TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Phone: 603-352-7411 ext. 108
Email: planner@swanzeynh.gov
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Address: 620 Old Homestead Hwy

Swanzey Planning Board Agenda
February 12, 2026
6:00 PM

A regular meeting of the Swanzey Planning Board will be held on **Thursday, February 12, 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 22, 2026

3) Public Hearings

4) Discussions/Other Business

   A. New Tenant Application – 223 Monadnock Hwy

   B. Finalize Rules of Procedure

   C. Site Plan Review Regulations Discussion

5) Adjournment

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **January 22, 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 was called to order 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, Charlie Harbeck, and Selectman's Representative Mark LaBelle. 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.

Others Present:
Kai Kraemer with FACT TV, John Farwell, Matt Tarr, Alan Gross, Steve Ciolino

MINUTES:
The meeting minutes of January 5, 2026 Site Visit were considered. A motion was made by Lane to approve the meeting minutes as presented. There was a second by Ames**.** All were in favor. With no further discussion, the motion passed.

The meeting minutes of January 8, 2026 were considered. A motion was made by York to approve the meeting minutes as presented. There was a second by Scalera**.** All were in favor. With no further discussion, the motion passed.

APPLICATIONS AND PUBLIC HEARING(S):
A. Amendment 6 Public Hearing – Rezone Proposal
A motion from the previous meeting resulted in this hearing for the rezoning proposal. Chair Self opened the public meeting at 6:03pm to consider amending Amendment #6. Lane suggested that we revert to the original request from Fieldstone. Chair Self questioned if we did that, would another hearing be required. Paquette said another hearing would not be needed and any changes at this meeting would be final for the Warrant Article. Paquette disagreed with removing lots from the Amendment because it would result with lots being in 2 different districts. If this amendment was approved, it would result in all the lots being residential versus some being residential and some being rural/ag. Property owners were notified twice and he noted that the ones present at the meeting were the only ones to respond to the notice.

Steven Ciolino owns Map 219 Lot 51 and he spoke up to say he would rather have his property stay rural/ag. He owns an LLC as a tree farm and doesn't want changes. Chair Self stated that even if the zoning changed, Mr. Ciolino wouldn't have to make any changes to his property. Mr. Ciolino said he would still prefer his property to remain as rural/ag.

With no other public comments, Chair Self closed the public meeting at 6:18pm.

The board discussed the amendment and Mr. Ciolino's request, and the consensus was to honor his request.

York made a motion to proceed with the amendment to Amendment #6 with Lot 51 removed. LaBelle seconded. All were in favor; the motion passed. Final Amendment Language:

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

Discussions and Other Business:

A. Rules of Procedure Discussion

The Board reviewed the Rules of Procedure for the Swanzey Planning Board.

Chair Self read the current *Organization #2 Alternates: b. Participation by Alternates*. He explained that alternates can participate in the public hearing but should not influence the voting members after the public hearing has been closed. The agreed upon wording is: *An alternate member who is not sitting in place of a regular member may participate as a non-voting member in all discussions including public hearings but shall not participate in deliberations and shall not vote on any matter.*

Organization #3: Members Serving on Other Local Boards: the board discussed this item and agreed to remove the words "including alternate members" from the paragraph.

Meetings #4: Chair Self suggested alternative wording which the board agreed with: "*If any member finds it necessary to disqualify oneself from sitting in a particular case, or if the board votes pursuant to RSA 673:14:II that the member is disqualified, the Chair shall designate an alternate to act in the member's place as provided in RSA 673:11."*

Scalera suggested changing 5.c to read "*Minutes of the previous meeting(s)."*

Public Hearings #3: Chair Self then suggested to change the wording to "*Except for very short and necessary clarifying remarks, members should wait until the Applicant has finished their presentation before asking questions."*

Scalera made a motion to approve *Rules of Procedures* as with amendments to Organization #2b, and 3, Meetings #4, Public Hearings #3. The motion was seconded by Lane. Ames suggested the Rules be reviewed annually. The group agreed to change to the *Amendments:* paragraph to start "*These rules of procedure should be reviewed annually and may be amended…."* All were in favor and the motion passed.

B. Conflict of Interest Ordinance Discussion

Chair Self pointed out a typo in #3 "*shall not decide <u>of</u> vote*" should read "*shall not decide <u>or</u> vote*" but Paquette pointed out this ordinance was adopted by a Town meeting and would need to be on the warrant to change it.

C. Site Plan Review Regulations Discussion

The group reviewed in detail the Proposed changes to the Site Plan Review Regulations. These changes were proposed to Section VII, Article 6, which outline approval and conditional approval procedures. They will continue reviewing at future meetings.

Paquette told the board that they will be hearing from SWRPC soon who submitted a proposal for the ordinance audit. It has not been accepted yet. Staff will be reviewing it, then it will go before the Select Board; then there will be meetings with the Planning Board. Paquette recommended the board members read through the ordinance to make recommendations for changes. Money for this audit is in the 2026 budget.

The Deliberative session will be including Planning items, and he welcomed the board to attend in case there are questions to be answered.

ADJOURNMENT

A motion to adjourn was made by Brandon Self. There was a second to the motion by Richard Lane and there was no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 7:42pm.

Next Meeting: February 5, 2026

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Phone: 603-352-7411 ext. 108
Email: planner@swanzeynh.gov
Web: www.swanzeynh.gov
Address: 620 Old Homestead Hwy

Memorandum – Office of Planning & Economic Development

TO: Planning Board

FROM: Adam Paquette, Town Planner

DATE: February 5, 2026

RE: New Tenant Application – 223 Monadnock Hwy

This application may require submission of a new site plan. The prior use of the property was a contracting and remodeling business, whereas the current proposal is for a dog kennel and daycare. While a dog kennel and daycare is not expressly listed as a permitted use within the Business District, it could reasonably be interpreted as falling under the definition of a "service establishment." The ordinance references kennels only within the Rural/Agricultural District, where they are identified as a permitted use. If a kennel is determined to be a distinct use separate from a service establishment, the proposal may require both site plan approval and a variance.

This further underscores the need to update the ordinance with a use table that reflects the full range of modern uses a municipality can reasonably expect to see. Addressing this gap will be one focus of this year's ordinance audit.

SWANZEY PLANNING BOARD
P. O. Box 10009
Swanzey, NH 03446
Email: planner@swanzeynh.gov

NEW TENANT APPLICATION FORM

Date Received:_____ By:_____

Businesses moving into a building that has previously received Site Plan approval for the **same type of permitted use** may be allowed without a formal Site Plan Review.

Applications submitted by new tenants do not automatically require a public hearing. However, the Planning Board reserves the right to determine, based on the nature of the application, whether a Site Plan Review will be necessary. This process helps ensure that any proposed use aligns with local planning and zoning regulations.

Application Fee: $25.00

SELECT ONE OPTION BELOW:

- [ ] **New Tenant in a Multi-Tenant Building**
- [x] **New Tenant in a Single-Tenant Building**

1. Name and address of owner(s) of record:
2. Aolin Properties LLC (Da Brothers Contractors LLC) 93 Monadnock Hwy SwanzeyNH 03446
3. Preferred Telephone:603-355-8800
4. Email: Dan@dabrothers.com
5. Name and address of applicant (if different):
   Amanda Swanson
   192 Roxbury Street, Apt 2, Keene NH 03431
   Preferred Telephone: 6033139506 Email: mandinorway@Yahoo.com
6. Street Address of Proposed Project: 223 Monadnock Highway, Swanzey, NH 03446
7. Zoning District(s): Business Tax Map# 106 Lot(s)# 53

5. Type of Business (describe briefly):
Small scale dog boarding and daycare facility

6. Location of Business on Property (site plan of property location shall be included:
Already existing building on lot

7. Proposed Hours and Days of Operation: 6am-930pm Monday-Sunday

8. Estimated Customers Per Day: 5-8

9. Parking Spaces Planned: 5

10. Number of Full-Time Employees: 1

11. Number of Part-Time Employees: 1

12. Number of Pick-ups & Deliveries each day/week: 0-3

13. Means of Pick-up & Delivery (large truck, van, personal vehicle, etc.):
Personal Vehicle & delivery trucks

14. Outside Lighting (describe briefly):
Exterior lighting located in the front and rear of the building

15. Special Licenses Required: no

16. Permits Required: no

17. Signs Required (describe briefly and attach a copy of completed sign permit application):

The Applicant certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Swanzey in the final review process of this application shall be borne by the applicant and/or owner.

01/27/26 _____

Date **Applicant Signature**

The Owner certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Swanzey in the final review process of this application shall be borne by the applicant and/or owner.

_____01/27/2026_____ _____

Date **Owner Signature**

FOR PLANNING BOARD USE ONLY

Comments:

The above application was:

☐ **APPROVED**

☐ **DENIED**

SECTION VII ARTICLE 6 EXISTING LANGUAGE	SECTION VII ARTICLE 6 PROPOSED LANGUAGE	Notes
6. Approval		
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.	NO CHANGE	
b. No substantial deviation from plans as approved shall be permitted without the approval of the Planning Board. “Substantial deviation” will be monitored by the Code Enforcement Officer and/or Planning Board designee and determined by the Planning Board.	NO CHANGE	
c. Site Plan approval will be valid for one year after the date upon which the board voted to approve provided that:	c. Site Plan approval will expire after 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. If a bond or other security is required in connection with such approval, such bond or security must be posted. Active and substantial development shall include one or more of the following:	
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.	i. 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.	
ii. Development remains in full compliance with the public health regulations and ordinances specified in this section.	ii. Installation and maintenance of erosion control measures as shown on the approved plans.	
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.	iii. Construction and completion of drainage improvements to service the development in accordance with the approved plans.	
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.	iv. Construction and/or installation roadways or accessways constructed to at least gravel base, or utilities installed in underground conduit and prepared for future connection in accordance with the approved plans.	

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.	v. Construction and/or installation of basic infrastructure intended to support the development in accordance with the approved plan, such as building foundations or footings.	
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.	d. 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.	
	e. 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	
	f. 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 Approval		
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:	NO CHANGE	
i. Are administrative in nature;	NO CHANGE	
ii. Involve no discretionary judgement on the part of the Board; or	NO CHANGE	
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	iii. Involve the application's possession of permits and approvals granted by other boards or agencies.	

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.	b. All other conditions shall be recorded on the plan and shall require a compliance hearing and notice under RSA. If an application is conditionally approved, the applicant has one year to meet the conditions following the day the board approved. 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.	
c. All other conditions shall require a public (compliance) hearing and notice as provided in RSA 676:4.I(d).	i. The applicant may request a reasonable extension of the time limit for satisfying the conditions prior to the Planning Board granting a conditional approval.	
	ii. All other conditions shall require a public (compliance) hearing and notice as provided in RSA 676:4.I(d). These conditions must be met after one year.	

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, including public hearings, but shall not participate in deliberations and 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 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, or if the Board votes pursuant to RSA 673:14,II that the member is disqualified, the member shall leave the table and the Chairman shall designate an alternate to act in the members place as provided in RSA 673:11. 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(s).
    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 676:4,11(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.
        i. Pre-application review shall be separate and apart from formal consideration and the time limits for acting in Paragraph I .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):
        i. 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.
        ii. 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.

iii. 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.

iv. 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.

v. 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 their proposal.
3. ~~Members of the board may ask questions at any point in the testimony.~~ Except for very short and necessary clarifying remarks, members should wait until the applicant finishes their presentation before asking questions.
4. Each person who appears shall be required to state their 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.
    a. 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:2,1I.

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 _____, 2026

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____