				Contractor Phone: 6039487228					
Summary of Permits:		Total of Estimated Costs:							\$ 0.00	

TOWN OF MIDDLETON

Permits Issued

Permits Issued With Approved Date Between 11/01/2025 And 11/30/2025 Sorted by PID

PID: 000004 000007 000002	Project: ALTERATION -- 500 GAL TANK AND BOILER	Location: 36 SILVER ST	Proj. Date: 11/10/25
Permit Type	Owner: PAWNELL, JOSHUA	Owner Phone: 6037553225	
GAS PERMIT	Permit Number	Permit Status	
	G-293	11/10/25 11/10/25	11/10/26
	Applicant:		
	Contractor: JOE BAILEY		
		Applicant Phone:	
		Contractor Phone: 6037553225	
		Fee	\$ 80.00
		Est. Cost	\$ 0.00
PID: 000004 000282 000000	Project: ADDITION -- 690 SQ FT ADDITION AND 200 SQ FT	Location: 103 NICOLA ROAD	Proj. Date: 07/31/25
Permit Type	Owner: NEWBEGIN, CYRUS J	Owner Phone: 9782394873	
PLUMBING PERMIT	Permit Number	Permit Status	
	PL-10-25	11/17/25 11/17/25	11/17/26
	Applicant:		
	Contractor: CL PLUMBING		
		Applicant Phone:	
		Contractor Phone: 6032192299	
	E-25-38	11/20/25 11/20/25	11/20/26
	Applicant:		
	Contractor: EVENSON ELECTRIC		
		Applicant Phone:	
		Contractor Phone: 6035203562	
		Fee	\$ 80.00
		Est. Cost	\$ 0.00
PID: 000004 000319 000000	Project: ALTERATION -- 500 GAL TANK AND BOILER	Location: 20 DUDLEY DRIVE	Proj. Date: 11/10/25
Permit Type	Owner: KALAR, KENNETH A	Owner Phone: 6039781296	
GAS PERMIT	Permit Number	Permit Status	
	G-294	11/10/25 11/10/25	11/10/26
	Applicant:		
	Contractor: JOE BAILEY		
		Applicant Phone:	
		Contractor Phone: 6039781296	
		Fee	\$ 80.00
		Est. Cost	\$ 0.00
PID: 000004 000319 000000	Project: ALTERATION -- STAND BY GENERATOR	Location: 20 DUDLEY DRIVE	Proj. Date: 11/11/25
Permit Type	Owner: KALAR, KENNETH A	Owner Phone: 6037554904	
ELECTRICAL PERMIT	Permit Number	Permit Status	
	E-25-36	11/11/25 11/11/25	11/11/26
	Applicant:		
	Contractor: BRAD BERUBE		
		Applicant Phone:	
		Contractor Phone: 6033127394	
		Fee	\$ 50.00
		Est. Cost	\$ 0.00
PID: 000005 000120 000000	Project: ALTERATION -- 200 AMP SERVICE AND	Location: 257 PINKHAM ROAD	Proj. Date: 11/10/25
Permit Type	Owner: DECRISTOFARO, CYNTHIA, TTEE	Owner Phone: 6177503068	
ELECTRICAL PERMIT	Permit Number	Permit Status	
	E-25-35	11/10/25 11/10/25	11/10/26
	Applicant:		
	Contractor: DAVE GIBSON		
		Applicant Phone:	
		Contractor Phone: 6035207414	
		Fee	\$ 100.00
		Est. Cost	\$ 0.00

Permits Issued With Approved Date Between 11/01/2025 And 11/30/2025 Sorted by PID

Permit Type	Count	Fees Collected	Estimated Cost
ELECTRICAL PERMIT	4	\$ 450.00	\$ 0.00
ADDITION	2	\$ 300.00	\$ 0.00
ALTERATION	2	\$ 150.00	\$ 0.00
PLUMBING PERMIT	1	\$ 80.00	\$ 0.00
ADDITION	1	\$ 80.00	\$ 0.00
GAS PERMIT	5	\$ 340.00	\$ 0.00
ADDITION	1	\$ 80.00	\$ 0.00
ALTERATION	3	\$ 210.00	\$ 0.00
NEW BUILDING	1	\$ 50.00	\$ 0.00
Total	10	\$ 870.00	\$ 0.00

Robin Willis

To:

Cc:

Attachments:

Christine Maynard; bosmiddleson11@gmail.com; John Quinn; Kate Buzard

Kim Hughes

2025-12-18 Planning Board Meeting Post .docx; 2025-12-18 Planning Board Meeting

Agenda Draft.docx

Attached is the updated draft agenda for the rescheduled Planning Board December meeting and the posting notice. Let me know if anything needs to change. To my knowledge all four members will be there.

Kim – the posting is for the change in date. I'll post it on the OTH bulletin board and at the Municipal Office. You should change the calendar and Tim should post it on the website.

Thank you.

Robin Willis

Robin Willis
Administrative Clerk
Town of Middleton
182 Kings Highway
Middleton, NH 03887
603-473-5208

My normal office hours are, Tuesday, Wednesday and Thursday 9:00 to 5:00

The public is encouraged to attend.

**Thursday, December 18, 2025
Old Town Hall
200 Kings Highway
At 6:00 p.m.**

You are hereby notified the Regular Planning Board meeting scheduled for December 11, 2025 at the Old Town Hall **has been cancelled** and re-scheduled to:

**Planning Board
Regularly Scheduled Public Meeting Change**

OFFICE OF THE PLANNING BOARD

182 Kings Highway, Middleton, New Hampshire 03887

Town of Middleton



File

Changes to Planning & Zoning Laws in 2025 *A Guide for Municipalities*

Revised August 13, 2025



This is an updated version of the Changes to Planning & Zoning Laws in 2025 Guide, published in July 2025.

Summary of Changes Pursuant to HB 577
HB 577 (see separate guidance document)

Summary of Changes Pursuant to HB 631
HB 631 creates two new zoning mandates. First, the new law requires municipalities to allow multi-family residential development on commercially zoned land, provided that adequate infrastructure is available to support that development. Municipalities may still restrict residential development in zones where industrial and manufacturing uses are permitted “which may result in impacts that are incompatible with residential use, such as air, noise, odor, or transportation impacts.” Nevertheless, municipalities may require that the ground floor space in the commercially zone property may be required to be dedicated in whole or in part to retail or similar uses.

Second, where an existing building is being repurposed for adaptive reuse for residential purposes, municipalities are required to afford exemptions to setbacks, height or frontage of a building, provided the dimensional elements of the building do not change.

When implementing this new mandate locally, the definitions in the statute must be adhered to in determining whether the proposed use must be permitted; however, municipalities are not required to update their zoning ordinances with these definitions.

The statute does not prevent application of dimensional and other similar requirements to developments proposed under this statute. Furthermore, to

determine whether proposed development under these statutes must be allowed, municipalities will need to understand their infrastructure capacity and whether the infrastructure is adequate to sustain proposed development.

Although perhaps seemingly straightforward at first read, HB 631 contains many ambiguities and will require local officials to work with legal counsel to interpret and then implement the new requirements. Below are the major questions raised by this new law.

What is “commercially zoned land”?

The new law defines “commercially zoned land” as “land zoned for such commercial activities as retail and office space.” Each municipality will need to determine which zones are “commercial,” which should be based on the definition of a “commercial use” in the zoning ordinance. Municipalities are advised to carefully review their definition of “commercial use” to ensure the definition is clear and specific.

What is “infrastructure” under this new statute?

The new statute does not define “infrastructure,” but RSA 674:21, V, which provides an exclusive list of allowable purposes for a impact fees, may be instructive:

As used in this section "impact fee" means a fee or assessment imposed upon development, including subdivision, building construction, or other land use change, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the municipality, **including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; municipal road systems and rights-of-way; municipal office facilities; public school facilities; public works facilities; the municipality's proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing, and disposal facilities; public library facilities; and public recreational facilities not including public open space.**

Who decides whether there is adequate infrastructure?

The new law does not say what local official or local body makes these infrastructure capacity determinations. Possibilities include:

1. The planning board could review and make infrastructure capacity determinations when exercising site plan review authority.
2. The select board could be responsible for assessing infrastructure capacities of water, sewer, roads, etc. The select board may also wish to undertake studies about capacity before any application is presented. For example, the select board could commission a study to determine the maximum additional load the public water sewer system can handle.
3. The code enforcement/building code officer could be responsible for the determination as part of the building permit review and issuance process.
4. A combination of more than one, depending on the circumstances. For example, since roads are within the purview of the select board, they may need to weigh in on whether a new development exceeds the capacity of the road impacted by the development.

What does "multi-family" mean?

The statute does not define this term. However, two existing statutes may be instructive: Site plan review for multi-family homes is triggered when the proposed project contains three or more units. RSA 674:43, I. On the other hand, the workforce development statute defines "multi-family housing" as five or more units. RSA 674:58, II.

How does the new requirement for allowing "adaptive reuse" factor in?

The adaptive reuse requirement is related, but ultimately separate, from the requirement to allow multi-family development in commercially zoned areas. This portion of the bill focuses on the conversion of existing *buildings* to residential uses. The law does not limit the mandate for allowing adaptive reuse to commercially zoned areas only; instead, it presumably requires a municipality to allow the conversion of an existing commercial building, wherever located, for adaptive reuse, exempting the conversion from "setbacks, height, or frontage" if the building is being "converted to multi-family or mixed-use through adaptive reuse," as long as the "building's floor area, height, and setbacks do not change." In other words, it appears that the conversion must be permitted as long as the footprint of the building is not changed.

Effective Date: July 1, 2026

Statutes Adopted: RSA 674:79; RSA 674:80

Summary of Changes Pursuant to SB 284

SB 284 prohibits municipal zoning ordinances from requiring more than one residential parking space per unit. This amendment to RSA 674:16 does not affect the power to regulate parking at land uses other than residential uses. This amendment should be presumed to mean that when determining how much parking will be required for a residential use of land under a municipal zoning ordinance, each unit of housing can only be required to have one parking space.

Effective Date: September 13, 2025

Statute Amended: RSA 674:16, VII

Summary of Changes Pursuant to HB 457

HB 457 prohibits municipal zoning ordinances from restricting the number of occupants of any dwelling unit to less than 2 occupants per bedroom. In addition, any existing zoning ordinance that restricts the number of occupants per bedroom to less than 2 occupants can no longer be enforced by the governing body. Furthermore, municipal zoning ordinances based on the familial or non-familial relationships or marital status, occupation, employment status, or educational status, including but not limited to scholastic enrollment, or academic achievement at any level among, the occupants shall not be enforced.

Effective Date: September 13, 2025

Statute Amended: RSA 674:16 by inserting new paragraph VIII

Summary of Changes Pursuant to SB 283

SB 283 enacts new statutes, RSA 674:77 and RSA 674:78 that will require municipalities to exclude from floor-area-ratio (FAR) calculations any part of a building that is entirely or partially below ground level, including basements, cellars and sublevels. Below-grade areas may be utilized for parking, storage, mechanical spaces and additional facilities without affecting FAR calculations.

Effective Date: 60 Days after passage

Statutes Adopted: RSA 674:77 and RSA 674:78

Summary of Changes Pursuant to SB 282

SB 282 will permit residential buildings up to four floors above grade to have only one stairway under conditions to be established by the state building code review board (BCRB). Conditions must be set by the BCRB because the current state building code requires more than one stairway.

Effective Date: September 13, 2025

Statute Amended: RSA 155-A:2, XII

Summary of Changes Pursuant to SB 281

SB 281 amends RSA 674:41, by permitting the issuance of building permits on Class VI roads without requiring approval from the governing body. Instead, in order to get a building permit for erection of a building a Class VI road the applicant will need only sign and record at the registry of deeds a liability waiver acknowledging that the municipality will not maintain the road nor provide services to any lot accessible by the road; that the municipality will not be responsible for losses or damages caused by lack of services; and, that the responsibility for such services falls solely on the applicant. Prior to the issuance of the building permit, the applicant shall prove that the lot and any buildings thereon are insurable. We recommend that select boards prepare a standard liability waiver that is used for applicants under this statute. The municipality must verify that the waiver has been recorded.

The statute does not prohibit municipalities from establishing separate road frontage requirements for new construction. Therefore, a municipal zoning ordinance can require frontage (of a certain length) on a Class V or better road. However, the municipal ordinance must clearly state this requirement by defining the road as "Class V or better." If the zoning ordinance does require frontage of a Class V or better road, a variance from the ZBA would still be required to build on a Class VI road. Because the statute is not effective until July 1, 2026, municipalities have time to amend their zoning ordinances if desired.

Effective Date: July 1, 2026

Statute Amended: RSA 674:41, I (c)

Summary of Changes Pursuant to HB 296

HB 296 amends RSA 674:41, building and subdivision on Class VI and Private Roads, and RSA 676:5, appeals to the Zoning Board of Adjustment. Currently, a building permit for the erection of a building on a Private Road can only be authorized by the local governing body after review and comment by the planning board. This amendment to RSA 674:41, I (d)(1) will allow as an alternative to going to the planning board for review and comment the applicant can instead establish that the private road identifies and complies with a policy adopted by the governing body. Therefore, if the governing body adopts a policy for building on private roads, and the applicant complies with that policy, then planning board input is not required.

In addition, this bill modifies the statute governing the time for appealing to the Zoning Board of Adjustment. Currently, RSA 676:5, I, states that appeals to the

Zoning Board of Adjustment will be taken within a reasonable time as provided by the rules of the board. This amendment changes that appeal period to a standard 30-day period.

Effective Date: September 13, 2025

Statutes Amended: RSA 674:41, I (d)(1); RSA 676:5, I

Summary of Changes Pursuant to HB 92

HB 92 mandates that a Zoning Board of Adjustment member shall recuse himself or herself from voting on matters previously voted upon by the same member while serving as a member of the planning board in a quasi-judicial capacity.

Effective Date: July 23, 2025

Statute Amended: RSA 673:3 by inserting new paragraph V

Summary of Changes Pursuant to HB 413

HB 413 extends the vesting time periods that protect approved subdivision and site plans from changes in local planning and zoning regulations. Currently, approved plans are vested from subsequently enacted local zoning and planning amendments if active and substantial work commences within 24 months of approval, and the development project is substantially completed within 5 years of approval. HB 413 extends these time periods so that substantial work shall commence within 3 years of approval, and the project shall be substantially completed within 7 years of approval. The 7-year and 3-year exemption periods shall apply to any planning board approval granted on or after July 1, 2023. HB 413 also limits the authority of the Zoning Board of Adjustment or Select Board when acting as the building code board of appeals to only hearing appeals involving local amendments to the state building code or state fire code, with all other appeals shall be made to the state building code board of review. Furthermore, in matters involving a possible appeal to the Housing Appeals Board involving final decisions of a local building code board of appeals, the matter would first have to be appealed to the building code board of review and thereafter could then be appealed to the superior court or the Housing Appeals Board.

Effective Date: July 1, 2025

Statutes Amended: RSA 674:39; RSA 674:34, I; RSA 155-A:11-b; RSA 478:1-a; RSA 679:5, IV; RSA 673:3, IV