

TOWN OF FITZWILLIAM

PLANNING BOARD

Minutes

July 21, 2026

Planning Board Present: Suzanne Gray, Chair; Casey Head, Vice Chair; Kevin Woolley, Secretary; Josh Joslyn; Mike Piquette; Chip Yensan; and Jenn Cesaitis, Selectmen's Representative.

Planning Board Absent: Tyler Faulkner, Alternate.

Staff Present: Lori Nolan, Land Use Coordinator; and Carol Ann Rocheleau, Health Officer (remote).

Guests Present: Erin Anderson; Dana Pinney; Jay Drew; John Noonan; Ron Herrick; Beth Herrick; Richard Thackston; Matt Cabano; Martha McAdams; Martin Nolan; and Robin Quist.

Chair Suzanne Gray called the meeting to order at 7:00pm and held roll call.

Public Hearing

Case #26-02: SLX Fitzwilliam LLC (Turnkey Lumber) – Site Plan Review – to permit expansion of operations in the form of a larger exterior footprint at 179 NH Route 12 North. [Map 15, Lot 29 – Light Industrial/Rural Districts]

[Gray and Piquette recused themselves from the case. Vice-Chair Head assumed chair.]

The Planning Board previously determined that the application was incomplete due to a missing landscaping plan. The applicant requested a continuance to allow time to finalize the landscaping plan with a professional landscaper.

Cesaitis motioned to continue the public hearing for Case #26-02 SLX Fitzwilliam to September 1, 2026 at 7:00pm. Yensan seconded. Motion passed unanimously.

Yes: 5 [Head; Woolley; Joslyn; Yensan; Cesaitis]; No: 0; Abstained: 0

[Gray and Piquette return to the Planning Board as voting members. Gray re-assumed chair.]

REVIEW OF MINUTES

After a brief discussion and several minor edits, **Joslyn motioned to approve the minutes of July 7, 2026 as amended. Cesaitis seconded. Motion passed unanimously.**

Yes: 7 [Gray; Head; Woolley; Joslyn; Piquette; Yensan; Cesaitis]; No: 0; Abstained: 0

Head motioned to approve the site walk minutes of July 7 as written. Piquette seconded. Motioned failed due to lack of quorum.

Yes: 3 [Head; Piquette; Yensan]; No: 0; Abstained: 4 [Gray; Woolley; Joslyn; Cesaitis]

NEW BUSINESS

The Planning Board discussed guidance received from the New Hampshire Municipal Association regarding written rules of procedure for Code Enforcement under the Board of Selectmen. Draft procedures are currently being prepared and remain under review. A recommendation was made to hold a joint meeting between the Select Board, Planning Board, ZBA, and Code Enforcement Officer to better align on conditions of approval. Other suggestions included having a checklist to ensure that land use conditions are adhered to before an occupancy permit is issued, and documenting who is required to conduct inspections when more than one inspection is needed (for example heating fuel hook-ups).

Public Hearing

Case #26-03: Ronald and Beth Herrick – Conditional Use Permit – to permit a wetland crossing plan for driveway access at Putney Road. [Map 2, Lot 20 – Rural District]

The case was previously referred to the Zoning Board of Adjustment, which remanded it back to the Planning Board after the ZBA determined that the permanently altered wetland area of 821 square feet fell below the threshold requiring a variance. The Planning Board discussed the ZBA's interpretation and decided to move forward with the public hearing without further ZBA review.

Yensan motioned to accept the application as complete. Piquette seconded. Motion passed unanimously.

Yes: 7 [Gray; Head; Woolley; Joslyn; Piquette; Yensan; Cesaitis]; No: 0; Abstained: 0

John Noonan, applicant's representative, presented explaining that the total parcel size is 80.7 acres and the proposed driveway will have a total length of approximately 2,500 linear feet. State DES Shoreland Protection and Dredge & Fill/Wetland permits under Permit #2025-02978 have already been approved. The culverts are designed for 100-year storm events and will include partially embedded culverts with concrete headwalls and riprap. The total altered area will be 821 square feet, consisting of 541 square feet of permanent and 280 square feet of temporary alteration.

Health Officer Carol Ann Rocheleau requested verification regarding emergency vehicle access, and applicant Ron Herrick confirmed that he has coordinated with both the Fire Chief and the Road Agent. The driveway construction will meet town emergency vehicle standards by being 12 feet wide, providing 15 feet of vertical clearance, and including pull-offs approximately every 300 feet. Noonan confirmed that the property owner will complete the work himself.

The target timeline for completion is before snowfall. The driveway is currently at its width, but culverts and gravel still need to be added.

Piquette motioned to adopt the following findings of fact. Gray seconded. Motion passed unanimously.
Yes: 7 [Gray; Head; Woolley; Joslyn; Piquette; Yensan; Cesaitis]; No: 0; Abstained: 0

Findings of Fact:

1. The application for a conditional use permit was submitted on behalf of Ronald and Beth Herrick by Fieldstone Land Consultants for property located at Map 2, Lot 20 in the rural district (off Putney Road). The subject parcel is an 80.7-acre lot.
2. The case was previously referred to the Zoning Board of Adjustment (ZBA), which remanded it back to the Planning Board.
3. The project involves constructing an approximately 2,500-linear-foot driveway to access a single-family home site near Sportsman Pond.
4. The driveway alignment requires crossing three north/south flowing intermittent streams within the Wetland Protection Overlay District (WPOD). Crossing these three streams is a necessity to access that portion of the property.
5. The project involves a total altered area of 821 square feet within the WPOD. This includes 541 square feet of permanent (for installing culverts and riprap) and 280 square feet of temporary alteration.
6. The applicant has obtained NHDES Shoreland and Wetland/Dredge & Fill permits, specifically NHDES Wetland Permit #2025-02978.
7. The proposed stream crossings include two 24-inch culverts and one 30-inch partially embedded culvert with concrete headwalls, designed to accommodate a 100-year storm event.
8. The applicant previously received a town driveway permit from the Board of Selectmen to establish driveway access at the intersection/corner.
9. Applicants will use a conservation seed mix within the WPOD area.
10. Abutters were properly notified per application procedure, and no abutters were present to speak in opposition.

Joslyn motioned that the application for Case #26-03 meets all the Conditional Use Permit criteria under Chapter 127-16.1.D5. Yensan seconded. Motion passed unanimously.

Yes: 7 [Gray; Head; Woolley; Joslyn; Piquette; Yensan; Cesaitis]; No: 0; Abstained: 0

Head motioned to approve the Conditional Use Permit for Ronald and Beth Herrick to permit a wetland crossing plan for driveway access at Putney Road [Map 2, Lot 20], subject to the following conditions. Woolley seconded. Motion passed unanimously.

Yes: 7 [Gray; Head; Woolley; Joslyn; Piquette; Yensan; Cesaitis]; No: 0; Abstained: 0

Conditions:

1. Compliance with NHDES Wetland Permit #2025-02978 conditions;
2. Monitor revegetation on driveway slopes within the Wetland Protection Overlay District for two growing seasons to ensure at least 75% coverage; and
3. Maintain photographic records of construction stages to present to the Code Enforcement Officer upon request.

Preliminary Consultation

Matt Cabana (property of South State Acquisitions, LLC) – Site Plan Review – to discuss development of a commercial recreation facility (horses) at Bowkerville Road. [Map 18, Lot 1 – Light Industrial/Rural Districts]

Gray welcomed Matt Cabana, realtor representing the applicant to the meeting. Cabana explained that his client would like to purchase the property to develop a commercial equestrian facility that features a 24-stall horse barn,

indoor and outdoor riding arenas, riding trails, a caretaker's cottage or apartment, and a single-family home with a potential accessory dwelling unit.

The single-family residence is planned on a separate 14-acre parcel off Bowkerville Road, while the barn and arena facilities are planned primarily on the roughly 11.7-acre portion situated in the Light Industrial district. The stalls are intended for private boarding, breeding, and training. The riding trails would be used by those renting stalls, and not for the general public.

The Planning Board reviewed which primary use this proposal would fit under, including Commercial Recreation and Commercial Kennels. The applicant was advised that a variance from the ZBA will likely be required.

Follow-Up

The Drill Yard (property of Meadowood County Area Fire Department) – to discuss operations of a commercial trade school at Bowkerville Road. [Map 40, Lots 2 and 3 – Rural District]

Piquette summarized the site walk and what observations were made. [Minutes previously approved]

The Planning Board had the following recommendations to improve the property. The LUC is to draft a memo.

1. Install appropriate screening, and if possible, include the neighbors for aesthetic choices; and
2. Install a sign announcing the burn schedule. This could include announcing 'burning today/tomorrow'.

The Planning Board emphasized that the Drill Yard is still responsible for securing any construction permits.

Woolley commented that he spoke with NHDES. The assembly hall well is still compromised with PFAs.

With no further business to discuss, **Head motioned to adjourn the meeting. Joslyn seconded. Motion passed unanimously.**

Yes: 7 [Gray; Head; Woolley; Joslyn; Piquette; Yensan; Cesaitis]; No: 0; Abstained: 0

The meeting was adjourned at 8:55 pm.

Respectfully Submitted,
Lori Nolan
Land Use Coordinator

Minutes approved as amended on August 4, 2026.