



City of Keene, New Hampshire

Historic District Commission

AGENDA

Wednesday, January 15, 2020

4:30 PM

2nd floor Committee Room

Commission Members:

Hanspeter Weber, Chair
Andrew Weglinski, Vice Chair
Thomas Powers, Councilor
Nancy Proctor
Erin Benik

Hans Porschitz
Sam Temple
Joslin Kimball Frank, Alternate
Dave Bergeron, Alternate

SITE VISIT: Commission members will conduct a site visit of 48 Emerald Street at 4:00 PM.

1. Call to Order and Roll Call
2. Election of Chair and Vice Chair
3. Minutes of Previous Meeting – September 18, 2019
4. Welcome and Introduction from Mayor Hansel
5. Public Hearings
 - a) **COA-2014-07, Modification #2 – 37 Mechanic Street** – Applicant Bob Furlone, on behalf of owner The Community Kitchen Inc., proposes to replace the existing roof and install a rooftop solar PV array on the building located at 37 Mechanic Street (TMP# 554-087-000). The property is ranked as a Primary resource and is located in the Central Business district.
 - b) **COA-2019-09 – 48 Emerald Street** – Applicant Murphy’s Café LLC, on behalf of owner Sanel Realty Company Inc., proposes a new dumpster and minor masonry repairs for the former H.W. Hubbard Machine Shop building at 48 Emerald Street (TMP# 584-067-000). The property is ranked as a Contributing Resource and is located in the Central Business Limited District.
6. HDC Resource Ranking Work Group Update
7. Committee Membership
8. 2020 HDC Meeting Schedule
9. Staff Updates
 - a) 2019 List of Administrative Approvals
 - b) Building Better Together Project
10. Next Meeting – February 19, 2020
11. Adjourn

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City of Keene
New Hampshire

HISTORIC DISTRICT COMMISSION
MEETING MINUTES

Wednesday, September 18, 2019

4:30 PM

**2nd Floor Committee Room,
City Hall**

Members Present:

Hanspeter Weber, Chair
Hans Porschitz
Erin Benik
Joslin Kimball Frank, Alternate

Staff Present:

Mari Brunner, Planner

Members Not Present:

Andrew Weglinski, Vice Chair
Councilor Thomas Powers
Nancy Proctor
Sam Temple
Dave Bergeron, Alternate

1) Call to Order & Roll Call

Chair Weber called the meeting to order at 4:32 PM and Ms. Brunner conducted roll call.

2) Minutes of Previous Meeting – August 21, 2019

Ms. Benik moved to approve the minutes of August 21, 2019, which Mr. Porschitz seconded and the Historic District Commission carried unanimously.

3) Public Hearing

- a. **COA-2019-07– 89 Main Street – Applicant Weller & Michal Architects, on behalf of owner The Colonial Theatre Group, proposes to install a ~2,800 square foot rear addition and renovate the existing historic building. A waiver is requested from Section XV.D.1.4. of the HDC Regulations with respect to increasing the building’s height above adjacent or nearby rooflines. The property is ranked as a Primary Resource and is located at 89 Main Street (TMP# 575-008-000) in the Central Business District.**

Ms. Brunner recommended accepting this application as complete. Ms. Benik moved to accept application COA-2019-07 as complete, which Mr. Porschitz seconded and the Historic District Commission carried unanimously.

Chair Weber opened the public hearing and welcomed Charles Michal (of Weller & Michal Architects, of Harrisville, NH) on behalf of the applicant, the Colonial Theater Group, represented at the meeting by Alec Doyle (Executive Director of the Colonial Theater) and Tad Schrantz (Chair of the Building Committee). Mr. Michal recalled last speaking before members of this Commission on July 17, 2019 and leading some members on a site visit before this meeting. He provided an overview of the project and application. He displayed a site drawing to demonstrate the limits of the existing building, and three colored floor plans to show where the new construction is proposed with respect to other spaces in the building. He also described internal changes that were not the HDC's purview; interior remodeling will allow the theater to serve the audience and community better, with new features such as an elevator and bathrooms upstairs. The Main Street façade will remain largely the same with a marquis and a slightly less recessed entry, but with signage removed from the existing businesses (e.g., Brewbakers). Removing that signage will reveal the top light seen on the right side and typical on the building's side windows. The applicant intends to improve the historic quality of the building and simultaneously create as much awareness as possible of what is on the inside.

Mr. Michal explained the change concerning the HDC, which is the addition to the back of the building. Today, the theater relies on a hemp and sandbag system to lift and hold production materials, like lights. The Colonial's stage is operated from an intermediate platform above the stage that is accessed by a tall vertical, precarious ladder. Mr. Michal said the proposed expansion would accommodate a modern rail system with pulleys and a walking grid that will make maintenance above the stage safer and allow more space on the stage and in the theater. The addition will allow for a deeper and higher stage house, suitable for modern productions, and it will provide an upper floor area that is handicap accessible and served by an elevator for many backstage functions. The HVAC equipment at the back of the Colonial since 1995 will be raised to the roof to keep it as far from the auditorium as possible, as professionals recommended; one reason those ducts are so big is to slow air, making it quieter in the theater. Mr. Michal said that visiting theater performers and theater staff have lived without any proper back-of-house space, forcing there to be dressing rooms in the basement, with low ceilings in limited space. The renovations will allow for construction of larger and more appropriate dressing rooms, including a handicap accessible one. Mr. Michal also explained that the solar array planned originally for the roof is not part of the current request.

Mr. Michal explained that the applicant is seeking a waiver from the HDC for the building height, which is allowed up to 75' in the Central Business District, if the Zoning Board of Adjustment (ZBA) grants a special exception for that height. The ZBA has granted the Colonial the special exception for height increase to 75' based on the applicant demonstrating that the project is not contrary to public interest and that not granting the exception would create an unnecessary hardship for the applicant. Mr. Michal said this height increase will impact an area that is 15% of the of the building's ground floor footprint, which is not substantial from his position. If the HDC were to consider it a substantial height increase, however, Mr. Michal countered that this building can only serve one function as a theater and it must act as such or not act at all. Without

this height increase, the Colonial cannot survive in the long-term, which Mr. Michal said is an undue hardship because the building cannot act as anything else. He recalled a question at the site visit about possible alternatives to provide this theater technology without a height increase; Mr. Michal said there is no alternative and he recalled the height increase is already approved by other City bodies. The applicant saw no threat to surrounding property values and categorically stated no hazard to the public.

Mr. Porschitz asked for more explanation on why the solar array is no longer an option. Mr. Michal said the sloped southern roof is ideal for a low-slope solar array, which was considered in this construction phase. However, due to timing considerations the plan was set aside for now, though the applicant plans to continue this effort in the future, following the technical work of designing the building.

Mr. Michal spoke to construction materials and showed the Commission a digital rendering of the building with those materials; he shared physical samples of the brick types and metal finishes proposed, which he thought were fully within the HDC guidelines of preferred/allowed materials. Commission members questioned the design of metal colors chosen on the building, which Mr. Michal explained was his artistic choice, though he explained the historical significance. He explained how using two colors would help break-up the massing and geometry of the addition, and thus overall reaction to the building. Mr. Michal said the chosen exterior pattern was chosen to compliment the historic interior building design, which was constructed in 1923, when there was great social change and transition in the world of modern art. The interior also has neoclassical features (late 1880s) and art nouveau features. He used the renderings to show how he went a step beyond horizontal and vertical lines on the exterior and added an additional color to mimic those lines. Mr. Porschitz explained how the design made him see images similar to the Minecraft game his kids play.

Mr. Porschitz questioned the applicant's plan to clean stains from the brick, noting that the stains could indicate the life and character of the building, absent water stains around windows. Mr. Michal saw no reason to clean the brick on the Main Street façade. He said the south side of the building is the worst, where there was historically an iron fire escape that created black stains on the brick. Mr. Schrantz also noted the importance of work to ensure the building is water tight for its longevity.

Ms. Benik asked if the color pattern for the exterior was finalized, or if Mr. Michal anticipated going further. Mr. Michal said it was a long design process and the applicant is happy with the design displayed for the Commission. Ms. Benik said she liked the stepped features and asked if there were opportunities to use the space on the two lower flat roofs. Mr. Michal said one of those flat roofs is a parapet for the HVAC unit but there could be opportunities on the intermediate roof. Ms. Kimball Frank stated that she liked the way the exterior was designed.

Chair Weber asked about the future of the Colonial with this expansion. Mr. Doyle said that the stage house in question would be essentially a box covering a massive, contemporary rigging and lighting machine that will replace the current archaic

equipment. That new machine will allow for larger, more efficient contemporary shows and safer working conditions. He said it would be a huge change for the organization.

Mr. Porschitz questioned two blue boxes in the parking lot that were visible on the rendering. Mr. Michal said those are Eversource transformers that are painted green currently and the applicant will need permission to repaint them in the future.

Ms. Brunner provided a staff report, including a brief history of the property. This property was originally the site of Rev. Nathaniel Sprague's home and schoolroom. The house was sold to Samuel Dinsmoor, and later to Laton Martin, who operated the Colonial Inn on this site. In 1923, Charles Baldwin constructed the present structure as a vaudeville/movie house and the Colonial Theatre opened its doors on January 29, 1924. The next year, the building was purchased by the Latchis family. The building was designed by architects Harold Mason and Steven Haynes, and it was built by well-known local builder Glenroy Scott.

Over the following years, the Colonial Theatre played an important role in Keene's cultural life with movie showings, live performances, and cultural activities. In April 1984, the building was purchased from the Latchis family by Steve Levin and Ira Gavin, who brought back live entertainment after a 35-year absence. The new owners extended the stage in front of the movie screen and removed seats from the orchestra, dropping capacity from 1,036 to 886. The theatre continued to operate for almost a decade after switching to new ownership, then closed in the early 1990s. The theatre was saved by a group of Keene citizens who formed a non-profit to take over management of the theatre. The Colonial Theatre Group LLC purchased the property in October 1993. In 2004, the building was added to the NH Register of Historic Places.

Ms. Brunner listed the Colonial's significant architectural features identified on the property inventory form in 2003:

- Finish brick of beige and brown and stone cornice on the Main Street façade,
- A recessed entry with a classic theatre marquee,
- Parapet with name and date tablets,
- Exposed basement storefronts,
- Storefronts with metal steps and bronze railings and multi-pane transom,
- Historic display windows,
- Size and spacing of window openings, and
- Arched openings and brick panels with corbelled heads on the north and south sides of the building.

Ms. Brunner said the applicant is proposing to install an approximately 2,800 square foot rear addition and to renovate the existing historic building. Proposed renovations include the relocation of the main entry doors to be closer to Main Street, the replacement of 56 single-lite, double-hung wood windows, brick masonry cleaning and repointing, and the repair or replacement of wood doors on the north and south façades of the existing building. Per Sections III.D.1 ("Additions to a building or structure"), III.D.3 ("Renovation, rehabilitation, or restoration of a building or structure") III.D.6

(“Replacement of more than two windows or doors”) and III.D.8 (“Alterations to storefronts”), this work is classified as a “Major Project” for review by the HDC.

The applicant proposed changes subject to HDC Design Standards for Lighting:

1. *Lighting fixtures and poles shall be compatible in scale, design, and materials with both the individual and surrounding properties.*
2. *Only full cut-off fixtures shall be used.*
3. *The location, level, and direction of lighting shall be appropriate for the character of the area in which it is situated.*

Ms. Brunner said the applicant proposes to install two, wall-mounted LED lights that are “dark sky compliant” to provide security lighting at the two exit doors on the proposed addition. The applicant has submitted lighting cut sheets to show that the light fixtures will be full cut-off. The lighting will be directed down, and the light levels will drop to below one foot-candle at 10’ from the fixture. The fixtures would match the existing exit lights along the north and south facades of the building. A photo of an existing light submitted by the applicant and an image of the proposed light were included in the meeting packet. Ms. Brunner said these standards appeared to be met.

The applicant proposed changes subject to HDC design standards for mechanical equipment:

1. *On commercial and industrial buildings, mechanical equipment, such as compressor units, shall be set back on the roof of the building, so as to be minimally visible, or ground-mounted toward the rear of the building, with appropriate screening or landscaping to minimize visibility.*
2. *Every effort shall be made to position heating and air-conditioning equipment, fire alarm panels, telecommunications equipment, satellite dishes, and free-standing antennas and other equipment as low to the ground as possible, and where they are not readily visible from the public right-of-way.*
3. *New mechanical supply lines, pipes and ductwork shall be placed in inconspicuous locations and/or concealed with architectural elements, such as downspouts.*
4. *Bulk waste containers and waste storage containers shall be located – and appropriately screened—so as to be as inconspicuous as possible from the public right-of-way and adjacent buildings in residential use.*
5. *Walls on front or street-facing facades shall not be penetrated for vent openings larger than seventy (70) square inches. Vent caps shall not be larger than two-hundred (200) square inches.*
6. *On commercial and industrial buildings, satellite dishes and antennas shall be located on the roof, as close to the center as possible, so as to be invisible from the street.*

Ms. Brunner said the applicant proposes to enclose all mechanical equipment on the roof of the new addition to screen all equipment completely from view. The applicant has noted that no mechanical supply lines, pipes, or ductwork would be visible on the exterior of the building; thus, the application appeared to meet standards one, two, and three. She

said standard four did not apply because the applicant proposed to utilize an off-site dumpster on adjacent City property for trash disposal, after obtaining permission from City Council. Because the applicant proposed no new vent openings or penetrations to the existing building, standard five did not apply. Finally, no satellite dishes or antennas were proposed, so standard six also did not apply.

The applicant proposes changes subject to the following HDC design standards for masonry (walls and architectural trim):

1. *Character-defining architectural trim shall be retained and repaired when technically and economically feasible. If the trim is sufficiently deteriorated that replacement is warranted, the new trim shall match the original in size, scale, placement, detailing, and ideally material. If substitute material is used, it shall convey the same visual appearance as the historic trim.*
2. *Masonry shall be cleaned only when necessary to halt deterioration or remove heavy soiling.*
3. *Masonry shall not be sandblasted or abrasively cleaned, but cleaned with the gentlest method possible, such as low-pressure cleaning at garden hose pressure, using water or detergents.*
6. *Repointing shall be undertaken only to address deteriorated masonry or in areas where moisture infiltration is a problem. The amount of wall area to be repointed shall be limited to the affected area. The new mortar joints shall match the original as closely as possible in terms of profile, width, and mortar composition. The new mortar shall match the color of the mortar used when the building was built; or it shall match aged or weathered mortar color, whichever is more appropriate. The color of all mortar shall come from the aggregate and not the binder. Upon completion of the repointing, all remaining mortar and residual film shall be cleaned from the façade of the building.*

Ms. Brunner said that the applicant does not propose to replace any existing masonry architectural trim, so the first standard does not apply. She said that the applicant proposes cleaning existing brick masonry where water damage has occurred, primarily along the south façade of the building where an exterior fire escape was located (removed circa 1995), and along and below recessed brick panels. No masonry cleaning is proposed on the front (east) façade of the building facing Main Street. Regarding standard three, Ms. Brunner said that the project narrative stated that the masonry would be cleaned using “a low pressure spray, roller, or soft fiber brush.” The proposed cleaner is Diedrich 101 Masonry Restorer. The cut sheet for this product states that this cleaner uses a combination of acids (hydrofluoric acid and hydrochloric acid) and biodegradable detergent to clean masonry surfaces, and has a pH of 5.3 when diluted 1:10 with water. She recommended that a test patch be inspected prior to brick cleaning to ensure no adverse reactions to the proposed cleaner and cleaning method. In addition, she said the Commission might wish to clarify with the applicant what is meant by “low pressure” in terms of PSI. Regarding standard six, Ms. Brunner said that the applicant proposes to repoint existing brick only if unsound mortar is encountered during the cleaning process. If repointing were needed, the new mortar specifications would be established after existing mortar samples are taken during the construction phase in order to match new

mortar to the existing. It is anticipated that the new mortar will be a Type N mortar. If needed, she recommended approval of the mortar type as well as approval of a test patch prior to brick repointing to ensure the new mortar matches the existing in terms of color and profile, width, and composition.

The applicant proposes changes subject to the following HDC design standards for windows:

1. *Removing character-defining historic window sash shall be discouraged, unless repair is not economically feasible.*
2. *Any windows which are approved for replacement shall convey the same visual appearance in terms of overall dimensions and shape, size of glazed areas, muntin arrangement, and other design details as the historic windows. In addition, they shall have:*
 - a. *clear-paned, non-tinted glass (except to replace historic stained or other types of translucent or opaque glass); and*
 - b. *true divided lights or a permanently affixed muntin grid on the exterior of the window. In either instance, the muntin shall have a raised trapezoidal profile. Snap-in or between-glass muntin grids are not allowed.*
3. *If the historic window to be replaced is wood, the replacement window shall also be wood, or wood clad with aluminum or a material of equal quality and approved by the Historic District Commission.*
4. *If the size or location of the original window opening has been altered, owners shall be encouraged to restore those openings if replacing windows.*
5. *Introducing new window openings into the primary elevations shall generally be prohibited.*
6. *Enlarging or reducing the window rough opening to fit new stock windows shall generally be prohibited.*

Ms. Brunner reported that the applicant proposes to replace 56, double-hung wood windows: 17 on the north façade facing Commercial Street, 24 on the east façade facing Main Street, and 15 on the south façade facing an alley. The storefront windows on the first floor of the building facing Main Street would not be replaced or altered. The request is to replace the existing, single-lite double hung wood windows with single-lite, Elevate Double Hung Insert windows from Marvin windows that are custom sized to fit the existing window openings. The cut sheet for the window product is attached to the meeting packet. The replacement windows would be an evergreen color, similar to the color of the existing windows, and the proposed material is Ultrex® (previously known as Integrity Wood-Ultrex®), a proprietary fiberglass material. The existing window sash would be replaced with a new sash; the exterior trim details would be maintained.

The applicant proposed changes subject to the following HDC design standards for entrances, doors, and porches:

1. *Historic doors, entrances and porches, including their associated features, shall be retained or replaced in-kind. If repair is necessary, only the deteriorated element shall be repaired, through patching, splicing, consolidating or otherwise reinforcing the deteriorated section. If replacement is necessary, the new feature*

shall match the original in size, design, texture, color and where possible, materials. The new feature shall maintain the same visual appearance as the historic feature.

Ms. Brunner reported that the applicant proposes to relocate the main entry doors of the Colonial Theatre to be closer to Main Street. Currently, the doors are set back about 17' from the front building line. After this shift, the entry doors would be set back by about 6' from the front building line. The size, dimensions, and features of the doors will not be altered because of this shift in location. In addition to relocating the main entry doors, the applicant proposes to repair or replace existing wood doors on the south and north facades of the building. If they cannot be repaired, the doors would be replaced in-kind with stile and rail wood doors and painted to match the blue color of the insulated metal siding of the proposed addition.

The applicant proposes changes subject to the following HDC design standards for storefronts:

- 1. Historic features of the storefront – such as iron or masonry columns or piers, window trim, glass, lintels and cornices, sills, steps, railings and doors – shall be retained and repaired when technically and economically feasible.*
- 2. If most of the historic storefront survives and the overall condition of its materials is good, any necessary replacement parts shall match the original or be of a material that conveys the same visual appearance as the historic parts.*
- 3. If most or all of the historic storefront does not survive, the storefront shall either be restored to an earlier historic appearance based on physical, documentary, or pictorial evidence; or be redesigned to conform to the size, scale, and proportions of a traditional storefront appropriate to the building.*

Ms. Brunner said the applicant is not proposing to change any features of the historic storefront for this building, other than the relocation of the main entry doors to be approximately 11' closer to Main Street. Thus, these standards do not apply.

Regarding new construction, the applicant proposes changes subject to the following HDC design standards for additions to primary and contributing resources:

- 1. Additions shall not radically change, obscure, damage or destroy character-defining features.*
- 2. Additions shall be designed to be compatible with, rather than imitative of the design of the historic building, so that they are clearly identified as new construction.*
- 3. Additions shall be compatible in size and scale with the main building.*
- 4. Additions that alter the front of the building, or that substantially increase the building's height above adjacent or nearby rooflines, shall not be allowed, unless it can be documented that the addition is historically appropriate for the building.*

Ms. Brunner said the first standard appeared to be met because the proposed addition is located to the rear of the existing building and does not appear to alter, obscure, damage, or destroy character-defining features of the historic structure. The only existing, visible

portion of the building that will be covered up is the rear/west-facing façade which does not contain any architecturally significant features and is already partially obscured by a fenced-in equipment area and large metal ducts. Regarding the second standard, Ms. Brunner recalled that the applicant posits that the architectural design of the proposed addition is intended to visually decrease the large scale and massing of the structure through articulation with horizontal and vertical lines, the use of different exterior materials with differing textures, and the use of a mixture of colors. The applicant noted in a memo to staff (dated September 5, 2019) that the varying colors of the insulated metal panel system are meant to evoke the polychromatic nature of the brick on the primary façade of the existing building. The lower, rear portion of the proposed addition would be clad in a brick veneer product. This section of the addition would be separated from the historic, brick-clad portion of the building with a more modern, insulated metal panel system (as shown in architectural elevations in the meeting packet). For the third standard, Ms. Brunner said the proposed addition would be about 15' taller than the existing stage house, or about 75' above grade. This is about 31' taller than the main body of the building. The applicant received a Special Exception from §102-791 ("Basic Zone Dimensional Requirements") of the Zoning Ordinance to increase the maximum building height from 55' to 75'. The applicant noted in the project narrative that this height is required in order to accommodate modern theatre productions.

For the fourth standard, Ms. Brunner said the applicant has requested a waiver from this standard to permit an addition that would increase the building's height above adjacent or nearby rooflines. The addition would not alter the front of the building. The waiver request was included as an attachment to the meeting packet. The proposed addition, while taller than the surrounding buildings, is within the allowable height in the district by Special Exception from the ZBA. The height increase is specific to the rear portion of the building, which is set back by about 150' from Main Street. The applicant provided line sketches to show the scale and massing of the proposed addition in relation to nearby buildings from different vantage points. Ms. Brunner continued explaining that in order to grant a waiver, the HDC must find that each of the three waiver criteria are met, in a case where:

1. *Strict application of these regulations would result in a particular and exceptional difficulty or undue hardship upon the owner of the affected property;*
2. *An alternative design or materials meets the design objectives stated in these regulations and in the Historic District Ordinance equally well or better than would strict compliance with these regulations;*
3. *The waiver may be granted without substantial detriment to the intent of these regulations and the Historic District Ordinance, and the public good.*

Ms. Brunner continued explaining the final regulations for additions to primary and contributing resources:

5. *Whenever possible, additions shall be located at the rear or on an inconspicuous side of the building.*
6. *Additions shall take into account the historic relationships of existing buildings and site features on the site.*

7. *Materials used for siding on additions shall be compatible with existing materials on the building and shall be those that are common in the district. Acceptable materials include brick, stone, terra cotta, wood, metal and cement clapboard.*

Ms. Brunner said the fifth standard appears to be met because the proposed addition is to the rear of the existing building. For the sixth criteria, she said the new stage house is proposed to be located in the same location as the old stage house, with an expanded footprint and increased height to allow for a deeper and taller stage house that can accommodate modern theatre production equipment and better serve the needs of the theatre. The location of the addition on the site appears to be consistent with the historic location of the stage house and in keeping with the existing relationship of the theatre with other nearby, existing buildings. Finally, she said the seventh standard appears to be met because the applicant proposes two different siding materials for the new addition that are included in the list of acceptable materials. The main siding material would be an insulated metal wall panel system (prefinished steel and/or aluminum) painted in shades of blue and gray identified as “Dove Gray,” “Slate Blue,” and “Tahoe Blue.” For the lower, rear portion of the addition (facing west), the applicant proposes to install a brick veneer using a Belden Brick “Rosewood Blend” product. These materials are consistent with those that are common in the district.

Ms. Brunner mentioned minor modifications to the architectural elevations submitted for the west elevation. Therefore, she recommends a condition of approval to provide revised elevations to show this change. She also noted that this project was proposed for completion in two phases: phase one for interior renovations and front-of-house work, and phase two for constructing the new addition. Typically, she noted that HDC approvals are good for one year or the duration of the building permit associated with the project, and therefore should not be an issue in this case.

Ms. Benik stated that she thought the proposed changes were a good solution to the problem; she was happy with it. Mr. Porschitz agreed that the application seemed to comply with all of the criteria and he thanked the applicant for speaking to those criteria. Ms. Kimball Frank thought the proposed design looked like a great combination of new and old. She asked when the interior renovations would begin. Mr. Schrantz replied that phase one is scheduled to begin in April 2020 and continue through the summer. This way, the theater could open for the fall/winter 2020/2021 season, while work continues on the back of house beginning April 2021. Mr. Michal said the specialized HVAC equipment at the back of house might take one year to fabricate, so the owners must commit one year before installing. Ms. Kimball Frank asked if shows would continue during construction. Mr. Boyle said that is the intention, which is why the project is planned in phases to allow for abbreviated seasons during renovations. Chair Weber stated that he felt the application met the waiver criteria. He said he loved the metal colors chosen and how they blend with the sky. He understood the need for two colors and thought the applicant did well marrying old and new.

Commission members discussed conditions for approving this application. There was discussion of how long the approval should be good for, such as an approval for the duration of the building permit, though there was ambiguity because the building permit was not yet issued. Mr. Porschitz said he viewed this approval as requiring HDC oversight for any future substantial changes. Ms. Benik expressed concern if the project is not completed within a time period the Commission specifies. Ms. Brunner said there is a slight risk if the project is delayed, in which case the applicant would return to the HDC for an extension of approval. The Commission agreed that three years seemed reasonable.

Chair Weber closed the public hearing. Mr. Porschitz made the following motion, which Ms. Benik seconded.

On a vote of 4-0, the Historic District Commission approved a waiver from Section XV.D.1.4. of the HDC Regulations to permit an increase in the building's height above adjacent or nearby rooflines and COA-2019-07 for the installation of a rear addition and renovations to the existing historic building on the property located at 89 Main Street (TMP# 575-008-000) as presented in the architectural elevations identified as "Building Elevations COA Application, 2020 Addition and Renovation, 95 Main Street, Keene, NH" prepared by Weller & Michal Architects, Inc. at a scale of 1/4"=1' and dated August 27, 2019, and as presented in the application and supporting materials submitted to the Community Development Department on August 29, 2018, with the following conditions:

1. Submittal of revised elevations to show the removal of recessed brick panels on the rear, west façade of the addition.
2. Staff approval of a cleaned test patch prior to masonry cleaning.
3. Staff approval of mortar type and approval of a test patch prior to brick repointing to ensure the new mortar matches the existing in terms of color, profile, width, and composition, if needed.

This approval will be valid for three years from the date of this approval.

4) Staff Updates

Ms. Brunner mentioned that the resource-ranking project is progressing.

5) Next Meeting – October 16, 2019

6) Adjournment

Hearing no further business, Chair Weber adjourned the meeting at 5:40 PM.

Respectfully submitted by,
Katryna Kibler, Minute Clerk
September 25, 2019

Reviewed and edited by Mari Brunner, Planner

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STAFF REPORT

COA-2014-07, Modification #2 – 37 Mechanic Street – The Community Kitchen

Request:

Applicant Bob Furlone, on behalf of owner The Community Kitchen Inc., proposes to install a rooftop solar PV array on the building located at 37 Mechanic Street (TMP# 554-087-000). The property is ranked as a Primary resource and is located in the Central Business district.

Background:

This property was home to the Impervious Package Company, which was incorporated in 1883 and produced “oil cans, paint packages, pickle packages, sugar buckets, grocer’s show tubs, and syrup kegs.”

Sometime around 1938 (exact date unknown), the building was converted for use by Pastimes Bowling as a bowling alley. The three-story brick building suffered greatly in the hurricane of 1938, when its entire roof was blown off and the building was wrecked down to the first floor. The building was rebuilt as a two-story brick structure, with the bowling lanes occupying the second floor. The first floor was used as a motorcycle sales room for an unknown period. In 1994, the architectural firm of Weller and Michal converted the site for use as the Community Kitchen, with the lower floor housing a kitchen, dining room, offices, and cold storage, and the top floor entirely dedicated to food storage space.

This property has received two prior approvals from the HDC:

in September 2014, The Community Kitchen received approval for the installation of a shed and screening for the existing generator and dumpsters on site (COA-2014-07), and in April 2018, The Community Kitchen received approval for minor alterations to the building exterior, including repairs to the masonry and trim (COA-2014-07, Modification #1).



Photograph of the Impervious Package Co.'s Manufactory on Mechanic Street, dating from between 1883-1886.



Photograph of The Community Kitchen, taken in March 2018.

STAFF REPORT

The applicant proposes to replace the existing roof structure to allow for the installation of a rooftop solar PV array. As part of this project, the existing rooftop HVAC units may be replaced. At this time, the applicant has not selected a final vendor and does not have information about the solar PV array specifications, size, or precise location; however, the applicant is seeking a conditional approval to demonstrate project viability for a Community Development Block Grant application that is due in late January 2020.

Per Section III.D.19 (“Installation of Renewable Energy Systems”), this work is classified as a “Major Project” for review by the HDC.

Completeness:

The applicant has requested exemptions from providing existing and proposed conditions plans as no changes to the site are proposed. Staff have determined that the requested exemptions would have no bearing on the merits of the application, and recommend accepting the application as “complete.”

Application Analysis:

Included below is an analysis of the relevant standards of the HDC Regulations.

“A. Streetscape and Building Site

7. *Renewable Energy Systems*

b) Design Standards

- 1) The renewable energy system (hereafter “system”) shall be installed in a location and manner on the building or lot that is least visible and obtrusive and in such a way that causes the least impact to the historic integrity and character of the historic building, structure, site or district while maintaining efficient operation of the system. The order of preference for the system location is as follows:***
 - A. The rear or side of the property not facing a public right-of-way;***
 - B. On accessory buildings or structures (such as sheds and garages) in a location that is least visible from the public right-of-way;***
 - C. On newer additions to the primary structure in a location that is least visible from the public right-of-way;***
 - D. On the flat roof of the primary structure, set back so as to be in the least visible location;***
 - E. On secondary façades or roofs (i.e. not facing the public way) of the primary structure; and***
 - F. On facades or roofs facing the public way. An applicant is required to prove the higher priority locations are not feasible in order for the HDC to approve system installations on more significant parts of the site.”***

The applicant proposes to install a solar photovoltaic system on the flat roof of the primary structure, as shown in the rooftop plan and rendering attached to this staff report. This location appears to be the preferred location on the site because the rear of the property is visible from Pleasant Street, there are no accessory buildings that would be suitable for a solar PV array of the appropriate size, and there are no new additions to the building. This standard appears to be met.

- “2) The system must be installed in such a manner that it can be removed and not damage the historic building, structure, or site it is associated with.”***

STAFF REPORT

The applicant does not yet have details about the specific product or mounting system that will be used; however, the system would be installed on a new roof that is not historic. This standard appears to be met.

“3) *In order to minimize visual impacts, colors of equipment and assemblies shall either be muted or shall match nearby materials and colors. The solar panels should be positioned to minimize glare onto neighboring properties.*”

The applicant does not yet have details about the specific product finishes and colors. The panels will most likely be oriented facing south with an anti-reflective coating. The Board may wish to include staff approval of the solar PV system finishes and colors as a condition of approval for this project to ensure the finishes are either muted or match nearby materials and colors.

“4) *Roof mounted solar photovoltaic systems on pitched roofs shall be on the same plane as the roof and positioned so as to be in the least visible location.*”

The applicant proposes to install the solar system on a flat roof; this standard is not applicable.

“5) *Solar array grids should be regular in shape and jointed. Multi-roof solutions should be avoided.*”

Based on initial plans, the applicant intends to install a rooftop solar PV system that is roughly rectangular, with setbacks from the roof and access aisles as required by the Fire Code. The entire system will be on the same roof plane. The Board may wish to include staff approval of the solar array grid as a condition of approval for this project to ensure that the grid array is regular in shape and jointed.

“6) *All supplementary equipment and supply lines shall be placed in inconspicuous locations and/or concealed from view with architectural elements (e.g. downspouts) or other screening.*”

The applicant does not yet have details about the exact locations of supplementary equipment and supply lines. The Board may wish to include staff approval of location of supplementary equipment and supply lines as a condition of approval for this project to ensure they are either concealed from view, screened, or camouflaged to match the color of the underlying structure.

“B. *Building Rehabilitation: Primary and Contributing Resources*

4. *Roofs and roof structures*

b) *Design Standards*

- 1) *The original or historic roofline shall not be altered. Raising or lowering the existing roofline shall only be allowed for the purpose of restoring the roof to its original profile.***
- 3) *Character-defining chimneys shall not be removed, unless determined a safety hazard by the Code Inspector, and repair constitutes an economic hardship. Details of these chimneys, such as corbelling, stepped bases, terra cotta chimney pots and paneled sides, shall not be altered.***
- 7) *Unpainted, mill-finished aluminum shall not be used for replacement flashing, gutters, or downspouts.*”**

STAFF REPORT

The applicant proposes to replace the existing roof, which is not structurally capable of supporting a roof-mounted solar PV array, with a new roof that is structurally capable of supporting such a structure. The material of the existing roof is single-ply membrane PVC roofing that is not historic to the building (installed in 1996). The applicant does not propose to alter the roofline of the building, and all existing chimney structures will be left intact. The applicant noted in a correspondence with staff that the roof flashing will be replaced with materials that match the new roof, and that unpainted, mill-finished aluminum will not be used for any replacement flashing, gutters, or downspouts.

Recommendation:

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

Approve COA-2014-07, Modification #2 for the installation of a new roof and a rooftop solar PV array on the existing building located at 37 Mechanic Street (TMP# 554-087-000) as presented in the application and supporting materials submitted to the Community Development Department on December 26, 2019, with the following conditions:

- 1. Prior to the issuance of a building permit:
 - a. Staff approval of solar PV system to ensure the finishes and colors are muted or match the color of the underlying roof structure and the grid array is regular in shape and jointed.*
 - b. Staff approval of location of supplementary equipment and supply lines to ensure they are either concealed from view, screened, or camouflaged to match the color of the underlying structure.**

HISTORIC DISTRICT COMMISSION



MAJOR PROJECT APPLICATION

A	Project Name: The Community Kitchen Rooftop Solar PV	For Staff Use Only: Date Received : _____ Community Development Department File # _____ Reviewed by: _____	
	Tax Map Parcel number(s) 554-087-000-000-000 ----- -----	Project Address: 37 Mechanic Street Square Footage of Parcel: 0,349 a. Zoning District: CB	
Applicant	Name (please print): The Community Kitchen	Owner or duly authorized agent	Name (please print): Robert Furlone
	Address: 37 Mechanic Street		Address: 33 Wood Road Spofford.
	Telephone/Email: 603-352-3200 p.brady@thecommunitykitchen onmicrosoft.com		Telephone/Email: 603-355-7450 b.furlone@furlone11c.com
	Signature: 		Signature:
	Date: Dec 26, 2019		Date: Dec. 26, 2019
B	Descriptive Narrative Including: <ul style="list-style-type: none"> ✓ Type of alteration ✓ Reason for alteration ✓ Location of alteration ✓ Material selection ✓ Site features ✓ Landscape features 	Exemptions Requested (for materials not submitted) Circle one: YES NO (If YES see section H)	
		For Staff Use Only: Date of Pre-Application Meeting _____ Date Application is Complete _____	
C	A complete application must include the following:		
<input type="checkbox"/> Two (2) copies of completed application forms <input type="checkbox"/> Two (2) copies of Descriptive Narrative <input type="checkbox"/> FEES covering the costs of processing, legal notice, advertising the public hearing, mailing notices out to abutters <input type="checkbox"/> Signed and Notarized Abutters List (direct Abutters only) <input type="checkbox"/> Two (2) sets of Mailing Labels for abutters		<input type="checkbox"/> Copies of any Zoning Board of Adjustment actions <input type="checkbox"/> Three (3) copies of site plan (see Section D) <input type="checkbox"/> Three (3) color copies of architectural elevations (see Section E) <input type="checkbox"/> Scale and Massing Depictions (see Section F) <input type="checkbox"/> Material Examples (see Section G)	

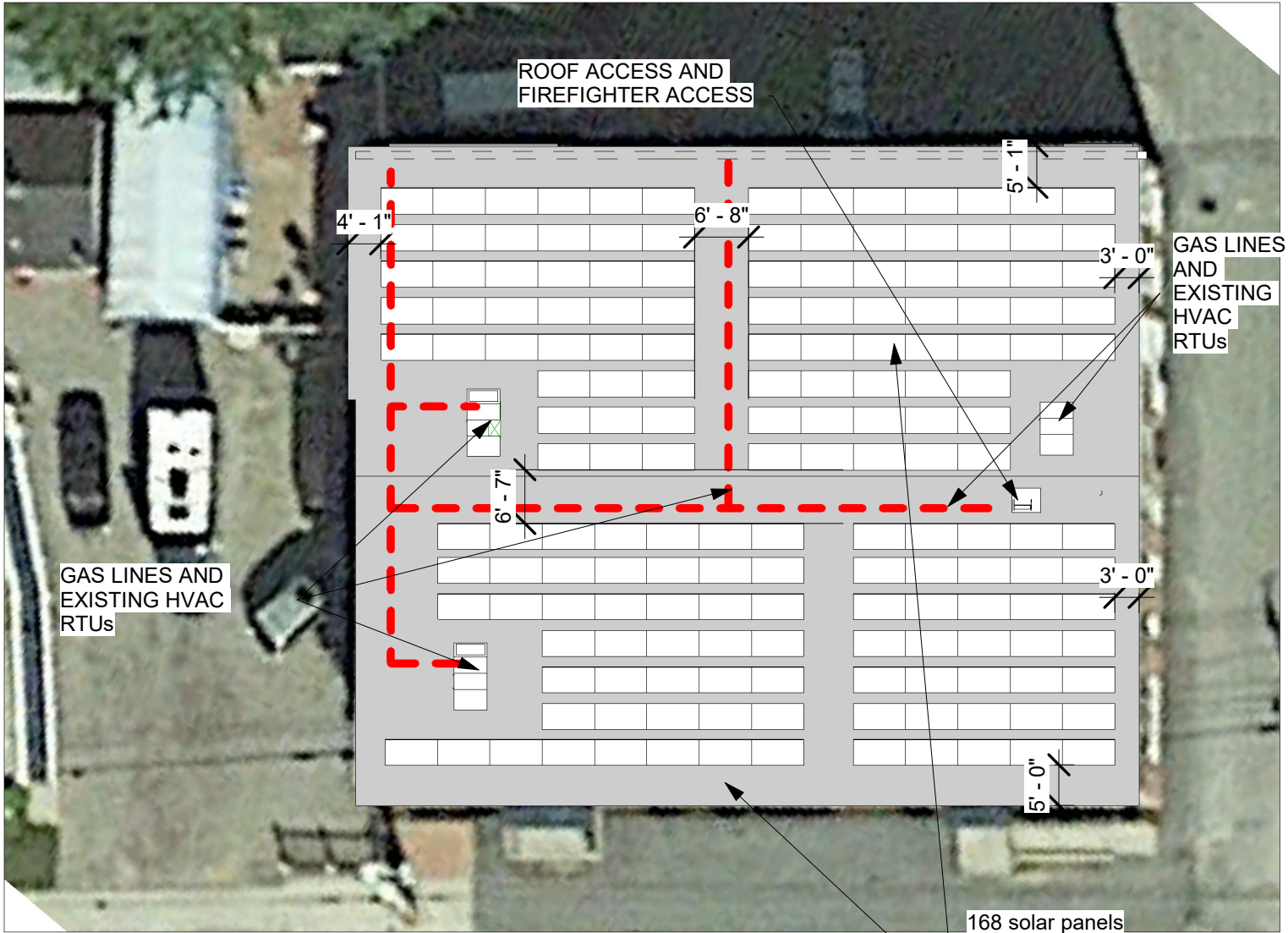
The Community Kitchen

48 kW Rooftop PV Solar Array

December 26, 2019

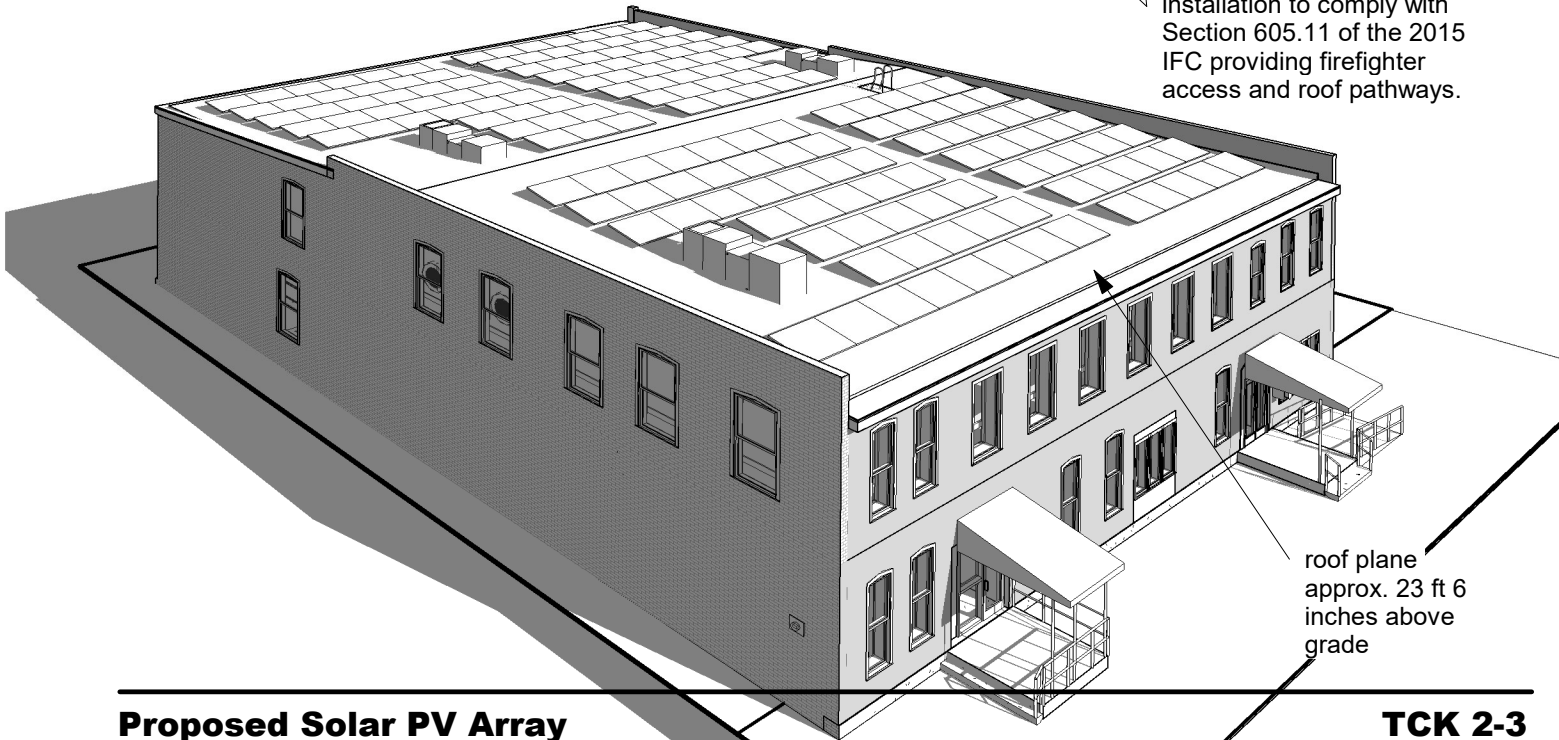
The Community Kitchen, 37 Mechanic Street in Keene, is applying for a Community Development Block Grant in January of 2020 to complete the project that was started in 2017/2018. Improvements made at that time were primarily focused on new refrigeration, kitchen renovations, a new food conveyor to move food to the newly constructed second floor and replacement of all florescent lighting with LED. These improvements resulted in lowering our electricity usage by 18-20% while expanding the footprint of refrigeration

A large part of our current project plans for the replacement of our aging roofing, adding roof insulation and reinforcing the existing roof structure to allow for the installation of a rooftop solar array. We also plan to replace the kitchen hood, including adding make-up air as well as modest office reconfiguration to meet the current client demand, and restroom improvements. The existing two-story structure will have no visible changes to the exterior but for the addition of the array and related hardware. Existing parapets on the east and west (partial) ends of the building will shield most of the array to vehicular and foot traffic on Mechanic Street. Though the plans are not final at this time, we plan to install the largest system we can while staying within the building codes and Keene HDC guidelines. As part of the planning, we may replace one or two of the existing gas-fired rooftop HVAC units with energy-efficient electrically powered units thereby giving more space for solar. The tilt of the array and specific equipment choices have not been made at this time as we await the award decision on the grant. If we are successful, the plans will be completed in time for construction in 2020 at which time we will provide the HDC all final equipment information. Since this portion of the work represents much of our project, CDFA has requested that we get conditional approval on this portion of the work prior to submitting our application.



② Proposed solar array

168 solar panels
290W each
48 kW peak power
installation to comply with
Section 605.11 of the 2015
IFC providing firefighter
access and roof pathways.



roof plane
approx. 23 ft 6
inches above
grade

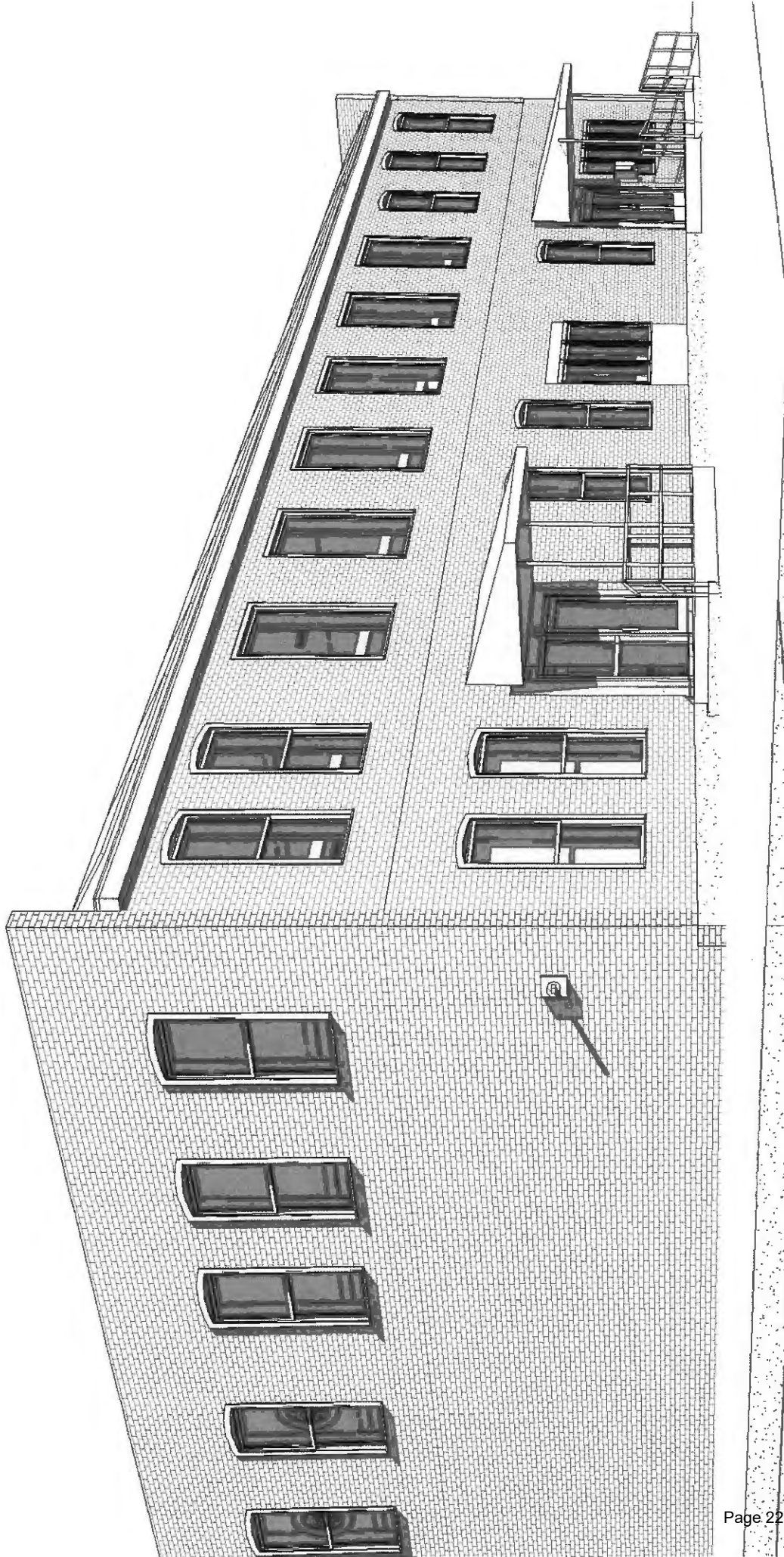
**Proposed Solar PV Array
2018 Community Kitchen Renovation.**

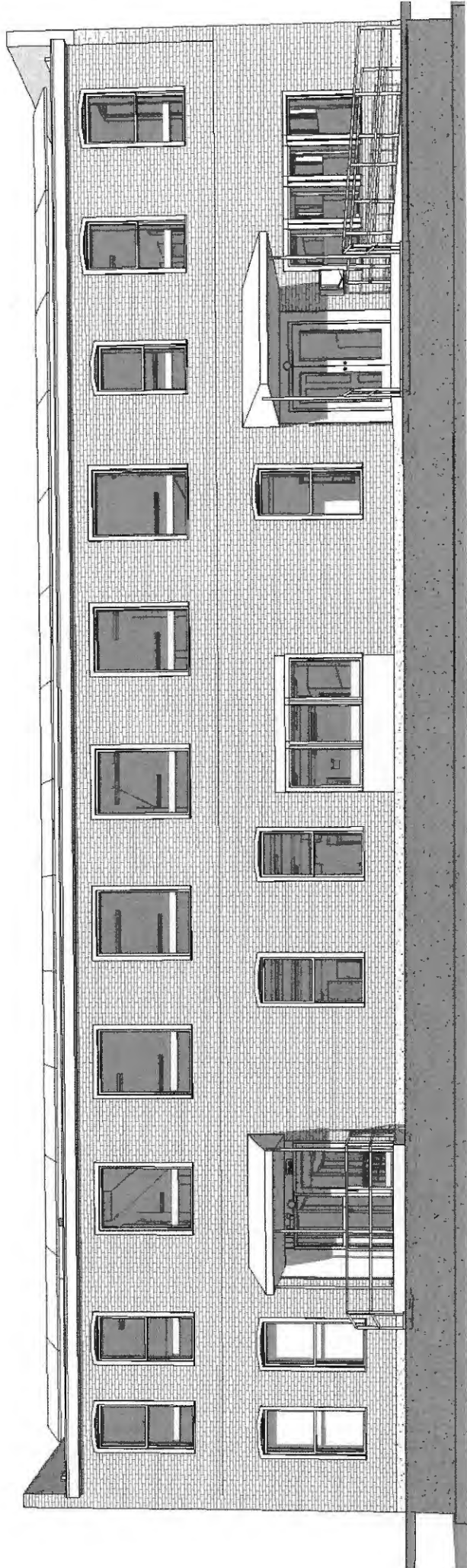
TCK 2-3

WELLER & MICHAL ARCHITECTS

71 MAIN STREET
HARRISVILLE, NH 03450
PHONE (603) 827-3840
WWW.WAPM.COM







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STAFF REPORT

COA-2019-09 – 48 Emerald Street – Brewbakers Café Exterior Modifications

Request:

Applicant Murphy’s Café LLC, on behalf of owner Sanel Realty Company Inc., proposes to install a dumpster, replace and relocate rooftop mechanical equipment, and conduct minor masonry repairs to the building located at 48 Emerald Street (TMP# 584-067-000). The property is ranked as a Contributing Resource and is located in the Central Business Limited District.

Background:

Once known as lots 5 and 6, the parcels located at 38 and 48 Emerald Street were purchased by Hezro W. Hubbard from Isaac J. Dunn in 1902. H.W. Hubbard purchased the land to serve as the site for his growing business, the Hubbard Machine Shop, which was established in 1868. The machine shop had previously been located on Mechanic Street, but the building on that site could not accommodate the growth of Hubbard’s business. The parcel at 48 Emerald Street was developed first, with the current structure erected in 1902 to house Hubbard’s business dealing with “engines, boilers, pipe, and fittings...direct plunger elevators, hangers, shafting, belting, and general mill supplies.” The Hubbard Machine Shop was a thriving Keene business, employing between 10 to 12 skilled laborers.

In 1917, the Hubbard Family sold the buildings at 38 and 48 Emerald to Frank A. Putnam, who used them for his business, the F.A. Putnam Manufacturing Company. Putnam’s company originally “develop[ed] a means to mechanically mark the size on quarter lining of shoes” and eventually expanded into labeling medical supplies. The F.A. Putnam Manufacturing Company eventually became the Markem Machine Company, which designed and operated “marking machines” capable of labeling a variety of goods ranging from cosmetic containers to radio tubes. Due to expanding business, the Markem Machine Company moved to a new facility on Congress Street in 1950. During the next few years, the former Hubbard building was sold multiple times.

In 1951, it was sold to a Delaware-based corporation called Sealol Manufacturing. It was sold again in 1955 to the Sealol Corporation, which was based in Rhode Island. In 1959, the Sealol Corporation sold the building to its current owner, Sanel Realty Company. In recent times, the building has housed Colony Antiques, a vintage retail store, and a small café run by Terra Nova Organic Coffee Roasters. Going forward, the space will serve as the new location for Brewbakers Café and will include a small retail space.

Due to its industrial past, the simple design of the building does not incorporate many architecturally significant features. The original portion of the building features a gable end roof, brick pilasters, and some of the original 6/6 regularly spaced windows. The property inventory form does not include a list of significant architectural features.



Above: The Hubbard building located at 48 Emerald Street. Photo taken December 2019.



Above: A historic photo of the Hubbard building, taken in the early 1900s (no date).

STAFF REPORT

The applicant proposes to place a dumpster at the rear of the building, repair an existing masonry window jamb on the primary façade facing Emerald Street, and replace the rear roof structure and rooftop mechanical equipment. In addition, the applicant proposes to uncover and rehabilitate existing windows on the first floor, as well as relocate a window from one existing opening to another.

Per Section III.D.10 (“Installation of dumpster, dumpster enclosure, or dumpster pad”), this work is classified as a “Major Project” for review by the HDC.

Completeness:

Staff recommend accepting the application as complete.

Application Analysis:

Included below is an analysis of the relevant standards of the HDC Regulations.

Section XV.A.5.b – Streetscape and Building Site – Utility, Service, and Mechanical Equipment

- “1) *On commercial and industrial buildings, mechanical equipment, such as compressor units, shall be set back on the roof of the building, so as to be minimally visible, or ground-mounted toward the rear of the building, with appropriate screening or landscaping to minimize visibility.*”
- 3) *New mechanical supply lines, pipes and ductwork shall be placed in inconspicuous locations and/or concealed with architectural elements, such as downspouts.*

The applicant proposes to replace and relocate existing rooftop mechanical equipment on both the middle and rear additions of the building, as well as replace the roof on the middle section of the building (See Figure 1). Currently, there are two exhaust pipes on the middle section of the roof and an air condensing unit and an exhaust pipe on the rear section. The applicant proposes to replace this equipment with new equipment located on the middle section of the roof. In addition, a PVC drain will be removed from the west building façade and an air condensing unit will be removed from the east façade. New equipment to be installed includes a make-up air unit, two exhaust pipes, and a condenser unit. The elevations submitted by the applicant show the new rooftop mechanical equipment on the east side of the middle section of the roof, which sits closest to the parking lot. Placing the equipment in this location will help reduce its visibility from Wilson Street. This standard appears to be met.



Figure 1: Aerial image with outlines showing the three sections of the roof at 48 Emerald Street.

- “4) *Bulk waste containers and waste storage containers shall be located – and appropriately screened—so as to be as inconspicuous as possible from the public right-of-way and adjacent buildings in residential use. In addition:*
 - Bulk waste and waste storage containers shall be located in rear or side yards and shall be to the rear of the front line of any building;*
 - Screening shall be required if any portion of the bulk waste or waste storage container is visible from the public way;*

STAFF REPORT

- Screening shall consist of a solid wall or fence and a gate. Screening shall be a minimum of six (6) feet in height or a height equal to the height of the waste container if the container height is greater than six (6) feet;*
- Screening shall be of a material, color, size, and pattern compatible with the building(s) or structure(s) on the site;*
- Chain link fence or chain link fence with interwoven slats shall not be acceptable screening.”*

The applicant proposes to place a dumpster at the rear of the building. The dumpster will be screened by 6' northern white cedar fencing that will be opaque-stained dark gray to match the existing brick mortar on the building. Due to its location, the dumpster will only be visible to drivers traveling past the property on Wilson Street. This standard appears to be met.

- “5) *Walls on front or street-facing facades shall not be penetrated for vent openings larger than seventy (70) square inches. Vent caps shall not be larger than two-hundred (200) square inches.”*

As part of the replacement of rooftop mechanical equipment, a new 78” by 30” air intake louver will be installed in the rear gable of the original building. While this exceeds the 70 square inches indicated in standard 5 above, this louver will be located on the rear of the building, not facing any street. This standard appears to be met.

Section XV.B.2.b – Building Rehabilitation – Masonry

- “2) *Masonry shall be cleaned only when necessary to halt deterioration or remove heavy soiling.*
- 3) *Masonry shall not be sandblasted or abrasively cleaned, but cleaned with the gentlest method possible, such as low-pressure cleaning at garden hose pressure, using water or detergents.*
- 6) *Repointing shall be undertaken only to address deteriorated masonry or in areas where moisture infiltration is a problem. The amount of wall area to be repointed shall be limited to the affected area. The new mortar joints shall match the original as closely as possible in terms of profile, width, and mortar composition. The new mortar shall match the color of the mortar used when the building was built; or it shall match aged or weathered mortar color, whichever is more appropriate. The color of all mortar shall come from the aggregate and not the binder. Upon completion of the repointing, all remaining mortar and residual film shall be cleaned from the façade of the building.*
- 7) *Brick walls that require repair with replacement brick shall be repaired with bricks that match the original as closely as possible in terms of size, color and texture.”*

The applicant proposes to replace the existing masonry window jamb on the front façade of the building which, according to an engineer, has settled and is structurally unstable (See Figures 2 and 3). The masonry would need to be rebuilt from the lintel to the foundation. The applicant proposes to match the existing mortar and reuse existing bricks, if possible. The photos below show the area of masonry to be repaired, as well as the bricks to be used, if the original bricks cannot be salvaged during repairs. The proposed brick replacement product has been identified as “Glen-Gery Brick – Molded Series 53-DD.” At the time of this staff report, material samples showing the color, profile, width, and composition of mortar to be used have not been submitted. The applicant is hoping to have samples ready in time for the meeting and is not proposing to clean the masonry prior to repairs. If the applicant is unable to bring a mortar sample to the meeting, the Board may wish to include staff approval of the mortar type and a test patch prior to brick repointing as conditions of approval.

STAFF REPORT

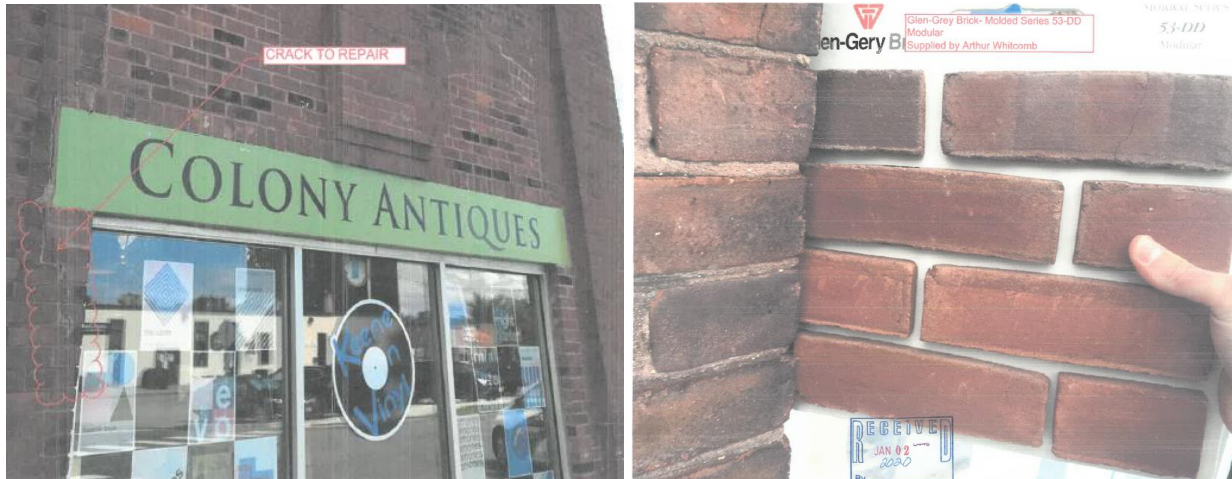


Figure 2 (Left): The window jamb on the main façade requiring minor masonry repair. Figure 3 (Right): The brick that will be used in masonry repairs, if the original bricks cannot be reused.

Sections XV.B.4.b & XV.B.4.d – Building Rehabilitation – Roofs and roof structures

“b) Design Standards

- 1) *The original or historic roofline shall not be altered. Raising or lowering the existing roofline shall only be allowed for the purpose of restoring the roof to its original profile.*

d) Projects that do not require COA

- 1) *Altering or replacing an existing roof covering or surface, provided that the new covering is with the same material and employs the same patterns and colors as the existing; and provided that the roof plane and profile is not altered”*

The applicant proposes to replace the rear roof structure, which is located on the middle portion of the building. The roof is currently made of a dark gray roofing membrane. The new roof will be replaced within the same roof line and will be made of a similar material. Per Section “d” above (Projects that do not require a COA), this work does not require approval by the Historic District Commission.

Sections XV.B.5.b & XV.B.5.d – Building Rehabilitation – Windows

“b) Design Standards

- 4) *If the size or location of the original window opening has been altered, owners shall be encouraged to restore those openings if replacing windows.*

d) Projects that do not require COA

- 1) *Installing or replacing storm windows, provided that original architectural features are not altered, removed or demolished*
- 2) *Repairs to windows that do not involve a change in their location, design, dimensions or materials”*

The applicant proposes to relocate one window on the west façade of the middle addition to the building, swapping it with the boarded window immediately adjacent, resulting in no net change in the number of exposed windows. The applicant also proposes to rehabilitate and repair five windows on the first floor of the oldest section of the building, and refurbish the top sash of two windows on the middle section of the building by removing the white plywood that is currently covering them and repairing them, where possible. Figure 4 shows the current and proposed locations of the window to be relocated, and Figure 5 depicts some of the boarded windows proposed to be rehabilitated. In addition, some of these windows will also have interior storm window panels installed. Per Section XV.B.5.d of the regulations regarding “Projects that do not require COA,” window repairs and the installation of interior storm windows do not require approval from the Historic District Commission. This standard appears to be met.

STAFF REPORT



Figure 4 (Left): The current and proposed locations of the window to be relocated. Figure 5 (Right): Some of the windows on the first floor to be uncovered and repaired on the east façade.

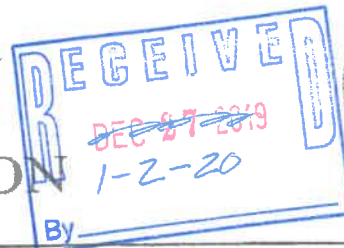
Recommendation:

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

Approve COA-2019-09 for placement of a dumpster, relocation and installation of new mechanical roof equipment, and minor masonry repairs to property located at 48 Emerald Street (TMP# 584-067-000) as presented in the site plan identified as “Renovations to 48 Emerald St.,” prepared by KCS Architects and dated December 2, 2019 and last revised December 9, 2019, and on the elevations identified as “48 Emerald Street,” prepared by KCS Architects and dated December 9, 2019 and last revised December 19, 2019 with the following conditions:

- 1. Staff approval of mortar color, profile, width, and composition.*
- 2. Staff approval of a test patch in an unobtrusive location prior to masonry repointing.*

HISTORIC DISTRICT COMMISSION MAJOR PROJECT APPLICATION



A	Project Name: 48 Emerald Street		For Staff Use Only: Date Received: _____		
	Tax Map Parcel number(s) 584 - 067 - 000 - 000 - 000		Community Development Department File # <u>COA-2019-09</u>		
Applicant		Name (please print): Murphy's Cafe LLC		Owner or duly authorized agent	
		Address: 48 Emerald Street, Keene, NH 03431			Name (please print): Robert Segal CEO Sanel NAPA
		Telephone/Email: 603-313-8632 terranoaorganiccoffee@gmail.com			Address: 129 Manchester St., Concord, NH 03301
		Signature: <i>Jeffrey J. Murphy</i>			Telephone/Email: 603-410-2597
		Date: 12/23/19	Signature: <i>[Signature]</i>	Date: 1/2/2020	
B	Descriptive Narrative Including:	<input checked="" type="checkbox"/> Type of alteration <input checked="" type="checkbox"/> Reason for alteration <input checked="" type="checkbox"/> Location of alteration <input checked="" type="checkbox"/> Material selection <input checked="" type="checkbox"/> Site features <input checked="" type="checkbox"/> Landscape features		Exemptions Requested (for materials not submitted) Circle one: YES NO (If YES see section H)	
				For Staff Use Only: Date of Pre-Application Meeting _____ Date Application is Complete _____	
C	A complete application must include the following:				
	<input type="checkbox"/> Two (2) copies of completed application forms <input type="checkbox"/> Two (2) copies of Descriptive Narrative <input type="checkbox"/> FEES covering the costs of processing, legal notice, advertising the public hearing, mailing notices out to abutters <input type="checkbox"/> Signed and Notarized Abutters List (direct Abutters only) <input type="checkbox"/> Two (2) sets of Mailing Labels for abutters		<input type="checkbox"/> Copies of any Zoning Board of Adjustment actions <input type="checkbox"/> Three (3) copies of site plan (see Section D) <input type="checkbox"/> Three (3) color copies of architectural elevations (see Section E) <input type="checkbox"/> Scale and Massing Depictions (see Section F) <input type="checkbox"/> Material Examples (see Section G)		

kcs ARCHITECTS

310 MARLBORO STREET – 2nd floor, KEENE, NEW HAMPSHIRE 03431, (603) 439-6648, katie@kcs-architects.com

December 20, 2019, revised January 2, 2019

City of Keene HDC Major Project Application – Descriptive Narrative:

Proposed Renovations to 48 Emerald Street in Keene, New Hampshire

We are proposing a renovation to the existing building at 48 Emerald Street, without any additions to the building or significant changes to the exterior or site. The interior renovation creates a primary restaurant use that is currently an accessory use to retail use in the building. A smaller retail area will remain in the building as well. Our clients also need the construction to occur on a schedule that is feasible for their business and tenant business, over the winter months from January 2 to April 1, 2020. We are working with DEW as a Construction Manager.

There is no change to the building footprint proposed with this project. There is no change in site configuration that generates or increases the potential for adverse impacts to drainage systems, surface waters, groundwater, wetlands, floodplains, pedestrian safety of vehicular safety. We will be adding a dumpster and dumpster screening as noted on the submitted plans. The dumpster screening will be northern white cedar solid fencing. It will be opaque-stained dark gray to match the existing brick mortar on the building. There is no change to landscaping, lighting, driveways, or parking lots.

The existing masonry window jamb at the front façade storefront location has settled and is structurally unstable. It will need to be rebuilt from the lintel to the foundation, in the area shown in the photograph. We will reuse existing bricks and match the existing mortar.

As noted on the exterior elevations, we are proposing that some of the historic windows at the first floor be uncovered and repaired where possible, which will create a visual and architectural improvement to the appearance of the existing structure.

On the west façade, toward the rear of the building, we propose that one window will be moved to another opening (currently closed with white plywood) and the existing opening will be infilled with the same plywood painted white.

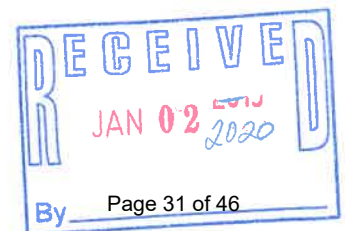
We are also proposing to replace the rear roof structure, which is failing. It will be replaced within the same roof line, with no change to exterior appearance. It will be strong enough to support current snow loads. We are proposing a make-up air unit and (3) air condensing units be located on the lower low slope portion of that rear roof. This would not be visible from the adjacent Emerald or Wilson Streets as it is shielded by adjacent roof structures. It may be visible from a distance on Wilson Street, in the winter, when trees are bare. We are also proposing to locate an air intake louver at the rear gable of the main building. Existing and Proposed Exterior Elevations are attached that visually describe the current and proposed mechanical locations.

Thank you for your consideration,



Katie Sutherland, kcs ARCHITECTS

COA-2019-09





603-439-6648
603-359-4488
603-827-8772
603-801-2221
603-234-8292

ARCHITECT: KCS ARCHITECTS
STRUCTURAL ENGINEER: STEVE TARBOK
ELECTRICAL ENGINEER: RUSS DOWNING
MECHANICAL ENGINEER: DESIGN DAY MECHANICAL, IRIS WATT
PLUMBING ENGINEER: DESIGN DAY MECHANICAL, MARK REAUM

RENOVATIONS TO
48 EMERALD ST.
KEENE, NEW HAMPSHIRE 03401

DRAWN BY: ##

ZONING PLAN
SCALE: AS NOTED

kcs ARCHITECTS
310 MARLBORO STREET, KEENE, NH 03033 603-439-6648

12-09-19 CONSTRUCTION
12-02-19 PLANNING BOARD

DATE: FOR:

ISSUE LOG

PROPOSED PARKING COUNT

RESTAURANT:	66 SEATS	1/4 SEATS(66)-	16.5
RETAIL:	801 SF	1/200 SF(801SF)-	4.005
STORAGE/ WAREHOUSE:	1,891 SF	1/3000 SF(1,891SF)-	0.63
TOTAL:			21.136 (22 SPACES)

1 PARKING COUNT
SCALE: NTS

EXISTING TRIP RATES

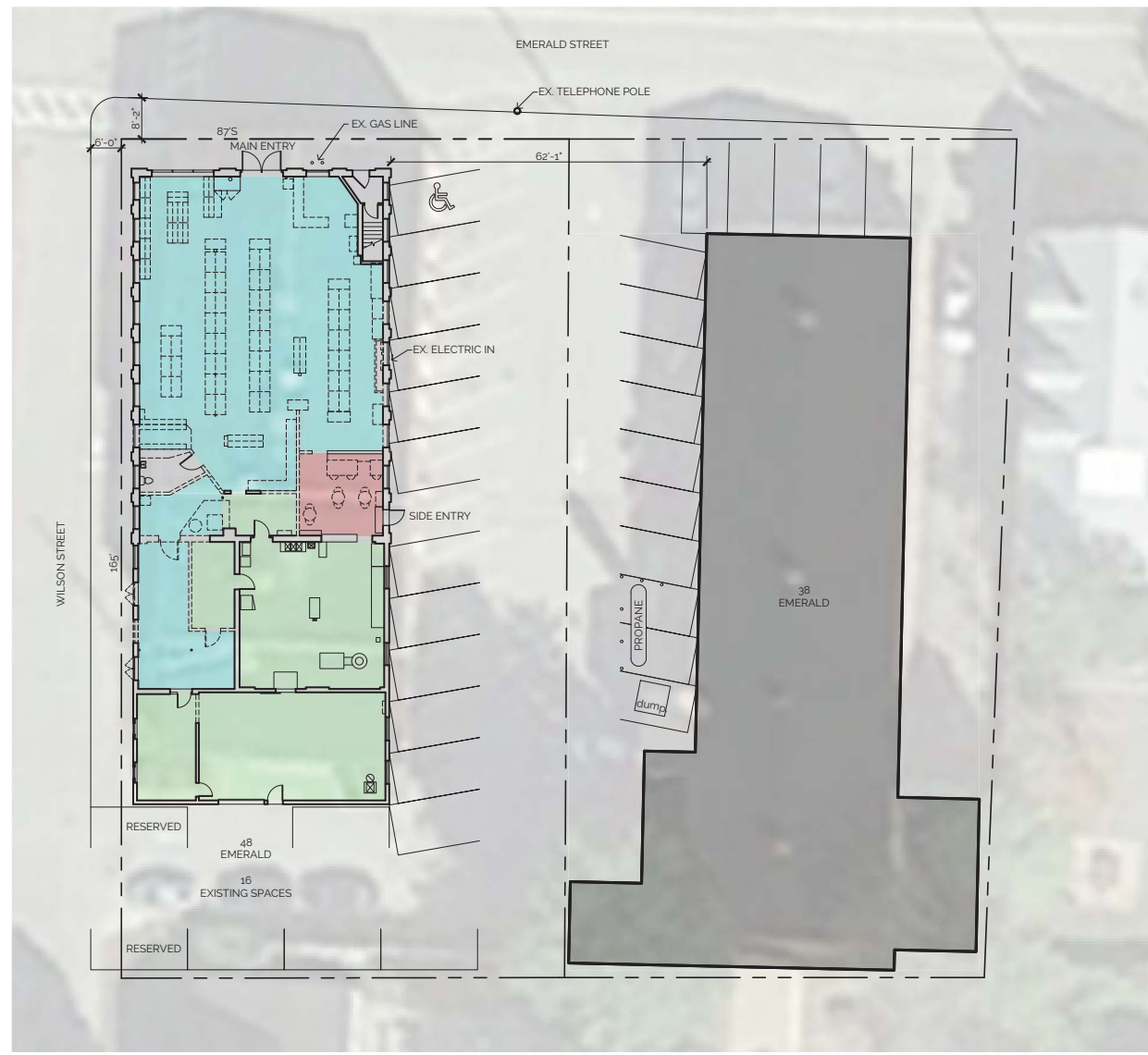
CODE	DESCRIPTION	AREA (GFA)	PM PEAK	AM PEAK	PEAK DAILY AVERAGE	WEEKDAY DAILY AVERAGE
150	WAREHOUSING	2,120 SF	0.59	N/A OPENS 10 AM	2,120 SF/1,000 SF (0.59)-13	2,120 SF/1000 SF (3.89)-
826	SPECIALTY RETAIL CENTER	3,142 SF	2.71	N/A OPENS 10 AM	3,142 SF/1,000 SF (2.71)- 8.5	3,142 SF/1000 SF (4.432)-
936	COFFEE/ DONUT SHOP W/O DRIVE- THROUGH WINDOW	262 SF	40.75	N/A OPENS 10 AM	262 SF/1,000 SF (40.75)-10.7	PER DAILY RECEIPTS*-
				TOTAL-	20.5	TOTAL-
						165

PROPOSED TRIP RATES

CODE	DESCRIPTION	AREA (GFA)	PM PEAK	AM PEAK	PEAK DAILY AVERAGE	WEEKDAY DAILY AVERAGE
150	WAREHOUSING	1,891 SF	0.59	N/A OPENS 10 AM	1,891 SF/1,000 SF (0.59)-1.1	1,891 SF/1,000 SF (3.89)-
826	SPECIALTY RETAIL CENTER	801 SF	2.71	N/A OPENS 10 AM	801 SF/1,000 SF (2.71)- 2.2	801 SF/1,000 SF (4.432)-
931	QUALITY RESTAURANT	2,266 SF	9.02	N/A OPENS 10 AM	2,266 SF/1,000 SF (9.02)-20.4	2,266 SF/1,000 SF (89.95)-
				TOTAL-	23.7	TOTAL-
						246.7

81.7 INCREASE IN TRIPS PER DAY- PRIMARILY IN PM- AS NOT OPEN BEFORE 10 AM
* DAILY AVERAGE- BETWEEN 30 TO 40 RECEIPTS W/ 50% BEING FOOT TRAFFIC
BASED ON ITE TRIP GENERATION MANUAL, 9TH EDITION

2 VEHICULAR TRAFFIC STUDY
SCALE: NTS



4 APPROXIMATE EXISTING SITE PLAN
NOT SURVEYED SCALE: 1/16" = 1'-0"

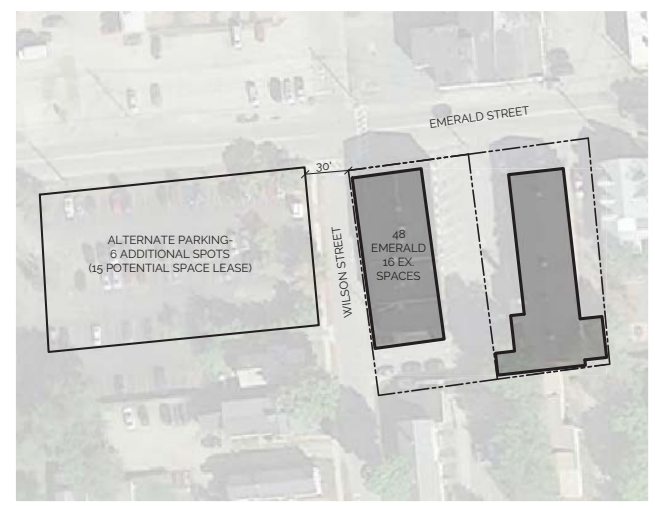
AREA KEY

RESTAURANT	Red
RETAIL	Blue
STORAGE & WAREHOUSE	Green

LOT COVERAGE:

LOT AREA:	14,355 SF
STRUCTURES:	6,333 SF EXISTING
STRUCTURES AND IMPERMEABLE MATERIAL:	14,355 SF EXISTING
PERCENTAGE OCCUPIED BY STRUCTURES:	44% EXISTING (60% ALLOWABLE)
PERCENTAGE COVERED BY IMPERMEABLE MATERIAL (INCLUDING STRUCTURES):	100% EXISTING (80% ALLOWABLE)
*NO CHANGE TO SITE OR STRUCTURE	

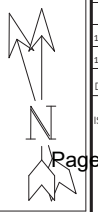
3 IMPERVIOUS AREA CALCULATION
SCALE: NTS

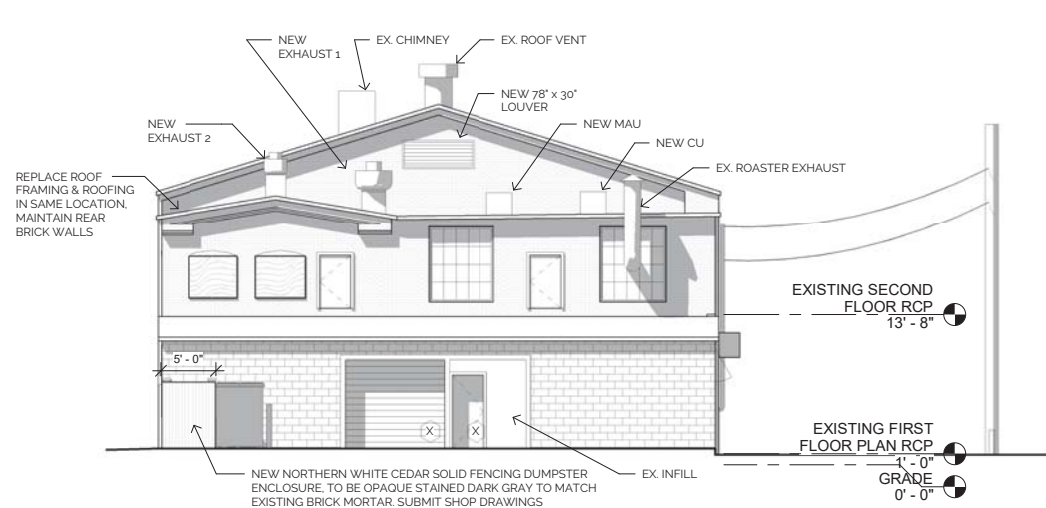


4 APPROXIMATE PLOT PLAN
NOT SURVEYED SCALE: 1/64" = 1'-0"

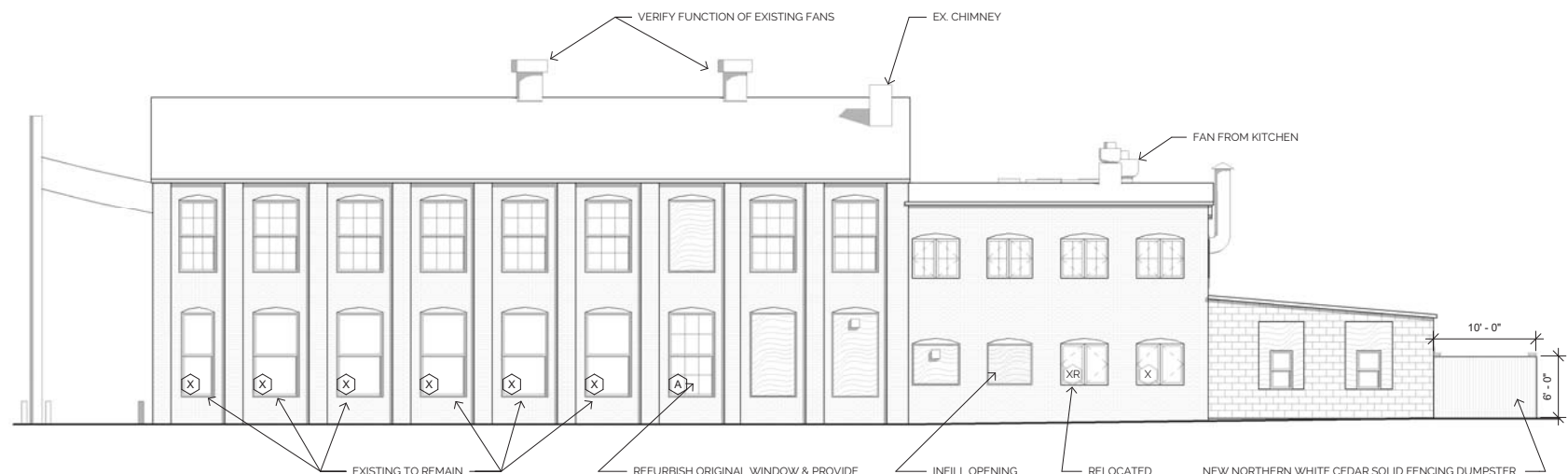


5 APPROXIMATE PROPOSED SITE PLAN
NOT SURVEYED SCALE: 1/16" = 1'-0"

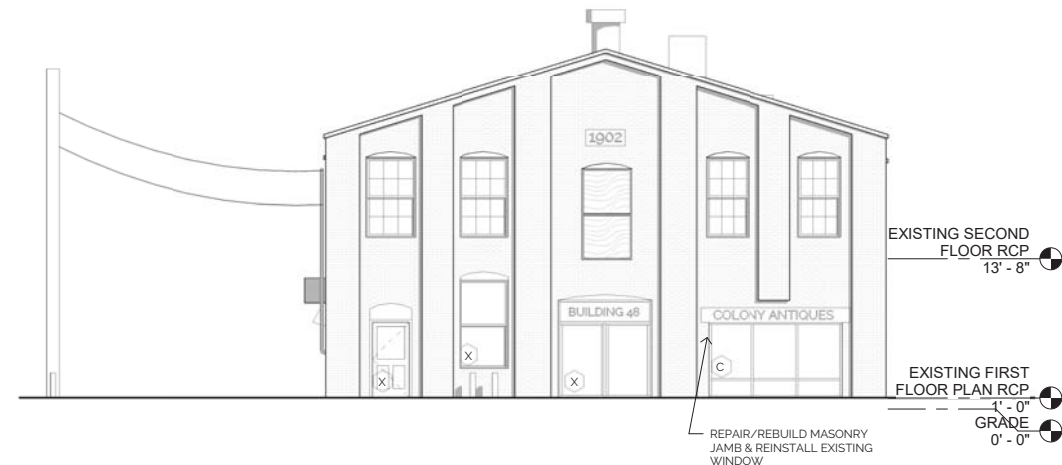




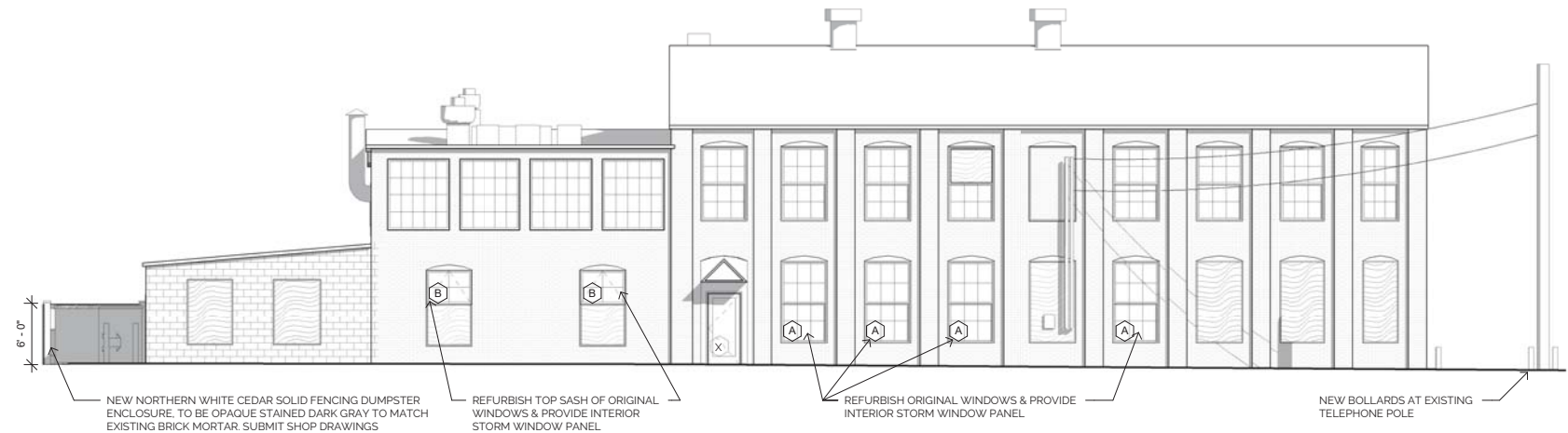
3 SOUTH ELEVATION
1/8" = 1'-0"



2 WEST ELEVATION
1/8" = 1'-0"



1 NORTH ELEVATION
1/8" = 1'-0"



5 EAST ELEVATION
1/8" = 1'-0"

603 33-0648
603 352-4483
603 817-2074
603 800-2021
603 334-8049

KCS ARCHITECTS
STEVE TARDOK
RUS DOWNING
DESIGN/MECHANICAL/RS/WATT
DESIGN/MECHANICAL/HARK/RENAUD

ARCHITECT
STRUCTURAL ENGINEER
ELECTRICAL ENGINEER
MECHANICAL ENGINEER
PLUMBING ENGINEER

48 EMERALD STREET
48 EMERALD ST, NEEHE, NH

EXTERIOR ELEVATIONS
DRAWN BY: Author

SCALE: 1/8" = 1'-0"

kcs ARCHITECTS
330 MARLBORO STREET, NEEHE, NH 03856
603 334-8048

12/09/19	CONSTRUCTION
DATE:	FOR:
ISSUE LOG	



Community Development Department

MEMORANDUM

To: Historic District Commission
From: Mari Brunner, Planner
Date: December 11, 2019
Subject: HDC Resource Ranking Work Group Update

The HDC Resource Ranking Work Group was formed to rank properties within the Downtown Keene Historic District that have not yet been ranked as either “Primary,” “Contributing,” “Non-Contributing,” or “Incompatible.” There are four members of this work group: Hanspeter Weber, Chair of the HDC; Sam Temple, HDC member; Rose Carey, Chair of the Heritage Commission; and Louise Zerba, Heritage Commission member. The HDC Resource Ranking Work Group has met three times as of the date of this memo, and plans to meet next on December 16, 2019. The minutes from the three work group meetings that have already occurred are included as attachments to this agenda packet. These minutes are included as background information for the Board.

Attachments: HDC Resource Ranking Work Group minutes for the meeting of July 29, 2019, September 25, 2019, and October 28, 2019.



City of Keene, New Hampshire

Historic District Commission
Resource Ranking Work Group

MINUTES

Monday, July 29, 2019

4:30 PM

2nd floor Committee Room

Attendees:

Hanspeter Weber, Historic District Commission (HDC) Chair
Sam Temple, HDC Member
Rose Carey, Heritage Commission Chair
Louise Zerba, Heritage Commission Member
Mari Brunner, HDC Staff liaison / Planner

1. Welcome and Introductions

Ms. Brunner thanked everyone for attending the meeting and asked for a round of introductions.

2. Resource Ranking Project

a) Project Overview

Ms. Brunner said that this is the first meeting of the “HDC Resource Ranking Work Group.” All properties within the Downtown Historic District, which is an overlay zoning district, are ranked according to the following categories:

- Primary Resource: a building, structure or site within the Downtown Keene Historic District that was present during the Period of Significance and that contributes to the district’s sense of time and place and historical development in a particularly distinctive manner.
- Contributing Resource: a building, structure or site within the Downtown Keene Historic District that was present during the Period of Significance and that contributes to the district’s sense of time and place and historical development.
- Non-Contributing Resource: a building, structure or site within the Downtown Keene Historic District that is either less than fifty (50) years old and thus was not constructed within the Period of Significance; or is fifty (50) or more years old and has lost its architectural, historical or cultural integrity due to major alterations or other changes and thus has lost the ability to contribute to the character of the historic district. A Non-Contributing resource may become a Primary or Contributing resource when it becomes 50 years old. It may also become a Primary or Contributing resource if its integrity is restored.
- Incompatible Resource: a building, structure or site within the Downtown Keene Historic District that has no historic or architectural integrity and whose setback, massing, scale, height, materials and/or fenestration detract from the character of the district.

Ms. Brunner continued, noting that the goal of this group is to assess which properties within the district need to be ranked for the first time, or re-ranked due to changes that have occurred since the initial

ranking. She explained that there are some properties within the district that have never been ranked because they are located in the Gilbo Avenue extension that was added on to the district at a later date. In addition, there are some properties that were initially ranked as “Non-Contributing” that have since been improved, and may now warrant a new ranking. An example is the Hannah Grimes Center located at 25 Roxbury Street. The group agreed that properties that have been changed or improved since their initial ranking should be re-examined; however, priority will be given to properties that have no ranking yet that are 50 years old or older.

b) List of Properties to be Ranked

Ms. Brunner passed out paper copies of the HDC “Resource Ranking List” dated 10/11/2016, which is also available online at www.ci.keene.nh.us/historic-district-commission. She said that there is a list at the end of the document of all the properties that have not yet been ranked. The group went through this list and identified the properties that are more than 50 years old that have no ranking. One person volunteered to research each property for the next meeting:

- 43 Wilson Street – Louise Zerba
- 104 Emerald Street – Sam Temple
- 25 Roxbury Street – Sam Temple
- 80 Emerald Street – Rose Carey
- 149 Emerald Street – Hanspeter Weber

c) Background Research Needs

The group reviewed examples of different property inventory forms that have been used in the past for resource ranking research, including a state (NHDHR) Individual Inventory Form, a form used by the Cheshire County Historical Society, and a form used by the Heritage Commission for the initial resource ranking. Ms. Brunner demonstrated how to use the online Assessing map for the City of Keene, which can be accessed at www.axisgis.com/keenenh/ and includes basic information about properties in Keene. The group noted that it would be helpful to have an additional column on the resource ranking list for “year built” in order to quickly identify properties that may have been ranked as “Non-Contributing” initially because they were not yet 50 years old, that may now warrant a new ranking.

3. Next Meeting

The group agreed to meet again in a couple months to allow time for members to research properties before the next meeting. Ms. Brunner will send out a Doodle poll to schedule the next meeting in September.

4. Adjourn

The meeting adjourned at 5:30 PM.

Respectfully submitted by,

Mari Brunner, Planner.



City of Keene, New Hampshire
Historic District Commission
Resource Ranking Work Group

MINUTES

Wednesday, September 25, 2019

4:30 PM

2nd floor Committee Room

Attendees:

Hanspeter Weber, Historic District Commission (HDC) Chair
Rose Carey, Heritage Commission Chair
Louise Zerba, Heritage Commission Member
Mari Brunner, HDC Staff liaison / Planner

1. Welcome

Ms. Brunner thanked everyone for attending the meeting.

2. Resource Ranking Project

a) Updates on Property Research

43 Wilson Street

Louise Zerba gave an update on her research for the property located at 43 Wilson Street. She said she received assistance from the Historical Society of Cheshire County and from the Registry of Deeds. She noted that Anna Tilton from the Registry was especially helpful and did not charge a fee because the research was done on behalf of the City.

Louise said that she was not able to determine the exact year that the current structure on this site was built; however, by 1898 the house was present on the site. All of the properties in this area of the City were originally part of the General James Wilson homestead. James Wilson deeded the property to Benjamin Cheney in 1868, who sold it to the Cheshire Railroad in 1882. In 1886, the Cheshire Railroad sold the property to Isaac Dunn. The property has switched ownership several times since then, and is currently owned by Donna Forte.

Louise said that she visited the site, and the house appears to have the original slate roof and possibly the original wood clapboard siding. The porch is in the same location as the original construction. Windows are single light, double-hung windows. These may or may not be replacement windows.

104 Emerald Street

Next, Rose Carey gave an update on her research for the property located at 104 Emerald Street. Rose said that the early history of this site is very similar to 43 Wilson Street. It was also part of the General James Wilson homestead, deeded to Benjamin Cheney in 1868, sold to the Cheshire Railroad in 1882, and purchased by Isaac Dunn in 1886. Mr. Dunn operated a chair manufacturing business on the site, then sold the property in 1955 to the Keene Industrial Paper Co. (KIPCO), the present owner of the site.

DRAFT

Rose noted that the older section of the existing building appears to date back to the time of the chair manufacturing company operated by Isaac Dunn. The rear addition looks newer. The older portion of the building has a slate roof and a mix of wood and vinyl siding. Rose said that this is one of the few wooden structures used for manufacturing that remain in the City. She thinks the oldest part of the building was built in 1886 when Mr. Dunn purchased the property.

b) Additional Research Needs

Hanspeter Weber said that he plans to research the property located at 149 Emerald Street before the next meeting. Rose Carey said that she thought she had signed up to research 104 Emerald Street instead of 80 Emerald Street; however, it appears as though Sam Temple signed up to research 104 Emerald Street. She asked if she could switch with Sam since she has already researched the property at 104 Emerald Street. Mari said she would check in with Sam to see if he is all right with this change.

3. Next Meeting

The group agreed to meet again in one month. Ms. Brunner will send out a Doodle poll to schedule the meeting in October.

4. Adjourn

The meeting adjourned at 5:30 PM.

Respectfully submitted by,
Mari Brunner, Planner



City of Keene, New Hampshire
Historic District Commission
Resource Ranking Work Group

MINUTES

Monday, October 28, 2019

4:30 PM

4th floor Conference Room

Attendees:

Hanspeter Weber, Historic District Commission (HDC) Chair
Louise Zerba, Heritage Commission Member
Mari Brunner, HDC Staff liaison / Planner

1. Welcome

Ms. Brunner thanked everyone for attending the meeting and passed out handouts including the agenda, resource ranking sheets for each property, and a revised list of properties in the Downtown Keene Historic District that have not yet been ranked with “year built” data.

2. Resource Ranking Project

a) Updates on Property Research

149 Emerald Street

Hanspeter Weber gave an update on his research for the property located at 149 Emerald Street. The history of this property is closely linked to that of the Cheshire Railroad. The railroad reached Keene in 1848, and in the Cheshire Railroad Co.’s early years, there were wooden facilities on this site that handled light repairs and employed about 60 people. In 1866, the railroad lines were extended north and most of the early wooden facilities were replaced by brick shops, designed and built for \$50,000 under the supervision of master mechanic Frank A. Perry. The following year, the roundhouse was built for \$66,000. The new shops consisted of a machine shop (193 x 65 feet), blacksmith’s shop (110 x 52 feet), and a carpenter’s shop (112 x 56 feet) built in a continuous line about 415 feet in length. Over time, other shops were added, including car shops, a spring shop, and tank shop. By 1878 there were tracks running out of Keene in four directions, and by 1890, the Cheshire Railroad employed 250 people.

In 1940, the property was sold to the New England Screw Company, then was sold to the Central Screw Co. in 1947. The Central Screw Co. operated for over 25 years, then sold the property to Microdot Industries in 1974. The property sat vacant for several years, then went through major renovations in the 1980s and early 1990s. At some point, the building was branded “The Center at Keene” and functioned as a shopping center. In 2014, the building came under the same ownership as the Colony Mill, and was re-branded “The Center at Colony Mill.” The property is currently owned by 149 Emerald Street Owner LLC.

b) Resource Ranking

The group went through each of the categories on the resource ranking form for 43 Wilson Street. Overall, the group decided that the property should be ranked as a “Contributing” Resource due to its age, massing, placement on the lot, and intact historic materials.

3. Next Meeting

The group agreed to meet again in about a month. Ms. Brunner will send out a Doodle poll to schedule the meeting in November or December.

4. Adjourn

The meeting adjourned at 5:30 PM.

Respectfully submitted by,

Mari Brunner, Planner

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HISTORIC DISTRICT COMMISSION

2020 Meeting Schedule

All meetings are on the 3rd Wednesday of each month at 4:30PM
in City Hall, 2nd Floor Committee Room

Wednesday, January 15

Wednesday, February 19

Wednesday, March 18

Wednesday, April 15

Wednesday, May 20

Wednesday, June 17

Wednesday, July 15

Wednesday, August 19

Wednesday, September 16

Wednesday, October 21

Wednesday, November 18

Wednesday, December 16

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2019 HDC Administrative Approvals

The list below includes requests that were approved administratively by staff on behalf of the HDC during 2019. The requests either met the threshold for a minor project as outlined in Section III.C of the HDC Regulations, or they were proposed for a Non-contributing or Incompatible resource and it was determined that they did not warrant review and approval by the Historic District Commission (per Section III.D of the HDC Regulations). More information about each project is available on the 4th floor of City Hall.

1. **COA-2019-01, Modification #1 – 81 Court Street – Exterior Modification:** Increase the length of the concrete ramp to the front stoop in order to meet accessibility requirements and remove granite facing on the ramp. Additionally, the applicant proposes to install evergreen shrubs on both sides of the front stoop and in front of the concrete ramp to screen the concrete face of the ramp from view.
2. **COA-2019-01, Modification #2 – 81 Court Street – Removal of Ramp:** Eliminate concrete ramp from proposal and plan for the installation of a future lift at the back of the building.
3. **COA-2019-02, Modification #1 – 42-46 Main Street – Modification to Mural Approval:** Increase the size of the proposed mural from 270 square feet to 360 square feet, which is approximately 5% of the surface area of the 7,000 square foot building façade.
4. **COA-2012-12, Modification #1 – 42-46 Main Street (24 Railroad Street) – Modification to Entry and Parking Spaces:** Reduce the number of parking spaces from 25 to 23 in order to provide one van-accessible space, install a concrete ramp with handrail to provide an accessible route to the entrance door, and install two condenser units adjacent to an existing condenser unit on the south façade of the building.
5. **COA-2019-06 – 7-11 Court Street – Mini Split Installation:** Install two, air-sourced heat pumps (“mini splits”). The outside portion of the units will be installed on the rear, northeast elevation of the building between the two infilled windows on the ground level.
6. **COA-2019-08 – 172 West Street – National Guard Recruitment Center Door Installation:** Install two, new exterior doors in existing window openings on the building. One door will be installed on the north-facing elevation, and the other door will be installed on the west-facing elevation.
7. **COA -2011-13, Modification #7 – 34 Cypress Street - Monadnock Food Co-op Expansion:** Enlarge the previously approved expansion to the Monadnock Food Co-op by 975 square feet, reduce the size of the outdoor concrete patio on the east side of the building, and shift the patio and concrete walkway to the east to allow for the enlargement of the co-op expansion. Reduce the number of proposed parking spaces in the proposed asphalt parking lot located to the east of the building and move two accessible parking spaces. Relocate landscaping to accommodate relocated bicycle racks and avoid placement of plants within the City of Keene bicycle path easement.
8. **COA-2012-04, Modification #1 – 76 Railroad Street – Door Replacement:** Replace the existing, 36” wide main entry door on the south side of the building with a 42” wide door in order to meet fire code requirements for safe egress.

9. **COA-2013-12, Modification #1 – 43 Emerald Street – Door Replacement:** Enlarge the existing door opening on the west façade from 3' wide by 7' tall to 8' wide by 8' tall and install a double clear aluminum door (unpainted).
10. **COA-2018-06, Modification #1 – 3 Washington Street – Modification to Mural Approval:** Increase the size of the proposed mural from 180 square feet to 230 square feet, which is approximately 15% of the surface area of the 1,500 square foot building façade.
11. **COA-2018-10, Modification #1 – 16 Church Street – Modification to Mural Approval:** Increase the size of the proposed mural from 416 square feet to 495 square feet, which is approximately 25% of the surface area of the 2,016 square foot building façade.
12. **COA-2018-10, Modification #2 – 16 Church Street – Cracker Factory Vents:** Modify an existing vent opening on the north, rear façade of the building by shifting it slightly to the east, seal a former vent opening, and install a new vent opening higher up on the wall.
13. **COA-2015-07, Modification #3 – 161-185 Main Street – St. Bernard Church Exterior Vent:** Install an exterior vent on the north façade of the Parish Hall building.
14. **COA-2016-06, Modification #5 – 31 Washington Street – Modification to Trash Compactor Screening:** Increase the height of the fence to screen the trash compactor from 6 feet to 8.5 feet.