



**Planning Board – Monday, June 25, 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** – May 29, 2018 Meeting
- III. **Extension Request**
  - a. SPR-11-17 – Water & Grove Streets Parking Lot
- IV. **Land Use Code Update Discussion – Review of Subdivision Regulations**
- V. **Planning Director Report**
  - a. Review of 2017/2018 Administrative Approvals
- VI. **New Business**
- VII. **Upcoming Dates of Interest – July 2018**
  - Planning Board Meeting – July 23, 6:30 PM
  - Planning Board Steering Committee – July 10, 12:00 PM
  - Joint PB/PLD Committee – July 9, 6:30 PM
  - Planning Board Site Visits – July 18, 8:00 AM – To Be Confirmed

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**CITY OF KEENE  
NEW HAMPSHIRE**

**PLANNING BOARD  
MEETING MINUTES**

Tuesday, May 29, 2018                            6:30 PM                            Council Chambers

**Members Present**

Gary Spykman, Chairman  
Douglas Barrett, Vice-Chair  
Mayor Kendall Lane  
Michael Burke  
Martha Landry  
George Hansel  
Chris Cusack  
Nathaniel Stout

**Staff:**

Rhett Lamb, Asst. City Manager/Planning  
Director  
Tara Kessler, Planner

**Members Not Present:**

Pamela Russell Slack

**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 – April 23, 2018 Planning Board Meeting**

A motion was made by Mayor Kendall to accept the April 23, 2018 minutes. The motion was seconded by Councilor George Hansel and was unanimously approved.

**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.

**A. Board Determination of Completeness.**

Planner Tara Kessler recommended to the Board that the Application S-01-18 - 16 & 22-24 was complete. A motion was made by Mayor Kendall that the Board accept this application as complete. The motion was seconded by Councilor George Hansel and was unanimously approved.

**B. Public Hearing**

Chair Spykman began by saying this was not a public hearing and the Board was not obliged to hear from the public – but it is usually the Board's practice to do so. Wendy Pelletier of Cardinal Surveying addressed the Board and referred to the subject properties on a plan owned by the same owner. The request is to pivot the boundary line between the two properties to make room for more parking to avoid snow falling on their vehicles.

Staff comments were next. Planner Tara Kessler stated this was a straightforward boundary line adjustment. The adjustment would make the property at 16 Greenlawn Street more conforming than it is today, and 22-24 Greenlawn Street would continue to meet the minimum lot size requirements.

The Chairman asked for public comment. With no comments from the public, the Chairman closed the public hearing.

**C. Board Discussion and Action**

A motion was made by 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.

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

**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.”

Ms. Kessler stated that at the previous meeting, the Planning Director had addressed the topic of changing the abutter notification requirements. Currently, the Planning Board defines abutters as those that directly abut including those across a street and within 200 feet of the subject parcel. The width of a street or stream is not considered in the calculation of 200 feet. At the present time figuring out such calculation is tedious for applicants.

The City is able to now put in place and more user-friendly process via an online system through the Assessing Department. This system not only has property information but also has abutter information and an individual can generate an abutter list through this tool, instead of an applicant having to visit City Hall to obtain this information.

Ms. Kessler stated that planning staff was asked by the Planning Board to look at how other towns define abutters for site plan and subdivision applications. She noted staff looked at communities similar in size, smaller in size and greater in size for comparison. Most are using direct abutters, except the City of Dover, which defines an abutter as properties within 200 feet of a subject parcel.

Ms. Kessler stated staff has three options for the Board to consider this evening for how it might define abutter:

- 200 feet plus direct abutters excluding roads and streams (what is currently used)
- 200 feet including roads and streams plus direct abutters (what is being proposed)
- Direct abutters (per NH RSA)

**Ms. Kessler focused on two properties as examples of the differences between these different options. The first example used 181 Washington Street as an example. Using the current Planning Board definition of abutter, there would be 33 abutters. Using the “200 feet including roads and streams plus direct abutters” there would be 21 abutters. If one were to measure direct abutters only, there would be 6 abutters.**

**The second example property was 12 Emerald Street. With the current definition of abutter, there would be 33 abutters. Using the definition of abutter that would be 200’ including direct abutters and roads and streams, there would be 21 abutters. Using direct abutters there would be 6 abutters**

Ms. Kessler noted this does not mean only those who have been noticed would be able to speak out regarding a project. Ms. Kessler stated that staff are recommending the board consider a definition of abutter that go beyond direct abutters to include properties within 200 feet of the subject parcel. This 200’ calculation would include roads and streams.

Mayor Lane asked when the current standard was put in place and what the rationale was. Mr. Lamb stated it has been in place at least since the 1990’s.

Councilor Hansel asked whether the new system would calculate the 200 feet accurately. Ms. Kessler answered in the affirmative.

Mr. Stout clarified that with this new system it would be a process which is handled by the computer and a computer does not have to make this additional calculation. Mr. Lamb stated the consultant hired by the City has indicated they are unable to write a program given the City’s current definition of a required abutter because the width of the road varies from location to location. For very limited instances, the calculation however, won’t be automatic.

Mr. Burke asked why the City wouldn’t want to go with direct abutters. Mr. Lamb stated sometimes the software or system you are using drives the change but there could be an argument made why the City can’t go with what the state has included in the RSA. He further stated in response to what the Mayor asked, there was a time when the city saw the need to expand the list of abutters. He added staff has no problem going with a simple definition of abutters if that is what the Board wants to do.

Councilor Hansel stated he would be in favor of looking at just direct abutters, for the simple of reason of not having to measure anything.

Mayor Lane cautioned against narrowing the list of abutters and stated the difference in the number between the direct abutters and 200 feet is pretty significant. On an average application this would not be an issue, but for a controversial one, there could be issue as you are then restricting the public’s ability to respond. Mr. Lamb stated this might have been the reason for the city to go with what it has in place now; more notice versus less notice.

Vice-Chair Barrett asked with this new application whether any of the liability for producing a correct list of abutters fall on the City or would this still be entirely the applicant’s responsibility. Ms. Kessler stated it would still be on the applicant to prepare the list, notarize the list to certify that all the abutters are correct and this certification would still be required.

Ms. Landry asked whether those who are not noticed have any less rights than those who did. Ms. Kessler answered in the negative and added anyone who attends a public meeting is permitted to address the Board. Mayor Lane offered a caution in that there are some appeal rights the Supreme Court would look at as a party of interest by looking at an abutter list and whether someone has certain appeal rights.

Mr. Stout stated until the Mayor spoke he was in agreement with Councilor Hansel as he likes simplifying any process.

Councilor Hansel stated he agrees with the Mayor and giving people their legal right is sufficient enough to go with the 200 feet.

Mr. Stout stated he still agrees simpler is better.

Ms. Landry asked whether there was any charge to use this software for the public. Mr. Lamb answered in the negative.

The Chairman asked for public comment next. With no public comment, the Chairman closed the public hearing.

A motion was made by Mayor Kendall Lane that the Planning Board amend Section IV.D.2.e.1 of the Planning Board Site Plan and Subdivision Regulations related to the requirement for abutter notification to reflect the proposed changes to this section presented in the May 10, 2018 Memorandum prepared by staff to the Planning Board. The effect of that is to change the abutter notification to 200 feet.

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

#### **V. Director Reports**

The item discussed was the schedule for the Land Use Code project for the rest of the year. The Board was given a copy of the schedule in hardcopy.

Many of the discussions will be taking place at the Joint Committee. The June Joint Committee meeting will focus on an overall project update for the Land Use Code project as well as an outreach schedule for the community. Also, staff will be doing a review of the zoning districts and lighting standards. On the June 25<sup>th</sup> Planning Board meeting, staff is proposing to review the subdivision regulations, which are currently combined with the site plan regulations.

Mr. Lamb stated the topics chosen by staff are areas they know need work and where the Board's input is critical. He cautioned the Board as to the work involved with this task.

#### **VI. New Business**

Ms. Landry asked when it would be typical for the Board to get updates on approved plans. Chair Spykman stated once a plan is signed by the Chairman, this would be the last time the Board would hear about a project. Mr. Lamb stated staff provides an update every six months on those projects that were approved by staff.

**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

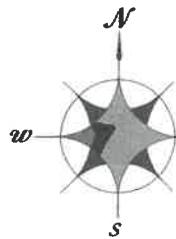
The meeting adjourned at 7:25 pm.

Respectfully submitted,

Krishni Pahl  
Minute Taker

Reviewed by: Rhett Lamb, Planning Director and Tara Kessler, Planner

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# CARDINAL SURVEYING AND LAND PLANNING, LLC

463 Washington Street  
Keene, NH 03431  
(603) 209-1989  
[www.cardinalsurveying.net](http://www.cardinalsurveying.net)  
"Know Your Boundaries"

June 18, 2018

Grove & Water Streets – Site plan  
SPR-11-17

City of Keene Planning Board:

We would like to request for an extension to meet the conditions of approval on the above referenced project, which was approved on December 18, 2017.

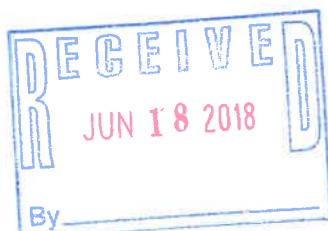
Thank you

*Wendy Pelletier*

Wendy Pelletier  
Applicant

*Michael Lynch*

Jeanette Wright & Michael Lynch  
Owners



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

DATE: June 18, 2018

TO: Planning Board

FROM: Tara Kessler, Planner

SUBJECT: Land Use Code Discussion – Review of Subdivision Regulations

At the June Planning Board meeting, we will begin a discussion and review of the Planning Board Subdivision Regulations. Staff will conduct a presentation at this meeting providing an overview of the existing regulations and areas identified for further discussion / potential improvement or reorganization.

In advance of the June meeting, please review the attached section of the Planning Board Site Plan and Subdivision Regulations as well as NH RSA 674:36, which is also attached.

activity requiring the issuance of a Certificate of Appropriateness according to City Code Article V Historic Districts.

5. Exceptions: Site Plan Review shall not be required for the following, however all development shall comply with all applicable City codes and with the Planning Board's Development Standards:
  - a) Development of an individual one or two family dwelling on an existing parcel;
    - 1) Installation or modification of an accessory dwelling unit associated with a single family dwelling is subject to Planning Board review and issuance of a conditional use permit in accordance with the zoning ordinance and the conditional use permit section of these regulations
    - 2) Applicants for subdivisions of land for one and two family dwellings may be required to demonstrate that the proposed new parcels can be developed in a manner that avoids or mitigates the potential for adverse impacts in accordance with the Planning Board's Regulations
  - b) Timber harvesting to be done in accordance with State of New Hampshire administrative rules and best management practices, and for which an appropriate intent to cut notice has been provided;
  - c) Excavation and/or filling of land that is not associated with the following:
    - 1) Commercial sale of earth materials.
    - 2) Site work associated with proposed development or subdivision of land.
    - 3) The total volume of material to be excavated and/or fill to be placed exceeds 1000 cubic yards of material.
  - d) Temporary outdoor activities such as circuses, carnivals or promotional activities, although City and/or State permits may be required.

## C. Subdivision Review

1. Subdivision Review before the Planning Board during a duly noticed public hearing shall be required for any division of a lot, tract or parcel of land into 2 or more lots, plats, sites, units or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium, conveyance or building development.
  - a) All subdivisions of land, including conventional subdivisions and conservation residential development subdivisions (hereinafter CRD), shall comply with the subdivision regulations set forth in RSA 674:36 paragraph II and the City's codes, these regulations and the Planning Board's Development Standards.

- 1) Subdivision review shall include an analysis of land characteristics and access potential to determine if each proposed new lot is of such character that it can be accessed in conformance with the Board's Development Standards and used for building in a manner that avoids or mitigates the potential for adverse impacts to health, safety, and welfare of the community and the environment.
  - 2) The criteria for this determination are established in the subdivision section of the Planning Board's Development Standards and include but are not limited to a consideration of slopes, soil characteristics, suitability for on-site septic, and the presence of surface waters, wetlands, and bedrock close to surface.
  - b) Regulations pertaining to subdivision review shall also apply to the re-combination of lots, plats, sites, units or other divisions of land, except as indicated below under Section III C.4. Voluntary Merger, and Section III C.5. Adjustment of Boundary Lines.
- 2) Applications for subdivision of land consisting of three (3) or more proposed lots and which propose the layout and construction of a new road or street where the existing parcel to be subdivided meets the minimum lot size requirements for a CRD subdivision shall follow the CRD process set forth in the City's zoning ordinance and the Planning Board's Development Standards.
    - a) Applicants may request a waiver of the CRD requirement in accordance with the following provisions:
      - 1) A request for a waiver of the CRD requirement shall be made in writing.
      - 2) The Board shall grant a waiver of the CRD requirement upon reaching a finding that the applicant has demonstrated any of the following:
        - (a) Given the parcel configuration and site constraints, a conventional subdivision design provides the only reasonable alternative to developing the parcel to be subdivided; or
        - (b) A CRD design would significantly detract from the character of the surrounding neighborhood; or
        - (c) Conservation values on the property would be better protected by a conventional subdivision design.
  - 3) Layout of a City Street: Approval by the Planning Board in accordance with all City codes and these regulations shall be required for any application that proposes the laying out of a new City street or the modification of the layout of an existing City street.
  - 4) Voluntary Merger. Any owner of 2 or more contiguous pre-existing approved or subdivided lots or parcels who wishes to

merge them shall do so by applying to the Planning Board or its designee.

- a) Except where such merger would create a violation of then-current ordinances or regulations, all such requests shall be approved administratively, and no public hearing or notice shall be required.
- b) No new survey plat need be recorded, but a notice of the merger, sufficient to identify the relevant parcels and endorsed in writing by the Planning Board or its designee, shall be filed for recording in the registry of deeds, and a copy mailed to the municipality's assessing officials.
- c) No such merged parcel shall thereafter be separately transferred without subdivision approval.
- d) Planning Board designates the Zoning Administrator as their designee for the approval of Voluntary Mergers, and in his/her absence, the Planning Director.

- 5) Adjustment of Boundary Lines. Landowners of 2 or more contiguous preexisting approved or subdivided lots or parcels, who wish to adjust the boundary lines between one or more of said lots or parcels, may do so by applying to the Planning Board.
  - a) All such requests shall be reviewed by the Planning Board without public hearing. Notice to abutters is still required.
  - b) An updated survey showing the Boundary Line Adjustment(s), and all metes and bounds of the revised parcels shall be prepared and the resulting survey plats shall be filed for recording in the registry of deeds.
- 6) Hillside Protection. Subdivision of land that includes prohibitive and precautionary slopes as defined in Chapter 102-1401 of the Keene Code of Ordinances shall be subject to the following provisions:
  - a) Any new lot or parcel created after the adoption Chapter 102 Sections 1400 through 1409 of the Keene Code of Ordinances shall comply with all aspects of Chapter 102 Sections 1400 through 1409 of the Keene Code of Ordinances.
  - b) Any new parcel created after the adoption Chapter 102 Sections 1400 through 1409 of the Keene Code of Ordinances.
    - 1) Except for Conservation Residential Development Subdivisions, for all proposed subdivisions of parcels greater than fifteen (15) acres in size, land areas meeting the definition of a prohibitive slope shall be excluded in the calculation of minimum lot size for each new lot.
    - 2) Except for Conservation Residential Development Subdivisions, for all proposed subdivisions of parcels greater than fifteen (15) acres in size, fifty (50) percent of land areas meeting the definition of a precautionary slope

shall be excluded in the calculation of minimum lot size for each new lot.

3) A lot located in the Rural zoning district, conforming to the zoning ordinance in all respects at the time of the adoption of Chapter 102 Sections 1400 through 1409 of the Keene Code of Ordinances and that is at least ten (10) acres and less than fifteen (15) acres in size, shall be exempt from the above exclusions.

c) For all proposed subdivisions using the City's Conservation Residential Development (CRD) rules, land areas defined in Chapter 102-1401 of the Keene Code of Ordinances as prohibitive or precautionary slopes may be included in the area calculation of the Yield Plan as long as the following conditions can be demonstrated to the satisfaction of the Planning Board:

1) Access to each parcel shown on the yield plan and the proposed CRD plan can be gained without entering on and/or crossing a prohibitive slope;

2) Each parcel shown on the yield plan and on the proposed CRD plan shall have a suitable building envelop that consists of the following;

(a) A contiguous area of land of 20,000 square feet or more that in its predevelopment condition is free of characteristics that would constrain development including, but not limited to, prohibitive slope areas, surface waters, wetlands, or vernal pools;

(b) A regular shape with dimensions which provide sufficient width and depth to site permitted structures, accessory uses, and if necessary on-site water and waste water systems.

#### D. Conditional Use Permit Review.

1. Approval by the Planning Board following a duly noticed public hearing shall be required for all applications requesting the issuance of a Conditional Use Permit. The following uses require issuance of a conditional use permit:
  - a) Telecommunication Facilities: Conditional Use Permit approved by the Planning Board is required for the siting of telecommunication facilities, in accordance with the City of Keene's Zoning Ordinance, Article VII Telecommunications Towers and Antennas as amended, and these regulations.
  - b) Accessory Dwelling Unit: A Conditional Use Permit approved by the Planning Board is required for Accessory Dwelling Units as noted within the City of Keene Zoning Ordinance, Sections 102-332, 102-362, 102-372, and 102-896. In granting a Conditional Use Permit for an Accessory Dwelling Unit, all the requirements of Section 102-896 of the Zoning Ordinance and these regulations shall be met.

# **TITLE LXIV**

## **PLANNING AND ZONING**

### **CHAPTER 674**

#### **LOCAL LAND USE PLANNING AND REGULATORY POWERS**

##### **Regulation of Subdivision of Land**

###### **Section 674:36**

###### **674:36 Subdivision Regulations. –**

- I. Before the planning board exercises its powers under RSA 674:35, the planning board shall adopt subdivision regulations according to the procedures required by RSA 675:6.
- II. The subdivision regulations which the planning board adopts may:
  - (a) Provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
  - (b) Provide for the harmonious development of the municipality and its environs;
  - (c) Require the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets or with features of the official map of the municipality;
  - (d) Provide for open spaces of adequate proportions;
  - (e) Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
  - (f) Require, in proper cases, that plats showing new streets or narrowing or widening of such streets submitted to the planning board for approval shall show a park or parks suitably located for playground or other recreational purposes;
  - (g) Require that proposed parks shall be of reasonable size for neighborhood playgrounds or other recreational uses;
  - (h) Require that the land indicated on plats submitted to the planning board shall be of such character that it can be used for building purposes without danger to health;
  - (i) Prescribe minimum areas of lots so as to assure conformance with local zoning ordinances and to assure such additional areas as may be needed for each lot for on-site sanitary facilities;
  - (j) Include provisions which will tend to create conditions favorable to health, safety, convenience, or prosperity; and
  - (k) Encourage the installation and use of solar, wind, or other renewable energy systems and protect access to energy sources by the regulation of orientation of streets, lots, and buildings; establishment of maximum building height, minimum set back requirements, and limitations on type, height, and placement of vegetation; and encouragement of the use of solar skyspace easements under RSA 477.
  - (l) Provide for efficient and compact subdivision development which promotes retention and public usage of open space and wildlife habitat, by allowing for village plan alternative subdivision as defined in RSA 674:21, VI.

- (m) Require innovative land use controls on lands when supported by the master plan.
  - (n) Include provision for waiver of any portion of the regulations. The basis for any waiver granted by the planning board shall be recorded in the minutes of the board. The planning board may only grant a waiver if the board finds, by majority vote, that:
    - (1) Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
    - (2) Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.
  - (o) As a condition of subdivision approval, where the subdivision requires an alteration of terrain permit under RSA 485-A:17, require that the applicant protect or document archeological resources in areas of archeological sensitivity that have been identified in the master plan in accordance with RSA 674:2, III(h).
- III. The subdivision regulations of the planning board may stipulate, as a condition precedent to the approval of the plat, the extent to which and the manner in which streets shall be graded and improved and to which water, sewer, and other utility mains, piping, connections, or other facilities shall be installed. The regulations or practice of the planning board:
- (a) May provide for the conditional approval of the plat before such improvements and installations have been constructed, but any such conditional approval shall not be entered upon the plat.
  - (b) Shall provide that, in lieu of the completion of street work and utility installations prior to the final approval of a plat, the planning board shall accept a performance bond, irrevocable letter of credit, or other type or types of security as shall be specified in the subdivision regulations; provided that in no event shall the exclusive form of security required by the planning board be in the form of cash or a passbook. As phases or portions of the secured improvements or installations are completed and approved by the planning board or its designee, the municipality shall partially release said security to the extent reasonably calculated to reflect the value of such completed improvements or installations. Cost escalation factors that are applied by the planning board to any bond or other security required under this section shall not exceed 10 percent per year. The planning board shall, within the limitations provided in this subparagraph, have the discretion to prescribe the type and amount of security, and specify a period for completion of the improvements and utilities to be expressed in the bond or other security, in order to secure to the municipality the actual construction and installation of such improvements and utilities. The municipality shall have the power to enforce such bonds or other securities by all appropriate legal and equitable remedies.
  - (c) May provide that in lieu of the completion of street work and utility installations prior to the final approval of the plat, the subdivision regulations may provide for an assessment or other method by which the municipality is put in an assured position to do said work and to make said alterations at the cost of the owners of the property within the subdivision.

IV. The planning board shall not require, or adopt any regulation requiring, the installation of a fire suppression sprinkler system in proposed one- or 2-family residences as a condition of approval for a local permit. Nothing in this paragraph shall prohibit a duly adopted regulation mandating a cistern, dry hydrant, fire pond, or other credible water source other than a fire suppression sprinkler system. Nothing in this paragraph shall prevent an applicant from offering to install fire suppression sprinkler systems in proposed one- or 2-family residences and, if the planning board accepts such offer, the installation of such systems shall be required and shall be enforceable as a condition of the approval. The applicant or the applicant's successor in interest may substitute another means of fire protection in lieu of the approved fire suppression sprinkler system provided that the planning board approves the substitution which approval shall not be unreasonably upheld or delayed.

**Source.** 1983, 447:1. 1986, 200:2. 1988, 3:1. 2002, 73:3; 236:4. 2004, 71:4; 199:4. 2009, 292:1. 2011, 203:1. 2013, 76:2, eff. Jan. 1, 2014; 207:1, eff. Sept. 8, 2013.

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DATE: June 18, 2018  
TO: Planning Board  
FROM: Rhett Lamb, Planning Director/ACM  
SUBJECT: Update on Administrative Approvals / Minor Planning Projects for 2017/18

The following projects have been administratively-approved by Planning Staff during 2017/18:

**SPR-02-13 Modification #2 – The Mills – 57 Ralston Street**

Replace the narrow planting bed at the southeast corner of the building with concrete.

**SPR-03-17 Monadnock Brewing Company – 17 Bradco Street**

1. Installation of several shrubs and flowers at entrance.
2. Installation of a covered entrance made of wood and asphalt shingles at the back of the structure.
3. Installation of LED security floodlights with full-cut-off shields mounted on the building, under the covered entrance.

**SPR-03-17 Modification #1 – StingRay Optics – 17 Bradco Street**

1. To change the primary use of the structure to a mixture of business and light manufacturing uses. This work does not involve any changes to the existing site or exterior of the building. Work proposed for the interior of the building involves minor demolition and renovations.

**SPR-04-11 Modification #1 – 137 Court Street Condominium**

1. To install a 24' and 7.25" concrete ADA ramp at a slope of 1":12' with handrails at the east (rear) side of the building. This ramp would connect the rear parking area to the rear basement entryway.
2. To install a concrete retaining wall on either side of the proposed ramp. These walls would connect to the existing concrete wall adjacent to the basement entryway.
3. To install an ADA accessible parking space adjacent to the proposed ramp.
4. To install two gravel parking spaces, one on either side of the existing garage.
5. To install a floor drain connected to a drywell in the landing area at the basement entryway.

**SPR-05 – Next Level Church17 – 570 Park Avenue**

1. Change the existing exterior siding to "dutch lap" vinyl siding in a granite gray color,
2. Replace the existing front, gable entry canopy with a new gable entry to include fiberglass, white Doric columns, white pediments and a decorative wood grid pattern in a shade darker gray color.
3. Create a new, smaller gable entrance canopy for the side door with the same aesthetic components as the front canopy.
4. Replace and slightly modify the locations of existing front doors and windows on both the east (front) and south (side) facades.

**SPR-06-17 – Wendy's – 329 Winchester Street**

1. To repave the topcoat of the parking area and restripe this area in the same configuration as is present today, with the exception of the two handicap accessible spaces and aisle, which will be relocated closer to the main entrance of building. A new crosswalk will be painted to connect these spaces to the main entrance.
2. To install an ADA accessible sidewalk that connects the entrance on the northeast corner of the building to Winchester Street.
3. To install landscaping in the three islands at the front (east-facing elevation) of the building, adjacent to Winchester St.

4. To remove the east-facing solarium and replace it with a standard storefront system to match the other elevations of the building.
5. To install a red signature blade element on the front façade of the building and a new dark bronze corrugated metal panel around the upper portion of the building's facades.
6. To remove the dining area on the north elevation of the building and replace it with a concrete walkway.
7. To replace all of the existing exterior light fixtures with full cut-off LED fixtures.

**SPR-07-16 Modification #1 – MoCo Arts Site Changes – 38-42 Roxbury Street**

1. Enlarge the dumpster enclosure to add a storage shed and change the height of the dumpster/storage enclosure to 8-feet.
2. Remove the pole light at the loading dock area, and install three additional wall mounted lights.
3. Relocate the Handicapped Accessible parking space and accessible route on the east side of the building. Revise the grading of this accessible route.
4. Shift the stop sign location at Roxbury Street.
5. Change the permeable pavers to stamped concrete at the entry courtyard and revise the grading.
6. Remove the brick benches from the entry courtyard area.
7. Change the vertical granite curb to sloped granite curb along the front planter and courtyard area.
8. Change the material and design of the courtyard retaining wall from brick to a concrete base with a top rail. The top rail is of the same material and design as the rail surrounding the landscaped area adjacent to the courtyard.
9. Shifts the stairs at the parking garage and re-align striping on the crosswalk.
10. Shift the location of CB7 on the Grading Plan C-103 and the Utility Plan C-104.
11. Reduce the size of the Kalwall system on the east-elevation of the building and replace with aluminum corrugated panel.
12. Replace the five storefront system windows on the first level of the east-elevation of the building with three Kawneer Trifab VG 451T windows. Replace the second level windows on the east-elevation of the building with Kawneer Trifab VG 451T windows of the same size.

**SPR-09-17 Modification #2 – MoCo Arts Lighting Changes – 38-42 Roxbury Street**

1. To switch fixtures that reduce the lighting project cost but match or reduce the overall City required, average/minimum ratio.
2. No change to the approved fixture location or mounting heights,
3. No change to the approved fixture type, full cut-off style or finish.

**SPR-09-16 Modification #1 – Samson Site Improvements – 32 Optical Avenue**

1. Install a 1,000 square foot stone patio at the northeast corner of the building.
2. Install 20 wall-mounted, full cut-off, LED light fixtures onto the building.
3. Install 9 parking lot light poles (not to exceed 30') with full cut-off LED light fixtures in the east and south parking areas.
4. All exterior lighting will be on photocells and light levels will be reduced by 50% between 10:00 pm and 6:00 am. The lights will go to 100% when motion is detected via a sensor, and will go to 100% light level for a period of 30 minutes before and after scheduled shift changes that occur between 10:00 pm and 6:00 am.

**SPR-10-16 Modification #2 – Pearl Street Estates Patios – 127-129 Pearl Street**

1. Add 8' x 8' concrete patios with 1, 3' x 1' concrete step to the rear of each unit.

**SPR-10-17 – Dr. Dexter's Vision Center – 171 West Street**

1. Remove the existing collapsing chimneys.
2. Remove the through-wall air conditioning units.
3. Remove and replace the front porch.
4. Remove the East side steps to the first floor and create an outside break area. The area below the existing steps being removed will be covered in concrete and will take an area of 172 sf. Add a new stone base with a precast stone watertable on the West Street and Wilder Street sides.

5. Replace siding on the older farmhouse and paint the entire building to make it look more uniform.
6. Replace a few selected windows in order for them to work better with the interior.
7. Remove the overgrown plantings at the building foundation. Prune and clean-up existing mature landscaping adjacent to the west property line. Replace the foundation landscape with new, low plantings.

**SPR-11-16 Modification #1 – Hillside Village Health Care Bldg. 4th Floor – 0 & 99 Wyman Road**

1. To increase the height of the proposed Health Care building at 0 Wyman Rd to four stories and up to 56-feet above grade plane.
2. To install a vegetative screen composed of 14 Weeping Willow trees in an east-west row adjacent to the northern property boundary of the property at 0 Wyman Rd. This row of trees will start 25-feet from the existing tree line. The trees will be 8' high and 6' wide at the time of planting and will be spaced 20-feet on center.

**SPR-11-16 Modification #3 – Hillside Village Exterior Changes – 99 Wyman Road**

Modify the exterior sheathing of the lower portion of the north façade on the Health Care building at the Hillside Village Continuing Care Community, 99 Wyman Road

**SPR-11-16 Modification #4 – Hillside Village Temporary Parking – 118 Wyman Road**

1. All work is being performed outside the 75-foot wetland buffer.
2. A silt fence will be installed around three sides of the area to be disturbed.
3. The topsoil will be stripped and stockpiled on-site and mulched and seeded to stabilize.
4. A diversion swale will be installed to the west of the parking area, and gravel-lined collection swales and two level spreaders will be installed to the east of the parking area.

**SPR-16-14 Modification #4 – Mint Car Wash – 435 Winchester Street**

1. Modify the site lighting with the inclusion of six, bollard lights along the Wetmore Street entrance noted as "M". The applicant will install an opaque lens in each fixture on the east and west sides facing the adjacent properties. Additionally, a solid five foot high fence (on the east) and a solid six foot high fence on the west will additionally blunt any light to the adjacent properties per the applicant's Narrative dated February 2, 2017.
2. Modify the "P5" fixture to include an installed, "house-side shield" accessory eliminating any light pollution on the adjacent property.

**SPR-19-14 Modification #2 – Convenient MD – 351 Winchester Street**

1. Add "Trov", L50 GRAZE, strip LED lighting to down-illuminate along three elevations:
  - SOUTH ELEVATION: one 40-foot strip between the sign in the awning and two 4-foot strips above the block on the south elevation.
  - WEST ELEVATION: one 24-foot strip between the sign in the awning and one 4-foot strip on the right side block of the west elevation.
  - EAST ELEVATION: one 24-foot strip between the sign in the awning and one 4-foot strip on the block of the left side on the east elevation.

**SPR-062 Modification #2 – Cowlicks Ice Cream Deck – 830 Park Avenue**

1. To install a 36' x 10' wooden deck addition to the rear of the building at 830 Park Avenue

**SPR-160 Modification #1 – Key Road Car Wash – 190 Key Road**

1. To install two covered pay stations and gate controlled terminals to the west side of the existing building. Each terminal will be approximately 3' to 4' wide by 20' long and will be separated by a 10' travel lane. The pay station overhangs will each be approximately 20' high with a 10' wide overhang. The gate controlled terminal will allow only one vehicle to enter the carwash tunnel at a time. No changes to the traffic pattern/configuration will occur as a result of this proposal.

**SPR-796 Modification #2 – Bensonwood/Unity Homes – 25 Production Avenue**

1. The elimination of the overhead door infill panels along the south façade to remove most of the overhead doors.

**SPR-840 Modification #2 – Langdon Place – 136A Arch Street**

1. Replace existing post lights with new, LED fixtures at the same height and in the same locations with a similar style

**SPR-877 Modification #1 – Rise for Baby & Family – 147 Washington Street**

1. To relocate the existing playground area on the south side of the site to the east side of the site. This new playground will adjoin the existing playground at the rear of the building.
2. To install a 4' high chain link fence around the new playground area on the east side of the site.
3. To install new pavement and parking spaces along the southern boundary of the lot, in the area of the existing playground that is proposed for relocation. The number of parking spaces will be reduced from 20 to 18. A handicap accessible space and loading/unloading zone will be stripped adjacent to the existing ADA accessible ramp near the building's entrance.
4. A row of four American Arborvitae will be installed in front of the proposed parking area at the southwest corner of the site.
5. To install two new light poles, each 12' high with full cut-off LED fixtures. These light poles will be installed along the southern boundary of the site adjacent to the parking spaces.
6. To relocate the existing garden shed to the southeast corner of the site.

**SPR-914 Modification #3 – Castle Street – Harper Acres**

1. Provide new garden beds with shrubs and perennials.
2. Provide new shade and ornamental trees in lawn areas.

**SPR-914 Modification #5 – Keene Housing – Harper Acres**

1. Minimally re-grade existing road/parking spaces to improve existing drainage.
2. Repave top layer of existing road/parking spaces.
3. Replace damaged sidewalks and overlay existing sidewalks.
4. Provide new patios for residents.
5. Provide curbside rain gardens to increase on-site infiltration of stormwater.
6. Provide new street trees to increase shade.

**SPR-927 Modification #4A – Chili's Restaurant – Monadnock Marketplace**

1. Exterior of the building is to be repainted and awnings replaced with new fabric.
2. The site and building footprint are to remain as-is.
3. All existing brick is to remain unpainted.

**SPR-947 Modification #11 – Savings Bank of Walpole – 817 Court Street – First Sidewalk**

1. To remove a small section of sidewalk (approximately 20 linear feet) adjacent to the entrance to Savings Bank of Walpole's southeast facing parking area. This area is identified by the red circle on the enclosed plan.

**SPR-947 Modification #12 – Savings Bank of Walpole – Second Sidewalk – 817 Court Street**

1. To remove a small section of sidewalk (approximately 20 linear feet) adjacent to the entrance to Savings Bank of Walpole's southeast facing parking area. This area is identified by the red circle on the enclosed plan.

**SPR-947 Modification #13 – Savings Bank of Walpole – Bollard & Height Detection Device – 817 Court Street**

1. To add three concrete bollards along the drive-through entrance to Savings Bank of Walpole's drive through area.
2. To add a height detector sign at the beginning of the entrance drive into the bank's drive through lane.

### **SPR-972 Modification #2 – Colony Mill Marketplace – 210 West Street**

1. To change the primary use of the structure to residential spaces. This work involves the renovation of the majority of the interior spaces of both the main mill building as well as the former candy shop located just to the east of the mill.
2. With the exception of the re-striping of accessible parking spaces to the location of a new designated entrance, there are no proposed changes to the exterior of the building, walkways, parking lot lighting, snow storage or landscaping.
3. The automobile parking lot and bicycle parking provisions will remain as is.
4. Existing fabric awnings will be removed or replaced.

### **SPR-01-14 Modification #1 – Timken Propane Tanks – 7 Optical Avenue**

1. To install a 6" thick concrete pad in the area adjacent to the western side of the existing parking area. Six 1,000 gallon above-ground propane tanks will be installed on top of this pad. Several concrete bollards will be installed around the perimeter of the tanks for safety purposes.

### **SPR-03-18 – Brox Asphalt Plant – 36 Rose Lane**

1. The construction location is outside of both the FEMA 100-year floodplain and the floodway.
2. The construction location is on an isolated, existing asphalt area.
3. There is adequate visual screening by the adjacent, mature pine trees of the site from the view of NH RT. 101.
4. The specified lighting fixtures meet the Planning Board's lighting standards.
5. A silt fence is specified to isolate construction silt from the adjacent Branch River.

### **SPR-05-18 – Bruder House Improvements – 349 Main Street**

1. Removal of a portion of the existing structure at the western end that is structurally deficient.
2. Construction of a covered porch and an outdoor pavilion with two post-mounted lights.
3. Construction of a brick walkway to connect the Wyman Tavern and Bruder House buildings and a concrete sidewalk to connect the Bruder House entrance to the parking area.
4. Installation of two dry wells to offset runoff from an increased impervious area of 925 square feet.
5. Installation of four shrubs to screen the condenser unit at the east end of the property.
6. Installation of fencing to match the existing fence on the Wyman Tavern property.
7. Provision of 9 off-site parking spaces as described in the lease agreement between the University System of New Hampshire and the Historical Society of Cheshire County dated January 26, 2018.

### **SPR-796 Modification #3 – Bensonwood Solar Array – 25 Production Avenue**

1. The installation is planned as a ballasted mounted system that is non-roof penetrating with solar panels at a maximum tilt of 15 degrees.
2. The installation will be set back from the building edge by at least 40 feet. The building has a height of 40 feet and the roof does not have a parapet.
3. The installation will extend no more than 14.1 inches above the roof membrane.

### **SPR-985 Modification #6A YMCA Pavilion & Playground**

1. The pavilion will be 30'x30' with a concrete slab base and covered with a roof. A 5' wide asphalt walkway will be installed to connect the pavilion with the existing walkway.
2. A 3' wide by 6" deep drip strip of 1 ½" stone will be installed around the perimeter of the pavilion. The existing grass swale and berm will be relocated further north to accommodate the pavilion.
3. Lights will be mounted on the underside of the pavilion roof and will remain off when the pavilion is not in use.
4. The playground will be 30'x30' with a surface of engineered wood fiber and play equipment on the surface. A 5' wide asphalt walkway connecting the playground to the existing walkway will be installed.
5. Three bollards will be installed near the east side of the playground.
6. Landscaping that may be impacted by the construction will be relocated on the site.

**SPR-092 Modification #1 – Sturtevant Chapel – 15 Washington Street**

1. Install a building addition to contain a “lift” or elevator for moving parishioners from the Chapel’s Fellowship Hall to the Sanctuary.
2. No changes to the site are proposed beyond the excavation and creation of a footing for the addition.
3. The exterior of the addition is to match the existing building’s materials in color and form.