

**CITY OF KEENE
NEW HAMPSHIRE**

**PLANNING BOARD
MEETING MINUTES**

Monday, August 24, 2015

6:30 PM

Council Chambers

Members Present

Gary Spykman, Chairman
Nathaniel Stout, Vice-Chair
Mayor Kendall Lane
Douglas Barrett
Councilor James Duffy
Andrew Bohannon
Christine Weeks
George Hansel
Tammy Adams
Pamela Russell Slack

Staff:

Rhett Lamb, Planning Director
Tara Germond, Planner
Michele Chalice, Planner

Members Not Present:

Maria Temple, Alternate

I. Call to order – Roll Call

Chair Spykman called the meeting to order at 6:30 PM

II. Minutes of previous meeting – July 27, 2015

Gary Spykman offered the following corrections:

Page 6, second paragraph, “front of this business” should say “driveway”

In the same paragraph, Mr. Spykman said the language which refers to the addition of the wheel stops was confusing. He stated that I should refer to the parking in the back and added there should be a transition here. Staff agreed that they will listen to the audio for this portion of the meeting and make the appropriate correction.

A motion was made by Christine Weeks to accept the July 27, 2015 minutes as amended. The motion was seconded by Andrew Bohannon and was unanimously approved.

III. Continued Public Hearing

1. S-04-15 – 118/112 Old Walpole Road – Subdivision – Applicant Wendy Pelletier, LLS, on behalf of owners Terry and Maurine Henry propose a subdivision of the 118 Old Walpole Road property that would a) subdivide the existing 1.88 acre lot into a 0.75 acre lot (TMP# 914-09-018); b) create a new 0.64 acre lot (TMP# 914-09-018.01); and c) an enlarged 0.77 acre lot (TMP# 914-09-023). The sites are located in the Low Density Zone.

A. Board Determination of Completeness.

Planner, Michele Chalice recommended to the Board that Application S-04-15 was complete. A motion was made by George Hansel that the Board accept this application as complete. The motion was seconded by James Duffy and was unanimously approved.

B. Public Hearing

Ms. Wendy Pelletier indicated the area outlined in green is the original 1.8 acre parcel which is being requested to be subdivided. She referred to the current lot which is .2 acres in size and the rear lot line is going to be removed and a new line will be extended all the way to the stone wall. The area shown in blue would be the new building lot. The sewer for the new lot will be pumped into the sewer line located in front of the house. She pointed out that there is a prohibitive slope area and (greater than 25% slope) the building would have to be at the front of the lot.

Ms. Weeks stated she was confused about the lot located to the upper right hand corner and questioned whether this belonged to the applicant. Ms. Pelletier stated this lot belonged to the adjoining property owner. Ms. Weeks asked whether the applicant was reducing the size of the parcel they own. Ms. Pelletier answered in the affirmative.

Mr. Stout asked whether there are plans for construction. Ms. Pelletier stated at this time there are no plans for a house.

Chair Spykman asked whether the utilities to the existing lot will run across what will be the new subdivided lot. Ms. Pelletier stated she would check on the water line but there is a sewer line that runs along the back and connects into Liberty Lane. Chair Spykman stated his concern was whether an easement was necessary. Ms. Pelletier stated she didn't believe so but would check into it.

Staff comments were next. Ms. Chalice stated as has been mentioned there is no proposed development at this time. However, the steep slopes may be something the Board is concerned about. In this case there are prohibitive and precautionary slopes. What concerns staff is that the lot zoned low density is a minimum of 10,000 square feet. With reference to sewer and water, even though the existing sewer line runs along the back of the lot the new line would run along the front roadway. There is a provision on the new plan to make the applicant aware there might be a need for a sewer ejector pump to meet up with the line that comes to the intersection of Hill Top Drive and Old Walpole Road. This concluded Ms. Chalice's comments.

Mr. Hansel clarified the ejector pump is required only for the new site but there is no building being proposed at this time. Ms. Chalice stated this is so that a future purchaser of this lot would be aware there is that requirement.

Chair Spykman asked for public comment. With no public comment, the Chair closed the public hearing.

C. Board Discussion and Action

A motion was made by Christine Weeks that the Planning Board Approve S-04-1, as shown on the plan identified as "PROPOSED CONDITIONS, 2 Lot Subdivision, Map 914-09-018, Map 914-09-023, Terry & Maurine Henry, 118 Old Walpole Road, prepared by Wendy S. Pelletier LLS, at a scale of 1" = 30', dated June 17, 2015 and revised on August 13, 2015, with the following conditions:

1. Owner's signature on plan prior to approval.

The motion was seconded by James Duffy and was unanimously approved.

IV. **Planning Director Reports**

2015 NH Municipal Association Law Lecture Series, September and October
2015 NNECAPA Conference in Portland, ME, October 1 & 2

Planning Director, Rhett Lamb stated that the NH Municipal Association conducts a law lecture series every year and is aimed at citizen planners, boards and commissions to update them on landuse law. There are three sessions and Board members could choose to attend one or more of these sessions. He noted to the series related to vested rights and non-conformities which will be led by Bernie Waugh who has a good reputation in the State. Mr. Lamb stated there is a budget in the department to offset some of these costs.

The Northern NE Chapter of the Planning Association conference in Portland, ME is a two-day conference and is oriented more toward professional staff but is something the Board could consider as well.

Rethink Marlboro Street event, September 19

Mr. Lamb then went on to introduce Tara Germond, planner, who has joined the Planning Department.

Ms. Germond stated the Marlboro Street event is a one-day Complete Streets demonstration on Marlboro Street (between Grove Street and the exit for Savings Bank of Walpole). The City will be taking the recommendations provided by the consultants and implementing some of these ideas; such as extending the sidewalk, bike racks, temporary transit stop etc. The purpose of the event is to showcase what the area could look like. Southwest Regional Planning will also be in attendance. The session is scheduled from 11 am to 4 pm, on Saturday, September 19. The business owners in the area are very much in support of this event.

The event is being funded through a grant received by Healthy Monadnock 20/20 – Cheshire Medical Center, who in turn sub-contracted with Southwest Regional Planning Commission. Mr. Stout felt this is a closer collaboration with Southwest Regional Planning Commission than is usually seen. Mr. Lamb agreed this is not only a partnership with Southwest Regional Planning Commission but also with the Medical Center aimed at complete streets and alternate transportation methods. Ms. Germond noted this is work Southwest Regional Planning Commission has done in addition to the work regarding complete street resolution and design guideline which is under review by the MSFI Committee. Councilor Duffy added the City is currently in the process of developing a complete streets policy. The Councilor also stated the capital improvement program has ear-marked for FY16/17 to look at the downtown.

The Chair asked for a definition of complete streets. Ms. Germond stated it is a concept to promote all users of the public right of way; to make sure the design elements of a roadway considers all users.

Mr. Bohannon stated this event has brought together many groups. For example, Friends of Public Art will be donating benches to the city created by bicycle parts for use on the trail system.

Mr. Barrett stated it sounds like a great event and asked whether the concepts being put in place will only be available for one day. Ms. Germond answered in the affirmative.

Councilor Stout asked what happens during inclement weather. Ms. Germond stated a rain date might be difficult to coordinate because of the number of organizers involved and hence the event will go on unless very inclement weather should happen.

V. **Upcoming dates of interest – September 2015**

Planning Board Meeting – Monday, September 28, 6:30 PM

Planning Board Steering Committee – Tuesday, September 15, 5:00 PM

Joint PB/PLD – Monday, September 14, 6:30 PM

Planning Board Site Visits – TBD

The meeting adjourned at 7:00 pm.

Respectfully submitted,

Krishni Pahl

Minute Taker

Reviewed by: Rhett Lamb, Planning Director

Edits, Lee Langella