



## **Planning Board – Monday, June 22, 2020, 6:30PM**

### **AGENDA**

- This meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online by visiting [www.zoom.us/join](http://www.zoom.us/join) and enter the Meeting ID: **863 6208 0288**.\*
- If you are unable to attend the meeting online, you may call the toll-free # **(888) 475-4499** and enter Meeting ID: **863 6208 0288** to listen to the meeting.\*
- More info on how to access this meeting is available on the Planning Board webpage at [ci.keene.nh.us/planning-board](http://ci.keene.nh.us/planning-board).
- If you encounter any issues accessing this meeting, please call 603-757-0676 during the meeting.

I. **Call to Order** – Roll Call

II. **Minutes of Previous Meeting** – May 26, 2020 Meeting

IV. **Public Hearings:**

**SPR 108 Modification 2 –526 Main Street, VIP Tires & Service** - Applicant John Quirk, on behalf of owner, Sandri Realty Inc., proposes to remove a bicycle rack and install parking in front of the building located at 526 Main Street (TMP# 114-001-000). Waivers are requested from Development Standards #12 – Traffic, and #19 – Architecture and Visual Appearance. The site is 1.85 acres and is located in the Commerce District.

V. **Community Development Director Report**

VI. **New Business**

VII. **Upcoming Dates of Interest – July 2020**

- Joint PB/PLD Committee – July 13; 6:30 PM
- Planning Board Steering Committee – July 14; 11:00 AM
- Planning Board Site Visits – July 22; 8:00 AM – **To Be Confirmed**
- Planning Board Meeting – July 27; 6:30 PM

*\*In Emergency Order #12, issued by the Governor pursuant to Executive Order #2020-04, which declared a COVID-19 State of Emergency, the requirement that a quorum of a public body be physically present at the meeting location under RSA 91-A:2, III(b), and the requirement that each part of a meeting of a public body be audible or otherwise discernible to the public at the meeting location under RSA 91-A:2, III(c), have been waived. Public participation may be provided through telephonic and other electronic means.*

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1 CITY OF KEENE  
2 NEW HAMPSHIRE

3  
4 PLANNING BOARD  
5 MEETING MINUTES

6  
7 Tuesday, May 26, 2020

6:30 PM

Online Zoom Meeting

Members Present

Douglas Barrett, Chairman  
Chris Cusack, Vice-Chair  
Councilor Michael Remy  
Pamela Russell Slack  
Mayor George Hansel  
David Orgaz

Staff:

Rhett Lamb, Asst. City  
Manager/Community Development  
Director  
Tara Kessler, Senior Planner  
Mari Brunner, Planner

Members Not Present:

Gail Sommers  
Andrew Weglinski  
Michael Burke

8 **I. Statement of Authority to Hold Remote Meeting**

9 Chair Barrett began the meeting by reading the following statement with respect to holding  
10 remote meetings:

11  
12 *“In Emergency Order #12, issued by the Governor of the State of New Hampshire pursuant to*  
13 *Executive Order #2020-04, certain provisions of RSA 91-A regulating the operation of public*  
14 *body meetings have been waived during the declared COVID-19 State of Emergency.*

15  
16 *Specifically:*

- 17 • *The requirement that a quorum of a public body be physically present except in an*  
18 *emergency requiring immediate action under RSA 91-A:2, III(b);*  
19 • *The requirement that each part of a meeting of a public body be audible or otherwise*  
20 *discernible to the public at the location specified in the meeting notice as the location of the*  
21 *meeting under RSA 91-A:2, III(c).*  
22 • *Provided, however that the public body must:*  
23 • *Provide access to the meeting by telephone, with additional access possibilities by*  
24 *video or other electronic means;*  
25 • *Provide public notice of the necessary information for accessing the meeting;*  
26 • *Provide a mechanism for the public to alert the public body during the meeting if*  
27 *there are problems with access; and*  
28 • *Adjourn the meeting if the public is unable to access the meeting.*  
29 • *All votes are to be taken by roll call.*  
30 • *All board participants shall identify the location from where they are participating and who*  
31 *is present in the room with them.”*  
32

33 Chair Barrett said the public may access the meeting online by visiting the Zoom website,  
34 [www.zoom.us/join](http://www.zoom.us/join), and entering the Meeting ID, which he stated. The Meeting ID also  
35 appeared on the Agenda for the meeting. The public can, listen, but not view, the meeting by  
36 calling the toll-free phone number (888) 475-4499 and entering the Meeting ID. He noted that if  
37 someone is unable to access the meeting, they should call 603-757-0622.

38  
39 **II. Call to order – Roll Call**

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

41

42 **III. Minutes of previous meeting – April 13, 2020 & April 27, 2020 Planning**  
43 **Board Meeting**

44

45 A motion was made by Mayor George Hansel to accept the April 13, 2020 & April 27, 2020  
46 meeting minutes. The motion was seconded by Councilor Michael Remy and was unanimously  
47 approved by roll call vote.

48

49 **IV. Boundary Line Adjustment**

50

51 **S-03-20 - 522 & 526 Main Street** - Applicant 522 Main Street Keene LLC, on behalf of owner  
52 Sandri Realty Inc., proposes a boundary line adjustment between the property located at 522  
53 Main St (TMP #112-008-000) and the adjacent lot at 526 Main St (TMP# 114-001-000). This  
54 adjustment would result in a net transfer of 47-sf of land from the 80,566-sf parcel at 526 Main  
55 St to the 9,636-sf parcel at 522 Main St. This adjustment would transfer 3,297-sf from the  
56 southern portion of the parcel at 522 Main St to the parcel at 526 Main St, and would transfer  
57 3,345-sf from the parcel at 526 Main St to the eastern portion of the parcel at 522 Main St. Both  
58 properties are located in the Commerce District.

59

60 **A. Board Determination of Completeness.**

61 Senior Planner Tara Kessler stated the applicant has requested exemptions from providing a  
62 separate proposed conditions plan, grading plan, landscaping plan, lighting plan, drainage report,  
63 and traffic report. Because this is a boundary line adjustment and no new development is  
64 proposed, after reviewing this request, staff has determined that exempting the Applicant from  
65 submitting this information would have no bearing on the merits of the application. Ms. Kessler  
66 recommended to the Board that Application SPR-108 Modification 1 was complete.

67

68 A motion was made by Mayor George Hansel that the Board accept this application as complete.  
69 The motion was seconded by Councilor Michael Remy and was unanimously approved by roll  
70 call vote.

71

72 **B. Public Hearing**

73 Mr. Michael Petrovick of Michael Petrovick Architects addressed the Board and stated he  
74 represents 522 Main Street LLC. He indicated 522 Main Street LLC has an agreement to  
75 purchase 522 and 526 Main Street from Sandri Realty. The 522 Main Street property is a 0.2-  
76 acre lot and 526 Main Street is a 1.8-acre lot. Both of these properties have existing structures on  
77 them. The applicant's proposal is to rehabilitate the main structure located on 526 Main Street  
78 and to that end, they are requesting additional frontage for the 526 Main Street parcel and to  
79 adjust the boundary line to the south. He referred to an image of the boundary line adjustment  
80 plan, which showed the 3,297-sf area proposed to be conveyed from 522 Main Street to 526

81 Main Street in gray and the 3,345-sf area to be conveyed from 526 Main Street to 522 Main  
82 Street in orange.

83  
84 Mr. Petrovick stated the proposed adjustment would result in the net conveyance of 47 square  
85 feet of land from 526 Main Street to 522 Main Street. This concluded the applicant's  
86 presentation.

87  
88 Staff comments were next. Ms. Kessler stated as indicated there is going to be a swap of land  
89 between 522 and 526 Main Street. She noted this adjustment is proposed because of the next  
90 item on the Board's agenda – a site plan application. Along the northern boundary of 526 Main  
91 Street there is an existing parking area which would be calling for the location of striped parking  
92 with the next application. This lot line adjustment would allow the applicant to locate parking  
93 along that entire length. Ms. Kessler stated under the comprehensive standards, this boundary  
94 line adjustment would make both lots more in line with the Board standards. This adjustment  
95 will locate the parking entirely on 526 Main Street and create a distinct barrier between the two  
96 sites.

97  
98 Currently, 522 Main Street is 9,636 square feet in the Commerce District, which requires a  
99 minimum lot size of 20,000 square feet. With the proposed land swap, they will gain an  
100 additional 47 square feet and become more conforming. She noted that 526 Main is currently  
101 well over the minimum lot size at 80,566 square feet.

102  
103 With reference to the development standards, a portion of 526 Main Street is located in the 100-  
104 year floodplain but no work is being proposed as part of this proposal – so this standard does not  
105 apply.

106  
107 Ms. Kessler noted that there is proposal for lighting at 526 Main Street with the next item. If this  
108 lot line adjustment is approved, the applicant will not need waiver for lighting for the next item.

109  
110 There are no known surface waters or wetlands on site.

111  
112 This concluded Ms. Kessler's comments.

113  
114 The Chairman asked for public comment. With no comments from the public, the Chairman  
115 closed the public hearing.

116  
117 C. Board Discussion and Action

118 A motion was made by Mayor George Hansel that the Planning Board approve S-03-20,  
119 as shown on the plan identified as "Boundary Line Adjustment 522 Main Street Keene,  
120 LLC Tax Map 112, Lot 8 & Tax Map 114, Lot 1" prepared by Little River Land  
121 Surveying Inc. at a scale of 1" = 20' on May 9, 2020 and last revised on May 12, 2020  
122 with the following conditions prior to signature by the Planning Board chair:

123 1. Owners' signatures appear on plan.

124  
125 The motion was seconded by Councilor Michael Remy and was unanimously approved by roll  
126 call vote.

127

128 **IV. Public Hearings**

129

130 **SPR-108, Modification 1 – 522 & 526 Main Street, VIP Tires & Service** - Applicant John  
131 Quirk, on behalf of owner, Sandri Realty Inc., proposes to renovate the existing building and  
132 modify the parking lot and curb cut for the property located at 522 Main Street (TMP# 112- 008-  
133 000) and 526 Main Street (TMP# 114-001-000). Waivers are requested from Development  
134 Standards #8 – Screening, and #10 – Lighting. The parcel at 522 Main St is 0.26-acres and at 526  
135 Main St is 1.85-acres. Both properties are located in the Commerce District.

136

137 **A. Board Determination of Completeness.**

138 Planner Mari Brunner stated the applicant requests an exemption from submitting a traffic report.  
139 She noted the use of the property is not changing and the size of this property is decreasing so  
140 the expected traffic will be less than the prior use. Staff has determined that exempting the  
141 applicant from submitting this information would have no bearing on the merits of this  
142 application and recommends that the Planning Board accept the application as complete.

143

144 A motion was made by Mayor George Hansel that the Board accept this application as complete.  
145 The motion was seconded by Councilor Michael Remy and was unanimously approved.

146

147 **B. Public Hearing**

148 Mr. Petrovick addressed the Board again with reference to 522 and 526 Main Street. He  
149 indicated 522 Main Street LLC has an agreement to purchase 522 and 526 Main Street from  
150 Sandri Realty. He indicated this application is in reference to the renovation of the existing  
151 building on the 526 Main Street site for use as a VIP Tires & Services store.

152

153 The existing site has primary access from Main Street and a secondary access from Manchester  
154 Street. The 522 Main Street property is currently occupied by Buff Master.

155

156 The proposal is also to remove a portion of the existing building located on the northwest corner.

157

158 The applicant's proposal is to modify the Main Street access to have a single curb cut along  
159 Main Street, delineate 32 parking spaces including ADA accessible spaces, install a dumpster  
160 and a tire storage trailer, and modify the second access point on Manchester Street.

161

162 Mr. Petrovick referred to the existing drainage plan and noted that there are three drainage areas  
163 today. These include the west side of the site which drains into an existing catch basin on Main  
164 Street, the southeast area of the site that sheet drains towards Manchester Street, and the  
165 northeast area of the site that sheet drains towards the gravel area to the north. The proposed  
166 condition would have five areas of drainage – the southeast area would continue to sheet drain  
167 towards Manchester Street, the northeast area would continue to sheet drain towards the gravel  
168 area to the north, and three areas on the west side of the site would drain toward the catch basin  
169 on Main Street. Even though there is additional paving proposed, there will be a reduction in  
170 drainage with the addition of roof drain and proposed greenspace.

171

172 During construction, silt fencing will be installed along the perimeter of the site. The area to the  
173 northeast is located in the floodplain and the area being proposed to be paved in the flood plain is  
174 less than 1,000 square feet.

175

176 The dumpster will be located at the rear of the site next to the existing storage building.

177 The lighting being proposed meets the Board regulations and will not spill over onto adjacent  
178 sites. There will be three fixtures in the parking area while the remainder will be mounted on the  
179 building. The lights will be on a timer to reduce the light levels during the night.

180

181 Parking will be striped along the north and towards the east of the site behind the building. There  
182 is also existing parking along the northwest corner next to the customer entrance. Wheel stops  
183 and fencing will be installed to prevent vehicular travel between the 526 and 522 Main Street  
184 sites.

185

186 A single curb cut is being proposed along Main Street (36 feet wide) allowing for two exit aisles  
187 and one entrance aisle. There are currently two curb cuts on Manchester Street and a single curb  
188 cut that is 22 feet wide is proposed.

189

190 The building being proposed to be reconstructed uses familiar architectural elements, including a  
191 gable roof, and horizontal clapboard siding with trim detail. The south façade will have exposed  
192 block and will be painted to match the siding. The proposed building will have a customer  
193 service area, a nine-bay repair shop, and tire storage area. This concluded the applicant's  
194 presentation.

195

196 Chair Barrett asked for the siding material. Mr. Petrovick stated it would be clapboard siding  
197 (hardy plank).

198

199 Staff comments were next. Ms. Brunner noted the only comments the applicant did not address  
200 were from Code Enforcement and added those comments are no longer relevant.

201

202 With respect to Board Standards:

203

204 Drainage - The Applicant proposes to repave the existing parking area, which is currently a mix  
205 of asphalt and gravel, and install several landscaping areas in previously paved areas. The  
206 existing drainage pattern in the northeast and southeast portions of the site would not change;  
207 however, due to the installation of curbing along the frontage with Main Street, runoff from the  
208 southwest portion of the site would be directed to a catch basin that connects to the City drainage  
209 system on Main Street. Runoff from the northwest portion of the site will continue to flow into a  
210 catch basin on Main Street. The pre and post hydro cad reports show that the proposed  
211 development would not increase the amount or velocity of runoff from the site. This standard  
212 appears to be met.

213

214 Sedimentation and Erosion Control -The Applicant proposes to install silt fencing along the  
215 north and northeast portions of the site to prevent sediment from flowing onto the 492 and 522  
216 Main Street. Details are provided for both silt fencing and straw wattles - this standard appears to  
217 be met.

218

219 Hillsides – There are no hillsides present on the site, hence this standard does not apply.

220

221 Snow Storage - Snow storage areas are shown on the proposed site plan and the project narrative  
222 states that any excess snow will be trucked off site. This standard appears to be met.

223

224 Flooding - The northern portion of this property is located in the 100-year floodplain and the  
225 applicant is proposing to pave about 1,000-sf area within the floodplain, which would result in

226 the placement of 250 cubic feet of fill. Per Sec. 54-62 of City Code, entitled “Exception for  
227 minor fill projects,” a project which involves less than 500 cubic feet of fill is considered a minor  
228 fill project and does not require a Floodplain Development Permit. As a result this standard has  
229 been met.

230  
231 Landscaping - The applicant proposes to install four crab apple trees and a mixture of 107  
232 shrubs. The Board’s standard requires one tree for every 10 parking spaces provided. The  
233 Applicant is proposing to provide 32 parking spaces and install four trees. The location of  
234 landscaping does not appear to impede visibility or safety for vehicles entering or exiting the site,  
235 and the crabapple trees appear to be located in areas where they would not interfere with above-  
236 ground or below-ground utilities. This standard appears to be met.

237  
238 Screening - The Applicant has requested a waiver from screening dumpsters. The waiver request  
239 is attached to this staff report on page 47 and the Planning Board waiver criteria is listed on page  
240 38 of the packet.

241  
242 Lighting - The applicant proposes to install two pole-mounted lights and 8 wall-pack lights to  
243 illuminate the parking area. The Applicant submitted light fixture cut sheets to demonstrate that  
244 all light fixtures will be full cut-off LEDs with a color temperature of 4,000K. The pole lights  
245 would each be 17.5-ft above grade. According to the lighting plan, the average illumination for  
246 the parking area would be 1.38-foot-candles (fc), the minimum illumination would be 0.4-fc, and  
247 the uniformity ratio would be 3.45. These values fall between the illumination levels for medium  
248 activity and low activity parking lots based on the lighting table included in the Board Standards.  
249 Ms. Brunner noted the applicant had originally requested a waiver from lighting to allow light  
250 levels to cross the property line; however, since the Boundary Line Adjustment was approved  
251 that waiver is no longer required.

252  
253 Sewer and Water - This site is currently connected into the City’s sewer and water system. The  
254 Applicant noted in the project narrative that no changes to the existing sewer and water  
255 connections are proposed. This standard appears to be met.

256  
257 Traffic - The Zoning Administrator has determined that the proposed use for this site, an  
258 automotive retail and minor repair shop, is the same as the previous use of this site and the  
259 Applicant proposes to utilize the existing structure on the site and remove the 963-sf, 2-story  
260 section of the building, which would decrease the size of the building. Because the use of the  
261 property is not changing and the size of the building is decreasing, the expected traffic generation  
262 for the proposed use would be less than the previous use. For this reason, the Applicant has  
263 requested an exemption from providing a full traffic report.

264  
265 With regards to interior circulation of traffic on the site, as the Applicant noted they propose to  
266 install wheel stops and a split rail fence along the northern edge of the parking area to separate  
267 traffic on the 526 Main Street site from the 522 Main Street property. A total of 32 parking  
268 spaces, including two accessible spaces, are proposed which exceed the required parking for this  
269 use.

270  
271 In the initial plan set submitted for this application, a bicycle rack was proposed to provide  
272 parking for 8 bicycles; however, in the revised plan the bicycle rack was removed from the plan.  
273 Sub-section c.2. of the Board’s traffic standard states “For Commercial and Multi-Family  
274 residential developments, bicycle parking shall be provided in racks or other similar facility.



275 Bicycle parking shall not be located within parking areas for motorized vehicles.” Ms. Brunner  
276 noted, since the bicycle rack has been removed and it is required under the Board’s Standards,  
277 staff recommend including a condition of approval which states “submittal of a revised site plan  
278 to show the addition of a bicycle rack.”

279  
280 Comprehensive Access Management - The 526 Main Street site currently has two means of  
281 access, one from Main Street and the other from Manchester Street. The Applicant is proposing  
282 to narrow the Main Street curb opening to be approximately 36 feet wide, with one entry lane  
283 and two exit lanes to allow for right turns and left turns onto Main Street. The Applicant  
284 proposes to install an asphalt sidewalk with granite curbing along Main Street, with detectable  
285 domes at the tip-downs to comply with ADA requirements for accessibility. With regards to the  
286 Manchester Street curb cut, the Applicant is proposing to pave the existing gravel drive to be 22-  
287 ft wide and narrow the curb cut, which is currently not well-defined. This standard has been met.  
288

289 Hazardous and Toxic Materials - The Applicant noted in the project narrative and in  
290 correspondence with staff that both the 522 and 526 Main Street sites are part of the New  
291 Hampshire Department of Environmental Services Brownfields Covenant Program. For this  
292 reason, the Applicant notes that the intent of this project is to minimize disturbance to the site  
293 and the existing drainage system. There are several ground monitoring wells on the site, which  
294 are indicated on the existing and proposed site plans.  
295

296 Filling and Excavation – There is a small portion in the floodplain that will be paved. However,  
297 this qualifies for the “Exception for minor fill projects” as described earlier.  
298

299 Wetlands and Surface Water - There are no wetlands or surface waters present on the site.  
300

301 Architecture and Visual Appearance – As the Applicant describes, the proposal is to renovate the  
302 existing building including removing a 963-sf, 2-story section in the northwest corner of the  
303 existing building. The Applicant is proposing to clad the building in horizontal clapboard siding  
304 with traditional New England exterior trim details and install a partial dominant gabled roof and  
305 a secondary gabled entrance roof. They are proposing to use existing overhead door openings  
306 along the east, west, and south facades of the building and install two new overhead doors on the  
307 west façade, for nine car bays with overhead doors.  
308

309 Ms. Brunner stated that alterations to a driveway, entrance, exit or approach within the City  
310 Right of Way shall comply with Section 70-135 of City Code. Ms. Brunner noted the relevant  
311 standards from this section are listed in the Board packet starting on page 42. Ms. Brunner went  
312 over the criteria as follows:  
313

314 *(1) If the installation of a driveway requires disrupting an existing sidewalk, the sidewalk must*  
315 *be restored or replaced in compliance with section 70-127.*  
316

317 The Applicant proposes to replace the existing asphalt sidewalk with a new asphalt sidewalk  
318 with a granite curb. The new sidewalk would vary between 5-ft and 5.5-ft in width, and has been  
319 reviewed by Engineering staff to ensure compliance with Section 70-127 of City Code. This  
320 standard appears to be met.  
321

322 *(2) Driveways must be placed so as to ensure that vehicles entering and exiting the driveway*  
323 *have an all season safe sight distance in all directions not only of the road, but also of bicycle*

324 *and pedestrian traffic on the sidewalk. For purposes of this section, an all-season safe sight*  
325 *distance shall be at least 200 feet in all directions within which there are no visual obstructions.*  
326

327 The Applicant notes in the project narrative that there is a 200-ft all-season safe sight distance for  
328 the proposed driveway. Engineering staff reviewed the proposed curb cut modifications and did  
329 not express any concerns. This standard appears to be met.  
330

331 *(3) For commercial and industrial activities, the use of service roads and/or common driveways*  
332 *is encouraged.*  
333

334 A service road or common driveway is not being proposed by the applicant; however, they are  
335 proposing to use existing points of access.  
336

337 *(6) Driveways must not block the flow of drainage in gutters or drainage ditches or pipes.*  
338

339 The applicant notes the proposed modification to the Main Street curb cut would not alter the  
340 existing flow of drainage on Main Street. This standard appears to be met.  
341

342 *(7) Driveways must not direct stormwater across sidewalks or onto city streets, except that the*  
343 *portion of a driveway within the public right of way may drain towards the street.*  
344

345 Ms. Brunner stated currently, runoff sheet flows from the west area of the site onto Main Street,  
346 where it enters into an existing catch basin. The Applicant is not proposing to change this  
347 existing condition in the northwest portion of the site where the curb cut would be located;  
348 however, runoff on the southwest corner of the site would be directed to an on-site catch basin  
349 before entering the drainage system in Main Street.  
350

351 *(9) Industrial, commercial, agricultural, multifamily residential or temporary driveways shall*  
352 *not be more than 25 feet wide at the property line and 50 feet wide at the curblane, unless*  
353 *additional width or lanes are required as the result of a traffic study and/or geometric analysis*  
354 *prepared by an engineer licensed in the State of New Hampshire.*  
355

356 The Applicant proposes to narrow the existing curb cut on Main Street, which currently extends  
357 almost the entire length of the parcel, to be about 36-ft wide at the curb line and the property line  
358 to allow for three lanes: a 12-ft entrance lane, a 12-ft right-turn exit lane, and a 12-ft left-turn exit  
359 lane. This complies with the requirement not to exceed 50-ft at the curb line, however, it is wider  
360 than the 25-foot requirement at the property line. However, it is an improvement over the  
361 existing condition and necessary in order to provide both a right-turn and left-turn exit lanes onto  
362 Main Street. In addition, the curb cut on Manchester Street is proposed to be 22 feet wide at the  
363 property line and 50 feet wide at the curb line – this meets the standard.  
364

365 *(10) New driveways must be placed so as not to conflict with existing driveways.*  
366

367 The Applicant proposes to install landscaped islands in order to create more separation between  
368 the curb cut for the 526 Main Street property and the curb cuts for the adjacent properties at 522  
369 Main Street and 540 Main Street – for the Buffmaster site and the Cocoplum Appliance site. This  
370 proposed change would decrease conflicts with existing driveways. This standard appears to be  
371 met.  
372

373 11) Driveways on opposite sides of the street shall be aligned or offset sufficiently, so as to avoid  
374 turning conflicts.  
375

376 Ms. Brunner stated the proposed location of the modified curb cut is located on the property line  
377 between the 522 Main Street and 526 Main Street sites, which appears to be offset slightly from  
378 a curb cut across the street for the 535 Main Street property (Enterprise Rent-A-Car). However,  
379 this condition is an improvement over the existing condition, which had a wider curb cut and  
380 greater potential for turning conflicts.  
381

382 (13) All driveways shall be constructed to standards approved by the city engineer. Portions of a  
383 driveways lying outside of the public right-of-way shall additionally comply with the design  
384 standards described in section 102-794. Section 102-794, "Parking lot and parking space  
385 requirements," discusses the acceptable standards for parking lots including materials  
386 (concrete, gravel, or paving), delineated parking spaces, and wheel stops, as well as size  
387 requirements for parking spaces, driveways, and internal travel lanes.  
388

389 Ms. Brunner stated engineering and code enforcement staff have reviewed the proposed site plan  
390 to ensure compliance with these standards.  
391

392 This concluded staff comments.  
393

394 The Chairman asked for public comment next. With no comments from the public, the Chairman  
395 closed the public hearing.  
396

#### 397 C. Board Discussion and Action

398 A motion was made by Mayor George Hansel that the Planning Board approve SPR-108  
399 Modification #1, including granting a waiver from Development Standard 8, Screening, as  
400 shown on the plan set identified as "VIP Tires & Service, 526 Main Street, Keene, New  
401 Hampshire" prepared by SVE Associates at varying scales on April 17, 2020 and last revised on  
402 May 11, 2020 with the following conditions prior to signature by Planning Board chair:

- 403 1. Submittal of a revised site plan to show the addition of bicycle rack.
- 404 2. Submittal of a security for landscaping, erosion control measures and "as-built" plan in a form  
405 and amount acceptable to the Community Development Director.
- 406 3. Owner's signature appears on the plan.  
407

408 The motion was seconded by Councilor Michael Remy and was unanimously approved by roll  
409 call vote.  
410

#### 411 V. Community Development Director Report

412 Mr. Lamb thanked the Board for their continued support in being able to conduct meetings  
413 remotely. He raised the issue about training sessions that has been suggested previously and  
414 stated staff will work with the Steering Committee on this.  
415

#### 416 VI. New Business 417

#### 418 VII. Upcoming Dates of Interest – June 2020

419 Joint PB/PLD Committee – June 8; 6:30 PM

420 Planning Board Steering Committee – June 9; 11:00 AM

421 Planning Board Site Visits – June 17; 8:00 AM – To Be Confirmed

422                    Planning Board Meeting – June 22; 6:30 PM  
423  
424    The meeting adjourned at 7:22 pm  
425  
426    Respectfully submitted,  
427  
428    Krishna Pahl  
429    Minute Taker  
430  
431    Reviewed and edited by Mari Brunner, Planner  
432  
433  
434

# STAFF REPORT

## SPR-108 Modification #2 – SITE PLAN REVIEW –526 Main Street, VIP Tires & Service

### **Request:**

Applicant John Quirk, on behalf of owner, Sandri Realty Inc., proposes to remove a bicycle rack and install parking in front of the building located at 526 Main Street (TMP# 114-001-000). Waivers are requested from Development Standards #12 – Traffic, and #19 – Architecture and Visual Appearance. The site is 1.85 acres and is located in the Commerce District.

### **Background:**

This property recently received site plan approval at the May 26, 2020 Planning Board meeting for the renovation of the existing building, modifications to the site, and alterations to the existing Main Street and Manchester Street curb cuts (SPR-108, Modification #1). The Planning Board also approved a boundary line adjustment between this property and the property located directly to the north at 522 Main Street (Buffmaster's site) at that same meeting, which resulted in a net transfer of 47-sf from the 526 Main Street site to the 522 Main Street site.



*Figure 1, Image of the 526 Main Street property. Source: City of Keene Assessing Department.*

The request is to add five parking spaces in front of the building and to remove a bicycle rack from the site plan, which was a condition of approval for SPR-108, Modification #1. A

waiver is requested from Development Standard #12 – Traffic, regarding the requirement to provide a bicycle rack on the site. In addition, a waiver is requested from Development Standard #19 – Architecture and Visual Appearance, to allow parking spaces in the front of building.

**Completeness:** The Applicant has requested exemptions from submitting a Lighting Plan and technical reports that are not relevant to this request. Staff has determined that exempting the applicant from submitting this information would have no bearing on the merits of this application and recommends that the Planning Board accept the application as “complete.”

### **Departmental Comments:**

There were no departmental comments on this application.

**Application Analysis:** The following is a review of the Planning Board development standards relevant to this application.

12. **Traffic:** Sub-section c.2. of this standard states, “*For Commercial and Multi-Family residential developments, bicycle parking shall be provided in racks or other similar facility. Bicycle parking shall not be located within parking areas for motorized vehicles.*” The Applicant submitted a written waiver request from this standard, which is attached to this staff report. The waiver request notes that due to the use of the site as an automobile parts and minor repair shop, customers are expected to access the site via automobile.

## STAFF REPORT

In determining whether to grant the waiver request, the Board should consider the Planning Board waiver criteria, which are included below.

### **“X. WAIVER OF REGULATIONS AND DEVELOPMENT STANDARDS**

1. *Unless otherwise set forth in these regulations, the Planning Board may waive strict compliance with the Board’s Development Standards or other regulations on a case-by-case basis, when criteria established for the granting of specific standards are found to be met, and in any case, as long as the granting of such waiver meets each of the following criteria:*

*a) That granting the waiver will not be contrary to the spirit and intent of these regulations;*

*b) That granting the waiver will not increase the potential for creating adverse impacts to abutters, the community or the environment; and*

*c) That granting the waiver has not been shown to diminish the property values of abutting properties.*

*d) Consideration will also be given to whether strict conformity with the regulations or Development Standards would pose an unnecessary hardship to the applicant.”*

19. **Architecture and Visual Appearance:** Sub-section c.2. of this standard states that *“Off-street parking and traffic flow shall not interfere with the flow of pedestrian travel or otherwise detract from the aesthetic character of a development or redevelopment. All required off-street parking shall be to the side and/or rear of buildings on the proposed site, and such parking shall be screened or aligned so that headlights do not adversely impact abutting properties.”*

The Applicant proposes to add four parking spaces in the southwest corner of the parking lot facing Main Street, and one parking space in the northwest corner of the parking lot facing the 522 Main Street property to the north.

The applicant has submitted a written waiver request to allow for parking in front of the building, which is attached to this staff report. In determining whether to grant the waiver request, the Board should consider the Planning Board waiver criteria, which are included above under Standard 12, “Traffic.”

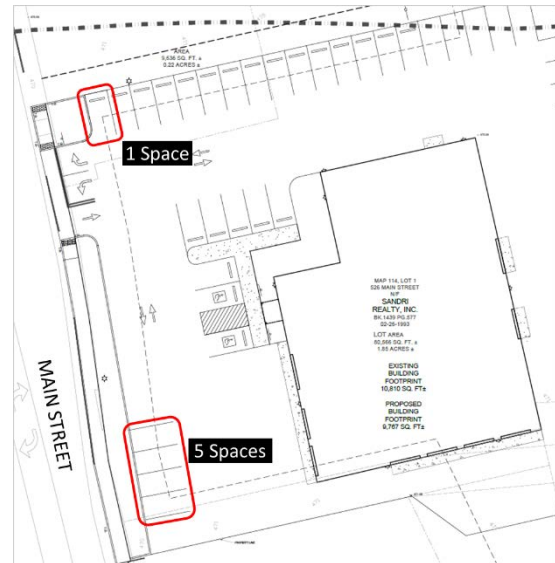


Figure 2. Image from the site plan submitted by the Applicant, with proposed new parking spaces circled in red.

## STAFF REPORT

### **Recommended Motion**

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

Approve SPR-108 Modification #2, including granting a waiver from Development Standard 12, Traffic, and a waiver from Development Standard 19, Architecture and Visual Appearance, as shown on the plan set identified as “VIP Tires & Service, 526 Main Street, Keene, New Hampshire” prepared by SVE Associates at varying scales on April 17, 2020 and last revised on May 12, 2020 with the following conditions prior to signature by Planning Board chair:

1. Owner’s Signature Appears on Plan

# CITY OF KEENE | PLANNING BOARD

## SITE PLAN REVIEW / MODIFICATION APPLICATION



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

<b>A</b> Project Name VIP Tires & Service		Date Received/Date of Submission:	
Tax Map Parcel number(s) 112 - 008 - 000 - 000 - 000		Date of pre-application meeting:	
Project Address: 526 Main Street		Date Application is Complete:	
Acreage/S.F. of Parcel: 1.8A / 80,566 sf		Community Development Dept File #:	
Zoning District: Commercial		PRINTED Name: Sandri Realty, Inc.	
<b>O W N E R</b>		Signature: <i>Michael V. Behn</i>	
		Address: 400 Chpman Street, Greenfield, MA 01301	
<b>A P P L I C A N T</b>		Telephone\ Email: 413 229 1200 mbehn@sandri.com	
		PRINTED Name: 522 Main Street Keene, LLC	
		Signature: <i>John Quirk</i>	
		Address: 24 Harriman Drive, Auburn, ME 04210	
Telephone\ Email: (207) 740-0151 jqvirk@vipauto.com			
Modifications: Is this a modification to a previously-approved site plan: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes: SPR#: _____ Date: _____			
For those sections of the application that are not affected by the proposed modification to the previously approved site plan, you are encouraged to request exemptions in lieu of submitting required documents.			
<b>B</b> Descriptive Narrative Including			
<input checked="" type="checkbox"/> Type of development <input checked="" type="checkbox"/> Proposed uses <input checked="" type="checkbox"/> Location of access points <input type="checkbox"/> Any other descriptive information		<input checked="" type="checkbox"/> Sedimentation Control <input checked="" type="checkbox"/> Vegetation <input checked="" type="checkbox"/> Debris management <input type="checkbox"/> Disposal proposals for boulders, stumps & debris	
		<input checked="" type="checkbox"/> Scope/scale of development <input checked="" type="checkbox"/> Parcel size <input checked="" type="checkbox"/> Proposed stormwater, drainage & erosion plan	
<b>C</b> A complete application must include the following			



**VIP Tires & Service  
522 Main Street Keene, LLC  
526 Main Street  
Keene, New Hampshire**

**Tax Map Parcel: 112 008 000 000 000**

This application seeks to modify a previously approved site plan to add parking into the front yard setback as per the proposed site plan.

We would also like to request a waiver from the requirement to provide a bike rack on the site.

# SVE Associates

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Engineering \* Surveying \* Landscape Architecture \* Planning

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May 15, 2020

Keene Planning Board  
c/o Mari Brunner  
City of Keene  
3 Washington Street  
Keene, NH 03437

**Re: SPR-108 – 526 Main Street, VIP Tires and Service**

Dear Members of the Board:

On behalf of the applicant, 522 Main Street Keene, LLC, we respectfully request a waiver of full compliance with Development Standard 12 Traffic, specifically 12 (c) 2 the requirement to provide a bicycle rack. Our application is seeking approval for a site plan modification for the 526 Main Street property. The proposed facility is for automobile parts and tires, typical patrons would arrive and leave with an automobile.

We think eliminating the bicycle rack meets the spirit and intent of the regulations, they are promoting alternative modes of transportation, however this facility is targeted towards transportation via automobiles. The property is on Lower Main Street, near a busy four-way intersection with Route 101, with multiple travel lanes, we see no adverse impacts to the abutters, community or environment, and no diminution of abutting property values. Constructing a bicycle rack that most likely would not get much, if any use seems an unnecessary expense and exercise.

Thank you for your consideration of our waiver request.

Respectfully submitted,

**SVE Associates**

*Liza Sargent*

Liza Sargent, P.E.

Cc: Michael Petrovick

# SVE Associates

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Engineering \* Surveying \* Landscape Architecture \* Planning

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May 21, 2020

Keene Planning Board  
c/o Mari Brunner  
City of Keene  
3 Washington Street  
Keene, NH 03437

**Re: SPR-108 – 526 Main Street, VIP Tires and Service**

Dear Members of the Board:

On behalf of the applicant, 522 Main Street Keene, LLC, we respectfully request a waiver of full compliance with Development Standard 19 Architecture and Visual Appearance, specifically 19 (c) 2 the requirement that there not be parking in front of the building. Our application is seeking approval for a site plan modification for the 526 Main Street property. The existing facility has a large curb cut and historically, vehicles have been parking in front of the building.

We think allowing parking in front of the building meets the spirit and intent of the regulations, as we are not proposing parking where there previously wasn't parking. We see no adverse impacts to the abutters, community or environment, and no diminution of abutting property values. Some abutters also have parking in front of their buildings as well. Requiring parking behind the building or along the sides would create added hardship on the client, as the client entrance is in the front of the building, and the service bays and loading dock are along the sides and back of the building.

Thank you for your consideration of our waiver request.

Respectfully submitted,

**SVE Associates**  
*Liza Sargent*

Liza Sargent, P.E.

Cc: Michael Petrovick

---

47 Marlboro St., Keene, NH 03431 Phone: (603) 355-1532 Fax (603) 355-2969 E-mail [svek@sveassoc.com](mailto:svek@sveassoc.com)

P.O. Box 1818, Brattleboro, VT 05302-1818 Phone: (802) 257-0561 Fax (802) 257-0721

P:\Project\NH PROJECTS\K2689 VIP Petrovick\Docs\Permit Apps\PB\K2689 WAIVER REQUEST 5-21-20.doc

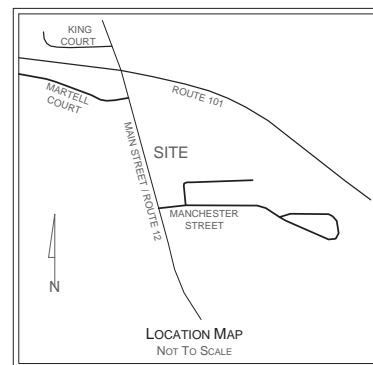


# VIP Tires & Service

526 MAIN STREET, KEENE, NEW HAMPSHIRE

PROPERTY OWNER & APPLICANT:  
**522 MAIN STREET KEENE, LLC**  
22 HARRIMAN DRIVE  
AUBURN, MAINE 04210  
(207) 841-0056

LIZA P. SARGENT      DATE  
R.C.E. NUMBER: 13365  
**FOR PERMITTING**



## INDEX OF PLANS

- N-1 NOTES & LEGEND
  - TOPOGRAPHIC SURVEY
  - STANDARD BOUNDARY SURVEY
  - BOUNDARY LINE ADJUSTMENT
- C-1 SITE PLAN
- C-2 GRADING & DRAINAGE PLAN (NORTH)
- C-3 GRADING & DRAINAGE PLAN (SOUTH)
- C-4 CONSTRUCTION DETAILS
- C-5 CONSTRUCTION DETAILS
- LT-1 LIGHTING PLAN
- LT-2 REDUCED LIGHTING PLAN
- LA-1 LANDSCAPING PLAN

SVE PROJECT #: K2689  
PREPARED BY

**Land Surveyor:**  
**Little River**  
**Land Surveying, Inc.**  
P.O. Box 332  
Lisbon, ME 04252  
PHONE (207) 841-0056  
jraitt@lrls.net

**Civil Engineer:**  
**SVE Associates**  
439 West River Road  
P.O. Box 1818  
Brattleboro, VT 05302  
PHONE (802) 257-0561  
lsargent@sveassoc.com

**Architect:**  
**Michael Petrovick**  
**Architects, PLLC**  
25 Roxbury Street, Suite 205  
Keene, NH 03431  
PHONE (603) 491-2536  
mpetrovick@mjparchitect.com

**Landscape Architect:**  
**Don Scott LA Design**  
P.O. Box 45  
Harrisville, NH 03450  
PHONE (603) 313-9335  
dscott.rla@myfairpoint.net

APPROVED BY THE APPLICANT:

522 MAIN STREET KEENE, LLC

ON \_\_\_\_\_

INSPECTION PERMISSION: UPON APPROVAL OF THIS SITE PLAN, THE OWNER GRANTS PERMISSION FOR THE MEMBERS OR AGENTS OF THE KEENE PLANNING BOARD TO INSPECT THIS SITE AS NECESSARY.

APPROVED BY THE KEENE PLANNING BOARD

ON \_\_\_\_\_

CERTIFIED BY CHAIRMAN \_\_\_\_\_

April 17, 2020  
revised thru May 12, 2020



LIZA P. SARGENT DATE  
R.C.E. NUMBER: 13365

**FOR PERMITTING**

NO.	REVISION	DATE	CHK	DWN	LPS	
					LPS	LPS
1	UNDERGROUND POWER	20-APR-20				
2	PB COMMENTS	11-MAY-20				
3	PARKING SPACES	12-MAY-20				

# SVE

Engineering  
Planning  
Landscape Architecture  
Surveying

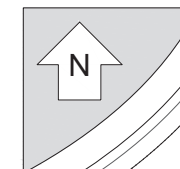
SVE Associates  
P.O. Box 1818  
439 West River Road  
Brattleboro, VT 05302  
T 802.257.0561  
F 802.257.0721  
www.sveassoc.com

## SITE PLAN

VIP TIRES & SERVICE

522 MAIN STREET KEENE, LLC  
24 HARRIMAN DRIVE  
AUBURN, MAINE 04210

0 10' 20' 40'  
GRAPHIC SCALE 1" = 20'

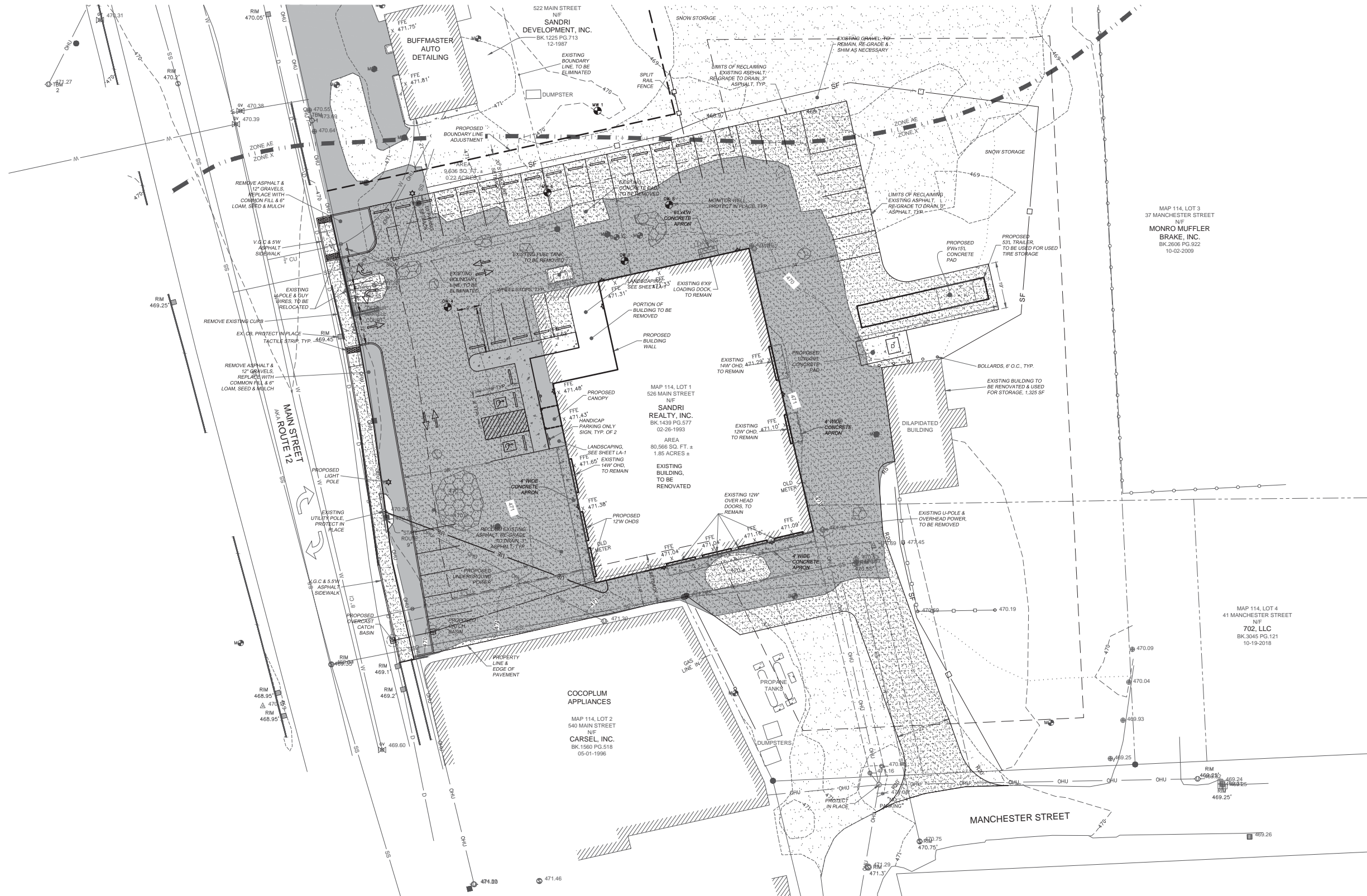


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K2689

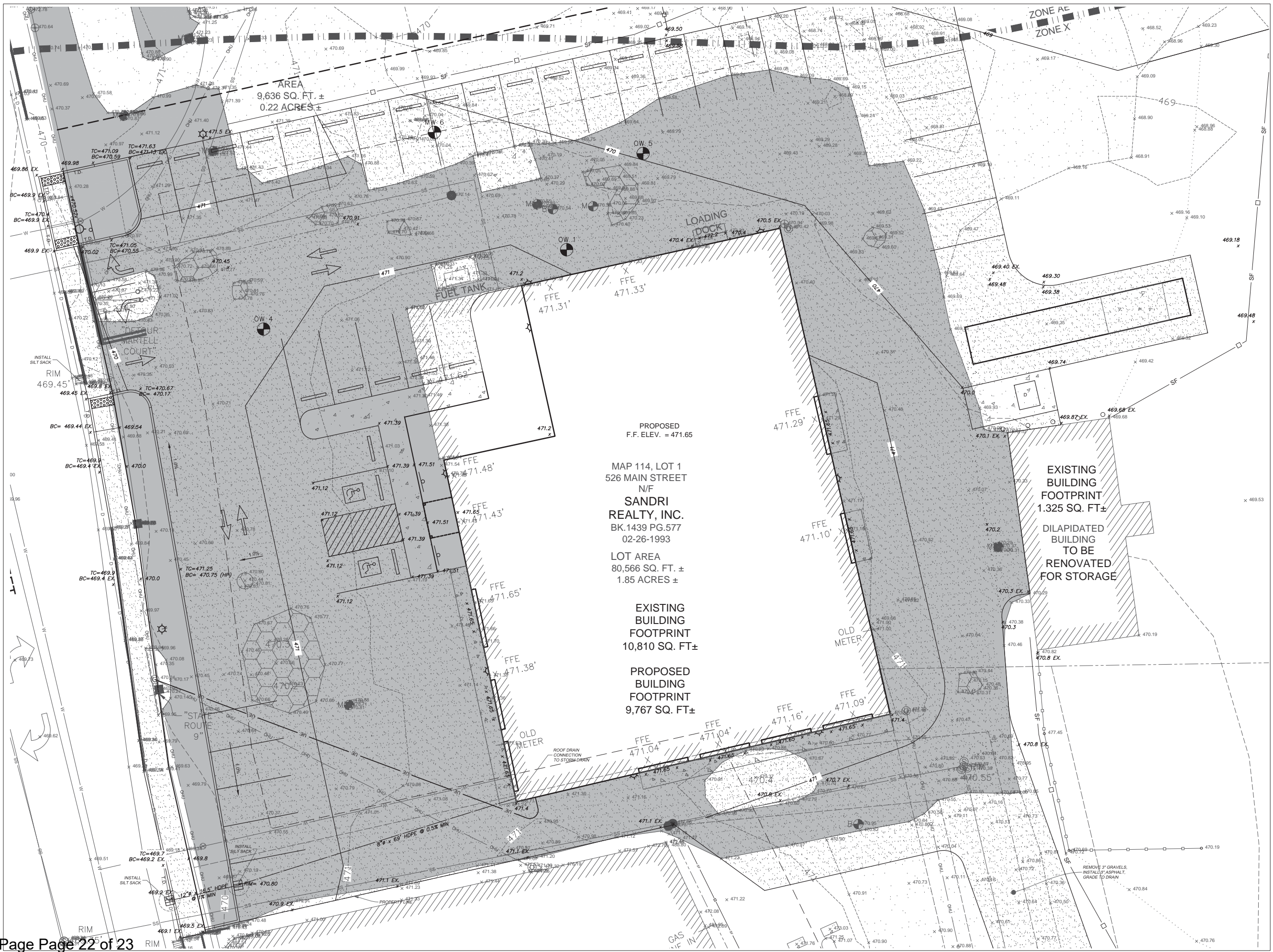
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06-APR-20

DESIGN: RH  
DRAWN: LPS  
CHECKED: RH

SHEET  
**C-1**



- REFERENCES:**
1. TOPOGRAPHIC SURVEY BY LITTLE RIVER LAND SURVEYING, INC. TITLED "TOPOGRAPHIC SURVEY FOR 522 MAIN STREET KEENE, LLC", DATED APRIL 6, 2020.
  2. REMEDIAL ACTION PLAN PREPARED BY GZA ENVIRONMENTAL, INC. DATED MARCH 24, 2020.
  3. UNDERGROUND UTILITIES REFERENCED FROM GIS AND THE CARDS PROVIDED BY KEENE DPW, AND ARE APPROXIMATE ONLY.
  4. MONITOR WELL LOCATIONS REFERENCED FROM PLAN BY GZA ENVIRONMENTAL, INC. DATED JULY 2019. SOME MONITORING WELLS LOCATED BY LITTLE RIVER LAND SURVEYORS IN FIELD SURVEY 2020. PROTECT MONITORING WELLS IN PLACE.



PROPOSED  
F.F. ELEV. = 471.65

MAP 114, LOT 1  
526 MAIN STREET  
N/F  
**SANDRI REALTY, INC.**  
BK.1439 PG.577  
02-26-1993

LOT AREA  
80,566 SQ. FT. ±  
1.85 ACRES ±

EXISTING  
BUILDING  
FOOTPRINT  
10,810 SQ. FT.±

PROPOSED  
BUILDING  
FOOTPRINT  
9,767 SQ. FT.±

EXISTING  
BUILDING  
FOOTPRINT  
1,325 SQ. FT.±

DILAPIDATED  
BUILDING  
TO BE  
RENOVATED  
FOR STORAGE



LIZA P. SARGENT  
R.C.E. NUMBER: 13365

DATE

**FOR PERMITTING**

NO.	REVISION	DATE	CHK
1	FB COMMENTS	01-MAY-20	LPS
2	PARKING SPACES & ROOF DRAIN CONNECTION	12-MAY-20	LPS

**SVE**

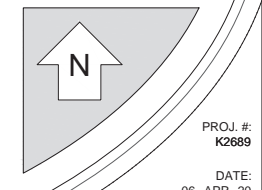
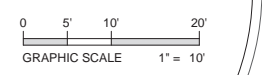
Engineering  
Planning  
Landscape Architecture  
Surveying

SVE Associates  
P.O. Box 1818  
439 West River Road  
Brambleboro, VT 05302  
T 802.257.0561  
F 802.257.0721  
www.sveassoc.com

**GRADING & DRAINAGE PLAN (NORTH)**

VIP TIRES & SERVICE

522 MAIN STREET KEENE, LLC  
24 HARRIMAN DRIVE  
AUBURN, MAINE 04210



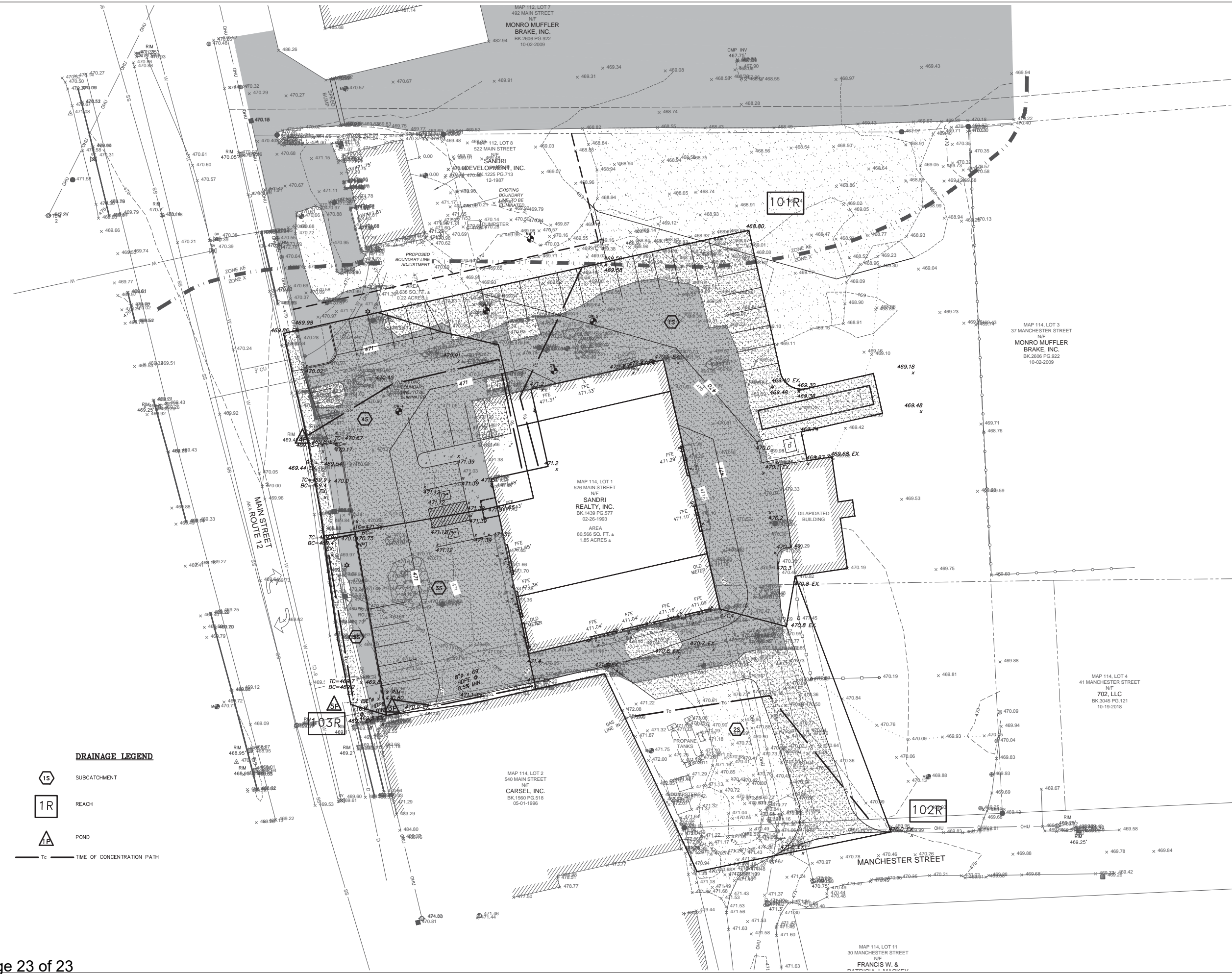
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K2689

DATE:  
06-APR-20

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CHECKED: RH

SHEET  
**C-2**

Drawing name: P:\Projects\NH PROJECTS\K2689 VIP Petrol\K2689 SITE 5-12-2020.dwg May 12, 2020 - 6:35am



**DRAINAGE LEGEND**

- 1S SUBCATCHMENT
- 1R REACH
- 1P POND
- Tc TIME OF CONCENTRATION PATH



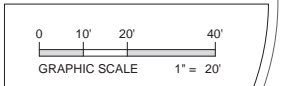
LIZA P. SARGENT DATE  
R.C.E. NUMBER: 13365  
**FOR PERMITTING**

NO.	REVISION	DATE	DWN	CHK

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F 802.257.0721  
www.sveassoc.com

**POST DEVELOPMENT DRAINAGE PLAN**  
VIP TIRES & SERVICE  
522 MAIN STREET KEENE, LLC  
24 HARRIMAN DRIVE  
AUBURN, MAINE 04210



PROJ. #: K2689  
DATE: 06-APR-20  
DESIGN: RH SHEET  
DRAWN: LPS  
CHECKED: RH **D-2**