



**Planning Board – TUESDAY May 29, 2018, 6:30PM**  
**City Hall Council Chambers – 3 Washington Street, 2<sup>nd</sup> floor**

**AGENDA**

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meeting** – April 23, 2018 Meeting
- III. **Boundary Line Adjustment**

**S-01-18 - 16 & 22-24 Greenlawn Street**

Applicant Wendy Pelletier, on behalf of owner Mary Pellerin, proposes to adjust the boundary between the property at 16 Greenlawn St (TMP# 016-02-012), which is 5,477 sf, and the neighboring property at 22-24 Greenlawn St (TMP# 016-02-013), which is 14,513 sf. The proposal will move the eastern boundary of 16 Greenlawn St by 8-feet to the east, increasing the size of the parcel by approximately 425 square feet. 16 Greenlawn St is located in the High Density District and 22-24 Greenlawn St is located in the Medium Density District.

- IV. **Public Hearing**

**Changes to the Planning Board Site Plan and Subdivision Regulations – Abutter Notification** – The Planning Board proposes to amend the Section on abutter notification (Section IV.D.2.e.1) of the Site Plan and Subdivision Regulations to remove the requirement that “the 200 foot measurement shall not include the width of any streets or streams.” The proposed abutter notification requirement would be “all owners of properties that directly abut and/or that are across the street or stream from the parcel(s) that will be subject to review, and all owners of properties located within 200 feet of the parcel(s) that will be subject to review.

- V. **Director Reports**

- VI. **New Business**

- VII. **Upcoming Dates of Interest – June 2018**

Planning Board Meeting – June 25, 6:30 PM

Planning Board Steering Committee – June 12, 12:00 PM

Joint PB/PLD Committee – June 11, 6:30 PM

Planning Board Site Visits – June 20, 8:00 AM – To Be Confirmed

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**CITY OF KEENE  
NEW HAMPSHIRE**

**PLANNING BOARD  
MEETING MINUTES**

Monday, April 23, 2018

6:30 PM

Council Chambers

Members Present

Gary Spykman, Chairman  
Douglas Barrett, Vice-Chair  
Andrew Bohannon  
Martha Landry  
Councilor George Hansel  
Pamela Russell Slack  
Chris Cusack  
Nathaniel Stout

Staff:

Rhett Lamb, ACM/Planning Director  
Planner, Michele Chalice  
Planning Technician, Mari Brunner

Members Not Present:

Mayor Kendall Lane

**I. Call to order – Roll Call**

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

**II. Minutes of previous meeting** – March 26, 2018 Planning Board Meeting

Pamela Russell Slack offered the following correction:

Page 9 – Ms. Russell-Slack expressed frustration about seeing the letter at the end of public hearing after having to sit through an hour of testimony from the applicant and staff *as well as not receiving a hard copy of the amended agenda.*

A motion was made by Councilor George Hansel to accept the February 26, 2018 minutes as amended. The motion was seconded by Andrew Bohannon and was unanimously approved.

**III. Public Hearing**

**1. SPR-01-18 – 809 Court Street – Summit Athletic Center – Site Plan** -Applicant Fieldstone Land Consultants, PLLC on behalf of owner Hillsborough Capital, LLC is proposing to redevelop the subject parcel into an indoor athletic facility which consists of the construction of a new 28,800 SF building with associated site improvements. The site is 1.812 acres in size and is located in the Commerce Zoning District (TMP# 188-01-001). A waiver is requested from Planning Board Standard 19.C.2. to allow for parking in the front of the building.

Nathaniel Stout asked to be recused from this application because he is a member of the Zoning Board of Adjustment, which has already made a decision on this item.

**A. Public Hearing**

Mr. Chad Brennan of Field Stone Land Consultants addressed the Board. Mr. Brennan reminded the Board that this item came before the Board in March and at that time the applicant went over the development standards as well as the waiver request. The waiver request is to locate parking at the front of the building.

He went on to say at the March meeting the applicant was presented with a letter from the abutting property owner to the north, 815 Court Street LLC., regarding shared access and the building design. The applicant has now reached an agreement with this abutter, which is reflected in the letter from Brickstone Land Use Consultants dated April 11, 2018.

Mr. Brennan stated when this abutter received their site plan approval the City requested that their delivery trucks utilize the entrance to the south to provide maximum separation from the residential properties located to the north.

Mr. Brennan stated after discussing some options with this abutter and meeting with city staff, the applicant has proposed a layout that now meets the landscaping requirement and greenspace requirement. What this layout indicates is a dedicated access way separated from the parking area by a four-foot wide concrete island. As part of this submission, the applicant also provided a revised stormwater management report, which indicates that the site provides mitigation for the increase in impervious surface.

Mr. Brennan went on to say that based on comments received at the March meeting, they also relocated the pedestrian connection to Court Street, which existed along the northern boundary of the property. This connection has now been located to the main entrance, which works out better with the new layout being proposed. Staff had also asked for better lighting at the entrance/new sidewalk and the applicant has provided a light pole at this location. With reference to the conditions being proposed by staff, the applicant is in agreement with all recommendations except for requiring landscaping in the four foot island as the applicant does not feel there is sufficient space to provide any type of landscaping and any trees planted here would compromise parking and adjacent travel way.

Staff comments were next. Planner, Michele Chalice addressed the Board and began with the revised drainage report which has been reviewed by Engineering Staff, who are satisfied with the plan. With reference to flooding, the Letter of Map Amendment would go through the Code Department but as a precautionary measure. Because of the property's proximity to the 100-year flood plain and the the Ashuelot River, staff is recommending this interim step upon the establishment of the finished floor elevation. The recommended motion provided by staff contains a condition requiring an Elevation Certification per FEMA's requirements.

With regards to lighting, there are now two light poles providing adequate illumination for the sidewalk connection as well as into the property. There is now a dedicated two-lane path of travel separating the truck traffic from the parking area. With regards to the proposed four-foot island separating the access way from the parking, Ms. Chalice felt some sort of sturdy planting could provide a good visual barrier for the parking in front of the building.

Ms. Chalice reminded the applicant about the temporary construction entrance to be shown on the construction layout and noted that this is an additional condition of approval. This condition of approval would need to be completed prior to the Planning Board Chair signature on the plan.

Chair Spykman stated he was in agreement in reference to the plantings but asked if these plantings would be viable. Ms. Chalice stated if they were a raised planter it would be more viable as they would prevent salt from entering the landscaping.

The Chairman asked for public comment. Mr. Brennan stated what is being referred to is a four-foot island and if this is going to be a landscape island the curbing would need to be subtracted from either side. If it is then a raised island, this then becomes an obstruction to vehicle and pedestrian movement and their preference would be to leave it as it is designed.

Vice-Chair Barrett asked what type of a structure is being referred to here. Mr. Brennan stated it would be a continuous structure, reinforced, similar to a sidewalk located in front of a commercial site. It would be about six inches high off the pavement. Mr. Barrett asked whether there could be risk of a driver missing this area. Mr. Brennan stated they have site lighting that would light this area. What the applicant is proposing is similar to what exists on site; what exist now are vehicle bumpers (six foot sections of concrete fastened to the pavement). What is being proposed is a much better solution than what exists. There is also a grade change from the travel way to the parking area and there will also be some signage in this area.

Ms. Landry asked whether raised planters would have any effect on snow removal. Mr. Brennan stated unlike a sidewalk, which can be easily cleaned off, this has more to do with vehicular traffic turning movements.

Dr. Cusack asked whether the front parking lot (northern end) has an egress. Mr. Brennan stated the end of the parking lot has only a slight area of pavement for turning around. However there is no connection to the adjacent property's pavement. This is blocked off as the abutting owner did not want a connection here.

With no further comment, the Chairman closed the public hearing.

Mr. Bohannon felt a raised planter will be damaged by plow trucks and felt a curb is the best option. He stated he also sees this area as a drop off location for kids using this facility. Councilor Hansel stated that he too is not in favor of raised planters in this area and felt it would not be aesthetically pleasing and would be difficult for people to move around the site. Chair Spykman stated he too was in favor of what is being proposed because this is a four-foot area.

C. Board Discussion and Action

A motion was made by Councilor George Hansel:

Approve SPR-01-18, with a Standard 19 Waiver Request, as shown on the plan entitled "The Summit Athletic Center", Tax Map 188-01-001, at 809 Court St. Keene, NH, prepared for Hillsborough Capital, LLC, dated February 19, 2018 and revised April 9, 2018, drawn by Fieldstone Land Consultants, PLLC at a scale of predominantly 1" = 20'; with the following conditions:

1. Prior to signature by Planning Board Chair:
  - a. Owner's signature on plan.
  - b. The applicant shall submit an approved NH DES Shoreland Protection Permit.
  - c. A revised Grading Utility Plan drawing showing the location of a temporary construction entrance at or before the building demolition and excavation work area to the satisfaction of the Planning Director and City Engineer.
  - d. Security for landscaping, site stabilization and an as built plan per Planning Board Site Plan and Subdivision Regulations in a form and amount acceptable to the Planning Director and City Engineer.
2. Submittal of an approved elevations certificate per the Federal Emergency Management Agency requirements to the Code Department confirming that the new structure's finished floor elevations is in compliance with the City's flood plain ordinance. This condition is to be met prior to the issuance of a Certificate of Occupancy.

The motion was seconded by Andrew Bohannon and was unanimously approved.

IV. Public Hearings

1. SPR-11-16, Mod. #3 – Hillside Village – 99 Wyman Road – Site Plan –

Applicant Jim Phippard of Brickstone Land Use Consultants, LLC proposes modification to the Continuing Care Retirement Community (CCRC) to eliminate the cultured stone at the ground floor on the north building elevation and replace it with vinyl siding. The site is approximately 35.7 acres in size and located in the Rural Zoning District (TMP#s 919-09-024 & 919-08-003).

A. Board Determination of Completeness.

Planner Michele Chalice recommended to the Board that Application SPR-11-16 was complete. A motion was made by Councilor George Hansel that the Board accept this application as complete. The motion was seconded by Andrew Bohannon and was unanimously approved.

B. Public Hearing

Mr. Jim Phippard stated the applicant is applying for modification #3 to specifically address the change on the north elevation of the health center building. The original elevation approved by the Board included a strip of cultured stone on the lowest level of the building. This is a four story building and the top floor consists of hardy board (cement fiber material), which leaves the middle two sections consisting of vinyl siding. The proposal is to eliminate the cultured stone on the ground floor level and replace it with vinyl siding to match the two floors. Mr. Phippard stated this is just a cost saving measure and the applicant feels this would be a viable location as it has limited visibility.

Originally this area had cultured stone because of this site's proximity to the stable, Miracles in Motion. However, Prospect Home operates this property now and Miracles in Motion is no longer at this location. Tree plantings (Weeping Willow trees) are also being proposed to screen this north elevation from Wyman Road. These plants are supposed to grow about six feet a year where they are located in the wetland area and will provide a very effective screen.

Mr. Stout stated his understanding of Weeping Willows is that they are rather weak rooted and asked about their longevity. Mr. Phippard stated he had talked to a Landscape Specialist who has indicated they could have an issue with high winds but by placing them in a row they have the forest effect and felt they should last about 40 years.

Staff comments were next. Ms. Chalice stated the only standard being considered for this request is Standard 19. She indicated staff does not have an issue with the request as the material being requested is a material previously approved by the Board. Ms. Chalice noted her understanding is that the cultured stone would remain on the first floor for the eastern elevation – Mr. Phippard agreed. Chair Spykman asked whether having some evergreen would break up this line of sight during the winter period of the year. Ms. Chalice agreed this would work.

The Chair Spykman asked for public comment, with no public comment, the Chairman closed the public hearing. Councilor Hansel stated he doesn't see this as a dramatic change and was agreeable to moving forward with this request. Mr. Stout agreed with Councilor Hansel.

C. Board Determination and Action

A motion was made by Councilor George Hansel that the Planning Board approve SPR-11-16, Modification 3, as shown on the plan identified as "Health Center North Elevation, Hillside Village, Proposed CCRC Wyman Road, Keene NH", prepared for The Prospect-Woodward Home on March 15, 2018, and received on March 16, 2018, prepared by Tsomides Associate Architects Planners without a scale, with the following conditions:

1. Owner's representative's signature on the elevation.
2. Signature by Planning Board Chair.

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

**2.SPR-09-12, Mod. #6 – Burger King – 480 West Street – Site Plan –**

Applicant SVE Associates, on behalf of owner 480 West Street, LLC, is proposing to construct a 2,857 square foot fast food restaurant within an existing parking lot of the Fairbanks Plaza at 420-480 West Street. A waiver is requested from Development Standard #10, Lighting. The site is 15.15 acres in size and is located in the Commerce Zoning District (TMP# 060-01-001).

A. Board Determination of Completeness.

Planning Technician Mari Brunner stated the applicant has requested a waiver from submitting a drainage report and a waiver from Standard 10, lighting. Since the Board packet was sent out the applicant has submitted professionally prepared lighting calculations for the area immediately surrounding the proposed restaurant. Staff has reviewed this material, which the Board has been provided today, and has determined this provides adequate information regarding lighting for the site. Staff recommended to the Board that

Application SPR-09-12 was complete. A motion was made by Councilor 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. Robert Hitchcock of SVE Associates addressed the Board. Mr. Hitchcock referred to a plan where this site is going to be located on West Street and noted that 65% of the business would be for the drive through. Steve Pernaw, traffic engineer performed traffic counts and concluded that the impact on traffic was acceptable and would not result in a change in the level of service for the nearby intersections on West Street. Due to the proximity of the site to the bypass, the traffic report will be reviewed by the New Hampshire Department of Transportation (NHDOT) and the results of this review would be a condition of approval.

This will be a 60-seat restaurant and parking is adequate for use of this site. Mr. Hitchcock referred to the crash bars that are being installed at the entrance to the drive through order lines as well as the canopy for the pickup station at the drive through. The drive through system has space for ten vehicles.

With regards to drainage, Mr. Hitchcock said that the area to be disturbed is 100% paved and noted the new landscaping areas proposed on site. Runoff is being reduced and would eventually tie into the four foot diameter catch basin. Four parking lot islands are being removed from the site, however, there are eight trees being planted as well as low growth shrubbery. There will be no change to the driveway entrance from West Street.

Water and gas will be brought in from West Street and electric from the north side of West Street to the south side and would be trenched through to a transformer on the south side. Two light poles are being moved about ten feet and will be installed with new LED lights.

The building itself will have a three-foot parapet to hide the rooftop elements. The dumpster will be closed off with split faced concrete masonry unit as well as a black iron gate to close it off.

Snow at the present time is stored on the lot but the applicant is agreeing to haul it away, but reserves the right to come back before the Zoning Board of Adjustment potentially for a variance. The building would have a typical fast food appearance to it. This concluded Mr. Hitchcock's presentation.

Councilor Hansel referred to the parking on the north side and asked where someone who turns right would go. Mr. Hitchcock agreed those individuals would be required to go around and cross the drive thru but did not think too many would park in this area. He added these spaces are required to meet the zoning requirement.

Vice-Chair Barrett noted that, for a portion of the day, traffic will be backed up at the drive through causing traffic flow issues in the rest of the plaza. Mr. Steven Pernaw addressed this concern and noted his calculation came up with 95<sup>th</sup> percentile queue of nine vehicles, not ten, for a single ordering system. He noted this is a dual ordering system and he does not have calculations for that, but felt the calculation would be better than what is being presented here. Per the ITE manual, the maximum vehicle queue is seven for a drive through for a site such as this.

Staff comments were next. Ms. Brunner said that with respect to drainage, this is a completely paved site but this proposal will actually increase the pervious area from 490 square feet to 5,375 square feet. The applicant plans to install straw wattle around the area that will be disturbed to prevent sediment from leaving the site.

Ms. Brunner said that adequate space for snow storage is not available on-site because the available parking is required to meet the Zoning Standards.

The applicant plans to remove four parking lot islands and add new landscaping around the restaurant, which will include 132 new shrubs and eight trees.

With regards to lighting, the applicant has requested a waiver from Development Standard 10, Lighting. After the Board packet went out, the applicant submitted a professionally prepared lighting plan for the Burger King restaurant which includes new proposed lights and doesn't take into account the existing parking lot lights. In addition, the applicant submitted field measured readings of the existing light levels in the area of the parking lot where the restaurant would be located. Staff feels the new report plus the existing lighting meets the intent of the standard.

The applicant has also noted the hours of operation will be Sunday through Thursday from 8 am to 12 am and Friday and Saturday from 8 am to 1 am. The city has a standard which indicates outdoor lighting cannot be illuminated between the hours 10 pm and 6 am but noted this excludes 24 hour operational sites. Ms. Brunner noted the new lights being proposed will need to be dimmed or turned off through 6 am. She added the applicant has asked for a waiver from Standard 10 and as per the waiver criteria, staff feels the applicant has meet this criteria.

Water will connect to the existing water line on West Street and sewer will connect to the sewer pump next to the Walgreens building. The applicant is also proposing a 1,500 gallon grease trap which has been reviewed by the pre-treatment coordinator and meets the City's standards.

The traffic assessment report the applicant submitted has also been submitted to NHDOT for review. The report indicates there will be an increase of 93 vehicle trips during the weekday evening peak hour and a 150 trip increase during the Saturday peak hour which corresponds to a 3% and a 5% increase in the utilization of the Kohls intersection. However, the report concludes that there will not be a change in the level of service at this intersection or the Route 9/10/12 north bound and south bound ramps.

Due to initial concern regarding interior traffic circulation on the site, the applicant has changed the site plan to one-way traffic to the east and north of the restaurant.

With respect to comprehensive access management, pedestrians will access the site using the existing sidewalk on West Street. The site plan also shows four bikes racks near the entrance. However, there is high activity at the eastern portion of the site where the City Express bus stop and Walgreens are located, and there is currently no direct route to get from the east side of the site to the Burger King site by foot.

Ms. Brunner noted that the architectural appearance of the Burger King is more contemporary in style in comparison with Keene's historic architecture, however, it is similar to what already exists in this plaza.

This concluded staff presentation.

Chair Spykman stated he has concern with pedestrian traffic within the site and asked the applicant to address this item. His concern relates to foot traffic from Walgreens toward the west side of the site. Mr. Hitchcock stated he did not see this as an issue and did not feel there was an ideal solution. The Chair felt some sort of internal pathway would be prudent. Ms. Russell-Slack felt this was a concern but many are likely to drive across the site rather than walk. Mr. Stout asked whether a painted walkway was considered between the green area on the south side of the entryway to the restaurant.

Mr. Hitchcock also noted the hours of operation should be correctly noted as 6 am not 8 am as was presented earlier. Councilor Hansel asked whether it would be an issue with lights being turned on at 6 am as was mentioned by staff earlier and asked if lights could be permitted to be turned on an hour before the site opens. Mr. Lamb stated there is always an exception to lighting as it relates to safety and security. He added if the lights needed to be turned on, it could be accommodated with a condition.

Mr. Lamb stated the issue here is there is no good location for a pedestrian crossing because the traffic entering the site has no stop sign. Pedestrians are crossing in an area with very confusing traffic movements and this is why staff raised the issue. Ms. Landry felt a majority of the traffic is going to be drive through.

The Chair asked for public comment, with no comment from the public the Chairman closed the public hearing.

Mr. Stout stated what he was trying to convey is not to remove the islands but to modify same to accommodate a pedestrian path of travel. Ms. Landry felt this was a good use of vastly under-utilized land. Dr. Cusack stated it was unfortunate there couldn't be better access provided to pedestrians and did not feel there was a safe way to get to the site except using your car. Chair Spykman stated he likes that the bike racks are located in a place where people can actually use them.

### C. Board Determination and Action

A motion was made by Councilor George Hansel that the Planning Board approve SPR-09-12 Mod. 6 with a Standard 10 waiver request for construction of a 2,857 square foot Burger King restaurant at 480 West Street, Keene, Cheshire County, NH, as presented in the application and on the plan entitled "Burger King Restaurant" prepared by Donald R. Scott and SVE Associates at varying scales on March 16, 2018 and revised on April 6, 2018 and submitted to the Planning Department on April 9, 2018, along with Sheets A-2, A-2,1 and A-5 prepared by Amaral Associates at varying scales and submitted to the Planning Board on April 9, 2018 on behalf of owner, 480 West Street, LLC with the following conditions:

1. Prior to signature by the Planning Board Chair:
  - a. Submittal of a security for landscaping in a form and amount acceptable to the Planning Director.
  - b. Submittal of a revised overall site plan with on-site snow storage areas removed.
  - c. Receipt of State Department of Transportation traffic impact review.
  - d. Submittal of lighting cut sheets showing all new exterior lights as full cutoff.
  - e. Owner's signature on plan.
2. Snow accumulation will be removed and disposed off-site.
3. Except for security lights, all outdoor building lights shall not be illuminated from one hour after the building closed and 5:00 am.

The motion was seconded by Andrew Bohannon and was unanimously approved.

### V. Director Reports

Mr. Lamb stated a new member will be joining the Board and taking Mr. Bohannon's seat, Mr. Michael Burke of the Fire Department.

Mr. Lamb then addressed the topic of abutter notification. The Assessing Department has been working with a consultant to create an online parcel mapping database, which will be useful for creating abutter lists. He talked about the many issues facing applicants when creating abutter lists at this time and the issues surrounding the current definition of abutter. Currently, abutter is defined as properties within 200' of the parcel subject to review, excluding the distance of roads and waterbodies. The online tool being developed by the Assessing Department will not be able to exclude the distance of roads and waterbodies in the creation of an abutter list. Mr. Lamb stated what staff is recommending is to make this process work for everyone and make the software work. This would require roads and waterbodies to be included in the 200-foot distance from the subject parcel. The software will go live in June.

Mr. Lamb stated staff will bring forward at the next Planning Board meeting a proposal to change the definition of abutter and notice a public hearing to do so. The zoning ordinance through the Zoning Board would need to be changed as well to put this in in place.

Ms. Landry asked why staff could not produce this list. Mr. Lamb stated that staff do not currently produce these lists as they want to avoid the potential for any errors caused by staff.

Chair Spykman asked how Keene compares to other communities with this item. Mr. Lamb stated the exception is the distance of the roads and waterbodies.

**VI. New Business**

None at this time.

The Chairman thanked Mr. Bohannon for his service on the Planning Board.

**VII. Upcoming Dates of Interest – May 2018**

Planning & Zoning 101 for City Officials – Tuesday, May 1, 6:00 PM

Mr. Lamb explained the intent of this event to get everyone on the same page with the upcoming changes to the landuse code update. City Council, Planning Board and Zoning Board members are invited to attend. Mr. Stout asked if this workshop is only for new members. Mr. Lamb answered that it is for all members, new and old.

Planning Board Meeting – TUESDAY, May 29, 6:30 PM

Planning Board Steering Committee – May 15, 12:00 PM

Joint PB/PLD Committee – WEDNESDAY, May 16, 6:30 PM

Planning Board Site Visits – May 23, 8:00 AM – To Be Confirmed

The meeting adjourned at 8:25 pm.

Respectfully submitted,

Krishni Pahl  
Minute Taker

Reviewed by: Rhett Lamb, Planning Director  
Edits, Michele Chalice, Planner; Tara Kessler, Planner; Mari Brunner, Planning Technician

## STAFF REPORT

### S-01-18      BOUNDARY LINE ADJUSTMENT – 16 & 22-24 GREENLAWN ST

**Request:**

Applicant Wendy Pelletier, on behalf of owner Mary Pellerin, proposes to adjust the boundary between the property at 16 Greenlawn St (TMP# 016-02-012) and the neighboring property at 22-24 Greenlawn St (TMP# 016-02-013). The proposal will move the eastern boundary of 16 Greenlawn St by 8-feet to the east, increasing the size of the parcel by approximately 425 square feet. 16 Greenlawn St is located in the High Density District and 22-24 Greenlawn St is located in the Medium Density District.

**Background:**

The parcels, 16 Greenlawn St (TMP# 016-02-012) and 22-24 Greenlawn St (TMP# 016-02-013), are located to the north of Franklin Elementary School off Washington Street, and to the west of Greenlawn Cemetery (see image below).



Both parcels are owned by the same owner and have existing structures on site. At 16 Greenlawn St there is an existing single family home, paved driveway and shed. At 22-24 Greenlawn St there is an existing 2-family home and two paved driveways.

The owner of both parcels is seeking to adjust the eastern boundary of her property by approximately 8' to the east so that there is greater room for a parking area away from the existing residence, creating space for snow to shed. The current eastern boundary at 16 Greenlawn St intersects the existing driveway. The proposed adjustment would locate the driveway entirely on the property at 16 Greenlawn St with a 3-foot buffer between the paved driveway and the adjacent property.

This proposal would increase the size of the parcel at 16 Greenlawn St by approximately 425 square feet.

	16 Greenlawn St (TMP# 016-02-012)	22-24 Greenlawn St (TMP# 016-02-013)
<b>Prior to Adjustment</b>	5,477 square feet (0.13 acres) ±	14,513 square feet (0.33 acres)±
<b>After Adjustment</b>	5,902 square feet (0.14 acres) ±	14,088 square feet (0.32 acres) ±

## STAFF REPORT

The parcel at 16 Greenlawn St is a legally non-conforming lot in the High Density Zoning District. The minimum lot size in High Density is 6,000 sf. The proposed adjustment would increase the size of the lot to 5,902 sf, making it more conforming than it is currently.

The parcel at 22-24 Greenlawn St, which has a 2-family home located on it, is in the Medium Density Zoning District. The minimum lot size in Medium Density for two units is 13,400 sf. This 14,513 sf lot would remain conforming following the proposed adjustment.

### **Completeness:**

Since this application is not associated with any new development, the Applicant has requested exemptions from having to provide Grading, Landscaping, Lighting, or Proposed Conditions plans. After reviewing this request, Staff has determined that exempting the Applicant from submitting this information would have no bearing on the merits of the application. Staff recommends that the Planning Board grant these exemptions and accept the application as complete.

### **Departmental Comments:**

Engineering: *No issues*

Police: *No issues*

Fire: *No issues*

Code: *“verify that the paving setback is complied with for 22-24 Greenlawn St.”\**

\*Since this comment was submitted, the Applicant has placed a note on the plan confirming that the paving setback is met for 22-24 Greenlawn St.

### **Application Analysis:**

As no new development is being proposed at this time, the following is a review of the Board’s relevant development standards in relation to the proposed application:

3. Hillside Protection: There do not appear to be any prohibitive or precautionary slopes on the site.
5. Flooding: The properties are not located within the 100-year floodplain.
11. Sewer and Water: Both lots are serviced by City water and sewer.
16. Wetlands: There do not appear to be any wetlands present on the parcels.
17. Surface Waters: No surface water appears present on or near the parcels.

### **RECOMMENDATION FOR APPLICATION:**

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

*Approve S-01-18 as shown on the plan identified as “Boundary Line Adjustment Plan Lots 016-02-012-0000 & 016-02-013-0000 16 & 22-24 Greenlawn Street Keene, NH 03431” prepared on April 20, 2018 and submitted to the Planning Department on May 14, 2018 by Cardinal Surveying and Land Planning at a scale of 1”=20’ with the following condition:*

1. *Property owners’ signatures appear on the plan prior to signature by Chair.*

# CITY OF KEENE | PLANNING BOARD

## SUBDIVISION APPLICATION



*This form must be filled out in its entirety. If a box is not checked, staff will assume that the information is not provided and the application is, therefore, not complete. Incomplete applications will not be accepted for review.*

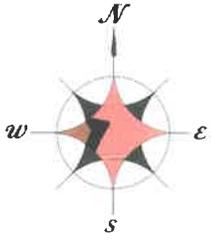
<b>A</b> Project Name <b>BOUNDARY LINE ADJUSTMENT</b>		Date Received/Date of Submission:	
Tax Map Parcel number(s) 016-02-012-0000 016-02-013-0000		Date of pre-application meeting:	
		Date Application is Complete:	
		Planning Department File #: <u>S-01-18</u>	
Project Address: 16 GREENLAWN	Owner	Name: MARY E. PELLERIN	
		Address: 16 GREENLAWN ST.	
		Telephone/E-mail: BRIAN PELLERIN 603 312-3385	
Acreage/S.F. BEFORE of Parcel: 5477 / 0.13 1453 / 0.33	Applicant	Signature: <i>Mary Ellen Pellerin</i>	
Zoning District: HIGH DENSITY		Name: WENDY PELLETIER CARDINAL SURVEYING & LAND PLANNING	
		Address: 127 WASHINGTON ST. KEENE	
	Telephone/E-mail: 209-1989		
		Signature: <i>Wendy S Pelletier</i>	

### B Descriptive Narrative Including

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Type of development               | <input checked="" type="checkbox"/> Sedimentation Control                            | <input checked="" type="checkbox"/> Scope/scale of development                   |
| <input checked="" type="checkbox"/> Proposed uses                     | <input checked="" type="checkbox"/> Vegetation                                       | <input checked="" type="checkbox"/> Parcel size                                  |
| <input checked="" type="checkbox"/> Location of access points         | <input checked="" type="checkbox"/> Debris management                                | <input checked="" type="checkbox"/> Proposed stormwater, drainage & erosion plan |
| <input checked="" type="checkbox"/> Any other descriptive information | <input checked="" type="checkbox"/> Disposal proposals for boulders, stumps & debris |  |

### C A complete application must include the following

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Two (2) copies of completed application forms signed & dated | <input type="checkbox"/> Plans stamped/signed by reg. professional  |
| <input checked="" type="checkbox"/> Two (2) copies of descriptive narrative                      | <input type="checkbox"/> Two (2) copies on 11" x 17"  |
| <input checked="" type="checkbox"/> Notarized list of all owners of property within 200'         | <input checked="" type="checkbox"/> Three (3) copies of all technical reports   |
| <input checked="" type="checkbox"/> Two (2) sets of mailing labels, per abutter                  | <input checked="" type="checkbox"/> A check to cover the costs of legal notice to advertise the public hearing, mailing notices out to abutters |
| <input type="checkbox"/> Seven (7) copies on "D" size paper of plans (24" x 36")                 |   |



## CARDINAL SURVEYING AND LAND PLANNING, LLC

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127 Washington Street  
Keene, NH 03431  
(603) 209-1989

[www.cardinalsurveying.net](http://www.cardinalsurveying.net)

*"Know Your Boundaries"*

April 20, 2018

16 Greenlawn  
Boundary Line Adjustment

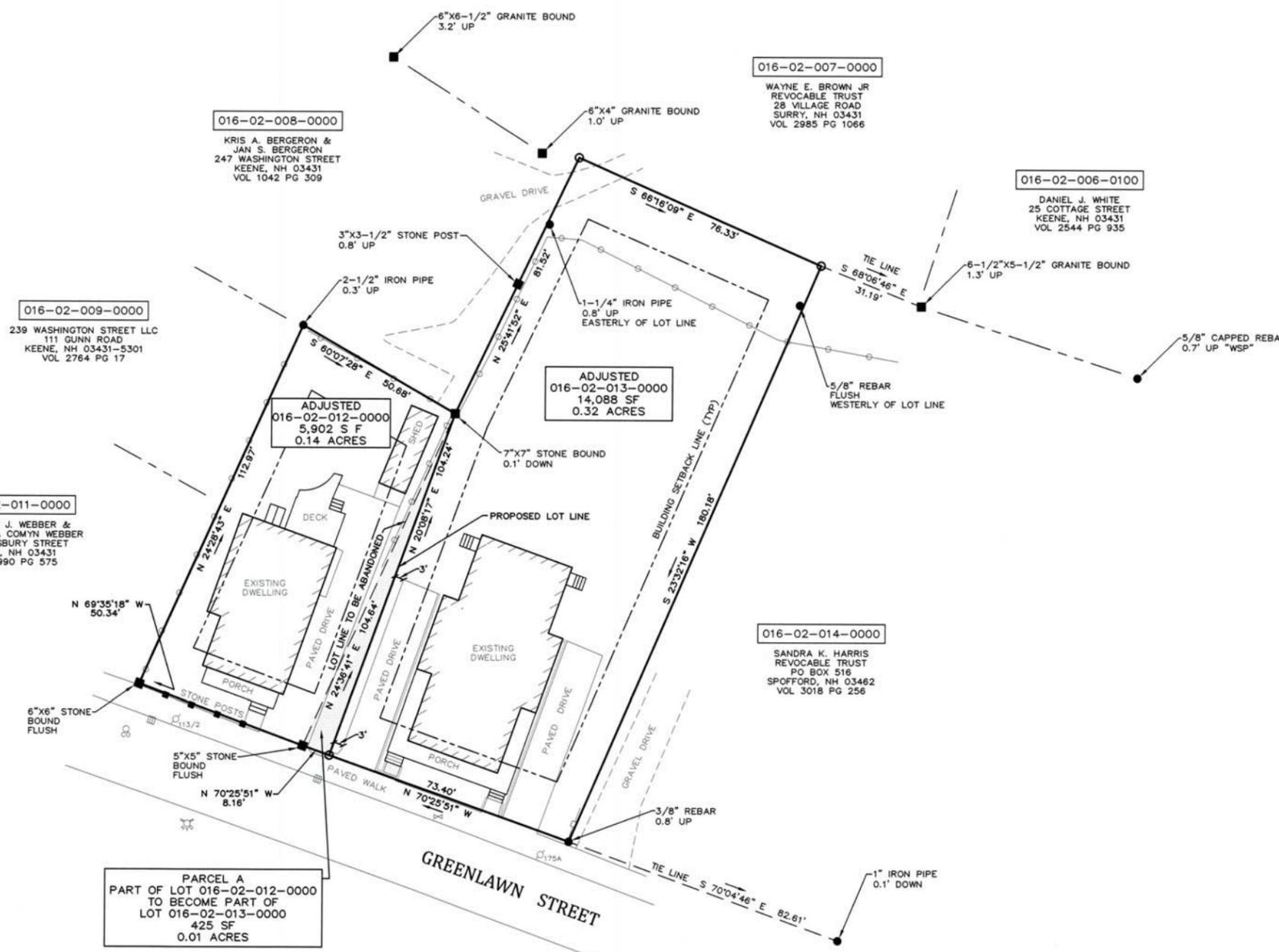
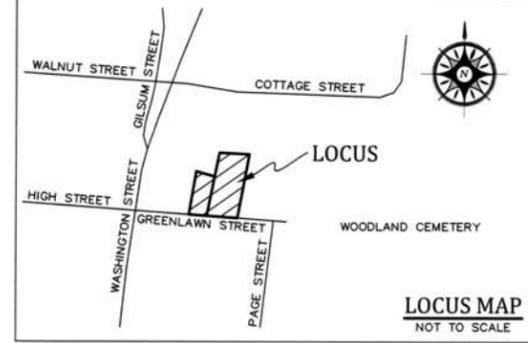
### Project Narrative

Mary E. Pellerin owns map 016-02-012-0000 and 061-02-013-0000. Both lots have existing one and two-family dwellings on them. She would like to move the boundary line between the lots by approximately 8 feet, giving 16 Greenlawn more room for parking away from the building and falling snow. The current lot line begins in the driveway.

There is no building or improvements planned on either lot at this time, therefore we request waivers from a Proposed Conditions plan, Grading Plan, Landscaping Plan and Lighting Plan, also Development Standards 1-19.



501-18



016-02-009-0000  
239 WASHINGTON STREET LLC  
111 GUNN ROAD  
KEENE, NH 03431-5301  
VOL 2764 PG 17

016-02-011-0000  
MATTHEW J. WEBBER &  
DONNAGILLA COMYN WEBBER  
26 KINGSBURY STREET  
KEENE, NH 03431  
VOL 2990 PG 575

016-02-008-0000  
KRIS A. BERGERON &  
JAN S. BERGERON  
247 WASHINGTON STREET  
KEENE, NH 03431  
VOL 1042 PG 309

016-02-007-0000  
WAYNE E. BROWN JR  
REVOCABLE TRUST  
28 VILLAGE ROAD  
SURREY, NH 03431  
VOL 2985 PG 1066

016-02-006-0100  
DANIEL J. WHITE  
25 COTTAGE STREET  
KEENE, NH 03431  
VOL 2544 PG 935

016-02-014-0000  
SANDRA K. HARRIS  
REVOCABLE TRUST  
PO BOX 516  
SPOFFORD, NH 03462  
VOL 3018 PG 256

016-03-001-0000  
UNION SCHOOL DISTRICT  
193 MAPLE AVENUE  
KEENE, NH 03431-1602

PARCEL A  
PART OF LOT 016-02-012-0000  
TO BECOME PART OF  
LOT 016-02-013-0000  
425 SF  
0.01 ACRES

ADJUSTED  
016-02-013-0000  
14,088 SF  
0.32 ACRES

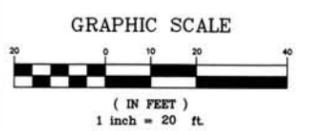
ADJUSTED  
016-02-012-0000  
5,902 SF  
0.14 ACRES

- NOTES**
- THE PURPOSE OF THIS PLAN IS TO ADJUST THE BOUNDARY LINE BETWEEN LOT 016-02-012-0000 AND LOT 016-02-013-0000.
  - OWNERS OF RECORD:  
MARY E. PELLERIN  
16 GREENLAWN STREET  
KEENE, NH 03431  
VOLUME 989 PAGE 345 (016-02-012-0000)  
VOLUME 1690 PAGE 589 (016-02-013-0000)
  - AREAS:  
LOT 016-02-012-0000  
EXISTING: 5,477 SF OR 0.13 ACRES  
PARCEL A: + 425 SF OR 0.01 ACRES  
ADJUSTED: 5,902 SF OR 0.14 ACRES  
LOT 016-02-013-0000  
EXISTING: 14,513 SF OR 0.33 ACRES  
PARCEL A: - 425 SF OR 0.01 ACRES  
ADJUSTED: 14,088 SF OR 0.32 ACRES
  - MAP AND LOT NUMBERS REFER TO THE CITY OF KEENE PROPERTY MAPS.
  - CURRENT ZONING LOT 016-02-012-0000: HIGH DENSITY DISTRICT  
MIN. LOT AREA - 6,000 SF  
MIN. FRONTAGE - 50 FEET  
MIN. WIDTH AT BUILDING LINE - 50 FEET  
SETBACKS:  
FRONT - 15 FEET  
SIDE - 10 FEET  
REAR - 15 FEET  
CURRENT ZONING LOT 016-02-013-0000: MEDIUM DENSITY DISTRICT  
MIN. LOT AREA - 8,000 SF  
MIN. FRONTAGE - 50 FEET  
MIN. WIDTH AT BUILDING LINE - 60 FEET  
SETBACKS:  
FRONT - 15 FEET  
SIDE - 10 FEET  
REAR - 15 FEET
  - THE RIGHT OF WAY OF GREENLAWN STREET WAS DETERMINED BY MONUMENTATION AND IS SHOWN TO BE 35 FEET WIDE BASED ON THE WIDENING ON NOVEMBER 30, 1889 RECORDED IN VOLUME 2 PAGE 357 ON FILE AT THE CITY OF KEENE CLERK'S OFFICE.
  - LOT 016-02-012-0000 AND LOT 016-02-013-0000 ARE NOT WITHIN THE 100 YEAR FLOOD PLAIN.
  - THE PARCEL MAY BE SUBJECT TO EASEMENTS AS THEY EXIST OF RECORD OR IN FACT. CARDINAL SURVEYING AND LAND PLANNING DOES NOT INTEND OR REPRESENT THAT ALL RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY ARE SHOWN. A SPECIFIC TITLE EXAMINATION IS SUGGESTED TO DETERMINE THE NATURE AND EXTENT OF RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY.
  - THE LOCATION OF ANY UTILITY INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE. CARDINAL SURVEYING & LAND PLANNING MAKES NO CLAIMS TO THE ACCURACY OR COMPLETENESS OF THE UTILITIES SHOWN. FIELD VERIFICATION IS REQUIRED PRIOR TO ANY EXCAVATION ON THE SITE.

**REFERENCE PLANS**

- "LONA MEDVIDOFSKY, FORMER ELGIN JONES AND KARL GREEN PROPERTIES, KEENE, NEW HAMPSHIRE", PREPARED BY ROY K. PIPER; DATED JULY, 1989; SCALE 1"=30'; ON FILE AT THIS OFFICE.

- LEGEND**
- PIN FOUND
  - MONUMENT FOUND
  - REBAR SET
  - UTILITY POLE
  - HYDRANT
  - WATER VALVE
  - CATCH BASIN
  - SEWER CLEANOUT
  - WOOD CURB
  - WOOD FENCE
  - CHAIN LINK/METAL FENCE
  - APPROXIMATE ABUTTER LINE
  - BUILDING SETBACK LINE



2018  
APPROVED AS A BOUNDARY LINE ADJUSTMENT  
IN ACCORDANCE WITH THE PROVISIONS OF RSA 674.  
THE CITY OF KEENE PLANNING BOARD  
BY \_\_\_\_\_ CHAIRMAN

**SURVEYOR'S CERTIFICATION**  
THIS SURVEY IS THE RESULT OF A RANDOM TRAVERSE USING AN ELECTRONIC TOTAL STATION AND MEETS THE MINIMUM REQUIREMENTS OF AN URBAN SURVEY AS SPECIFIED IN NH LAN 500.1.  
I HEREBY CERTIFY THAT THIS PLAT CONFORMS TO ALL APPLICABLE LOCAL ZONING ORDINANCES AND RULES.



**OWNER CERTIFICATION**  
I, MARY E. PELLERIN, CERTIFY THAT I AM THE OWNER OF LOTS 016-02-012-0000 AND 016-02-013-0000, AND APPROVE OF THIS BOUNDARY LINE ADJUSTMENT.  
By *Mary E. Pellerin*  
MARY E. PELLERIN DATE

NO.	DATE	REVISION	BY

**BOUNDARY LINE ADJUSTMENT PLAN**  
LOTS 016-02-012-0000 & 016-02-013-0000  
16 & 22-24 GREENLAWN STREET  
KEENE, NH 03431  
DATE: APRIL 20, 2018 SCALE: 1"=20'  
PREPARED FOR:  
MARY E. PELLERIN  
16 GREENLAWN STREET  
KEENE, NH 03431  
CARDINAL SURVEYING & LAND PLANNING  
Keene, New Hampshire 03431  
Tel. (603) 499-6151 SHT 1/1

**CITY OF KEENE**  
**NEW HAMPSHIRE**

DATE: May 10, 2018

TO: Planning Board

FROM: Tara Kessler, Planner

SUBJECT: Changes to Planning Board Site Plan and Subdivision Regulations – Abutter Notification

In June, the City’s Assessing Department will transition to an online platform to look up and display property information. This platform will provide users the option of computer-generating an abutter notification list. Currently, abutter notification lists are compiled using paper tax maps in the Assessing Office at City Hall and the City’s online property record database. Compiling this information can be a tedious process and requires that applicants physically visit City Hall. This new system will allow applicants to create these lists remotely from a computer or electronic device, saving both time and resources.

By selecting a specific parcel and a specified distance (e.g. 200 feet), the system will automatically compile a list of all owner names and mailings addresses within that distance from the selected parcel. However, this online tool is not capable of subtracting the distance of roads and streams. As such, the Planning Department is proposing to change the requirements for abutter notification specified in Section IV.D.2.e.1 of the Site Plan and Subdivision Regulations to remove the requirement that “the 200 foot measurement shall not include the width of any streets or streams.” The proposed abutter notification requirement would be “all owners of properties located within 200’ of the parcel(s) subject to review.”

These changes would be in keeping with the State definition of “abutter” in RSA 672:3, which states ““Abutter” means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board...” The proposed changes would still require that abutter lists include all owners of properties that directly abut and/or that are across the street or stream from the parcel(s) that will be subject to review. It would also require this list to contain all owners of properties located within 200 feet of the subject parcel.

**Existing language of Section IV.D.2.e.1:**

“An abutters list that includes all owners of properties that directly abut and/or that are across the street or stream from the parcel(s) that will be subject to review, and all owners of properties located within 200 feet of the parcel(s) that will be subject to review. The 200 foot measurement shall not include the width of any streets or streams. The certified list shall include all property owner names, property street addresses, property tax map parcel number, and mailing address if different from the property address. In the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association as defined in RSA 356-B:3,XXIII.”

**Proposed Changes to Section IV.D.2.e.1:**

“An abutters list that includes all owners of properties that directly abut and/or that are across the street or stream from the parcel(s) that will be subject to review, and all owners of properties located within 200 feet of the parcel(s) that will be subject to review. ~~The 200 foot measurement shall not include the width of any streets or streams.~~ The certified list shall include all property owner names, property street addresses, property tax map parcel number, and mailing address if different from the property address. In the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association as defined in RSA 356-B:3,XXIII.”