TOWN OF MADISON
PLANNING BOARD
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PLANNING BOARD MINUTES
August 5, 2026

MEMBERS PRESENT: Marc Ohlson- Chair, Paul Marks-Vice Chair, Paul Littlefield, Todd Milliken, Tia Gagnon, Joe Viana, Karl Nordlund and Selectman Jake Boewe

PUBLIC PRESENT: Aysia Wellinghurst - Mad TV, Colleen King Land Use Administrator, Alison Crawford, Jeff Kiley, Tanner Munsky, Nick Oberti

POSTING DATES & LOCATIONS: Meeting Notice is posted at the Madison and Silver Lake Post Offices, in the Madison Town Hall – Upper and lower levels.

CALL TO ORDER: Chairman Ohlson called the August 5, 2026 meeting of the Madison Planning Board to order at 7:00 PM.

ELEVATION OF ALTERNATES: None needed as there is a full Board present.

APPROVAL OF AGENDA: Chairman Ohlson asked for a motion to approve the agenda as presented. **MOTION** by Nordlund, seconded by Marks to approve the agenda as presented. The motion passed.

APPROVAL OF MINUTES: Chairman Ohlson asked for a motion to approve the July 1, 2026 minutes. **MOTION** by Marks, seconded by Nordlund to approve the minutes. Motion passed.

PUBLIC COMMENT: Chairman Ohlson opened the meeting for Public Comment.
Tanglewood Cottages / The Finn – Property Renovation Presentation: Allison Crawford introduced herself as the new owner, along with her husband Jeff, of the Tanglewood property on Route 16. Crawford explained that they purchased the property in June and plan to renovate the existing property while preserving its nostalgic character and aesthetic rather than demolishing and replacing the existing structures.
Crawford explained that the project will be completed in phases and is intended to bring the property and buildings up to current standards while maintaining the existing character. The property currently includes eight older cottages, a six-unit motel, a standalone laundry building, an owner's residence and office. The property currently operates seasonally, generally from May through October.

The owners intend to renovate and winterize the cottages to allow for year-round lodging. The motel and laundry building will be addressed during later phases of the project. The first phase will focus on the northern portion of the property, with renovation of the first cottages planned before the end of the year. The property is expected to transition from Tangle Wood to **The Finn**, with a formal launch planned for spring 2027.

Crawford presented the Board with the overall vision for the property, which is influenced by Finnish wellness traditions and emphasizes nature, quiet recreation and year-round use. Proposed amenities include saunas, hot tubs, cold plunges and fire pits. The owners intend to retain the existing building footprints during the initial renovation phase while updating the interiors, utilities and exterior appearance.

Crawford stated that the project is intended to improve the appearance of the Route 16 property while remaining compatible with Madison and the surrounding New Hampshire landscape. The owners intend to use local contractors, electricians, plumbers and other trades whenever possible and anticipate creating additional local employment as the business expands.

The property includes Swift Brook along the rear of the property. Crawford stated that environmental protection is an important part of the project and that they are working to protect the shoreline, remove accumulated debris and inappropriate materials, and address an existing dam within the brook. The owners intend for improvements near the brook to be completed in accordance with applicable environmental and shoreline requirements.

The Board discussed permitting requirements with the owners. The contractor stated that he had been communicating with the Town's Building Inspector but had not yet submitted the final building permit application because details of the first phase were still being developed. The owners stated that the work would be completed in compliance with applicable codes and permitting requirements.

Chairman Ohlson noted that the initial phase, because it is proposed within the existing building footprints, did not appear to create a site plan issue. Crawford stated that future placement of saunas or similar amenities near the brook may require additional review because of shoreline setback requirements and that they were working with the Building Inspector regarding those requirements.

Board members expressed support for the owners' efforts to improve the property and appreciated their attention to the character of the area, environmental considerations and potential benefits to the Madison community. Crawford stated that the owners view the property as a long-term project and intend to remain invested in the community.

Chairman Ohlson thanked Crawford and the project team for their presentation and welcomed them to the community.

Chairman Ohlson closed the Public Comment section of the meeting.

NEW BUSINESS:

Case #26-04 – Preliminary Review / Lot Line Adjustment – Continued – Chain of Ponds Community Forest: King explained that this matter had been continued from the previous meeting because an abutter had not been properly notified. Due to a misunderstanding regarding the additional notification, the required notice was not completed in time for the August meeting. King stated that the matter would need to be continued until September 2, 2026, when all abutters could be properly notified.

Chairman Ohlson opened Case 26-04 with the understanding that the applicant was not present and expected the matter to be continued.

MOTION was made by Marks and seconded by Nordlund to continue Case #26-04 to September 2, 2026, to allow proper notification of all abutters. The motion passed.

Case 26-01 – Preliminary Review / Site Plan Review – Continued – Bryant Guerin / Twin Oaks Realty, Ossipee Lake Road, Map 263, Lot 4: King explained that Guerin had submitted a draft plan by email that morning but was not present at the meeting. The Board reviewed the draft and discussed the information required for the site plan review.

The Board noted that the zoning issue previously associated with the property had been resolved through the Zoning Board of Adjustment and that the property could proceed as a commercial site, subject to Planning Board site plan review.

Board members discussed deficiencies in the draft plan, including the need for a certified and stamped site plan showing required dimensions, setbacks and other information required by the Town's Site Plan Review Regulations. It was noted that the submitted document was a preliminary draft and had not been signed or sealed by the licensed land surveyor.

A representative of Strong Tree Engineering, who was present for another matter, confirmed that the plan was a draft and explained that it had not yet undergone final review by the firm's licensed land surveyor. The representative stated that an unsigned and unsealed draft should not be considered an official plan.

The Board discussed whether to deny the matter or continue it. Members generally agreed that continuing the case would allow the applicant an additional opportunity to submit the required materials without requiring a new abutter notification process. The Board emphasized that the applicant should review and comply with the Town's Site Plan Review Regulations and provide the information required for formal review. A Motion was made by Marks and seconded by Nordlund to continue this case until the September 2, 2026 meeting. Motion passed,

Case 26-05 – Preliminary Review / Subdivision and Boundary Line Adjustment – Strong Tree Engineering, 90 Elm Lane, Map 238, Lot 4: Nick from Strong Tree Engineering appeared on behalf of the applicant and presented a preliminary subdivision and boundary line adjustment plan. The parent parcel contains approximately 39 acres. The proposal is to create a new lot of approximately 5.2 acres, leaving approximately 34 acres in the remaining parcel. Strong Tree surveyed the property lines in the immediate area of the proposed subdivision but did not complete a full boundary survey of the entire parent parcel. Nick asked whether the Board would require a waiver from the requirement to survey the entire parent parcel. The Board explained that a formal waiver request could be submitted with the application and considered during the formal review. The plan identifies wetlands on the property. Nick stated that the wetlands had been delineated and that sufficient upland area exists for the proposed lot to satisfy the Town's minimum lot-size requirements. He further explained that, because the proposed lot exceeds five acres, State subdivision approval would not be required.

The Board reviewed the proposed septic disposal area and wetland setbacks. Nick confirmed that proposed bounds would be set at the appropriate lot corners following approval of the final plan.

The Board then discussed road frontage. The proposed lot shows more than 200 feet of frontage on Elm Lane; however, questions were raised regarding the legal status and classification of Elm Lane. Board members noted that the Town's subdivision requirements require frontage on a Class V or better road, or qualifying frontage established through an approved subdivision.
Nick stated that Strong Tree's initial research indicated that Elm Lane was a legal road but agreed that additional research was necessary to determine whether it meets the Town's subdivision requirements. He stated that Strong Tree's licensed land surveyor would investigate the road status and provide additional information.
The Board indicated that the status of Elm Lane needed to be resolved before the subdivision could proceed.

MOTION was made by Marks and seconded by Nordlund to continue Case 26-05 to September 2, 2026, to allow the applicant additional time to determine and document the status of Elm Lane. The motion passed.

OLD BUSINESS:

CIP UPDATE –Gagnon reported that the CIP Committee had met and was beginning preparations for the upcoming budget season. The Committee is contacting department heads and requesting updated CIP information, with the goal of receiving updates by September. Gagnon noted that some departments, particularly emergency services, may need additional time due to current workloads, and some submissions may extend into October.
The Committee will continue preparing the necessary paperwork and materials in anticipation of the upcoming budget process.

MASTER PLAN STEERING COMMITTEE: Gagnon reported that the Committee did not meet due to summer scheduling conflicts. North Country Council remains flexible and continues working on the Master Plan despite the scheduling delay. North Country Council has prepared a draft vision for the Town. Gagnon stated that completion of the vision section is currently a priority and anticipated that the draft would be discussed at the September meeting.

CHAIRMAN'S REPORT: Chairman Ohlson had nothing to report.

SELECTMEN'S REPORT: Selectmen Boewe reported that the Town took ownership of a new Mack truck purchased with assistance from a Clean Diesel Grant. The truck was delivered and is expected to be sent to HP Fairfield for outfitting, with the goal of placing it into service by the end of October.
The Town continues to work on identifying funding for road damage resulting from the recent disaster. The Town is also working with the New Hampshire Department of Revenue Administration regarding the tax rate and authorization for a special Town Meeting related to expenditures resulting from the disaster. The goal is to establish the tax rate and issue tax bills as early as practical to assist with the Town's cash flow. The Board asked about the status of the Short-Term Rental (STR) matter. It was reported that the Town is awaiting a decision from the judge.

CORRESPONDENCE/ADMINISTRATION:
Regional Impact Notification: King advised the Board of a potential regional impact notification regarding a proposed cell tower in North Conway. The Board discussed the regional impact notification process and the opportunity for neighboring municipalities to comment on projects that could affect surrounding communities. No formal comments were proposed by the Board at this time.
Oaths of Office: King advised Gagnon and Viana that their annual Oaths of Office needed to be completed. They were asked to complete the required Oaths at Town Hall.
Planning Board Budget: King reported that the Planning Board budget remained in good fiscal condition and had not been overspent. She stated that she would provide the Board with a budget drawdown at the September meeting so members could review expenditures and remaining balances.
Zoning Ordinance Review Schedule: King reported that she had spoken with Building Inspector Bob Boyd regarding zoning provisions that frequently result in applicants being referred to the Zoning Board of Adjustment. King suggested that provisions repeatedly requiring variances or other ZBA action should be reviewed to determine whether changes to the Zoning Ordinance should be considered. Setback requirements were identified as one area that may warrant further discussion. The Board agreed to continue considering the most effective process for reviewing potential amendments to the Zoning Ordinance.

Land Use Administrator Update: King informed the Board that the Board of Selectmen had voted to retain her for an additional year. Her responsibilities now include Planning, Zoning, Conservation and Assessing. King explained that the addition of assessing responsibilities provides a useful connection between the assessing function and the Town's land use boards.

King stated that she would be meeting with the Town's assessor to review several matters, including corrections to the tax maps and discrepancies identified through Planning Board and Zoning Board cases. She noted that issues such as unidentified lots and questions regarding whether parcels have been merged should be corrected through coordination between land use and assessing.

The Selectmen's Representative stated that the long-term plan is to establish a full-time position encompassing these responsibilities. King stated that she is willing to assist with training and transitioning a future employee as needed. Board members thanked King and congratulated her on the continuation of her work with the Town.

ADJOURNMENT: A motion was made by Nordlund and seconded by Milliken to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,

Colleen King
Land Use Administrator