

**CITY OF KEENE  
NEW HAMPSHIRE**

**PLANNING BOARD  
MEETING MINUTES**

Monday, October 22, 2018

6:30 PM

Council Chambers

Members Present

Gary Spykman, Chairman  
Douglas Barrett, Vice-Chair  
Michael Burke  
Chris Cusack  
Nathaniel Stout

Staff:

Rhett Lamb, Asst. City  
Manager/Community Development  
Director  
Tara Kessler, Senior Planner  
Carol Ogilvie, Contract Planner

Members Not Present:

Councilor George Hansel  
Mayor Kendall Lane  
Martha Landry  
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.

Community Development Director, Rhett Lamb began by introducing Carol Ogilvie who has been a planner in the region. She is on a temporary contract with the city to fill in the need for the planner position.

**II. Minutes of previous meeting – September 24, 2018 Planning Board Meeting**

A motion was made by Nathaniel Stout to accept the September 24, 2018 meeting minutes. The motion was seconded by Douglas Barrett and was unanimously approved.

**III. Public Hearing**

**1. Request to Extend Conditional Site Plan Approval SPR-01-18 – Summit Athletic Center – 809 Court Street, Keene**

– Fieldstone Land Consultants, PLLC, on behalf of property owner Hillsborough Capital, LLC, is requesting a 6 month extension of the 180-day conditional site plan approval timeframe. This conditional approval is for the redevelopment of the 1.812 acre property at 809 Court Street (TMP# 188-01-001), including removal of the existing 19,943 SF structure to build a new, 28,800 SF indoor athletic training facility.

B. Public Hearing

Planner Tara Kessler stated this application was conditionally approved in April 2018 so their deadline for meeting the conditions set forth by the Board of 180 days expires on October 23. The applicant has indicated they are still working on acquiring shoreland permitting from the state. This is their first request for extension.

C. Board Discussion and Action

A motion was made by Doug Barrett that the site plan for SPR-01-18 be extended to six month which date would be on April 23, 2019. The motion was seconded by Chris Cusack and was unanimously approved.

IV. Public Hearing

1. SPR-11-18 – 96 Dunbar Street – Site Plan – Applicant Jim Phippard of Brickstone Land Use Consultants LLC on behalf of owner, Knotty Pine Antique Market Inc., proposes to convert the existing 12,655 sf building at 96 Dunbar St into space for 91 indoor self-storage units and a 4,900 sf auction gallery, and to make renovations to the exterior of the building. The site is 0.39 acres in size and located in the Central Business District (TMP #585-007-000-000-000).

Mr. Stout stated he participated in the vote in favor of the Zoning Board granting the Variance for this application but wanted to differ to the Board if he should be excused from this application. Chair Spykman stated there was no legal reason for Mr. Stout to be recused. Mr. Stout noted this has always been an issue and added if he had voted against this item before the Zoning Board the applicant might feel he was prejudiced against this application Mr. Stout did not feel he had a conflict.

Mr. Lamb stated the issue with conflict is different compared to a conflict situation for the City Council – where the conflict issue is brought forward and then the membership votes on same. However, at the Planning Board setting this is solely up to the discretion of the member. He also added the issue before the Zoning Board was regarding the use of the property but this is not the issue before the Planning Board – what is before the Board is a site plan under the Board’s site plan and subdivision regulations. He felt even if Mr. Stout had voted against the variance the task tonight is different to what was before the Zoning Board.

Mr. Stout asked the applicant be given the opportunity to weigh in on this issue.

A. Board Determination of Completeness.

Planner Tara Kessler recommended to the Board that the Application SPR-11-18 was complete. A motion was made by Douglas Barrett that the Board accept this application as complete. The motion was seconded by Nathaniel Stout and was unanimously approved.

B. Public Hearing

Mr. David Bergeron of Landuse Consultants addressed the Board on behalf of the applicant. Mr. Bergeron stated this application is regarding property located at the end of

Dunbar Street which has been vacant for a number of years. Mr. Bergeron stated the upper level of this site would contain mini storage units – the variance from the Zoning Board was for this (mini storage is not a permitted use in the central business district). The first floor would contain a limited number of mini storage units and the Knotty Pine Antique store.

Mr. Bergeron stated the changes to the site is very minimum; the area is currently paved and there will be some landscaping added as indicated on the plan. There will be some repaving done to clean up the site and the parking spaces will be restriped. The existing overhead door will be blocked off and reduced to just a single passage door. The rest of the changes are inside the building.

The mini storage units will be low intense use - 10 to 12 customers per day. The applicant will also be using this site as an auction hall on Saturdays (once or twice a month).

Lighting – There is lighting going to be added to the exterior (front and rear). There will be full lighting until 10 pm and then it will be reduced to 50% level.

The applicant plans on removing the exterior element as well as the windows on the second floor and replace them with the similar material used by the Family Housing building (located in the area) except the color would be a grey and green and in between the green it will mimic the old layout with brick pilasters. This concluded Mr. Bergeron's presentation.

Vice-Chair Barrett asked how trucks will access the dumpster? Mr. Bergeron agreed this is not an easy access but once they make that corner the truck will have to back out. Mr. Bergeron stated the proposal before the Board is temporary; the applicant has a request to the Railroad Condominium to purchase certain land to add more parking and if that happens the dumpster location will change for better access.

Chair Spykman noted because this site is located in the central business district there is no requirement to provide parking, however, the applicant is providing some parking. He felt when auctions happen there could be a greater need for parking. The Chairman hoped during those times, traffic does not infringe on neighboring businesses and residents and should there be traffic parked along Community Way – the Chairman asked how these customers would access the site.

Mr. Bergeron stated the applicant is going to encourage people to use the Commercial Street parking lot. The issue is Community Way is a private road and these owners are not permitting the location of an access way. The hope is that people would be using Dunbar Street.

The Chairman asked where snow storage is going to happen. Mr. Bergeron stated snow will need to be removed from the site; the applicant has a contractor to do this work.

Staff comments were next.

Contract Planner, Carol Ogilvie addressed the Board next. Ms. Ogilvie began by saying of the 19 Board Standards, 17 are not applicable for this application because it is either not relevant to this site or the applicant has shown compliance with that particular standard. There are two items staff has issues with – the first is regarding access which has already been addressed. The next issue is standard 19 and the staff report addresses those concerns.

Dr. Cusack asked whether the abutters were notified of this application. Ms. Ogilvie stated the abutters would have been notified and the city has not heard of any objections.

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

Mr. Stout felt this development bodes well for this portion of the city and would benefit the city. Vice-Chair Barrett stated he too is pleased this building is going to be used again and even though he is not too pleased with the architectural features being offered, he is not happy with what exists there right now. Chair Spykman stated he too is happy the building is going to be used again but would have preferred a more downtown oriented use for the building but will vote in favor of it as it is saving a historic building. Dr. Cusack stated he too was in favor of this application.

C. Board Discussion and Action

A motion was made by Nathaniel Stout that the Planning Board approve SPR-11-18, as shown on the plan set entitled “Knotty Pine Antiques & Self Storage 96 Dunbar Street Keene, NH 03431, Tax Map Parcel 585-007” prepared by Brickstone Land Use Consultants, LLC on September 18, 2018, with the following conditions:

1. Prior to signature by Planning Board Chair:
  - A. Owner’s signature on plan
  - B. Submittal of security for landscaping, sedimentation, erosion control, and “as-built” plans in a form and amount acceptable to the Planning Director and City Engineer.

The motion was seconded by Doug Barrett and was unanimously approved.

**V. Community Development Director Report**

1. Building Better Together: Land Use Code Update

Ms. Kessler stated the Board has been provided with a written update and added she was here to answer any further question as to where the city is with reference to this project. She noted that the consultant will be in town on November 14, 15 and 16 and would be talking about a concept plan and how the city should be moving forward with form based document downtown. During their time here they will be conducting a community forum, they will have office hours, and will be presenting to the City Council

**VI. New Business**

None

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

Planning Board Meeting – November 26, 6:30 PM

Planning Board Steering Committee – November 13, 12:00 PM

Joint PB/PLD Committee – Tuesday, November 13, 6:30 PM

Planning Board Site Visits – November 21, 8:00 AM – To Be Confirmed

On a unanimous vote, the meeting adjourned at 7:15pm

Respectfully submitted,

Krishni Pahl  
Minute Taker

Reviewed by: Rhett Lamb, Planning Director