Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

PLANNING BOARD MEETING MINUTES
Middleton Old Town Hall
200 Kings Highway
Middleton, NH 03887

March 12, 2026 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.

APPROVED WITH AMENDMENTS AS INDICATED

Attachments
Planning Board Meeting Agenda
Sign in Sheet
Building Permit Report February 2026

Meeting called to order by Christine Maynard at 6:06 p.m.

Pledge of Allegiance

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

Also in Attendance: Carl Roy, Code Enforcement Officer

Approval of Minutes

J. Quinn made a motion to approve the minutes from the February 12, 2026 meeting.

R. Tufts-Keegan seconded the motion.

Motion carried.

Land Use Inquiries
None this month

Building Permit Review

R. Tufts-Keegan said the Planning Board recommended the CEO attend at least one meeting per quarter. She suggested he attend the June meeting.

C. Maynard said this will help all parties keep up to date on changes such as those to the Zoning Ordinance. It will also ensure everyone is informed of activities that affect the Planning Board and Code Enforcement and be able to review issues from different perspectives.

R. Tufts-Keegan asked about the project going on at 236 NH Route 153. The CEO confirmed it was a replacement "in kind" meaning the footprint will be the same.

C. Maynard asked specifically about new builds.

C. Roy reviewed activity currently in progress.

There was discussion about a barn being built on a lot on Pinkham Road and how the lot is zoned.

C. Roy advised the owner to review the covenants for the property.

Zoning

K. Buzard explained the zoning districts detailed in the Zoning Ordinance and on the Zoning Map are different from in the notations on the tax cards that say Village or Sunrise Lake Zone. She said the Village District was created to maintain the dam at Sunrise Lake and should not be confused with the Sunrise Lake District on the Zoning Map. She said the minutes of the meeting that created the Village District should be on file with the Secretary of State.

K. Buzard pointed out the various zones are described in the Zoning Ordinance starting on Page 6.

"Village" is a designation on the tax card that indicates the lot is taxed at the higher Village rate. This additional tax funds the dam.

C. Maynard said the name differences cause confusion for residents in determining access to Sunrise Lake and membership in the Associations.

K. Buzard said the Planning Board created the zones in 2006. She said the 2025 large ~~consolidated~~ (replaced with Zoning)

Amended to Zoning at 2026-04-09 meeting

Zoning map should be at the Old Town Hall.

R. Tufts-Keegan noted the book containing the set of tax maps at the Old Town Hall needs to be updated with the current version.

There was discussion about the need for a zoning and tax map overlay and the status of lots created from recent subdivisions.

The Clerk will create lists of properties by zones indicated in the Avitar Assessing system.

It was decided the subject of zoning and documentation needs to be discussed further.

Code Enforcement

There was discussion about the Building, Fire and Electrical Codes.

C. Roy said the State Code needs to be adhered to. However, the Town has the right to set more stringent requirements. He said the current version of the State Code is NH RC 2021.

There was discussion about height requirements and restrictions for fences and what zones they apply to.

C. Roy said he is planning to add more detail to the next update of the Building Permit Form. He is going to change the form to indicate if a fence is six feet or higher it needs a building permit, primarily because of safety concerns. He confirmed that a building permit will be required for any fence 6 feet or higher. This is different from needing a variance, which would depend on where the property is and what the Zoning Ordinance says.

R. Tufts-Keegan asked **C. Maynard** to work with legal counsel on language for an article about fences to be added to the Zoning Ordinance.

R. Tufts-Keegan read the definition of Structures from Article 36 of the Zoning Ordinance to clarify that fences are not considered a structure.

C. Roy said this is important because setbacks for fences need to be different from other structures.

C. Maynard said there needs to be separate and specific criteria for the Sunrise Lake District.

C. Roy described the current process for Driveway and Building Permits. The Driveway Permit should normally be issued first.

~~**K. Buzard** asked about the status of solar panels at a property on Spruce Road.~~ ***Amended at 2026-04-09 meeting to remove this line.***

There was discussion about this and about the process for expiring building permits in general. **C. Maynard** said there should be more incentive for someone to finish a project.

There was discussion about changes to the Building Permit form that would be helpful. Suggestions were made by board members such as increasing fees, indicating differences for properties in the Village and adding a revision date to the form.

Avitar's process used to track new homes, and those with updates, that need to be re-assessed was discussed.

R. Tufts-Keegan suggested the Clerk check with Avitar to verify the process for changing assessments on projects that are in process, but not yet complete.

There was discussion about the need for the CEO to occasionally use discretion in applying Building Codes and the Zoning Ordinance. For example, in an emergency or if applying the code strictly would be impossible and unnecessary.

Financial Report

Money spent last year, grants, and the budget needed for future assistance from Strafford Regional Planning was discussed. **C. Maynard** wants to be sure there are funds available to allow the Board to work on desired changes to the Zoning Ordinance in addition to any changes that may be necessary due to future changes in State Law.

Development Regulations Update

The most recent version of the Development Regulations, including updates and formatting changes, was distributed. The Zoning Ordinance also needs to be updated and re-formatted when approved changes are finalized.

The need for protected, master copies of these (and other critical documents and forms) to be available to the Planning Board for future updates was discussed. Suggestions were made to put them on a flash drive that is stored in a locked cabinet or password protected on a shared drive were considered.

Rules of Procedure

K. Buzard said copies of all rules, regulations and procedural documents need to be on file with the Town Clerk. She said we should be sure the Planning Board Clerk Duties in the Rules of Procedure include updating and maintaining the master copies of Planning Board Documents.

K. Buzard suggested adding "RSA 673:10. II" to the requirement for monthly meetings in the Rules of Procedure.

Changes to Zoning Ordinance

There was discussion about how the summary of the warrant articles was published to residents.

J. Quinn said the summary appears to have been successful because all of the articles passed except for one.

The Clerk will note in the Zoning Ordinance update that the article that did not pass is not enforceable under State Law.

The Clerk will maintain a file of changes to be made to the Zoning Ordinance and the Driveway Regulations. This will include the changes to the mention of parking and Article 36 as suggested by B. Haney. It will also include changes to posting and notification requirements to coincide with the law. Whether these changes are considered scrivener errors, or change the meaning of the document and must be voted on, needs to be determined before changes are made.

It was decided to have a Public Hearing in September to finalize any further changes to the Development Regulations since these do not have to be voted on by residents.

There was discussion about developing a Private Road Policy.

There was discussion about the sample form for the waiver to build on a private or class VI road. The Clerk will send another copy to the Chair to send for attorney review. **R. Tufts-Keegan** said the requirement for the waiver to be recorded at the Strafford County Registry of Deeds, when applicable, needs to be on the Building Permit. It would also be helpful to indicate the road type and zone.

C. Maynard said she will invite Blair Haney to the May meeting. He can participate via video call.

Adjournment

R. Tufts-Keegan ade a motion to adjourn the meeting at 7:03 p.m.

J. Quinn seconded the motion.

Motion carried.

The next regular meeting is scheduled for April 9, 2026 at 6:00 p.m. at the Old Town Hall.

Respectfully submitted by:
Robin Willis

Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

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Approved 2026-03-19

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Planning Board Meeting Agenda
Proposed Amendments to Middleton Zoning Ordinance for 2026
Zoning Ordinance Summary Form
Draft of Rules of Procedure
Draft of Waiver for Building on Private or Class VI Roads

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Pledge of Allegiance

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

Approval of Minutes

K. Buzard suggested amending the meeting minutes from January 29, 2026 to remove the comment that the Land Use Inquiry Form "is useful but should not be part of the Board's Rules of Procedure" on page 3. She said whether to add the form to the Rules of Procedure requires further discussion..

R. Tufts-Keegan made a motion to approve the January 29, 2026 meeting minutes as amended.

J. Quinn seconded the motion.

Motion carried.

Code Enforcement

There was discussion about the Code Enforcement Officer's attendance at Planning Board meetings. **R. Tufts-Keegan** suggested he come to at least one meeting per quarter.

K. Buzard said the authority of the CEO as it pertains to the Zoning Ordinance should be reviewed. The Town no longer has a Building Ordinance as it was overwritten by the State Code.

C. Maynard said the CEO is updating the Building Permit form regarding fences.

J. Quinn suggested the CEO be on the agenda for the next meeting.

R. Tufts-Keegan said in the past, the Selectboard has approved fees after the Planning Board reviewed them.

There was discussion about who should be giving input on updates and changes to the building permit process. It was agreed it is important that affected departments be involved, or at minimum, kept informed.

C. Maynard said it would be helpful to have another joint meeting with the Planning Boad, Zoning Board of Adjustment and CEO. This is particularly important considering the number of zoning laws being changed by the State.

There was discussion about an article in NHMA's Town & City Magazine and Strafford Regional Planning's opinion that there is significant push back from Towns on these changes.

Zoning Amendment Summary Form

The Board discussed the Zoning Amendment Summary Form **J. Quinn** created and how best to distribute it.

Rules of Procedure

Requirements and changes discussed at prior meetings were finalized and additional suggestions were made. The Board decided to take out sections in the Rules of Procedure that are redundant because more detailed information is available in the Development Regulations. The section on training recommendations for Board members will be changed from "shall" to "strongly encouraged."

C. Maynard reviewed the procedures for submitting a land use inquiry and cited examples of why this recently implemented procedure is helpful to everyone.

It was agreed the seven-day notice requirement to review general questions from the public relating to land will stay as a guideline. It was noted the Chair has discretion in enforcing that timeframe. This does not apply to applications because there are strict requirements for that process under the law.

Current posting notice requirements were discussed. It was noted RSA 675:7 was amended to allow notices be posted on a town website instead of a newspaper, provided certain criteria are met.

R. Tufts-Keegan suggested making the format of the document more consistent throughout (i.e., numbering, lettering, bullet points).

The question of whether the law addresses how long a public hearing must remain open was discussed.

C. Maynard said according to an internet search, there does not appear to be any minimum duration requirement for a public hearing. It also confirms the notice requirements the Board previously discussed. She said the Board could determine its own minimum duration requirement and include it in the Rules of Procedure.

There was discussion about Joint Meetings and Hearing procedures when other Towns and/or other Boards would be affected or should otherwise be consulted.

K. Buzard cited a theoretical situation concerning a lot that is in both Middleton and Milton where it would be appropriate to notify Milton if a Public Hearing was held. She also talked about a subdivision involving the Town of New Durham.

J. Quinn said some situations may involve another Town's Zoning Board of Adjustment. He added there may be situations when other types of Boards, not limited to land use, may need to be involved, for example, a School Board.

There was discussion about laws concerning matters of Regional Impact.

It was decided the Clerk will make the changes discussed and bring an updated draft of the Rules of Procedure to the next meeting for the Board to vote on.

Updating the written copy of the Development Regulations with the recently approved changes was discussed. **K. Buzard** said she is anxious to see this done because there are several more changes she would like to go over with the Board.

The Building Permit form, changes recommended by the CEO and the CEO's legal authority were discussed; the Clerk will invite the CEO to the next Planning Board meeting.

K. Buzard said she will bring documentation to the next meeting that includes language explaining why permitting all fences over six feet is encouraged.

C. Maynard said the next meeting will be after the town vote on March 10 so the Board will know the results which will affect planning going forward. It will be a good time to have the CEO at a meeting. In addition, to changes to the Zoning Ordinance, regulations on fencing need to be discussed and solidified.

K. Buzard said it's important a hearing before the ZBA is required when a variance is needed so abutters can voice their opinion on how a fence would affect them.

C. Maynard said there are considerations specific to the village. There was discussion about whether the building permit form should identify what zone a property is in.

The difference between the "Village" and the "Sunrise Lake District" was reviewed. The Village was created to financially support the dam. Properties in the Village pay an additional amount of property tax. The Sunrise Lake District is a zoning district. Those properties have land use restrictions that are detailed in the Zoning Ordinance.

K. Buzard outlined some steps that should be taken now to start updating the Master Plan. The relationship between the Master Plan and Capital Improvement Plan was reviewed.

There was discussion about the need to learn how to apply impact fees.

There was discussion about consistently formatting the pages and Table of Contents in various documents the Planning Board maintains.

The Clerk presented a draft Waiver for Building on Private and Class VI Roads. **R. Tufts-Keegan** suggested **C. Maynard** have counsel review the form. The Board needs to determine, taking into consideration recent changes in the law, if a policy for building on roads that are not maintained by the Town can be created.

The need for a system to check whether a property is on a Private or Class VI road, verifying a waiver was signed and recorded, and what zone it is in before a building permit is issued was discussed.

Building Permit Reports for January 2026 and year to date 2025 were reviewed. There were 15 new builds in 2025.

Adjournment

K. Buzard made a motion to adjourn the meeting at 7:28 p.m.

R. Tufts-Keegan seconded the motion.

Motion carried.

The next regular meeting is scheduled for March 12, 2026 at 6:00 p.m.

Respectfully submitted by:
Robin Willis

Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

RW → PB

OFFICE OF THE PLANNING BOARD

update tax maps

Run Rpt Village zones

MEETING SIGN-IN

March 12, 2026 6:00 p.m.

Old Town Hall

Please Print Legibly

Name	Address	Phone/E-mail (optional)
Gail Ray	Gary Rd	

Phone: 603-473-5208 FAX: 603-473-2577 planboard@middletonnh.gov

Please Print Legibly

Name	Address	Phone/E-mail (optional)

Town of Middleton

RW

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF THE PLANNING BOARD

File

AGENDA

Planning Board Meeting
Thursday, March 12, 2026 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 - February 12, 2026

5. Land Use Inquiries - None

6. New Business

   a) **CEO Meeting Attendance – RW** Building Permits/Fences
   b) **Financial Report - KB**
   c) **Master Plan – KB** Previous Boards contracted with Strafford Regional Planning Commission for Master Plan work, including the most recent update. The current Master Plan work was done by Municipal Resources Inc., 66 Main Street, Plymouth, NH 03264, with Carl Ogilvie (Senior Consultant) and Ivy Vann
   d) **Capital Improvement Plan – KB** Prepared by the Planning Board
   e) **Master Document Retention – RW** version controlled and maintained in official location

7. Old Business

   a) **Zoning Ordinance - RW** "Explanation Sheet" and **SRPC** SB 284 changes to parking according to Article 36
   b) **Rules of Procedure – RW** updated version and comment version
   c) **Potential for Regional Impact – RW** talked about last meeting (RSA 36-56) in Development Regulations 3.6
   d) **Development Regulation Updates and Reformatting – RW** Do changes to 3.5 (certified to verified 676:4 I(d) and website vs newspaper (675:7 I(b)) need to be made at a hearing?
   e) **Capital Improvement Plan – KB** RSA 674:5 (rev 2023) update every 6 years
   f) **Impact Fees – KB how to apply** ordinance

g) **Master Plan – KB** RSA 674:2 (rev 2022) update every 5 to 10 years
h) **Waiver of Liability – RW** Private and Class VI Roads – draft

8. Section X: Legislative Updates (Optional Agenda Item) **KB**

   a) **Purpose** - The Planning Board may, at the discretion of the Chair, include an optional agenda item titled "Legislative Updates" for the purpose of receiving information on proposed or enacted state legislation related to planning, zoning, subdivision, site plan review, housing, wetlands, or municipal authority.
   b) **Scope of Discussion** - Discussion under this item shall be informational in nature and may include identification of potential impacts on local regulations, procedures, or long-range planning efforts. The Board may prepare informational summaries or forward recommendations to the Select Board when appropriate.
   c) **Limitations** - This agenda item is optional and may be omitted at any meeting. The Planning Board shall not take advocacy positions on pending legislation unless expressly authorized by the Select Board.

9. Building Permits – February 2026

10. Member Comments

11. Next Regular Meeting – April 9, 2026 at 6:00 p.m.

12. Call for Adjournment

TOWN OF MIDDLETON

Permits Issued

BUILDING PERMIT Permits Issued With Approved Date Between 02/01/2026 And 02/28/2026 Sorted by PID

PID: 000004 000006 000000 **Project:** ALTERATION -- REROOF **Location:** 126 SILVER ST **Proj. Date:** 02/19/26

Owner: BEAUDRY SEAN P. Owner Phone: 8609687727

Permit Type	Permit Number	Permit Status	Added	Approved	Expires	Fee	Est. Cost
BUILDING PERMIT	3008		02/19/26	02/19/26	02/19/27	$ 50.00	$ 0.00

Applicant: SEAN BAUDRY Applicant Phone:
Contractor: KARNER HOME IMPROVEMENT LLC Contractor Phone: 5086594177

PID: 000008 000006 000004 **Project:** NEW BUILDING -- 1571 FINISHED WITH 3 BED 2 **Location:** 119 PINKHAM ROAD **Proj. Date:** 02/09/26

Owner: RIDGEWOOD INVESTING, LLC Owner Phone: 6037652610

Permit Type	Permit Number	Permit Status	Added	Approved	Expires	Fee	Est. Cost
BUILDING PERMIT	3007		02/09/26	02/09/26	02/09/27	$ 3,251.20	$ 0.00

Applicant: SCOTT GORDON Applicant Phone: 6037652610
Contractor: PLANO BUILDERS Contractor Phone: 6037652610

PID: 000014 000003 000000 **Project:** ALTERATION -- REPLACE IN KIND EXISTING **Location:** 236 NH ROUTE 153 **Proj. Date:** 02/26/26

Owner: HADDOCK, JIM C. Owner Phone: 6036307758

Permit Type	Permit Number	Permit Status	Added	Approved	Expires	Fee	Est. Cost
BUILDING PERMIT	3009		02/26/26	02/26/26	02/26/27	$ 550.00	$ 0.00

Applicant: Applicant Phone:
Contractor: GREENWOOD PROPERTY SOLUTIONS Contractor Phone: 6035098711

Summary of Permits: **Total of Estimated Costs:** **$ 0.00**

Permit Type	Count	Fees Collected	Estimated Cost
BUILDING PERMIT	3	$ 3,851.20	$ 0.00
ALTERATION	*2*	*$ 600.00*	*$ 0.00*
NEW BUILDING	*1*	*$ 3,251.20*	*$ 0.00*
Total	**3**	**$ 3,851.20**	**$ 0.00**

Town of Middleton

FY Minutes

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF THE PLANNING BOARD

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   e) **Master Document Retention** – version controlled and maintained in official location

7. Old Business

   a) **Zoning Ordinance** - "Explanation Sheet" and SB 284 changes to parking according to Article 36
   b) **Rules of Procedure** – Public hearing procedures (next update?)
   c) **Potential for Regional Impact** - (RSA 36-56) in Development Regulations 3.6
   d) **Development Regulation Updates and Reformatting** – Do changes to 3.5 need to be made at a hearing?
   e) **Capital Improvement Plan** - RSA 674:5 (rev 2023) update every 6 years
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    a) Next Regular Meeting – Change Date? Invite Blair Haney SCRP via video?

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Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

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DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. This draft is available for public review and the approved copy will be posted on the Town of Middleton website.

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Respectfully submitted by:
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Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

FOR OFFICE USE ONLY
Issue Date: _____
Expiration Date: _____
Permit #: _____
☐ Cash ☐ Check # _____
Amount $ _____

Application fee is required for any application regardless of approval before processing

Work performed prior to getting a permit will result in double permit fees

Please allow up to 14 days for permits to be processed. Additional time may be needed if more information is needed to complete the permit or contacts cannot be reached.

Demo, Electrical, Gas, and Plumbing permits are all separate permits

Once a permit has been processed you will be notified by phone and or email.

Prior to occupancy water tests must be submitted (when using private well)

NH approved septic design needed before new home construction

Make sure you are familiar with all zoning ordinances for your project as those not in compliance will be denied

Denials can be appealed with the zoning board with supporting documents and denial for original permit

Incomplete permit applications may be denied if insufficient documentation is not provided

Setbacks are 50 ft from any public or private road and 20 ft from other sidelines some exceptions apply

Max building height 35 ft rural residential 24 ft in the village district

Septic must be 75 ft from any surrounding well

Projects located within 250 ft of water must contact the state and apply for a shoreland permit with them and the town if the state says its needed permit by notification included

Examples of projects requiring a permit

- Any living on non-living space structures
- Siding
- Roofing
- Windows/ door replacements where structure is modified
- Alterations where rough structure, electrical, gas or plumbing is changed
- Porches
- Decks
- Walls over 42"
- Insulation replacement over 200 sq. ft.
- Sheds over 120 sq. ft.
- Fences over 42"
- Pools and spas
- Demolition
- Shoreland

List is not all inclusive some exceptions may apply

Necessary Items for permit processing

Items need to process permits but not limited to are:

- All areas of permit filled out correctly
- All signature areas filled out by the **PROPERTY OWNER.**
- Drawings, surveys, pertinent documents, sketch of property. Theses are all examples of but not limited to things that are needed when submitting a permit
- Permits not paid for and picked up will be voided and destroyed after 45 days

It is the responsibility of the property owners, contractors and technicians to get the required permits submitted and processed before work and work has begun. Failure to do so will result in additional fees and delays. Work **MUST** be started within **3 months** of the permit being issued. All inspections must be requested well in advance allowing for part time inspections schedule.

Inspections that may be needed, but not limited to are the following:

- Footings/Foundation
- Rough inspections
- Insulation
- Drywall
- Gas
- Finals/ Certificate of occupancy

Make sure you are requesting inspections failure to do so may result in a work stoppage request

Inspections are performed on a part time basis and require advance notice in most cases please request inspections by phone, email or txt

Building Permit Application

Location of construction (Address):_____

Property owner:_____

Email if available:_____

Phone numbers:_____

Mailing Address:_____

City:_____State:_____ZIP:_____

Contractor:_____

Phone numbers:_____

Email if available:_____

Mailing Address:_____

City:_____State:_____ZIP:_____

Estimated cost:_____ Sq. Ft. of construction:_____

Type of construction being done for permit and brief description (please list all):

_____

_____

_____

_____

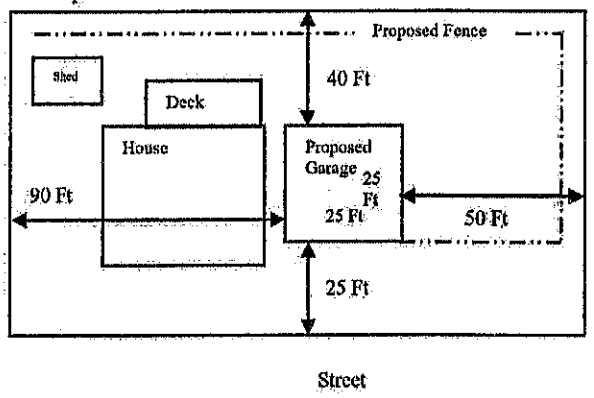
_____

Sketch Plan

Instructions:

1) Show the Property lines and road(s).
2) Show the proposed Structure and all existing structures.
3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
4) Include the dimensions of the proposed structure.
5) If installing a fence – show the location.

Sample Plan:



Signature of **Property Owner** _____ **Date** _____

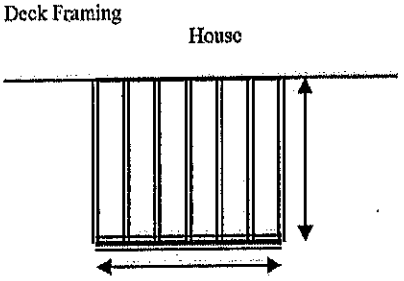
Construction Plan

Instructions:
Provide sufficient information as to the proposed structure.

1) The Size.
2) If attached to the house, where and how?
3) Show Sketch below of how structure is to be framed. (Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans. If you are only using a separate sheet please write "See Attached" in grid and still sign bottom.

Sample Plan:
Deck Framing



Signature of **Property Owner**

Date

Middleton NH Valuation + Fee Schedule

Value calculation:

Residential Building Permit	$100 per square foot
Non-livable structures covered porches	$60 per square foot
decks/sheds not on foundations	$35 per square foot
Manufactured homes	Bill of sale required from company
Commercial Structures	Copy of cost of construction contract

Example: 2000 square ft. x $100= $200,000 divided by 1000= 200x$10.00=$2000
(additional fees not included in calculation)

Fees:

Building permit	$50 plus $10.00 per $1000 of calculated value
Permit renewal fee	$50 each
Building inspections	$30 each
Electrical	$50 plus $50 for each inspection
Plumbing and gas	$50 each and $30 per each inspection
re-inspections	$30 each electrical is $50 each
Pool	$50 plus $30 per inspection (electrical is separate)
Demo	$50 flat fee
Shoreland Permit	$50 Flat fee
Stop work order	$200.00 fee

All expected fees must be paid <u>before</u> receiving your permit

Acknowledgement

It is the responsibility of the owner and technicians to obtain permits prior to work. The permit/permits must be posted in a conspicuous location. Permits not displayed can result in a stop order with associated fees.

Any deviation from the original submitted permit requires an amendment to be submitted and approved.

Permits expire 1 year from creation. However, permits can be extended an additional year, if needed, if requested prior to the permit expiration date. Fee required.

Any false statements submitted in the application can be grounds for the permit to be revoked and possibly even legal action taken if necessary.

You may proceed with the work applied for once the permit application is approved. **ALL PERMITS ARE NON TRANSFERABLE**

Signature of Property owner

by:_____**Date:**_____

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Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF THE PLANNING BOARD
Planboard@middletonnh.gov
603-473-5208

Adopted April 11, 2002
Revised _____

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2.1 Composition

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c. prepare in advance by reviewing materials

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e. maintain physical and electronic files

f. post public notices at required locations and send to the Website Manager

g. ensure recording of approved plans at the Registry

h. provide plans to CAI and the Town Assessor

i. update land use boards and staff on ordinance/regulation changes

j. complete annual OPD, NHMA, and SRPC surveys

k. update the Zoning Ordinance and Subdivision Regulations as needed

l. perform additional duties assigned by the Board

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6.5 Disqualification

Members shall recuse themselves when they have a conflict of interest or financial interest, or when impartiality may reasonably be questioned.

a. Disqualification shall be announced before discussion begins.

b. The disqualified member shall leave the Board table during the matter.

c. The Board may vote on questions of disqualification; such votes are advisory and may only be requested by Board members.

6.6 Order of Business

a. Call to order

b. Roll call

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e. Other business/public comment

f. Minutes

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h. Reports of officers and committees

i. Unfinished business

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Individuals interested in discussing general ideas, asking questions, or obtaining guidance from the Board must submit a complete Land Use Inquiry Form.

Requests to be placed on the Planning Board agenda, including Land Use Inquiry Forms, conceptual consultations and other **non-application items,** shall be submitted to the Clerk no later than seven (7) days before the scheduled meeting. Requests received after this deadline may be placed on a future agenda at the discretion of the Chair.

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All forms, including applications, checklists, land use inquiries, and waiver requests, shall be adopted by Board resolution and incorporated into these Rules of Procedure.

8. NOTICE REQUIREMENTS

8.1 Public Notice

Public notice shall be posted on the Town Website and on bulletin boards at the Old Town Hall and Municipal Offices according to RSA 675:7 at least ten (10) calendar days prior, not including the day notice is posted or the day of the public hearing.

8.2 Personal Notice

Personal notice shall be sent by verified mail to the applicant, abutters, and any professional whose seal appears on the plat at least 10 days prior.

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Public hearings shall be conducted as follows:

a. Chair opens the hearing and identifies the applicant or agent.

b. Chair reports on notice.

c. Board considers completeness, waivers, and acceptance.

d. Applicant presents the proposal.

e. Board members may ask questions at any time.

f. Parties must address questions through the Chair.

g. Applicants, abutters, and persons with direct interest may testify.

h. Speakers state name, address, and role.

i. Time Limits: To ensure the orderly and efficient conduct of public hearings, the Chair may establish reasonable time limits for applicant presentations, abutter testimony, and general public comment. Typical limits are 5–10 minutes for applicant presentations, 3 minutes for abutters, and 2–3 minutes for other public comment. The Chair may adjust these limits as necessary, provided all speakers are treated equitably. These time limits are guidelines.

j. Supporters speak.

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l. Other public comment is taken.

m. Town departments and boards may comment.

n. Chair closes the hearing.

o. Board deliberates and decides or continues the matter.

p. If continued, no new notice is required if the date/time/place is announced before adjournment.

10. DECISIONS

a. The Board shall issue a written decision within 65 days of acceptance, subject to extension or waiver under RSA 676:4.

b. The Board may approve, conditionally approve, or disapprove.

c. Notice of decision shall be available for public inspection within 5 business days and posted on the Town Website.

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The Board may reconsider a decision within the statutory appeal period.

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b. If granted, the Board shall hold a new public hearing with notice.

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12. RECORDS

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b. Draft minutes shall be available within 5 business days under RSA 91 A:2, II.

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All adopted or amended Rules of Procedure shall be filed with the Town Clerk as required by RSA 676:1.

Δ's made
Jan/feb
2026

Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF THE PLANNING BOARD
Planboard@middletonnh.gov
603-473-5208

Adopted April 11, 2002
Revised _____

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Commented [a1]: What are implications of word "shall" throughout document?

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Commented [a2]: Added Land Use Inquiry Form

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Commented [a4]: Added calendar days for clarity; RSA 675:7 I(b) details website posting requirements; added RSA 675:7

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Commented [a5]: Law changed to verified mail RSA 676:4 I (d))

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not bullet pts

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- topographic map
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9. Supporters speak.
10. Opponents speak.
11. Other public comment is taken.
12. Town departments and boards may comment.
13. Chair closes the hearing.
14. Board deliberates and decides or continues the matter.
15. If continued, no new notice is required if the date/time/place is announced before adjournment.

Minimum + Time limit

law

13. DECISIONS

1. The Board shall issue a written decision within 65 days of acceptance, subject to extension or waiver under RSA 676:4.

2. The Board may approve, conditionally approve, or disapprove.

3. Notice of decision shall be available for public inspection within 5 business days and posted on the Town Website.

4. Decisions shall include written findings of fact.

14. RECONSIDERATION AND APPEALS

The Board may reconsider a decision within the statutory appeal period.

- A motion for reconsideration must state specific reasons.
- If granted, the Board shall hold a new public hearing with notice.
- A new decision restarts the appeal period under RSA 677:15.

15. RECORDS

1. Records shall be maintained by the Clerk and made available under RSA 91 A:4.

2. Minutes shall be available within 5 business days under RSA 91 A:2, II.

3. Approved minutes shall be posted on the Town Website and filed with the Town Clerk.

include other towns

16. JOINT MEETINGS AND HEARINGS

1. The Board may hold joint meetings with other land use boards under RSA 676:2.

2 Joint business meetings may be held when called jointly by the chairs.

3 A joint public hearing shall be held when the subject matter falls within the jurisdiction of multiple boards.

4 The Planning Board Chair shall preside over joint meetings involving the Planning Board.

5 Each board shall make its own decision based on its respective criteria.

+ Regional impact law

17. REMOTE PARTICIPATION

A Planning Board member may participate in a meeting by electronic or telephonic means in accordance with RSA 91-A:2, III, provided that a physical quorum of the Board is present at the meeting location. The reason for the member's remote participation shall be stated at the meeting and recorded in the minutes. All votes taken while any member is participating remotely shall be by roll call.

18. AMENDMENT

These Rules of Procedure may be adopted or amended at any regular meeting of the Planning Board by a majority vote of the members present.

All adopted or amended Rules of Procedure shall be filed with the Town Clerk as required by RSA 676:1.

✓ this posted?

RSA 676:1 requires every local land use board to adopt Rules of Procedure.

- Rules of Procedure must describe the method of conducting the board's business.
- The statute expects a complete, functional set of operating rules, not a minimal document.
- Rules must be placed on file with the town clerk.
  - This ensures public access and compliance with RSA 91-A.
- The only content explicitly required by statute: RSA 676:1, "shall include, at a minimum, the rules of procedure for when and how alternates may participate."
- This is the only topic RSA 676:1 names directly, but not the only requirement.
- **RSA 676:1** every local land-use board shall adopt rules of procedure "concerning the method of conducting its business."
- Membership and officers
- Quorum
- Meeting schedule and notice
- Order of business
- Public hearing procedures
- Voting procedures
- Minutes and record-keeping
- Remote participation (RSA 91-A)
- Conflicts of interest
- Use and seating of alternates (the only explicitly mandated topic)

2.4 Training To support informed and effective decision-making, members are encouraged to participate in training offered by Office of Planning and Development, New Hampshire Municipal Association, and Strafford Regional Planning Commission (SRPC)

Adopted April 11, 2002 _ _____

TOWN OF MIDDLETON, NEW HAMPSHIRE

PLANNING BOARD

RULES OF PROCEDURE

1. AUTHORITY

These Rules of Procedure are adopted pursuant to RSA 676:1 and govern the internal operations of the Middleton Planning Board.

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2. MEMBERSHIP

2.1 Composition

The Planning Board shall consist of five members. The Selectboard shall appoint one ex officio member and one alternate ex officio member, both with voting authority, in accordance with RSA 673:2.

2.2 Appointment, Terms, Vacancies

Selection, qualification, terms, removal, and filling of vacancies shall conform to RSA 673.

2.3 Conduct and Expectations

Members shall:

- act lawfully, impartially, and respectfully
- attend meetings regularly
- prepare in advance by reviewing materials
- maintain familiarity with the Master Plan, Zoning Ordinance, Subdivision Regulation, Site Plan Regulations, land use regulations, Capital Improvement Plan, Driveway Regulations, Impact Fees, Excavation Regulation RSA 155-E.
- participate in training offered by Office of Planning and Developments (OPD), New Hampshire Municipal Association, and Strafford Regional Planning Commission (SRPC)

2.4 Resignations

Resignations shall be submitted in writing to the Chair and Town Clerk and Board of Selectmen

3. ALTERNATES

3.1 Appointment

Up to five alternates may be appointed as authorized by the legislative body and RSA 673:6.

3.2 Participation

Alternates are encouraged to attend all meetings.

- When activated, an alternate has full authority of a regular member for the duration of the matter.
- When not activated, alternates may participate in public hearings (ask questions, review documents) but may not make motions, second motions, or deliberate.
- After a public hearing closes, non activated alternates shall move to public seating.
- During work sessions, alternates may participate fully except for motions and votes.

3.3 Public Clarity

The Chair shall clearly identify which members and alternates are voting on each application.

4. OFFICERS

4.1 Officers Defined

- Chair: Presides over meetings and hearings; signs plats and documents; prepares the annual report; serves as spokesperson.
- Vice Chair: Acts with full authority of the Chair when presiding in the Chair's absence.

4.2 Election

Officers shall be **elected annually in April** by majority vote. Written ballot shall be used if requested by a majority of members present.

5. CLERK

The Clerk may be a Town employee or an appointed individual. If not a Town employee, the Clerk shall receive a stipend set by the Board.

5.1 Duties

The Clerk shall:

- maintain accurate records of meetings
- issue notices and record attendance
- notify applicants and abutters
- prepare agendas and minutes
- maintain physical and electronic files
- post public notices at required locations and send to the Website Manager
- ensure recording of approved plans at the Registry
- provide plans to CAI and the Town Assessor
- update land use boards and staff on ordinance/regulation changes
- complete annual OPD, NHMA, and SRPC surveys
- update the Zoning Ordinance and Subdivision Regulations as needed
- perform additional duties assigned by the Board

6. MEETINGS

6.1 Regular Meetings

Regular meetings shall be held at least monthly at the Old Town Hall, 200 Kings Highway, at 6:00 p.m. on the second Thursday of each month.

6.2 Special Meetings

Special meetings may be called by the Chair, the Vice Chair, or at the request of three members, with at least 48 hours' notice specifying the purpose.

6.3 Nonpublic Sessions

Nonpublic sessions shall be held only as permitted under RSA 91 A:3.

6.4 Quorum

A majority of the Board's membership constitutes a quorum, including alternates serving in place of regular members. A quorum of the Planning Board shall consist of three members of the five-member Board. Any combination of regular members, the ex officio member, or an activated alternate may constitute a quorum. A Planning Board quorum is any three members of the five-member Board, regardless of whether the ex officio or their alternate is present.

6.5 Disqualification

Members shall recuse themselves when they have a conflict of interest or financial interest, or when impartiality may reasonably be questioned.

- Disqualification shall be announced before discussion begins.
- The disqualified member shall leave the Board table during the matter.
- The Board may vote on questions of disqualification; such votes are advisory and may only be requested by Board members.

6.6 Order of Business

a. Call to order

b. Roll call

c. Completeness and acceptance of applications

d. Subdivision and site plan hearings

e. Other business / public comment

f. Minutes

g. Communications

h. Reports of officers and committees

i. Unfinished business

6.7 Voting

A motion passes by majority vote of members present. Roll call votes are required for remote participation or nonpublic sessions.

6.8 Agenda Deadline

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Just Say: Took Original Converted to editable document

Do we keep "Adopted April 11, 2002" and add "Amended _____ (date)"?

Internal document

A few comments/suggestions. The first 2 are irrelevant if those sections are removed.

Page 5

8.2 Notice shall be provided **(to whom?)** at least 10 days prior **(to what?)**

I'm assuming to the Board prior to their review at a public meeting? Or is this to abutters prior to a hearing?

Page 6

RSA 674:4

9.2 Same question – notice to whom?

11.1 – at least 10 days prior **to what? Hearing?**

11.2 – 10 days prior **(to hearing?)**

Page 7

#6 – what does **Chair esta** mean?

Page 8

#2 Specify **draft** minutes

I'm not sure if you want to add something about this change on page 4, under disqualification, or just leave it up to the ZBA's Rules of Procedure

- **New Recusal Requirement (RSA 673:3, V):** When a member also serves on a planning board, the individual **shall recuse** themselves from voting on matters previously decided by or pending before the planning board in a quasi-judicial capacity in which the member participated as a voting member.

Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF THE PLANNING BOARD
Planboard@middletonnh.gov
603-473-5208

Adopted April 11, 2002
Revised _____

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