TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

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Swanzey Planning Board Agenda
January 22, 2026
6:00 PM

A regular meeting of the Swanzey Planning Board will be held on **Thursday, January 22, 2026, at 6:00 p.m. The meeting is upstairs at Whitcomb Hall (17 Main Street, Swanzey).** The meeting will also be live streamed on the Town of Swanzey's YouTube page. More information on public access to the meeting is available on the Town's website at: www.swanzeynh.gov.

1) Call to Order

2) Approval of Minutes

A. January 5, 2026 Site Visit

B. January 8, 2026

3) Public Hearings

A. **Amendment 6 Public Hearing** – Rezone Proposal

4) Discussions/Other Business

A. Rules of Procedure Discussion

B. Site Plan Review Regulations Discussion

5) Adjournment

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes (SITE VISIT) – January 5, 2026
Whitcomb Hall, Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER:

The meeting of the Swanzey Planning Board from December 18, 2025 was continued to this site visit on January 5, 2026 at 2PM. The meeting was held at 3 Arrowcrest Drive. Members present: Vice Chair Michael York, Victoria Ames, Richard Lane, Mark Scalera, Alternate Stacey Goodale, and Selectman's Representative Mark LaBelle. Also present was Town Planner Adam Paquette and Assistant Town Planner Stephon Mehu.

The Vice Chair called the roll. A quorum was present.

Others Present:

Bob Goodrich, Cheri Domina, Bud Windsor, Paul Thomas, John Noonan

Twinkle Town Site Visit:

- Noonan explains the site plan for the proposed parking lot and walks through the proposed location.
- Goodrich asks if a previous site plan was approved.
    - Noonan answers that an old site plan was found, but it was never approved by the Planning Board
- Domina asks where the wetland is in relation to the parking lot.
    - Noonan answers that the closes corner is 8' and the furthest corner is 22'.
- There were various discussions on measurements of the lot.
- Victoria asks about drainage for the proposed lot and Noonan answers. There is some further discussion on drainage.

Map 220 Lot 173 Site Visit:

- The group discusses and confirms that the site plan is needed.
- The group discusses the measurements of the structure and relation to the wetland.
- The group discusses the residential conversion.
- Material storage on the lot is discussed.
    - The material will remain, except for the pile where the storage building will be located.
    - Gravel storage is a previously existing condition.

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ADJOURNMENT

A motion to adjourn was made by Richard Lane. There was a second to the motion by Mark Scalera with no further discussion. All were in favor and the m*otion passed*. Adjournment occurred at 2:45 p.m.

Next Meeting: January 8, 2026

Respectfully Submitted,

Adam Paquette, Town Planner

Approved on

DRAFT

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **January 8, 2026**
Whitcomb Hall, Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER:
The meeting of the Swanzey Planning Board from December 18, 2025 was continued to a site visit on January 5, 2026; that meeting was continued until January 8, 2026 at 6:00pm by Chair Scott Self. The meeting was held at Whitcomb Hall and online for the public. Other members present: Vice Chair Michael York, Victoria Ames, Richard Lane, Mark Scalera, Brandon Self, Alternates Stacey Goodale, Jane Johnson, and Charlie Harbeck. Also present was Town Planner Adam Paquette and Recording Secretary Susan Ells.

The Chair called the roll and read the agenda for the evening. A quorum was present.

Absent: Selectman's Representative Mark LaBelle

Others Present:
Kai Kraemer with FACT TV, Paul Thomas, Nicole Knobloch, Bill Prescott, John Noonan

MINUTES:
The meeting minutes of **December 18, 2025** were considered. A motion was made by Brandon Self to approve the meeting minutes as presented. There was a second by Mark Scalera**.** All were in favor. With no further discussion, the motion passed.

APPLICATIONS AND PUBLIC HEARING(S):
A. **PB 25-017: Site Plan Review Application** – Fieldstone Land Consultants have submitted a Site Plan Review Application on behalf of Paul Thomas to expand the gravel parking lot at Twinkle Town. The property is located at Tax Map 220, Lot 191 in the Business District. **A site visit for this project occurred on January 5 at 2pm.**

John Noonan reviewed the site visit purpose which was to determine the number of parking spaces. The location of the ADA spaces will be in front of the ice cream shop. The parking lot will be gravel.

Paquette read the concerns of the Conservation Commission. Lane asked about water runoff and Noonan described the mitigation plan. There was discussion regarding shifting the parking lot to move it from one wetland point, but Noonan explained doing that would put it closer to another wetland point.

Chair Self asked for public comment – there were none. He closed the public hearing at 6:18pm and asked for board comments.

A motion was made by Brandon Self to approve the new parking lot. York seconded the motion. Ames asked for Paquette to re-read the Conservation Commission comments. Brandon Self changed his motion to include the condition that the shed and mowing equipment to be

moved as far from the wetlands as possible. No further discussion. The motion was passed unanimously.

B. **PB 25-018: Site Plan Review Application –** Fieldstone Land Consultants have submitted a Site Plan Review Application on behalf of Paul Thomas for an accessory storage structure measuring 5,000 square feet. The property is located at Tax Map 220, Lots 171 & 173 in the Business District. **A site visit for this project occurred on January 5 at 2pm.**

Paquette read the comments from the Conservation Commission. Noonan explained the site visit and the revisions that have since been made to the plan including rotating the building which provides more distance between the wetlands; he also described the water mitigation design. The use is considered accessory use as storage, not as a business.

Chair asked for public comments – there were none. Scalera and Ames thanked Noonan for changing the location of the building.

The public hearing was closed at 6:36pm. The chair asked the board for comments. Chair Self stated that if the proposed zoning amendments get approved on the warrant, there will be a requirement for a conditional use permit to put in the building. For now, it can be approved as is.

Michael York made a motion to approve the plan with the condition to update the site plan drawing to show the swing of the building and to update the information to show elevations and layout of the building on the architectural designs. Brandon Self seconded the motion. The motion carried unanimously.

Discussions and Other Business:

A. New Tenant Application – Nicole Knobloch – 135 Old Homestead Highway
Chair Self read the application for Purple Ivy LLC to rent to Nicole Knobloch whose new business will be a medspa providing personal care services for facials, injectables, etc.

Chair Self asked for the location of the unit within the building. The applicant answered that it is in the back of the building. He asked for questions of the board – Lane asked if it was an existing business, but it is a new business. Scalera asked about the flood light which is in the back. There were no other questions.

A motion was made by Brandon Self to approve the application. Mark Scalera seconded. The motion passed unanimously.

B. Discussion on Rezone Proposal

Paquette reported that the Town heard from property owners regarding the proposed rezoning and are requesting a revision to the warrant article which was provided in the packet. Chair Self clarified with Paquette that even though it was already approved to go on the warrant, it can be amended before the deadline as long as there is another public hearing.

Scalera made a motion for a new public hearing to discuss the request for revision. The motion was seconded by Brandon Self. The motion passed unanimously.

C. Rules of Procedure of the Swanzey Planning Board
The Board was provided a copy of the Rules of Procedure of the Swanzey Planning Board. Chair Self asked the board to review the procedures to discuss later.

There was some discussion regarding the role of alternates. Ames read from the Planning Board of NH Publication Appendix C which explained their procedures for alternates. Chair Self explained it is the Swanzey Planning Board's decision to create their own rules and procedures and asked for the Board to consider this for future discussion.

Ames suggested also reviewing the Conflict-of-Interest policies on a regular basis.

York said he spoke with the Finance Director regarding impact fees and was told the Town would need to add another position to handle that. He wondered if it would bring enough value to the Town to cover the cost of the position.

ADJOURNMENT
A motion to adjourn was made by Richard Lane. There was a second to the motion by Brandon Self with no further discussion. All were in favor and the m*otion passed*. Adjournment occurred at 6:56pm.

Next Meeting: January 22, 2026

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Article 2 To vote by ballot on the following amendments proposed by the Swanzey Planning Board to the Town of Swanzey Zoning Ordinance (new text in *italics*, deleted text in ~~strikethrough~~):

Amendment No. 1 Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board to replace Section VII of the Town of Swanzey Zoning Ordinance with a new Section VII, in order to amend the definition of the Wetlands Conservation District, establish revised provisions for permitted uses, and adopt a procedure for conditional uses?

The full language of this amendment is available for inspection at the Town Clerk's office.

Amendment No. 2 Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section III-AA, Article A.3 and A.6 to read as follows:

> **A. Attached** accessory dwelling units (AADU) shall be permitted as an accessory use in all zoning districts that permit single-family dwellings. One attached accessory dwelling unit shall be allowed without additional requirements for lot size, frontage, space limitations, or other controls beyond what would be required for a single-family dwelling without an attached accessory dwelling unit.
>
> ~~3. An interior door shall be provided between the principal dwelling unit and the attached accessory dwelling unit. A second means of egress from the AADU shall be provided.~~
>
> 6. Adequate off-street parking shall be provided to serve the combined needs of the principal dwelling unit and the AADU. The principal dwelling unit shall provide two parking spaces; the AADU shall provide one parking space. ~~for each bedroom contained in the AADU.~~

Amendment No. 3 Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section III-AA, Article B and B.6 to read as follows:

> **B. Detached** Accessory Dwelling Units (DADU) shall be permitted ~~by Special Exception only~~ in all zoning districts that permit single-family dwellings. Only one DADU shall be allowed without additional requirements for lot size, frontage, space limitations, or other controls beyond what would be required for a single-family dwelling without a ~~detached accessory dwelling unit~~ *DADU.*
>
> ~~Requirements/Limitations~~
> ~~In granting a Special Exception for a DADU, the Zoning Board of Adjustment must find that:~~
> 6. Adequate off-street parking shall be provided to serve the combined needs of the principal dwelling unit and the DADU. The principal dwelling unit shall provide two parking spaces; the DADU shall provide one parking space. ~~for each bedroom contained in the DADU.~~

Amendment No. 4 Are you in favor of the adoption of Amendment No. 4 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section IV, Article A.1.b to read as follows:

1. ~~PERMITTED USES~~ USES PERMITTED. In the Rural/Agricultural District, no buildings or premises shall be erected, altered or used and no land shall be used for any purposes except:

> b. ~~(Item moved to Section IV.A.2.j. Amended March 10, 1998)~~ *Two-family dwelling;*

Amend Section IV, Article A.2.g to read as follows:

2. In addition to the aforementioned permitted uses, the following are permitted after the issuance of a Special Exception by the Board of Adjustment:

> ~~g. Two-family dwelling. The Density requirement for a two-family dwelling shall be three and one-half (3-1/2) acres, unless connected to public sewer;~~

Amendment No. 5 Are you in favor of the adoption of Amendment No. 5 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section III, Article Q.1 to read as follows:

1. Off-street parking shall be provided as shown in the following table:

One-family dwelling & two-family dwelling	~~2 spaces per unit~~ *1 space per unit*
Multi-family dwelling	~~1.5 spaces for 1st bedroom plus 0.5 spaces for each additional bedroom~~ *1 space per unit*

Amendment No. 6 Are you in favor of the adoption of Amendment No. 6 as proposed by the Planning Board, to amend the Swanzey Zoning Map as follows:

Rezone the following parcels by moving them to the Residence District:

Map 210, Lots 12, 13, 14.

Map 219, Lots 38, 39, 40, 41, 42, 43, 44, 46, 50, 51.

Map 220, Lots 64, 118, 121, 127, 133.

Town of Swanzey, NH

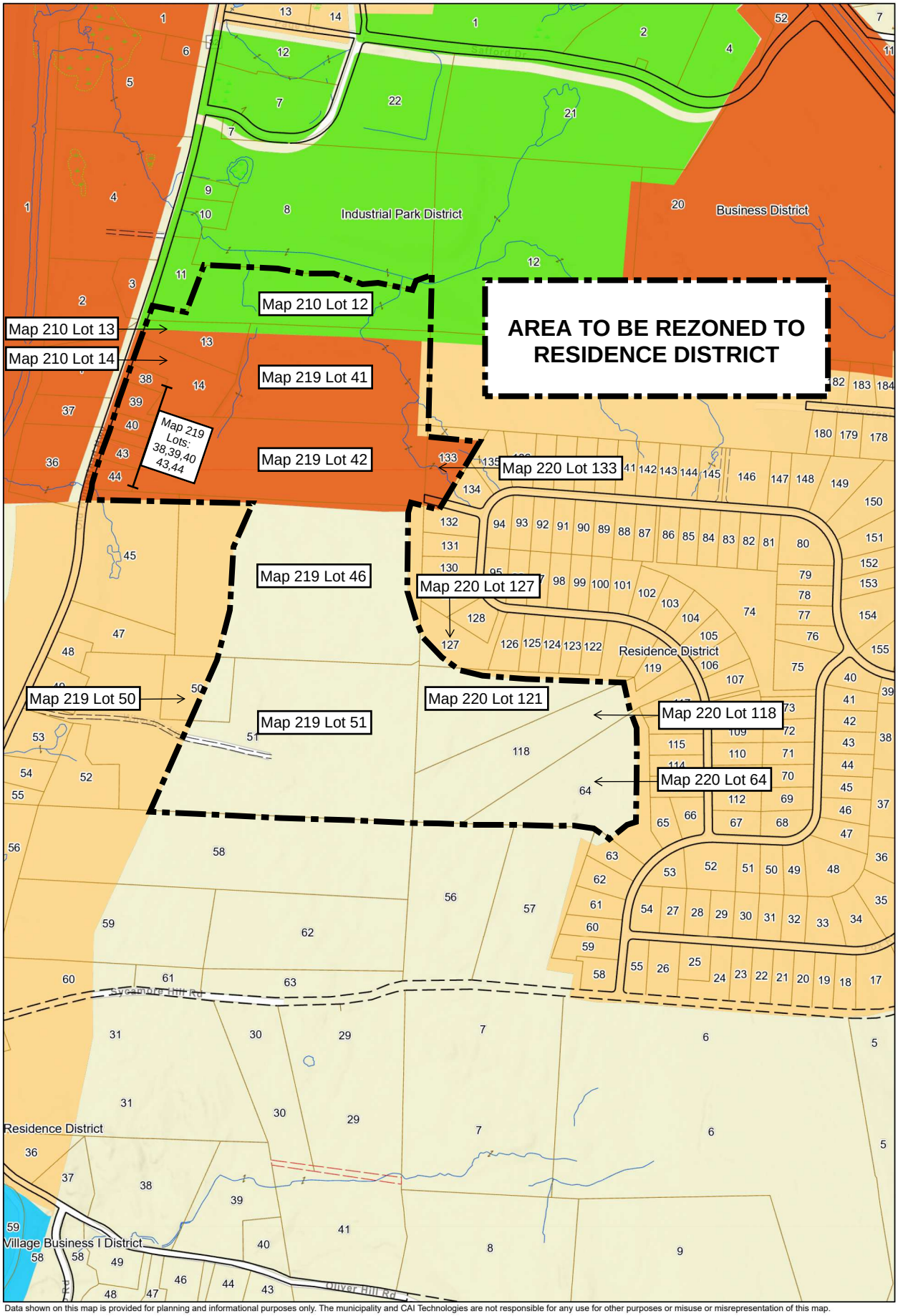
September 18, 2025

1 inch = 553 Feet

0 553 1106 1659

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Rules of Procedure
Swanzey Planning Board

These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 676:1 and the Zoning Ordinance and the Map of the Town of Swanzey, New Hampshire.

ORGANIZATION

1. Members: Planning Board members are elected and positions filled on a staggered basis at regular town elections pursuant to RSA 669:17 and 673:5,II. Selectmen shall choose one selectman as an ex-officio member to the Planning Board.

2. Alternates

   a. Alternate Members. The Planning Board may appoint 3 alternate members for staggered terms of 3 years each. An alternate for the ex-officio selectman member may be appointed by the Selectmen pursuant to RSA 673:6, III. The term of the ex-officio alternate shall be the same as that of the ex-officio member.

   b. Participation by Alternates. An alternate member who is not sitting in place of a regular member may participate as a nonvoting member in all discussions and deliberations by the board, including participation in a public hearing and deliberations after a public hearing, but shall not vote on any matter.

3. Members Serving on Other Local Boards.

   Pursuant to RSA 673:7, I, members of the Planning Board may also serve on any other municipal board or commission, provided that such multiple membership does not result in two or more Planning Board members, including alternate members, serving on the conservation commission, the local governing body, or a local land use board as defined in RSA 672:7.

4. Vacancies.

   a. Vacancies in the membership occurring other than through the expiration of a term of office shall be filled as follows:

      i. For an elected member – By appointment by the remaining board members until the next regular municipal election at which time a successor shall be elected to either fill the unexpired term or start a new term, as appropriate.

      ii. For an alternate member – By appointment by the remaining board members to either fill the unexpired term or start a new term as appropriate.

b. Nomination procedure.

When a vacancy occurs either for an elected member or an alternate member, a notice of vacancy shall be posted in at least two public places. The term of office shall be indicated on the posting. When vacancies are posted, registered Swanzey voters seeking to be appointed shall submit their letter of interest to the Town Planner or designee. The vote on the appointment shall occur at a date and time certain.

5. Attendance and Participation. Members must reside in the Town of Swanzey and are expected to attend each meeting of the board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the Town Planner as soon as possible. Members, including the chairman and all officers, shall participate in the decision making process and vote to approve or disapprove all motions under consideration.

6. Oath. Each newly elected or appointed (including re-elected or re-appointed) member shall be sworn in and take an oath of office as required by RSA 42:1.

MEETINGS

1. Subject to change as necessary, regular Planning Board meetings are held on the second and fourth Thursday of every month at Whitcomb Hall located at 17 Main Street, Swanzey, at 6:00 p.m. Notice of the date, time, and location of all meetings must be posted pursuant to RSA 91-A of the change in location.

2. A quorum for all meetings of the board shall be four members, including alternates sitting in place of regular members.

3. If any regular member is absent from any meeting or hearing, or disqualifies himself from sitting on a particular case, the chairman shall designate one of the alternate members to sit in place of the absent or disqualified member, and each alternate shall be in all respects a full member of the board while so sitting.

4. If any member finds it necessary to disqualify oneself from sitting in a particular case, as provided in RSA 673:14, the procedures contained in the Ordinance of the Town of Swanzey Conflicts of Interest Described and Regulated, adopted at Town Meeting March 14, 1995, will be followed.

5. The order of business for regular meetings shall be as follows:

    a. Roll Call by Chairman.

    b. Reading of Agenda by Chairman.

    c. Minutes of the previous meeting.

    d. Regional Impact vote.

e. Public Hearings.

f. Acceptance of Applications for Review. (Comments from abutters and the public will be accepted only on the issue of completeness of the application.)

g. Informal Conceptual Consultations.

h. Signing of Approved Plans.

i. Reports of Special Committees.

j. Adjournment.

Any deviation from this order of business will not affect the validity of actions taken.

6. Special meetings may be called by the Chairman or, in his/her absence, by the Vice-Chairman, or at the request of three members of the Board, provided public notice and notice to each member is given at least 48-hours in advance of the time of such meeting. This notice shall specify the purpose of the meeting.

APPLICATIONS / DECISIONS

1. Application procedures for subdivision and site plan review.

   a. Preliminary Conceptual Consultation (RSA 676:4,II(a)). This phase shall be in accordance with Section VII of the Town of Swanzey Site Plan Review Regulations and is optional at the discretion of the applicant, but is recommended for any large project. This informal discussion is conceptual and in general terms only and may occur at any regular scheduled meeting – Non-binding and no Public Hearing required.

   b. Design Review Phase (RSA 676:4,II,b). While still non-binding, this discussion under Section VII of the Town of Swanzey Site Plan Review Regulations may involve more specific details, and requires formal public notice per 676:4,I,d.

      (1) Pre-application review shall be separate and apart from formal consideration and the time limits for acting in Paragraph 1.c.(5) of this section shall not apply until formal acceptance in accordance with Paragraph c.(4) and notification in accordance with Paragraph c.(5).

   c. Completed Application (Required).

      (1) In accordance with the requirements of Section VII, 3 of the Town of Swanzey Site Plan Review Regulations, a completed application sufficient to invoke the

jurisdiction of the board shall be filed with the board's designee at least 21 days prior to the public meeting at which it is to be submitted.

(2) A completed application shall include all fees for notices and any other fees assessed by the Board under the provisions of RSA 676:4,I(g) and shall fulfill the requirements of Section VII,2 of the Town of Swanzey Site Plan Review Regulations.

(3) At a regular meeting and with proper notification per RSA 676:4,I(d), the Board (with recommendations from the board's staff) will determine if the application is complete.

(4) Acceptance will be in accordance with Section VII,3 of the Town of Swanzey Site Plan Review Regulations, requiring an affirmative vote by the majority of the board present. A Public Hearing may immediately follow or be scheduled for a date and time certain.

(5) A Public Hearing is required after the acceptance of a completed application. The applicant will be notified in writing when the application has been accepted and the 65 day (or 95 days in the case of developments of regional impact) period for approval or disapproval starts.

PUBLIC NOTICE

Public Hearing notices shall follow the procedure outlined in RSA 676:4, I(d). Public Notice will be published in the legal section of the Keene Sentinel, and two other places in town.

PUBLIC HEARINGS

The conduct of public hearings shall be governed by the following rules:

1. The Chairman shall open the hearing.

2. The applicant shall be called to present his proposal.

3. Members of the board may ask questions at any point in the testimony.

4. Each person who appears shall be required to state his name and address and indicate whether they are a party to the case, or an agent or counsel.

5. Those in favor or opposition of the proposal shall be allowed to speak.

6. Any member of the Board, through the Chairman, may request any party to speak at the Chairman's discretion.

7. Any party to the case who wants to ask a question of another party to the case must do so through the Chairman.

8. The Planning Board will hear any evidence that pertains to the facts of the case or how the facts relate to the provisions of the town Zoning Ordinances and the State RSAs.

9. After all evidence, and before the Public Hearing is closed, the board may discuss conditions for approval that would require a Compliance Hearing and may decide to continue the Public Hearing to allow the applicant to address those conditions.

10. The Chairman shall close the Public Hearing.

DECISIONS

1. After the close of the Public Hearing, the board may defer discussion on the case to a later time and continue with the next agenda items.

2. The Board may approve or deny the request, approve with conditions, or deny without prejudice per RSA 676:4,I(c)(1).

3. Notice of decision shall be filed in writing within 5 business days after a decision is made as required in RSA 676:3. The decision must include specific written findings of fact that support the decision.

   In the case of a denial or denial without prejudice, the notice shall include the reasons thereof.

RECONSIDERATION, APPEAL, AND COURT REVIEW OF PLANNING BOARD DECISIONS (RSA 677:15)

The Planning Board may reconsider any decision to approve or disapprove an application, for good cause, provided it is within the statutory appeal period. This may be done through a motion that specifies the reasons for reconsideration. Upon successful passage of the motion, the board shall schedule a public hearing or public meeting, with notice as provided in 676:4,I(d), where they shall consider whether or not to revise or alter their original decision. Should the board reach a new decision, a new appeal period shall be considered to have begun pursuant to RSA 677:15.

RECORDS

1. The records of the Board shall be kept by the clerk and made available for public inspection at the Town Hall in accordance with statutory requirements.

2. Minutes of all meetings, including names of board members, persons appearing before the board, any and all votes taken and a brief description of the subject matter shall be open to public inspection within 5 business days of the public meeting. RSA 91-A:2,II.

JOINT MEETINGS AND HEARINGS

1. Joint meetings may be held with other boards under the provisions of RSA 676:2 if both boards are agreeable.

AMENDMENTS

These rules of procedure may be amended by a majority vote of the Board members present provided that such amendment is discussed at a meeting of the Planning Board, and following said discussion the text of the proposed amendment is posted in at least two public places in Town at least ten (10 days) preceding the meeting when the vote is to be taken.

We hereby attest that this is a true copy of the Rules of Procedure adopted by the Planning Board on March 14, 2013; amended on March 9, *2023.*

	3/9/23
	3/9/23
Brandon Leff	3/9/23
Jane B. Johnson	03/09/23
Victoria Reck Ames	3/9/2023
	3/9/2023

Section VII, Article 6 of Site Plan Review Regulations

Proposed Revisions

CURRENT LANGUAGE

6. Approvals (Old section X)

a. The Planning Board may attach such conditions to the approval of the application as it deems reasonable and necessary to ensure that the proposed use will be consistent with the purpose and intent of these regulations. Bonding may be required to ensure the completion of utilities and other amenities.

b. No substantial deviation from plans as approved shall be permitted without the approval of the Planning Board. "Deviation" will be monitored by the Code Enforcement Officer and/or Planning Board designee and determined by the Planning Board.

c. Site Plan approval will be valid for one year after the date upon which the board voted to approve that:

i. Active and substantial development or building shall begin on the site by the owner or the owner's successor in interest in accordance with the approved plan within 12 months after the date of approval, or in accordance with the terms of the approval, and if a bond or other security to cover the costs of roads, drains, or sewers is required in connection with such approval, such bond or other security is posted. "Active and substantial development or building" will be monitored by the Code Enforcement Officer and/or Planning Board designee and determined by the Planning Board.

ii. Development remains in full compliance with the public health regulations and ordinances specified in this section.

iii. At the time of approval and recording, the plat or site plan conforms to the subdivision regulations, site plan review regulations, and zoning ordinances then in effect at the site of such plat.

iv. As part of its approval of a plat or plan, the Planning Board may, with due regard to the scope and details of a particular project, specify the threshold level of work which shall constitute active and substantial development or building for purposes of fulfilling paragraph i of this section, or may for good cause extend the 12- month period set forth in paragraph i.

v. After vote of approval, the approval becomes effective when three (3) copies of the Site Plan are signed by the Chair of the Planning Board. No Site Plan shall be signed until all conditions relative to the approval are placed on the plan, the Board receives final unconditional approval from the Swanzey Fire Department and the plan is signed by a registered engineer or surveyor.

Costs of engineering, legal fees, etc., shall be borne by the applicant. A security bond may be required to guaranty performance of the applicant's application described herein.

7. Conditional Approvals
    a. Pursuant to RSA 676:4I(i), the Board may grant conditional approval of a site plan application without further public hearing only when such conditions:
        i. Are administrative in nature;
        ii. Involve no discretionary judgement on the part of the Board; or
        iii. Involve the application's possession of permits and approvals granted by other board or agencies, such as the Department of Transportation, the Wetlands Board or Water Supply and Pollution Control Division.
    b. If a conditional approval has been granted pursuant to 7.a in this section, the conditions shall be met within one year after the date upon which the board voted to approve, otherwise the approval is null and void.

c. All other conditions shall require a public (compliance) hearing and notice as provided in RSA 676:4.I(d).

PROPOSED LANGUAGE

6. Approvals

a. The Planning Board may attach such conditions to the approval of the application as it deems reasonable and necessary to ensure that the proposed use will be consistent with the purpose and intent of these regulations. Bonding may be required to ensure the completion of utilities and other amenities.

b. No deviation from plans as approved shall be permitted without the approval of the Planning Board.

c. Site Plan approval shall be valid for a period of two (2) years following the date on which the Board votes to approve or conditionally approve the application. Within this two-year period, active and substantial development must occur. For site plans approved in phases, a determination of active and substantial development shall apply to the phase currently under approval. Active and substantial development shall include all of the following: *(NOTE: could also be "at least one of the following" or "one or more of the following")*

    i. Construction and/or installation of basic infrastructure intended to support the development in accordance with the approved plan, such as building foundations or footings, roadways or accessways constructed to at least gravel base, or utilities installed in underground conduit and prepared for future connection.

    ii. Construction and completion of drainage improvements to service the development in accordance with the approved plans.

    iii. Installation and maintenance of erosion control measures as shown on the approved plans.

    iv. Site preparation activities, including movement of earth, excavation, clearing, or logging, when conducted in conjunction with and in furtherance of the approved development. This item alone shall not constitute active and substantial development.

d. Thirty (30) days prior to the expiration of approval, an applicant may request a one-time extension of one (1) year for meeting active and substantial development from the Planning Board. The applicant shall demonstrate the necessity of the extension

and provide an update to the Board about the status of the project.

7. Conditional Approvals

a. Pursuant to RSA 676:4I(i), the Board may grant conditional approval of a site plan application without further public hearing only when such conditions:
    i. Are administrative in nature;
    ii. Involve no discretionary judgement on the part of the Board; or
    iii. Involve the application's possession of permits and approvals granted by other board or agencies.
b. If an application is conditionally approved, the applicant has one (1) year, starting the day following the Board's decision, to meet any conditions which shall be met prior to signature of the Planning Board Chair on the plan.
    i. All conditions that must be met after the plan is signed shall be satisfied within two (2) years.
    ii. The applicant may request a reasonable extension of the time limit for satisfying the conditions prior to the Planning Board granting a conditional approval.