



City of Keene, New Hampshire

Historic District Commission

AGENDA

Wednesday, July 19, 2017

4:30 PM

2nd floor Committee Room

Commission Members:

Hanspeter Weber, Chair
Thomas Powers, Councilor
Joslin Kimball Frank
Nancy Proctor

Hans Porschitz
Peter Poanessa
Andrew Weglinski

- 1. Call to Order and Roll Call**
- 2. Minutes of Previous Meeting – June 21, 2017**
- 3. Public Hearings**

COA-2017-05 – 100 Main St. TD Bank - Applicant, Mark Fraser of Eversource, on behalf of owner, TD Bank, N.A. Bank of New Hampshire, requests the installation of a 500kVa pad mounted transformer at 100 Main St. The property is Tax Map Parcel #023-02-005. This property is ranked as a Non-Contributing Resource.

Historic District Commission Fee Schedule – The City of Keene Planning Department is proposing to amend the Keene Historic District Commission Fees, which have not been revised since the Downtown Historic District was established in 2004. The proposed revisions include changes to the application fee and legal notice fee. This revised fee schedule, dated July 10, 2017, is available for review in the Planning Department on the 4th Floor of City Hall.

- 4. Election of Vice Chair**
- 5. Staff Updates**
- 6. Next Meeting – August 16, 2017**
- 7. Adjourn**

City of Keene
New Hampshire

HISTORIC DISTRICT COMMISSION
MEETING MINUTES

Wednesday, June 21, 2017

4:30 PM

**2nd Floor Conference Room,
City Hall**

Members Present:

Hanspeter Weber, Chair
Joslin Kimball Frank
Hans Porschitz
Peter Poanessa
Andrew Weglinski

Staff Present:

Tara Kessler, Planner

Members Not Present:

Councilor Thomas Powers
Nancy Proctor

1) Call to Order and Roll Call

Chair Weber called the meeting to order at 4:32 PM. Ms. Kessler conducted roll call and welcomed the new members.

2) Minutes of Previous Meeting – April 19, 2017

Ms. Kimball Frank made a motion to approve the minutes of April 19, 2017, which was seconded by Mr. Poanessa.

Ms. Kimball Frank noted a correction on page five, in the third paragraph, the word “ensure’s” should be corrected to “ensures.”

The motion passed unanimously as amended.

3) Public Hearings

a. COA-2015-11 Mod. 1 – 4-7 Central Square – Center Square Terrace

- i. Applicant, Jonathan Saccocia of Stevens & Associates, P.C., on behalf of the owner, Keene Housing, requests to replace the failing slate siding on the 7th story of the building with composite slate material. The property is Tax Map Parcel #017-07-011. The building is ranked as a Primary Resource.**

Ms. Kessler recommended this application be accepted as complete. Ms. Kimball Frank made a motion to accept application COA-2015-11 Mod.1 as complete, which was seconded by Mr. Poanessa and carried unanimously.

Chair Weber welcomed Jonathan Saccocia, Alan Berry, Sandy Clark, and Linda Mangones. Mr. Saccocia explained that slate is coming loose from that 7th floor addition to Central Square Terrace on Roxbury Street. He and Mr. Berry, both architects, inspected the roof and found these natural slates are mounted to plywood, not the typical wood substrate, and therefore, in

combination with vertical installation and weather, they are coming off the roof very easily. Several slates have fallen off and this has become a safety hazard. Keene Housing is trying to find the safest and most economical way to address this issue. They hope to install composite slate on the existing plywood substrate. Replacing the substrate and natural slate would cost \$80,564 while the composite would only cost \$62,039.

Mr. Poanessa asked how many square feet of slate have to be replaced. Mr. Saccocia replied 900 square feet. Mr. Poanessa asked the longevity of composite slate. Mr. Saccocia replied the composite has a 50 year warranty. He explained the natural slate varies in color, so they will determine the percentage of each color of the natural slate currently on the roof to purchase similarly colored composites. Chair Weber asked the weight difference between the natural and composite slate; Mr. Saccocia demonstrated the significant difference. He said additionally the composite can be installed using a nail gun as opposed to copper nails. Mr. Weglinski noted the area where the slate will be replaced is not a part of the historic structure; it was an addition in the 1980s.

Chair Weber expressed concern because composite edges have been known to curl with time. Mr. Berry replied the manufacturers have worked to improve this feature; Mr. Saccocia will address this concern with the manufacturer. Chair Weber asked what material the composite is made of. Mr. Saccocia replied it is made of recycled rubber and plastic.

Ms. Kimball Frank said because this is an addition and not a historic part of the building, and because it is at the rear of the building and so high up, she is in favor of the composite because of the financial savings for Keene Housing.

Mr. Weglinski asked to compare the natural and composite in the sunlight. Mr. Saccocia demonstrated and the Commission observed a difference in sheen between the two but noted that would likely dull with time. The comparison will not be seen in this project as all the original slate will be removed from this part of the roof. Additionally, the change will not be easily visible from street level.

Ms. Kessler addressed the Historic District standards relevant to this application:

- *Removal of historic materials or alteration of features that characterize a building or structure shall be avoided*
 - This part of the building is an addition and not historically significant; staff believes using a composite will not alter the historical significance of the rest of the building.
- *Slate shall be retained whenever economically feasible*
 - The applicants provided evidence of the cost difference. Considering the safety concerns, this was determined an emergency situation.

Ms. Kimball Frank asked what will be done with the natural slate removed from the building. Ms. Clark replied it will be kept for use on other buildings owned by Keene Housing. Ms. Kimball Frank asked how often the roof and natural slate are inspected. Ms. Clark replied buildings are inspected once per year, though the slates themselves are not actively inspected on a regular basis, besides visually. She noted that other building emergencies have taken priority. She added the significant cost difference and financial burden between natural and composite replacement for Keene Housing.

Chair Weber closed the public hearing. He said between the height, location, and safety he is in favor of composite. Mr. Poanessa and Mr. Porschitz agreed.

Ms. Kimball Frank made a motion to approve COA-2015-11 Mod. 1 for the replacement of natural slate siding with composite material on the 7th floor of the Roxbury Street façade at 4-7 Central Square as described in the photographic survey “KH-Slate Siding Replacement, 5 Central Square, Keene, NH, Keene Housing” prepared by Stevens & Associates P.C., dated June 1, 2017 and received by the Planning Department on June 12, 2017. The Motion was seconded by Mr. Poanessa and carried unanimously.

Ms. Kessler noted this is the final decision on this application; it will not go before the planning board. She will issue a letter of approval to the applicant, A Certificate of Appropriateness, which is good for one year.

4) City of Keene Boards and Commission Survey

Ms. Kessler noted this survey is not relevant to the new Commission members. She explained this survey was not issued by staff, but by the City Manager in order to better understand how staff resources are utilized and to determine if Commission members can take on further roles to alleviate staff time. She said this Commission is unique because it is judicial, with a specific role outlined in State Statute and City Code and there is a specific set of regulations this Commission oversees. Therefore, like for the Planning Board, staff support is critical. For many Boards and Commissions this is an opportunity to evaluate how staff resources are utilized and how committees can be better supported and organized to work more independently. The City Manager intends to meet with each Chair following survey review. Ms. Kimball Frank noted this is in line with the City Manager’s statements in the Keene Sentinel that the City could be more efficient.

5) Historic District Application Fee Discussion

Ms. Kessler noted that all City Boards and Departments that collect fees were asked to evaluate the current fee schedule to determine if they need to be updated. When the Commission was first established an application fee was not required. Despite there being no official application fee, there are fees associated with applications:

- Legal notice fee is when an applicant appears before the full Board. Currently, it is \$9 (an arbitrary amount); however, the actual cost averages \$26, depending on the length of the notice.
- Notice to direct abutters is the USPS certified mail rates; this can become expensive when there are many abutters.

Applications that require a public hearing must pay both fees. Ms. Kessler explained there will be a public hearing at the next meeting to discuss and approve new fees. At that public hearing, Ms. Kessler will propose the following fees:

- \$25 – administrative review
- \$50 – full application
- \$25 – legal notice fee

Chair Weber asked how much time Ms. Kessler spends on an application. Ms. Kessler replied she has compiled that data for the City Manager but did not have the data with her. She estimated that for a meeting with only one public hearing like this one, approximately 6-8 hours between communications, coordination, drafting memos, application preparation, legal notice, staff reports, meeting time, and post-meeting approvals and filing. A lot of staff time is spent just walking applicants through the process. Ms. Kessler will present more details on how she arrived at the new proposed fees at the public meeting.

Mr. Weglinski asked if applicants voluntarily come before the Commission. Ms. Kessler replied if a project is outside HDC regulations, they do not have to come before this Commission. The Heritage Commission is working with the public to encourage historic building owners outside the Historic District to treat their homes as historic resources.

Ms. Kimball Frank explained the difference between the Historic District Commission and the Heritage Commission for the new members. The Heritage Commission oversees buildings and tries to curb demolition of any building greater than 50 years old per the Demolition Review Ordinance. Ms. Kessler continued, noting that the Heritage Commission researches and inventories properties, facilitates public outreach and engagement, and reviews demolition requests. There is a 30 day demolition delay if the Heritage Commission subcommittee deems the structure has historical significance in order to work with the property owner to find other options. They will begin State funded public workshops in September.

6) Review of Window Cost Comparison Worksheet

Chair Weber noted the Commission has had questions about cost of materials that look more or less historical. He asked David Wright from Millwork Masters to compile this list of window cost comparisons so the Commission can be well informed when judging the economic burdens of the conditions they place on projects. The prices on the list ranged from \$377-\$1,080. The Commission agreed, after reviewing the list that no modern, efficient windows will be made solely with historic material; the more critical consideration now is to what degree modern materials can mimic the appearance of historic windows authentically and provide the efficiency required. Ms. Kessler agreed this has been a difficulty for the Commission – some regulations do not easily support the need to use newer materials when aesthetics are comparable. The Commission agreed this list is helpful when judging the potential financial burden of recommendations. They also agreed the degree of importance of appearance and materials varies depending on the historic structure in question.

7) Staff Updates

Chair Weber indicated the need to nominate a Vice Chair at the next meeting.

Ms. Kessler reported on the upcoming Heritage Commission public workshops:

- September 14, 2017: How to Research Your Home – a partnership between Historic New England and the Horatio Colony House Museum.
- February 2018: How to Rehabilitate a Historic Home
- June 2018: Diverse Architectural Styles in Keene

8) Next Meeting – July 19, 2017

Ms. Kessler will communicate with Commission members to confirm if the July meeting will take place, based on if there are public hearings.

9) Adjourn

Hearing no further business, Chair Weber adjourned the meeting at 5:56 PM.

Respectfully submitted by,
Katie Kibler, Minute Taker

Reviewed and edited by,
Tara Kessler, Planner

STAFF REPORT

COA-2017-05 – 100 MAIN ST – TD BANK / BANK OF NH - EVERSOURCE TRANSFORMER

Request:

Applicant, Mark Fraser of Eversource, on behalf of owner, TD Bank, N.A. Bank of New Hampshire, requests the installation of a 500kVa pad mounted transformer at 100 Main St. The property is Tax Map Parcel #023-02-005. This property is ranked as a Non-Contributing Resource.

Background:

As part of its improvements to the electric distribution system in the Central Business District, Eversource is proposing to install a pad-mounted transformer in the TD Bank parking lot, which is to the rear of the Bank building, adjacent to Cypress Street. The proposed transformer will be located in the landscaped island adjacent to the Bank's former drive-through lane.

The Applicant notes that this transformer would be used to improve electric service to businesses located on Main Street including TD Bank, Clarke Mortenson, In the Company of Flowers, Amicci's Pizza, and King's Garden.

According to Section III.D.2 ("Construction of a new building or structure") of the HDC Regulations, this work is classified as a "Major Project" for review by the HDC.

Completeness:

Staff recommends accepting the application as complete.

Application Analysis:

The relevant standards of the HDC Regulations for this proposed project are included below.

Section XV.D.2.b) 1)

"New buildings or structures shall be sited so that the existing pattern of the historic streetscape – setbacks, spacing, massing, height, orientation – in which they are located is not disrupted."

The proposed transformer would be located to the rear of the TD Bank building, which is a noncontributing building, adjacent to Cypress Street. The area surrounding this proposed transformer is predominately one-story, side- or rear-facades of the adjacent building blocks. The transformer would be approximately 76" (6.3 feet) high and 68" (5.6 feet) wide. It be located in an existing landscaped island in the parking lot adjacent to the building. The proposed transformer does not appear to have a significant impact on the historic pattern of development in the area.

An image of the proposed transformer location is included in the application materials submitted by the Applicant, which are included in the meeting packet.

Section XV.A.5.b) 2)

"Every effort shall be made to position [equipment] as low to the ground as possible, and where they are not readily visible from the public right-of-way."

The transformer will be located in a location visible from Cypress Street; however, it will be located to the rear of the TD Bank building and will not be visible from Main Street. The Applicant proposes to retain some of the existing landscaping in the parking lot island that it will be located. The Applicant also proposed to partially screen the proposed transformer with new landscaping including holly shrubs that will be installed by the applicant.

STAFF REPORT

Recommendation:

If the Board is inclined to approve this application, the following motion is recommended:

Approve COA-2017-05 for the installation of a pad-mounted transformer and concrete pad at the rear parking lot (east side) of TD Bank located at 100 Main St (TMP #046-01-004) as described in the project narrative and as shown on the drawings, "TD Bank, Section D&E, Existing Conditions & Proposed Site Conditions" dated March 28, 2017 and prepared by Mark Fraser, with the following condition:

- 1. Submit details of the proposed landscaping type, size and location to the Planning Department for review and approval.*

Section B
Descriptive Narrative
100 Main Street Transformer
TD Bank / Bank of New Hampshire

As part of the improvements to its electric distribution system in the Central Business District, Eversource is proposing to install a 500kVa pad mounted transformer on property owned by Bank of New Hampshire located at 100 Main Street (TMP 023-02-005000).

The proposed pad mounted transformer will improve electric service to numerous customers including several existing commercial businesses on Main Street including TD Bank, Clarke Mortenson, In the Company of Flowers, Amicci's Pizza, and King's Garden Restaurant.

The project consists of the following:

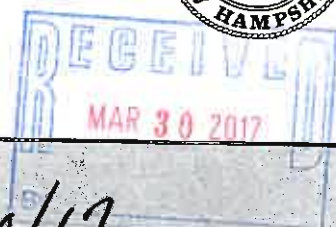
- Installation of concrete pad;
- Installation of 500kVa transformer: approximately 76"h x 68.5"w;
- Installation of safety bollards; and
- Screening: vegetative screening including holly shrubs and greenery.

The installation of the proposed pad mounted transformer at this location is an important phase in a comprehensive plan to improve the safety and reliability of the electric infrastructure in the Central Business District by replacing obsolete underground equipment. Additionally, the replacement of underground equipment will eliminate the environmental and safety risks associated with the operation of oil-filled equipment in highly corrosive and often submerged conditions.

5) T.D. BANK



HISTORIC DISTRICT COMMISSION MAJOR PROJECT APPLICATION



A	Project Name: <i>Eversource Transformer</i>	For Staff Use Only: Date Received: <i>3/30/17</i> Planning Department File # _____
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Tax Map Parcel number(s) <i>023-02-005000</i>	Project Address: <i>100 Main Street Keene NH 03431</i>
-----	Square Footage of Parcel:
-----	Zoning District:

Applicant	Name: <i>Mark Fraser</i>	Owner	Name: <i>Bank of New Hampshire</i>
	Address: <i>19 Production Avenue Keene NH 03431</i>		Address: <i>10-380 Wellington Street London Ontario Canada N6A 5B5</i>
	Telephone/Email: <i>603-357-7309 x555-5750</i>		Telephone/Email:
	Signature: <i>Mark Fraser</i>		Signature:
Date: <i>3/30/17</i>		Date:	

B	Descriptive Narrative Including:	<input checked="" type="checkbox"/> Type of alteration <input checked="" type="checkbox"/> Reason for alteration <input checked="" type="checkbox"/> Location of alteration <input checked="" type="checkbox"/> Material selection <input checked="" type="checkbox"/> Site features <input checked="" type="checkbox"/> Landscape features	Exemptions Requested (for materials not submitted) Circle one: YES NO (If YES see section H)
			For Staff Use Only: Date of Pre-Application Meeting _____ Date Application is Complete _____

C A complete application must include the following:

<input checked="" type="checkbox"/> Two (2) copies of completed application forms	<input type="checkbox"/> Copies of any Zoning Board of Adjustment actions
<input checked="" type="checkbox"/> Two (2) copies of Descriptive Narrative	<input checked="" type="checkbox"/> Three (3) copies of site plan (see Section D)
<input checked="" type="checkbox"/> FEES covering the costs of processing, legal notice, advertising the public hearing, mailing notices out to abutters	<input checked="" type="checkbox"/> Three (3) color copies of architectural elevations (see Section E)
<input checked="" type="checkbox"/> Signed and Notarized Abutters List	<input checked="" type="checkbox"/> Scale and Massing Depictions (see Section F)
<input checked="" type="checkbox"/> Two (2) sets of Mailing Labels for abutters	<input checked="" type="checkbox"/> Material Examples (see Section G)

TD Bank

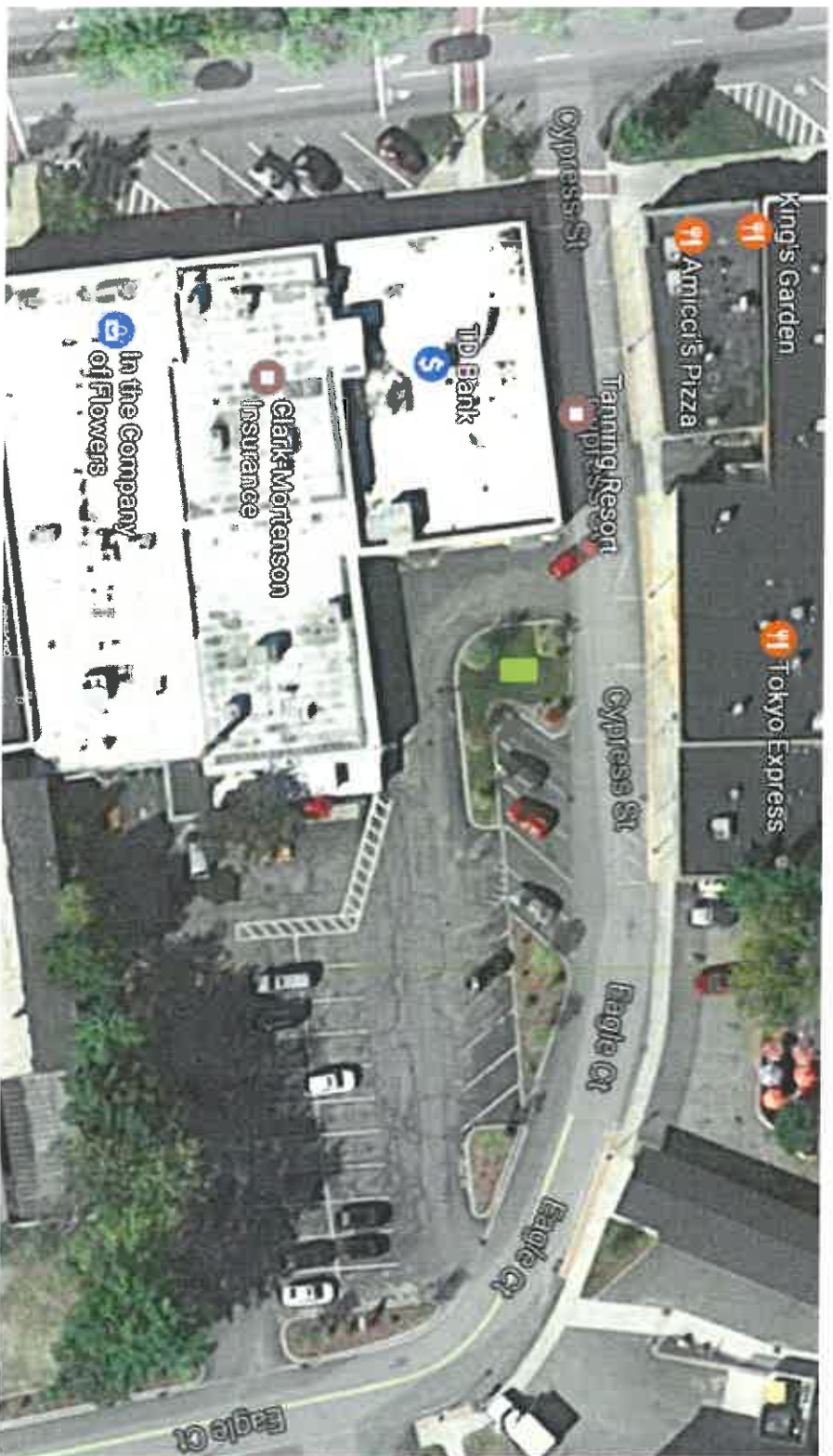
Section D & E
TD Bank
Existing Conditions
& Proposed Site Conditions
3/28/17
Prepared By Mark Fraser
Eversource



- Planned Installation: 500 kVA Transformer
- Customers Served: TD Bank, Clarke-Mortenson, In the Company of Flowers, Amicci's Pizza, and King's Garden
- Screening: Holly shrubs and greenery



TD Bank



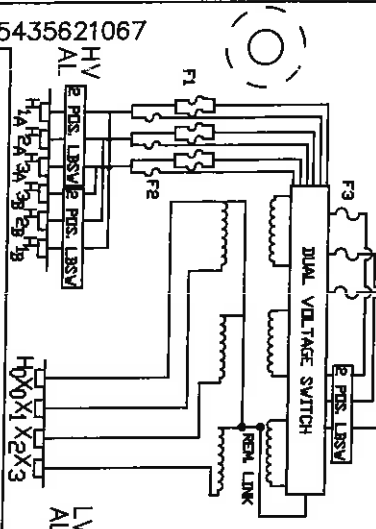
Section D
TD Bank
Site Plan
3/28/17
Prepared By Mark Fraser
Eversource

NO. 61830065.897

THREE PHASE TRANSFORMER
DOE COMPLIANT
HOWARD INDUSTRIES LAUREL MS 39440
READ INSTRUCTION HI 105 BEFORE OPERATING MFG

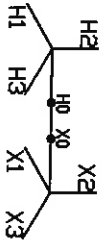
KVA 500
HV 4.16KV/2.4X12.47GY/7.20
WT TANK 1546 c&c 2977

BIL HV 95 LV 30kv 4.6%IMP
LV 208Y/120 AMPS 1388
TYPE II 2821 LBS TOTAL 7344 LBS
OIL 376 GAL
CONT 65 °C RISE CLASS ONAN 60HZ
TANK DESIGNED FOR +7 PSIG
F1 CLF PARTIAL RANGE HTSS232150 X 2
F2 CLF PARTIAL RANGE HTSS252125
F3 BAYONET FUSE
WHEN MANUFACTURED THIS
TRANSFORMER CONTAINED LESS
THAN 1 PPM OF POB
PART II, DOE-10-CFR PART 431 COMPLIANT



POS/VOLT TAGE

1	4160
2	12470



SER. NO. BAR CODE CAT. NO. BAR CODE

SER. NO. 9585435621067

APPROVAL DRAWING
PLEASE INDICATE BY SIGNING
APPROVED _____ DATE _____
THIS DRAWING REPRESENTS THE
TRANSFORMER COVERED BY
YOUR SPECIFICATION
NO. _____ DATED _____
PLEASE RETURN TO HOWARD
INDUSTRIES.
NOTE: IF DISCREPANCIES APPEAR
PLEASE NOTE ON UNSIGNED
DRAWING AND RETURN

BLACK ANNOIDIZED ALUMINIUM

HOWARD INDUSTRIES INC.

LAUREL, MISS. USA 39440
MFG. OF DISTRIBUTION TRANSFORMERS

NAME: LASER NAME PLATE CC 857

DESCR: LF/NT/2FUSE/2PLB/ SM/Y-Y

ID 3AMD8N36 P.N. 0061830065.897

SCALE 1.000 DWG BY KD CHK BY JB DATE 11/25/15

REV	DATE	REVISION	BY	APP

CITY OF KEENE
NEW HAMPSHIRE

M E M O R A N D U M

TO: Historic District Commission
FROM: Tara Kessler, Planner
DATE: July 12, 2017
SUBJECT: Historic District Fee Schedule Proposed Changes

At the July 19, 2017 Historic District Commission Meeting, there will be a public hearing to review proposed amendments to the Historic District Commission Fee Schedule. The proposed Fee Schedule, dated July 10, 2017, is attached.

Staff will conduct a presentation on the proposed changes at the July meeting.

CITY OF KEENE
HISTORIC DISTRICT COMMISSION FEES

MAJOR PROJECT APPLICATION

- | | |
|---|----------------------------------|
| ■ Formal Review | \$50.00 |
| ■ Request for Modifications to an approved Certificate of Appropriateness | \$50.00 |
| ■ Request to extend expiration of conditionally approved Certificate of Appropriateness | \$25.00 for each request |
| ■ Abutter notice fee | Current USPS certified mail rate |
| ■ Legal notice fee | \$25 |

MINOR PROJECT APPLICATION (ADMINISTRATIVE REVIEW)

- | | |
|----------------------|----------------|
| ■ Application Review | \$25.00 |
|----------------------|----------------|

Notes:

- ❖ 1) All abutter mailing costs and legal notifications fees are to be paid by the applicant.
- ❖ 2) All fees are requested in a check made payable to The City Of Keene