

**CITY OF KEENE
NEW HAMPSHIRE**

**PLANNING BOARD
MEETING MINUTES**

Monday, June 26, 2017

6:30 PM

Council Chambers

Members Present

Gary Spykman, Chairman
Douglas Barrett, Vice-Chair Spykman
Mayor Kendall Lane
Andrew Bohannon
George Hansel
Pamela Russell Slack
Chris Cusack

Staff:

Tara Kessler, Planner
Michelle Chalice, Planner

Members Not Present:

Nathaniel Stout
Martha Landry
Tammy Adams, Alternate
David Webb, Alternate

I. Call to order – Roll Call

Chair Spykman called the meeting to order at 6:30 PM and a roll call was taken.

II. Minutes of previous meeting – May 22, 2017

A motion was made by George Hansel to accept the May 22, 2017 minutes. The motion was seconded by Pamela Russell Slack and was unanimously approved.

III. Driveway

1. **Archway Farms – 183 Arch Street – Driveway** – Property owner Mark Florenz, owner of Archway Farms seeks to add a second driveway to the property. The existing driveway serves the residence. An additional driveway is proposed to accommodate the truck deliveries needed for the family’s farm business. The 56-acre property is in the Agricultural Zoning District (TMP# 917-11-028).

Chair Spykman noted this is not a public hearing although the Board does accommodate public comment.

Mr. Mark Florenz, Applicant, stated this property contains two parcels, 80 acres in size. It is a historic property that has not been actively farmed in many years. They are starting a farm business, which will be mostly wholesale. He noted the existing driveway is not adequate as it is too sharp and too close to the house. He talked about a cement truck that punctured its tire because it could not make the turn and hit the stone wall. Mr. Florenz stated this driveway is very picturesque and he hates to block it off. He stated he would like to keep the existing driveway and use it just for the personal residence. He stated there is not much traffic that comes into the property because they are mostly a wholesale business. He stated this is a property, which is zoned agricultural, and felt it might be a good area for commercial activity.

Planner Michel Chalice addressed the Board next. Ms. Chalice stated this is a circumstance where a local business is trying to support the community. The Applicant has met all the requirements for a second driveway, and staff has no concerns. Engineering staff has also reviewed the application and recommends approval, but indicates the requirement of a culvert. Staff had no additional comments.

Councilor Hansel clarified there was sufficient sight distance on both sides. Ms. Chalice stated there was adequate sight distance on both sides.

Board Discussion and Action

A motion was made by Mayor Kendall Lane that the Planning Board approve an application and exception for a second residential driveway on the west side of Arch Street (TMP917-11-028) subject to the following conditions:

1. The applicant will procure all necessary permits and approvals prior to commencing construction.

The motion was seconded by Pamela Russell Slack and was unanimously approved.

IV. Public Hearing

1. S-02-17 – 533 Winchester Street – Subdivision – Applicant Wendy Pelletier of Cardinal Surveying & Land Planning, on behalf of owner SNG, LLC, proposes to subdivide the existing 2.88 acre parcel at 533 Winchester Street into two lots. The site is located in the Low Density Zoning District (TMP# 911-26-040).

A. Board Determination of Completeness.

Planner Tara Kessler stated the applicant requests exemption from providing the following technical reports: grading, landscaping, and traffic plan. Since this application is not associated with any new development, staff feels it would have no merits on the application. Staff recommended the Board accept the application for S-02-17 as complete. A motion was made by George Hansel that the Board accept this application as complete. The motion was seconded by Pamela Russell Slack and was unanimously approved.

B. Public Hearing

Ms. Wendy Pelletier addressed the Board on behalf of the applicant. Ms. Pelletier referred to the long and skinny 2.88 acre lot. There are currently two dwellings on this lot and the applicant is proposing to divide the lot into two parcels. The existing house would be located on one parcel and the existing cottage on the other. Currently the existing parcel is served by one driveway and the proposal is to close off that driveway and move to a shared driveway, which would be provide direct access to the cottage and house.

Both dwellings are accessed by city water and sewer.

Dr. Cusack asked for clarification as to what exactly is going to happen with the existing driveway. Ms. Pelletier stated the existing driveway will be closed off and relocated to the south.

Staff comments were next. Ms. Kessler addressed the Board. She noted that most of the Board's development standards are not applicable for this request since there is no new development being proposed at this time. Ms. Kessler stated they did receive communication from an abutting property owner regarding drainage concerns and referred to photos with respect to this issue.

Ms. Kessler stated staff did visit the site and noticed the existing drainage pattern is such that the storm water flows from the adjacent property to the south over the site and pools in a lower area. At times the water might pool onto adjacent properties to the north. In an attempt to address any future drainage concerns, staff recommend the Board consider a condition of approval that would require the owner or future owners to have a drainage report be prepared by a licensed engineer and approved by the City Engineer before the issuance of a building permit for any future development on the sites.

Mr. Bohannon asked what assurance the City has that the first driveway would be actually discontinued because it does have a curb cut. Mr. Kessler stated according to City Code they would not be permitted to have two curb cuts without Planning Board approval. The Applicant will need to apply for an excavation permit when they relocate the second driveway, at which time the applicant would need to show the first driveway has been or will be closed off.

Chair Spykman asked whether there was any evidence that the drainage issue was exasperated by the clearing of the land. Ms. Kessler stated it is staff's understanding from communication with abutters that the drainage issue was a pre-existing condition, prior to the clearing of the land and it is continuing to be an issue. Chair Spykman asked whether the proposed language has been reviewed by the City Attorney. Ms. Kessler stated that the language is nearly identical to that used previously for a subdivision on Elm Street. This language had been developed and reviewed by the City Attorney for the Board to consider in its review and approval of the Elm Street subdivision.

Chair Spykman asked for public comment next.

Ms. Amanda Henderson 16 Bergeron Avenue stated the pictures the Board has are ones taken from her property. Ms. Henderson agreed there have always been issues with water but the clearing has increased this problem and the drainage goes further down than it used to. She indicated the concern is the water table, pooling of the water and mosquito issues. She felt these issues need to be addressed before anything more is done on the property.

Ms. Patricia Dion of 10 Bergeron Avenue stated she was confused as to what exactly is being subdivided. Ms. Pelletier stated there would a ¼ acre around the house and the remaining 2.6 acres will go with the cottage (cottage and house will be on separate lots).

Ms. Dion asked whether this means the driveway, road etc. will all be approved today. Ms. Kessler stated what the applicant is requesting today is a subdivision and what the Board would be doing today is approving the discontinuance of the existing driveway and its relocation to the south.

With no further comments, the Chair closed the public hearing.

C. Board Discussion and Action

A motion was made by Mayor Kendall Lane that the Planning Board approve S-02-17, as shown on the plan identified as "Subdivision Plan, 917-26-040-0000 533 Winchester Street Keene, NH 03431" prepared by Wendy S. Pelletier, dated May 17, 2017 at varying scales with the following conditions:

1. Owner's signature appears on plan prior to signing by Planning Board Chair.
2. A conditional note be added to the plan that reads as follows: "The Owner and the owner's heirs, successors, and assigns agree that any future development of the 2.6 acre lot be in a manner consistent with the Planning Board Development Standards 1 (A) and 1 (D) in that all drainage systems shall be designed to void changing surface water and groundwater levels on adjacent properties, unless specifically approved by the City Engineer and unless agree to by mutual agreement of the affected property owner(s) through appropriate easement or other covenant intent to run with the affected lands. Prior to the issuance of a building permit, the owner shall submit a drainage report prepared and sealed by a professional engineer and reviewed by the City Engineer that demonstrates compliance with these standards.

The motion was seconded by George Hansel.

2. **SPR-895, Mod. 1 – 30-42 Production Avenue – Site Plan** – Applicant Jim Phippard of Brickstone Land Use Consultants, LLC, on behalf of owner A. Ranger Curran Jr., proposes to build a 3,200 sf addition for warehouse space at the rear of the existing 30,000 sf building. The site is 3.08 acres in size and located in the Industrial Zoning District (TMP# 702-01-010).

A. Board Determination of Completeness.

Ms. Kessler stated the applicant requested exemption for providing a landscape plan. Due to the nature of the application, staff feels this will have no bearing on the merits of this application. Ms. Kessler recommended to the Board that they accept the application for SPR-895 as complete. A motion was made

by George Hansel that the Board accept this application as complete. The motion was seconded by Pamela Russell Slack and was unanimously approved.

B. Public Hearing

Mr. David Bergeron of Brickstone Land Use Consultants addressed the Board and stated this property is located on Production Avenue. The rear of the building has a large gravel area as well as loading docks. The building has separate tenants and one of those tenants would like to add on warehouse space to their property to the rear. Mr. Bergeron showed how vehicles would enter and exit the property. There will be a dumpster located to the back of the building, which will not be visible.

Mr. Bergeron went on to say that there is no additional lighting being proposed for this site except for some security lighting. He added this addition is for extra warehouse space. Offices will be located to the front of the site. The addition will mimic the design and appearance of the existing building, which is painted concrete blocks.

Staff comment was next. Ms. Kessler stated because this addition is located to the rear of the site it will not be visible from Production Avenue. Some of the Board's standards like screening and landscaping are not applicable to this application. She indicated the applicant did request a waiver from the lighting standard's uniformity ratio requirement. Since the parking lot lighting is not being changed and only a few new wall-mounted fixtures are being added, a waiver would not be necessary. The lighting being proposed meets the Board's standards.

With respect to Comprehensive Access Management, Ms. Kessler noted that at last month's meeting, the Board approved the temporary CNG facility at the end of Production Avenue for Liberty Utilities. The owners of that parcel will have an easement on this property for tractor trailer trucks to turn in and out of the southern entrance. Staff does not see a conflict with this applicant's proposal.

There are wetlands and a tax ditch on this parcel (east of the parcel). The existing hard pack gravel area is within the surface water protection buffer but the applicant is not proposing to do any work within this buffer and hence this meets the standard. Staff did raise concern about the increase in paved areas and the potential impact it might have on the adjacent wetland complex. However, the applicant's drainage report shows there won't be any increase of stormwater runoff as a result of this addition. The report notes that the existing hard pack surface has the same drainage co-efficient as the proposed addition and pavement. This concluded staff's comments.

There was no public present for comment.

C. Board Discussion and Action

A motion was made by Mayor Kendall Lane that the Planning Board approve SPR-895, Modification #1 as shown on the plan set entitled "Building Addition for Autoparts International 32 Production Avenue Keene New Hampshire 03431 prepared by Brickstone Land Use Consultants LLC, on May 19, 2017 and last revised on June 9, 2017 at a scale of 1" = 20'; with the following conditions:

1. Prior to signature by Planning Board Chair, Owner's signature on plan.

The motion was seconded by George Hansel and was unanimously approved.

- 3. SPR-07-17 – 143 West Street – Site Plan** – Applicant David Bergeron of Brickstone Land Use Consultants, LLC, on behalf 143 West Street, LLC proposes to build a 2-story addition with a 1,520 sf footprint to the rear of the building. The site is 0.40± acres in size and located in the Office Zoning District (TMP# 002-02-012). 38

A. Board Determination of Completeness

Ms. Chalice stated the applicant has requested exemptions for items not present on the site and recommended to the Board that the application SPR-07-17 be accepted as complete. A motion was made

by George Hansel that the Board accept this application as complete. The motion was seconded by Pamela Russell Slack and was unanimously approved.

B. Public Hearing

Mr. David Bergeron addressed the Board and stated this property is located on West Street across from Peoples Bank (corner of West and Colorado Streets). The owner of this property has a law office at this location and would now like to add a residence to the rear so he could live here.

This would be a two-story addition. The first floor would be for storage space, mechanical space and for a two bay garage. The parking will be reconfigured to add more parking to accommodate the needs of the residence, and the circular driveway will be closed off. The Applicant received a variance to allow for 12 parking spaces when 16 parking spaces are required. The Applicant also received approval from the Zoning Board to permit mixed use on this property, which is not allowed in the Office District.

Mr. Bergeron referred to where the handicap spaces and the ADA ramp is located. The ramp is now going to be placed inside the building to access the porch. It will still meet the requirement for slope and access. The ADA ramp is just to serve the office.

Mr. Bergeron referred to where the water and sewer lines would come in from Colorado Street to strictly service the residence.

Mr. Bergeron noted that by reconfiguring the parking lot, there is a small increase in lot coverage (600 square feet). To accommodate this increase, an infiltration strip is being added to the rear of the site for roof runoff. There will also be an infiltration catch basin installed in the parking lot with a perforated pipe with stone attached to it.

Some of the landscaping is going to be replaced and new landscaping will be installed to the rear of the site. The two large trees will be preserved. Landscaping will be added to screen the parking lot.

Two lights are being added to meet the standard. The original plan was to reduce the light levels to 50%. However, per staff advice the light will be turned off at night.

Mr. Bergeron referred to a rendering of what the addition would look like. The building would be of a type of composite material used commonly for trim and siding. Mr. Bergeron stated there is going to be a bike rack installed but it will be located on the covered porch.

Chair Spykman referred to the lower elevation facing the abutter and felt this seemed like a large blank wall. Mr. Bergeron stated there is landscaping along this façade. The Chair stated as long as there was some landscaping to break up the wall he was satisfied.

Staff comments were next. Ms. Chalice stated this application supports the smart growth principles of the City, specifically, the ability to create a live work situation. Ms. Chalice talked about the drywell being created in the center of the parking lot and hoped more could be seen in the city as this isolates the infiltration in the center of the lot through a perforated pipe.

Ms. Chalice further noted this application reduces the number of curb cuts on Colorado Street from two down to one. She stated staff also appreciates the accommodation with lighting. Ms. Chalice noted the addition does reflect traditional architectural aspects like a gable roof as well as the faux garage door. The applicant did not have a landscaping requirement but they chose to do so anyway.

There was no public comment so the Chairman closed the public hearing.

C. Board Discussion and Action

A motion was made by Mayor Kendall Lane that the Planning Board approve SPR-07-17 as shown on the plan set entitled “Proposed Addition for Single Family Residency” prepared by Brickstone Land Use Consultants, LLC, dated May 19, 2017, at a scale of 1” = 20’; with the following conditions:

1. Prior to signature by Planning Board Chair, Owner’s signature on plan.
2. Prior to signature, submittal security for landscaping, site stabilization and an “as-built” plan in a form and amount acceptable to the Planning Director and City Engineer.

The motion was seconded by Pamela Russell Slack and was unanimously approved.

V. New Business

Dr. Cusack stated the City’s new website is a great step up and complemented the staff who worked on this project.

VI. Director Reports
Board Survey

Ms. Kessler stated this is an initiative of the City Manager and all Boards and Commissions of the City are being requested to complete this survey. The Manager is asking that the survey be completed by mid-July. She asked that Board members submit their completed surveys to the Planning Department or to the Clerk’s Office at City Hall.

Transition to Electronic Devices

Ms. Chalice stated in an effort to save on paper, the City is transitioning to digital material and to that end all Board members would be provided with a Chrome Books. There will be trial run in July where there will be Chrome Books and paper brought in. Councilor Hansel who has had some experience in using this at Council level but felt writing down comments was a little difficult.

VII. Upcoming Dates of Interest – July 2017

Planning Board Meeting – July 24, 6:30 PM

Planning Board Steering Committee – July 11, 12:00 PM

Joint PB/PLD Committee – July 10, 6:30 PM

Planning Board Site Visits – July 19, 8:00 AM – To Be Confirmed

The meeting adjourned at 7:35 pm.

Respectfully submitted,

Krishni Pahl
Minute Taker

Reviewed by: Tara Kessler, Planner