



City of Keene, New Hampshire

Historic District Commission

Wednesday, August 19, 2020

4:30 PM

Online Meeting (Zoom)*

- The public may access the meeting online by visiting www.zoom.us/join or by calling 877-853-5257 (toll-free), and entering the meeting ID: 824 1448 9213.
- The following telephone number may be used during the meeting to notify the public body of any problem with public access: (603) 757-0622.
- More information on public access to the meeting is available at the City's Historic District Commission webpage at ci.keene.nh.us/historic-district-commission.

AGENDA

1. Call to Order and Roll Call
2. Minutes of Previous Meeting – July 15, 2020
3. Public Hearings
 - a) **COA-2020-07 – People's United Bank Tree Replacement, 122 West Street** – Applicant Wendy Pelletier, on behalf of owner People's United Bank N.A., proposes to replace five mature Linden trees with four honey locust trees on the property located at 122 West St. (TMP# 576-001-000). This property is not ranked and is located in the Central Business Limited District.
4. New Business
5. Next Meeting – September 16, 2020
6. Adjourn

**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.*

1 **City of Keene**
2 **New Hampshire**

3
4
5 **HISTORIC DISTRICT COMMISSION**
6 **MEETING MINUTES**
7

8 **Wednesday, July 15, 2020**

4:30 PM

Remote Meeting via Zoom

Members Present:

Andrew Weglinski, Chair
Councilor Catherine Workman
Hans Porschitz
Sam Temple
Hope Benik

Staff Present:

Rhett Lamb, Community Development
Director/Assistant City Manager
Mari Brunner, Planner
Megan Fortson, Planning Technician

Members Not Present:

Nancy Proctor
Hanspeter Weber, Alternate
Joslin Kimball Frank, Alternate
Tia Hockett, Alternate
Dave Bergeron, Alternate
Peter Poanessa, Alternate

9 **1) Call to Order & Roll Call**

10
11 Chair Weglinski called the meeting to order at 4:34 PM and read the executive order authorizing a
12 remote meeting: Emergency Order #12, issued by the Governor of the State of New Hampshire
13 pursuant to Executive Order #2020-04.

14
15 Pursuant to this order, Ms. Brunner called roll and members present, all of whom called alone,
16 stated their locations. The Chairman, Councilor Workman, and Mr. Temple called from their home
17 addresses, Ms. Benik called from 34 Court Street, and Mr. Porschitz called from 169 South Lincoln
18 Street.

19
20 **2) Minutes of the Previous Meeting – June 17, 2020**

21
22 Councilor Workman moved to adopt the minutes of June 17, 2020, which Mr. Porschitz seconded,
23 and the motion passed by unanimous roll call vote.

24
25 **3) Public Hearings**

- 26 **a. COA-2016-01, Modification #1 – 85 Emerald St – Rooftop Solar – Applicant**
27 **Green Energy Options, on behalf of owner, 85 Emerald St. LLC, proposes to**
28 **install a rooftop solar PV array on the building located at 85 Emerald Street**

29 **(TMP# 584-072-000). The property is ranked as a Non-Contributing Resource**
30 **and is in the Central Business District.**

31
32 Ms. Fortson stated that Staff recommended accepting this application as complete. Mr. Porschitz
33 recommended accepting application COA-2016-01, Modification #1 as complete, which Mr.
34 Temple seconded, and the motion passed by unanimous roll call vote.

35
36 Chair Weglinski welcomed the applicant Pablo Fleischmann (calling alone from 37 Roxbury Street)
37 of Green Energy Options, which was contracted by the property owner, 85 Emerald St. LLC, to
38 install a solar photovoltaic (PV) array on the west side of their building at 85 Emerald Street. Mr.
39 Fleischmann explained that other than the array on the roof, all related electrical equipment would
40 be housed in an interior utility room. However, a Rapid Shutdown Switch – a small electrical box
41 with a button – is required by Fire Code for emergency access and would be visible from the street,
42 located on the east corner wall of the building near the loading dock.

43
44 Mr. Fleischmann showed a general graphical representation of the array layout on the west roof, an
45 aerial view of the site, the view from the parking lot west of the building, the view from the street
46 facing the building, and an outline of the basic roof area that would be covered by the array. He
47 continued showing street view photos to show how the brick façade on the building front extends 5”
48 past the building width and the Rapid Shutdown Switch box would be attached to the east side of
49 the building, partially screened from street view by that 5” brick extension. He shared data sheets
50 for some of the equipment, including the modules and basic rail system that would support the
51 rooftop array. Mr. Fleischmann explained that this would be essentially the same model as the solar
52 panels on the Grace Methodist Church on Court Street and he showed a photo of the church as an
53 example.

54
55 Mr. Temple asked if/what anti-glare technology would be used on the array and whether similar
56 technology was used at the church. Mr. Fleischmann said the specification sheet states that the
57 panels are treated with an anti-reflective coating, which he said is conventional for most rooftop
58 arrays. He said the church might have more reflectivity because its roof is pitched steeper. Chair
59 Weglinski asked the proposed angle of the solar array and Mr. Fleischmann said it would be flush
60 with the roof, which is a 25 degree angle.

61
62 The Chairman requested Staff comments. Ms. Fortson explained that the parcel is located at the
63 corner of Emerald and School Streets and was once two separate lots. She continued by explaining
64 the property has been sold a number of times in its history. Notable owners included the Maine &
65 Boston Railroad and Mr. Abraham Cohen, who combined the two parcels In 2016, the property
66 sold to its current owner, 85 Emerald Street LLC. The building that currently sits on the site was
67 constructed in 1957 and has served as the location for many local businesses, such as Economy
68 Coal & Oil, which occupied the building in 1958. This property is ranked as a Non-Contributing
69 Resource and the property inventory form does not list any significant architectural or historic
70 features of the building or site. In 2016, the building and site were reviewed by the Historic District

71 Commission (HDC) for two proposed additions to the north and west building façades and changes
72 to the site; however, these changes never occurred prior to sale to the current owner in August 2016.

73
74 Ms. Fortson explained that the applicant proposes to install a 44.2 kW rooftop solar PV system on
75 the western portion of the roof facing School Street. A Rapid Shutdown Switch would be installed
76 on the southeastern corner of the building facing east toward Main Street. Per Section III.D.19 of
77 the Historic District Commission Regulations, “Installation of renewable energy systems,” this
78 work is classified as a “Major Project” for review by the HDC. Ms. Fortson identified the HDC
79 standards relevant to this application.

80

81 *A. Streetscape and Building Site*

82 *7. Renewable Energy Systems*

83 *b) Design Standards*

84 *1) The renewable energy system (hereafter “system”) shall be installed in a*
85 *location and manner on the building or lot that is least visible and obtrusive and*
86 *in such a way that causes the least impact to the historic integrity and character*
87 *of the historic building, structure, site or district while maintaining efficient*
88 *operation of the system. The order of preference for the system location is as*
89 *follows:*

90 *A. The rear or side of the property not facing a public right-of-way;*

91 *B. On accessory buildings or structures (such as sheds and garages) in a*
92 *location that is least visible from the public right-of-way;*

93 *C. On newer additions to the primary structure in a location that is least*
94 *visible from the public right-of-way;*

95 *D. On the flat roof of the primary structure, set back so as to be in the least*
96 *visible location;*

97 *E. On secondary façades or roofs (i.e. not facing the public way) of the*
98 *primary structure; and*

99 *F. On facades or roofs facing the public way. An applicant is required to*
100 *prove the higher priority locations are not feasible in order for the HDC to*
101 *approve system installations on more significant parts of the site.*

102

103 Ms. Fortson explained that the proposed 44.2 kW rooftop solar PV system on the western portion of
104 the roof facing School Street would be installed in a rectangular configuration. The applicant stated
105 that this location was chosen because the site is “constrained by usable space.” There are no
106 accessory buildings, structures, newer additions, flat roofs, or secondary roofs that would serve as
107 suitable locations for a solar array of the appropriate size. Ms. Fortson said that virtually all of these
108 locations are visible from School and/or Emerald Streets and that *Standard 1* appeared to be met.

109

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

- 112 3) *In order to minimize visual impacts, colors of equipment and assemblies shall*
113 *either be muted or shall match nearby materials and colors. The solar panels*
114 *should be positioned to minimize glare onto neighboring properties.*
115 4) *Roof mounted solar photovoltaic systems on pitched roofs shall be on the same*
116 *plane as the roof and positioned so as to be in the least visible location.*
117 5) *Solar array grids should be regular in shape and jointed. Multi-roof solutions*
118 *should be avoided.*
119 6) *All supplementary equipment and supply lines shall be placed in*
120 *inconspicuous locations and/or concealed from view with architectural elements*
121 *(e.g. downspouts) or other screening.*
122

123 Ms. Fortson said that because the existing asphalt shingle roof is not considered historic, *Standard 2*
124 appeared to be met. Regarding *Standard 3*, Ms. Fortson said the applicant proposed to install solar
125 panels with “clear” or silver frames and had also confirmed that the selected panels feature an anti-
126 reflective coating to reduce glare. Regarding *Standard 4*, Ms. Fortson said the applicant proposed to
127 install the rooftop solar PV system on the western portion of the roof using “Flush Mount” racking
128 that would sit 4” above the existing roof surface and would be tilted at a 25 degree angle to match
129 the existing roof pitch. The solar array would be visible to traffic traveling north or south along
130 School Street and traffic headed east along Emerald Street. The applicant stated that this is the most
131 feasible location for the solar array due to space constraints on the site and because there are no
132 additions/structures, secondary roofs, newer roofs, or flat roofs on which an array of the appropriate
133 size could be sited. As such, Ms. Fortson believed that *Standard 4* appeared to be met. Regarding
134 *Standard 5*, Ms. Fortson explained that the rooftop solar PV system will be configured in a
135 rectangular arrangement along the western portion of the roof with an access aisle down the middle,
136 which is required by Fire Code. She specified that the solar panels would be set back a minimum of
137 18” from the ridge of the roof and would have an access aisle measuring at least 36” wide. Ms.
138 Fortson thought *Standard 5* appeared to be met.

139
140 Ms. Fortson continued discussing *Standard 6*. She said that the applicant specified that the only
141 ancillary equipment installed on the exterior of the building would be a Rapid Shutdown Switch
142 measuring 4”x 6” that would be installed in a gray metal box and mounted at the southeastern
143 corner of the building, along the eastern building façade and screened to traffic heading east on
144 Emerald Street by the southern building façade, which extends 5” beyond the eastern block wall
145 façade. The applicant was willing to paint the metal Rapid Shutdown Switch box to match the
146 existing block wall color.

147
148 Mr. Porschitz was pleased that the proposed array configurations would comply with Fire Code. He
149 asked whether there was a chance that the two large rectangle arrays proposed would be dissected
150 further. Mr. Fleischmann said an access aisle is needed for the solar arrangement and he was not
151 planning to further separate the arrays on the roof.

152
153 With no public questions, the Chairman closed the public hearing. There was no further
154 Commission deliberation.

155

156 Councilor Workman made the following motion, which Mr. Porschitz seconded.

157

158 With a roll call vote of 5-0, the Historic District Commission approved COA-2016-01, Modification
159 #1 for the installation of a rooftop solar PV system on the western-facing portion of the roof of the
160 building located at 85 Emerald Street (TMP# 584-072- 000) as presented in the application and
161 supporting materials submitted to the Community Development Department on June 24, 2020 with
162 no conditions.

163

164 **b. COA-2016-06, Modification #6 – 31 Washington St – Applicant Tony Marcotte,**
165 **on behalf of owner, Washington Park of Keene LLC, proposes modifications to**
166 **the buildings and site located at 31 Washington St (TMP# 569-056-000).**
167 **Proposed building modifications include penetrations for exterior ventilation,**
168 **the installation of rooftop condensers, and the addition of 8 new electric meters**
169 **on the former Middle School building and the removal of “Juliette” balconies**
170 **on the upper stories and installation of glass sliding doors on the first story of**
171 **the new apartment building. Proposed site alterations include modifications to**
172 **the landscaping layout and the addition of new landscaping. The former Keene**
173 **Middle School building is ranked as a Primary Resource. The site is located in**
174 **the Central Business District.**

175

176 Ms. Brunner recommended accepting this application as complete. Mr. Porschitz moved to accept
177 application COA-2016-06, Modification #6 as complete, which Councilor Workman seconded and
178 the motion passed by unanimous roll call vote.

179

180 The Chairman welcomed the applicant, Tony Marcotte (calling alone from 172 Deer Meadow Road
181 in Pittsfield), who works for MDP Development and is representing the owner, Washington Park of
182 Keene, LLC. He said that this application combined a minor application submitted long ago and a
183 major application submitted recently, which is why it is so lengthy.

184

185 Mr. Marcotte explained that the five-acre property contains the existing historic Middle School
186 building and the new apartment building, both of which were modified during construction, along
187 with the landscaping. Mr. Marcotte showed photos of the former Middle School building that is
188 used as an apartment building today and where two additional brick penetrations were proposed for
189 external ventilation to those units. He showed the former Middle School building overview and
190 where eight electrical meters are required by Eversource and eight HVAC condensers that service
191 heat pumps would be installed on the north façade facing School Street and the rooftop,
192 respectively. The northeastern section of the former Middle School building was to be leased
193 originally as a whole to one commercial tenant and now it would be leased to eight residential
194 tenants, and therefore those units need to meet electric and HVAC requirements. The electrical
195 meters could be installed on the building interior and out of view as they are elsewhere on the
196 property, but Eversource requested that the applicant seek permission from the HDC for exterior
197 installation, which allows easier access in case of emergencies or maintenance. Mr. Marcotte

198 showed the proposed meter location, which due to a Fire Department (FD) connections there, would
199 require moving an existing window 3' to the left on the north façade of the former Middle School
200 building. He said he tried to minimize that necessity but it is the only feasible way to install the
201 meters on the building exterior per Eversource's request. The proposed condensers would be in two
202 groups of four, located near the center roof of the 20' tall building, and therefore not be visible from
203 the ground. Mr. Marcotte showed the condenser setup that was previously approved by Code
204 Enforcement Staff to comply in the case of a hurricane. Two additional vent penetrations were
205 proposed that he said the HVAC installer did not request initially, one facing MoCo Arts and the
206 other facing Washington Street, which must be installed in this location due to a Code requirement,
207 which he tried to avoid. One of the proposed penetrations is already drilled because the HVAC
208 engineer did not know they were not approved. The exterior vent coverings would be the same
209 aluminum painted brick color as approved by the HDC elsewhere on the property.

210

211 Mr. Marcotte continued explaining that there was a dumpster placed on the property during
212 construction, where landscaping was proposed; however, they decided to install the landscaping
213 throughout the site, which he said was better than clustering it all in one place. That landscaping
214 included six holly shrubs and many perennial flowering plants. Mr. Marcotte showed the new
215 locations where those plants were placed ultimately, including some holly bushes that would help to
216 screen two existing Eversource transformers, which he thought was better than the location
217 proposed originally.

218

219 Mr. Marcotte continued describing proposed changes to the newly constructed apartment building
220 on site, many of which have already occurred. These changes included choosing not to install the 45
221 French windows & Juliette balconies on the upper floors that were previously approved by the HDC
222 and to instead install double windows, which Mr. Marcotte said was a decision to reduce noise in
223 the surrounding residential neighborhood and to eliminate fall-risk. Sliding glass doors were
224 installed on the first floor, which he thought was consistent with the aesthetic the HDC sought
225 originally for a commercial-appearing first floor and residential-appearing upper floors. Mr.
226 Marcotte showed the plans and architectural elevations approved originally and made comparisons
227 to the changes that were ultimately made. He explained that the first floor sliders are required to
228 have an adjacent exterior outlet and light by Code. He specified that these lights are positioned to
229 be entirely downcast. He said the north elevation facing Spring Street was built according to plan
230 but later in the meeting said the contrary was true.

231

232 Regarding moving the window on the north façade on the former Middle School building, Mr.
233 Porschitz asked whether the FD connection in question could be relocated instead to avoid
234 disrupting the uniformity of the windows on that façade. Mr. Marcotte said no, due to the location
235 of adjacent handicapped parking there is little flexibility to move the FD connection to another
236 location. Mr. Porschitz asked whether the handicapped parking could be relocated. Mr. Marcotte
237 said the handicapped parking is located there next to the auditorium entrance for potential future
238 auditorium use; the apartment's handicapped spaces are typically used to capacity and he thought it
239 a disservice to future event visitors to eliminate that parking. Mr. Porschitz shared his perspective

240 that moving one window on the whole northern façade would have a major impact on the exterior
241 appearance, let alone with the addition of eight meters.

242
243 Chair Weglinski asked whether Eversource grants special approval for indoor meter banks. Mr.
244 Marcotte said that Eversource would allow the meters to be installed inside but prefer them outside
245 and requested that the applicant seek that permission from the HDC; if the HDC denied the request,
246 the meters would be placed inside. Mr. Marcotte said there is a sprinkler room just inside the
247 window in question and the meters can be placed there with some minor adjustments to the unit.
248 Chair Weglinski referred to a photo on page 40 of 44 in the meeting packet that depicted two
249 existing vent penetrations on the southwest corner of the former Middle School building and asked
250 when those occurred. Mr. Marcotte replied that one penetration was approved and the other was not,
251 the lower of which is what he sought retroactive approval for at this meeting. The Chairman
252 recalled earlier modifications to this application and a history of this project altering HDC-approved
253 plans, constructing without HDC approval, and seeking forgiveness retroactively.

254
255 Mr. Temple asked whether the Juliette balconies were installed and subsequently removed; the
256 application language was unclear. Mr. Marcotte said no, they were not installed due to the
257 aforementioned noise and safety concerns. Mr. Temple asked the original impetus for the balconies
258 and Mr. Marcotte said it was a misunderstanding between what the owner wanted and what the
259 architect thought the owner wanted.

260
261 The Chairman requested Staff comments. Ms. Brunner explained that the former Keene High
262 School building was constructed in 1912 and was later used as Keene Middle School. She
263 explained that the building was purchased and renovated relatively recently by the present owner,
264 who also constructed the new apartment building. The design of the former Middle School building
265 includes many architecturally significant features that contribute to its ranking as a Primary
266 Resource, including arched third-floor windows; monitor and large single light sashes; full
267 entablature with projecting cornice, triglyph, and metopes; projecting brick pilasters; a belt course;
268 cement keystones centered above all windows; and rhythm of fenestration.

269
270 Ms. Brunner said that the HDC also reviewed the property on many occasions, starting in August
271 2016, when the owner proposed renovations to the former Middle School building and the
272 construction of a new apartment building (COA-2016-06). The property was first reviewed by the
273 Planning Board in September 2016 for the initial apartment building development and parking area
274 behind the former Middle School building (SPR-08-16). She explained that the property has been
275 back to the Planning Board and HDC since these initial approvals. Subsequent approvals included
276 administrative approval to cover the openings at the tops of 9 chimneys with brown PVC exterior
277 grade planking in October 2016 (COA-2016-06, Mod. 1); HDC approval to install cement board
278 siding on the northern façade of the former Middle School building in September 2017 (COA-2016-
279 06, Mod. 2); HDC approval for parking lot alterations, including the installation of a low retaining
280 wall and removal of a concrete island in August 2018 (COA-2016-06, Mod. 3); HDC approval for
281 the installation of seven vent penetrations (6 on the south façade and 1 on the west facade), the
282 replacement of an exterior stairway, and modifications to three entrances on the south side of the

283 former Middle School building in August 2019 (COA-2016-06, Mod. 4); and administrative
284 approval to increase the height of the fence used to screen the trash compactor from 6’ to 8.5’ in
285 October 2019 (COA-2016-06, Mod. 5).

286
287 Ms. Brunner said that the applicant requested approval for modifications to both the former Keene
288 Middle School building and the new apartment building, as well as the site. The proposed
289 modifications include the following:

- 290 ▪ Renovation of the northeast section of the former Middle School building into eight
291 apartments;
- 292 ▪ Installation of eight rooftop condensers on the northeast section of the former Middle School
293 building;
- 294 ▪ Installation of 17 new vent penetrations and 1 existing vent penetration on the former
295 Middle School building: 16 that would be drilled through the existing HardiePlank siding on
296 the north and south façades of the northeast section of the building, one along the west
297 façade facing Washington Street, and one that was already drilled along the south façade
298 facing the MoCo Arts building (*retroactive approval);
- 299 ▪ Installation of eight electric meters on the north façade of the former Middle School building
300 facing Spring Street;
- 301 ▪ Installation of double windows on the upper floors of the new apartment building, where 45
302 French windows with Juliette balconies (a.k.a. “balconettes”) were approved previously
303 (*retroactive approval);
- 304 ▪ Installation of sliding glass doors on the first floor of the new apartment building, where
305 double windows were previously proposed (*retroactive approval);
- 306 ▪ Relocation and installation of additional landscaping on the southern portion of the site, near
307 the former Middle School building (*retroactive approval).

308
309 Ms. Brunner explained that the sliding glass doors had already been installed on the first floor of
310 the new apartment building and the double windows had already been installed on the upper
311 floors of the building. In addition to this, the landscaping has already been relocated.

312
313 Per Section III.D.3, “Renovation, rehabilitation or restoration of a building or structure,” this work
314 is classified as a “Major Project” for review by the HDC. Ms. Brunner reviewed the HDC
315 regulations relevant to this application, beginning with proposed modifications to the former Middle
316 School building and site.

317
318 *A. Streetscape and Building Site*

319 *1. Trees, Landscaping and Site Work*

320 *b) Design Standards*

321 *1) Trees that contribute to the character of the historic district and that*
322 *exceed 15” in diameter at a height of 4’ above grade shall be retained, unless*
323 *removal of such tree(s) is necessary for safety reasons as determined by a*
324 *professional arborist or other qualified professional.*

- 325 2) *Grading or changes to the site's existing topography shall not be allowed*
326 *if existing mature trees might be negatively impacted by altered drainage and*
327 *soil conditions.*
328 3) *During construction, paving and any site work, existing mature trees must*
329 *be protected.*

330

331 Ms. Brunner said that the applicant sought approval to relocate plants near the southeastern corner
332 of the former Middle School building. Mr. Brunner stated that she thought the applicant had
333 adequately explained this request. The applicant also proposed to install three Dwarf Alberta Spruce
334 trees to screen the eight new electric meters proposed along the north façade of the former Middle
335 School building.

336

337 5. *Utility, Service and Mechanical Equipment*

338 b) *Design Standards*

- 339 1) *On commercial and industrial buildings, mechanical equipment, such as*
340 *compressor units, shall be set back on the roof of the building, so as to be*
341 *minimally visible, or ground-mounted toward the rear of the building, with*
342 *appropriate screening or landscaping to minimize visibility.*
343 2) *Every effort shall be made to position heating and air-conditioning*
344 *equipment, fire alarm panels, telecommunications equipment, satellite dishes,*
345 *and freestanding antennas and other equipment as low to the ground as*
346 *possible, and where they are not readily visible from the public right-of-way.*
347 3) *New mechanical supply lines, pipes and ductwork shall be placed in*
348 *inconspicuous locations and/or concealed with architectural elements, such*
349 *as downspouts.*
350 5) *Walls on front or street-facing facades shall not be penetrated for vent*
351 *openings larger than seventy (70) square inches. Vent caps shall not be*
352 *larger than two hundred (200) square inches.*

353

354 Ms. Brunner said that as a part of renovations to the northeast section of the former Middle School
355 building into eight new apartments, the applicant proposed to install eight condensers, 16 new vent
356 penetrations in the existing HardiePlank siding, and eight new electric meters in this area of the
357 building. The 16 proposed 4" diameter vent penetrations are required for bathroom and kitchen
358 exhaust in the eight apartments. Eight of the penetrations would be drilled through the HardiePlank
359 siding on the northern façade of the northeastern section of the former Middle School building and
360 the other eight vent penetrations would be drilled similarly on the southern façade of this section of
361 the building, facing MoCo Arts. The vents would be covered with the same 25 square inch metal
362 vent caps metal painted dark brown as the HDC approved before. The applicant also sought
363 approval to install an additional vent penetration in the brick wall 3' above grade in front of the
364 existing accessible parking space along the northern portion of the western building façade facing
365 Washington Street, as well as a vent penetration that was drilled in the southern façade of the
366 former Middle School building facing MoCo Arts.

367

368 Ms. Brunner said the applicant also proposed to install eight condensers measuring about 90” wide
369 by 44” tall on 6”x6” wooden blocking in two clusters on the center of the roof on the northeastern
370 section of the former Middle School building. Each cluster would include four condensers and
371 would be set back a minimum of 15’ from the edge of the roof. The applicant stated that no
372 screening is proposed due to the equipment setback from the edge of the roof and the height of the
373 building. Finally, the applicant proposed to install eight new residential electric meters along the
374 northern façade of the former Middle School building facing Spring Street. These meters would be
375 installed in an area measuring 71” wide by 42.4” tall and would be mounted 59” above finished
376 grade. A 2”-3” galvanized conduit would run from the top of the meters to the roof of the building
377 and would be painted to match the existing brick. To accommodate installing these meters, the
378 applicant also proposed to move the existing window 3’ to the east as opposed to filling in the
379 window opening.

380

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

382 *5. Windows*

383 *b) Design Standards*

384 *1) Removing character-defining historic window sash shall be discouraged,*
385 *unless repair is not economically feasible.*

386 *2) Any windows which are approved for replacement shall convey the same*
387 *visual appearance in terms of overall dimensions and shape, size of glazed*
388 *areas, muntin arrangement, and other design details as the historic windows.*

389 *In addition, they shall have:*

390 *• Clear-paned, non-tinted glass (except to replace historic stained or*
391 *other types of translucent or opaque glass); and*

392 *• True divided lights or a permanently affixed muntin grid on the*
393 *exterior of the window. In either instance, the muntin shall have a*
394 *raised trapezoidal profile. Snap-in or between-glass muntin grids are*
395 *not allowed.*

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

398 *6) Enlarging or reducing the window rough opening to fit new stock windows*
399 *shall generally be prohibited.*

400

401 Ms. Brunner said the applicant proposed to relocate an existing window 36” to the east on the north
402 façade of the northeastern section of the former Middle School building facing Spring Street in
403 order to meet Fire and Building Code requirements. The applicant is also seeking retroactive
404 approval for installing double windows on upper floors of the new apartment building instead of the
405 French windows with Juliette balconies approved by the HDC.

406

407 Next, Ms. Brunner reviewed the remaining HDC standards relevant to construction of the new
408 apartment building.

409

410 *D. New Construction*

- 411 2. *Construction of new buildings or structures*
412 *b) Design Standards (See also design standards for Streetscape & Building Site)*
413 1) *New buildings or structures shall be sited so that the existing pattern of the*
414 *historic streetscape —setbacks, spacing, lot coverage, scale, massing, height,*
415 *orientation—in which they are located is not disrupted.*
416 2) *The shape, scale and fenestration of new buildings or structures shall*
417 *respect the established historic architectural character of the surrounding*
418 *area.*
419 3) *New buildings or structures shall take into account the historic*
420 *relationships of existing buildings and site features on the site.*
421 4) *Exterior cladding shall be of materials that are common in the district.*
422 *Acceptable materials include brick, stone, terra cotta, wood and metal. Wood*
423 *shingles, wooden clapboards, concrete clapboards and brick are also*
424 *acceptable types of siding.*
425 5) *Materials commonly referred to as “vinyl siding” are inappropriate*
426 *contemporary materials and are therefore prohibited for use on new*
427 *construction in the Historic District.*
428

429 Ms. Brunner said that as part of the original approval for this construction, the applicant proposed a
430 four-story apartment building with the primary entrance oriented toward the parking area on the
431 west-facing façade of the structure. The building design featured a variety of materials and colors,
432 including the installation of tan-colored panels beneath some of the windows and the utilization of a
433 faux brick panel along the length of the first level of the building on Spring Street and Roxbury
434 Street that would wrap around to the east- and west-facing façades.
435

436 Ms. Brunner explained that following the initial HDC review of the proposal in July of 2016, the
437 board requested a revised proposal from the applicant showing changes to the Roxbury Street
438 façade of the new apartment building to create more of an orientation to the street, in order for it to
439 fit in with the design of the other buildings in this area of the Historic District. The applicant
440 returned to the August 2016 HDC meeting with a revised proposal for the design of the new
441 apartment building, which included a brick section along Roxbury Street (all four stories) and the
442 addition of double windows instead of the approved French windows with Juliette balconies on the
443 upper stories of the building. As part of the current application, the applicant sought retroactive
444 approval for installing double windows on the upper floors. In the project narrative, the applicant
445 stated that the French windows with Juliette balconies posed safety concerns. In addition, the
446 applicant sought retroactive approval for installing 14 sliding glass doors on the north, south, and
447 east façades of the new apartment building’s first floor instead of the approved double windows.
448

449 *A. Streetscape and Building Site*

- 450 3. *Lighting*
451 *b) Design Standards*
452 1) *Lighting fixtures and poles shall be compatible in scale, design and*
453 *materials with both the individual and surrounding properties.*

497 from where the meters are to create a landscaped island from the building to the street where the
498 trees and other flowering plants would be located.

499

500 Mr. Marcotte continued replying to some of the Chairman's points about the buildings. He said that
501 during construction, the openings for sliding doors on the upper floors were built with structural
502 beams able to support a slider or window. He said that above his commitment as contracted by the
503 property owner, his role during construction was to work closely with Code Enforcement Inspectors
504 to ensure that all safety/life issues were in-line, and so he too might have missed some things. Mr.
505 Marcotte said that the owner chose to change the Juliette balconies for fear of possible falls and
506 thought it unnecessary to return to the HDC for approval because the change enhanced safety. Mr.
507 Marcotte concluded that the vent openings on the former Middle School building would be the same
508 5" square vents painted the same as those on the new apartment building.

509

510 With no comments, the Chairman closed the public hearing.

511

512 Ms. Benik expressed concern with moving the window on the former Middle School building. She
513 and Mr. Porschitz agreed that it would have a negative impact on the uniformity of the façade.
514 Councilor Workman agreed and assumed that Eversource's only preference for the meters outside
515 was for easier access. The Chairman saw many inconsistencies in the information provided by the
516 applicant and was unclear on what the HDC would actually be approving moving forward. He and
517 Mr. Porschitz were concerned by the degree of retroactive approvals on this application.

518

519 The Chairman reopened the public hearing and Mr. Marcotte confirmed that Eversource feels it
520 easier to read/shut-off meters with exterior placement, but he added that there are multiple interior
521 meter rooms throughout the property. Eversource would allow the meters inside but it was not their
522 preference. With no further public comments, the Chairman again closed the public hearing.

523

524 Mr. Porschitz made the following motion, which Councilor Workman seconded.

525

526 With a vote of 3-1, the Historic District Commission approved COA-2016-06 Modification #6 for
527 modifications to the buildings and site located at 31 Washington Street (TMP# 569-056-000), as
528 presented on the architectural elevations identified as "Washington Park At Keene Apartments,
529 Roxbury Street, Keene, New Hampshire" prepared by Amoskeag Architectural Group on November
530 24, 2016 at a scale of 1/16" = 1'-0" and last revised on November 11, 2019, and the site plan
531 identified as "Developed Planting Plan, Washington Park Multifamily Housing" prepared by
532 Bedford Design Consultants on April 6, 2016 at a scale of 1"=30' and last revised on November 12,
533 2019 with the following conditions:

- 534 1. Submittal of color architectural elevations stamped by an architect registered in the State of
535 NH for the recently constructed Washington Park Apartment Building.
- 536 2. Submittal of color architectural elevations stamped by an architect registered in the State of
537 NH for the former Middle School building.
- 538 3. The residential electric meters for the apartments in the northeast section of the former
539 Middle School Building shall be located inside the building.

540
541 Chair Weglinski opposed the motion and Mr. Temple was absent for the vote.

542
543 **4) Commission Membership**

544
545 There are still vacancies on the Commission and a Vice Chair is needed. Send recommendations to
546 the Chairman and/or Ms. Brunner.

547
548 **5) Staff Updates**

549 **a. Building Better Together – Senior Planner Tara Kessler will provide an update**
550 **on the draft Land Development Code, including public engagement**
551 **opportunities and the schedule for review / submission of a draft for adoption.**
552

553 The Community Development Director, Rhett Lamb, was present in place of Senior Planner, Tara
554 Kessler. Mr. Lamb provided an update on the draft Land Development Code, which Staff has been
555 working on as a long-term goal from the City’s 2010 Comprehensive Master Plan. This project
556 streamlined and simplified the City’s various development standards (i.e., Zoning, Historic District,
557 Planning, street standards, etc.) that occupied multiple locations throughout the City, making the
558 regulations challenging to navigate for developers, residents, and Staff. This effort was with the
559 guiding principles of simplicity, efficiency (graphics vs. text), and consideration of long-term City
560 goals. The HDC has heard updates on this project throughout its duration.

561
562 Mr. Lamb explained that this project was an effort to not rewrite the City’s existing development
563 standards, but rather to reorganize them, joining standards for all regulations from Zoning to the
564 Historic District. The new consolidated document is intended to be easier to navigate, reduce
565 confusion, streamline the review process for all parties, and remove outdated/conflicting provisions.
566 Mr. Lamb explained the objective of the project is to update/modernize the downtown Zoning
567 districts to a form-based approach that will replace the familiar downtown Central Business and
568 Central Business Limited Districts, amongst others; this objective aligns with community goals,
569 creates tools for the future, and encourages new development. The new document creates a
570 consistent, more user-friendly process for (re)development for residents and developers, while also
571 allowing Staff to provide better service.

572
573 Mr. Lamb discussed key features of the new document, such as the HDC regulations comprising
574 their own chapter. Now, definitions from all previous documents have been combined and
575 streamlined into one comprehensive definitions chapter. A key component of the document is less
576 text and more graphical representations, which provide a cleaner layout. This process will also
577 provide the Zoning Administrator greater flexibility. Regarding the Historic District specifically,
578 Mr. Lamb said that updated standards for screening, landscaping, more objective architectural
579 standards, and noise could relate to HDC interests. Currently, any new building in the downtown is
580 reviewed by the HDC but in the new process, new buildings will always be approved either through
581 an administrative process in the form-based zone or otherwise by the Planning Board with clearer
582 and more objective architectural standards for height, openings, transparency, massing, and location

583 of structures on properties to create interest in the building/streetscape. The HDC retains
584 jurisdiction over existing historic structures in the downtown. The form-based process pursues the
585 same rough form of the current downtown, without predicting what buildings must look like
586 architecturally.

587
588 The document is under preliminary review by the Joint Planning Board-Planning, Licenses &
589 Development Committee before the draft will be submitted as an Ordinance to City Council in
590 September, with several remote public forums between now and then to seek feedback and to make
591 the relevant refinements to a final document. For more information visit
592 www.keenebuildingbetter.com or email communitydevelopment@ci.keene.nh.us with
593 questions/feedback. Mr. Lamb will share the document and answer Commission questions and
594 future meetings.

595

596 **6) New Business**

597 **7) Next Meeting – August 19, 2020**

598 **8) Adjourn**

599

600 There being no further business, Chair Weglinski adjourned the meeting at 6:55 PM.

601

602 Respectfully submitted by,
603 Katryna Kibler, Minute Taker
604 July 21, 2020

605

606 Reviewed and edited by Megan Fortson, Planning Technician

STAFF REPORT

COA-2020-07 – People’s United Bank Tree Replacement, 122 West Street

Request: Applicant Wendy Pelletier, on behalf of owner People’s United Bank N.A., proposes to replace five mature Linden trees with four honey locust trees on the property located at 122 West St. (TMP# 576-001-000). This property is not ranked and is located in the Central Business Limited District.

Background:

This property was once the site of the Noah Cooke House, a saltbox colonial that is one of Keene’s oldest surviving buildings. Noah Cooke, a distinguished lawyer who helped establish the first courthouse in the town, served as town clerk for 10 years and was an incorporator of the Cheshire National Bank, built the house in 1791. It was purchased in 1906 by Horatio Colony, Keene's first mayor and was occupied by members of the Colony family until 1966. For many years, the road at the front of the house separated and passed on both sides of the old “Cooke Elm” until it was removed 1914 to widen the road. The elm was 7-feet in diameter when it was cut down. The house (but not the property) was sold to Ruth and Delbert Meyer and relocated to Daniels Hill Road in 1973. It is presumed that the house would have been demolished to make way for commercial development, had it not been relocated.



Figure 2. Historic photo showing the Noah Cooke House and the old “Cooke Elm” located at 136 West Street (now the location of People’s United Bank at 122 West Street). Image source: Historical Society of Cheshire County.

The structure that exists on the site today was built in 1978 for use as a bank. The Planning Board reviewed the site plan application for the construction of the bank, and as part of that review, approved the installation of shade trees along the perimeter of the site in the landscaping areas. The image in Figure 2 shows the trees that existed on this site as of 2015, when this aerial imagery was taken.



Figure 1. Aerial view of the property located at 122 West Street. The trees proposed to be replaced are circled in red.

The Applicant proposes to replace five mature Linden trees with four honey locust trees on the northern edge of the property bordering West Street. Per Section III.D.16 – *Removal of trees in excess of 15 inches in diameter at a trunk height of four (4) feet above grade*, this request is classified as a “Major Project” for review by the Historic District Commission.

Completeness:

Staff recommends that the Commission find this application to be complete.

STAFF REPORT

Application Analysis:

The following is a review of the HDC Regulations that are relevant to the proposed application:

“Sec. XV. A. 1. – Trees, Landscaping, and Site Work

b) Design Standards

- 1) Trees that contribute to the character of the historic district and that exceed 15” in diameter at a height of 4’ above grade shall be retained, unless removal of such tree(s) is necessary for safety reasons as determined by a professional arborist or other qualified professional.***
- 2) Grading or changes to the site’s existing topography shall not be allowed if existing mature trees might be negatively impacted by altered drainage and soil conditions.***
- 3) During construction, paving and any site work, existing mature trees must be protected.***

The Applicant proposes to remove five existing mature Linden trees and replace them with four, 3.5-inch caliper Shademaster Honeylocust trees along West Street, as shown on the “Tree Replacement Plan” attached to this staff report. The Applicant states in the project narrative that three of the Linden trees were either knocked down or damaged in the summer of 2018 during a thunderstorm. At that time, the three damaged trees were removed from the site and the stumps were ground down. The remaining two trees along West Street were removed in the spring of 2020. Following the removal of the two trees in 2020, staff notified the property owner that the removal of mature trees from properties located in the Downtown Keene Historic District requires approval from the Historic District Commission.

The images below were submitted by the Applicant to show the street view images of the property in 2018 before and after the storm that damaged three of the trees.



Linden trees along West Street prior to 2018



Remaining trees after 2018 storm

STAFF REPORT

The proposed replacement tree, Shademaster Honeylocust, is a deciduous shade tree native to North America. A U.S. Forest Service fact sheet about this species (Fact Sheet ST-281, November 1993) states that this cultivar grows to 50 to 70 feet tall and almost as wide, and further states that this tree is well-suited for growing in areas with a lawn. This tree grows in USDA hardiness zones 5 through 8A, has a high tolerance for drought and salt, and is not usually affected by pests.

Recommendation:

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

Approve COA-2020-07 for the replacement of five mature Linden trees with four honey locust trees on the property located at 122 West St. (TMP# 576-001-000), as presented on the plan identified as “Tree Replacement Plan” prepared by Cardinal Surveying & Land Planning at a scale of 1” = 20’ and dated July 29, 2020 with no conditions.

HISTORIC DISTRICT COMMISSION

MAJOR PROJECT APPLICATION



A	Project Name: TREE REPLACEMENT	For Staff Use Only: Date Received:	
	Tax Map Parcel number(s) 576-001-000-000-000	Community Development Department File #	
		Project Address: 122 WEST ST.	
		Square Footage of Parcel: 3.1 AC	
		Zoning District: CBL	
Applicant	PRINTED Name/Co.: WENDY PELLETIER CARDINAL SURVEYING & LAND PLANNING	Owner	PRINTED Name/Co.: PEOPLE'S UNITED BANK N.A.
	Address: 185 WINCHESTER ST. KEENE		Address: 850 MAIN ST. BRIDGEPORT, CT 06604
	Telephone: 499-6951		Telephone:
	E-mail: WENDY@CARDINALSURVEYING.COM		E-mail:
	Signature: <i>Wendy S. Pelletier</i>		Signature: <i>John Goggin</i>
	Printed Name: WENDY S. PELLETIER		Printed Name: JOHN GOGGIN
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)	

C	A complete application must include the following:	
<input type="checkbox"/> Two (2) copies of completed application forms	<input type="checkbox"/> Copies of any Zoning Board of Adjustment actions	
<input type="checkbox"/> Two (2) copies of Descriptive Narrative	<input type="checkbox"/> Three (3) copies of site plan (see Section D)	
<input type="checkbox"/> FEES covering the costs of processing, legal notice, advertising the public hearing, mailing notices out to abutters	<input type="checkbox"/> Three (3) color copies of architectural elevations (see Section E)	
<input type="checkbox"/> Signed and Notarized Abutters List (direct Abutters only)	<input type="checkbox"/> Scale and Massing Depictions (see Section F)	
<input type="checkbox"/> Two (2) sets of Mailing Labels for abutters	<input type="checkbox"/> Material Examples (see Section G)	



July 29, 2020

City of Keene
Historic District Commission
3 Washington Street
Keene, NH 03431

RE: Project Narrative
122 West Street

Tree Replacement

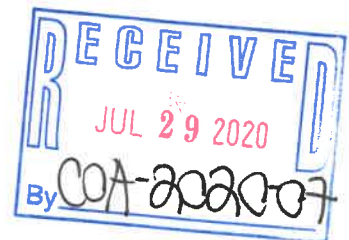
People's United Bank is located at 122 West Street on the corner of School Street and extends to Gilbo Ave. The bank has occupied the site since 1978. The portion of the property being considered here is the frontage along West Street. As shown on the attached plan, there are existing hedgerows along the sidewalks and there were five large Linden trees. Three of those trees were blown over during a thunderstorm in the summer of 2018. One of the remaining trees was damaged also. The three trees were removed, and the stumps were ground flat. The bank hired Ganio Land Management in the spring of 2020 as a consultant. The bank has used Ganio Land Management for landscape maintenance over the past 20+ years. The Bank has always taken great pride in the appearance of their facility. Ganio suggested removing the damaged tree and for aesthetics, removing the remaining tree, and replacing them with four honey locust.

After the trees were removed it was brought to the Bank's attention that they are in the Historic District and should have had permission to remove the trees.

At this time the Bank is seeking a COA to interplant 4 Shade Master Honey Locust trees. The trees will be planted between the existing stumps at approximately a 50' spacing.

The Shade Master is the same tree that was recently planted in the Main Street islands. This tree is a great shade tree with a rounded shape and a golden color in the fall. It is drought tolerant, hardy and pest and disease free.

Wendy S. Pelletier, LLS 975





Linden trees along West Street prior to 2018



Remaining trees after 2018 storm



Shade Master Honey Locust



WEST STREET

4-3 1/2" CALIPER
SHADEMASTER HONEYLOCUST
50' ON CENTER INTERPLANTED
BETWEEN EXISTING STUMPS

EXISTING SIGN AND
HEDGE



The Shademaster Honeylocust is everything you could want in a shade tree and more. Providing perfect dappled shade with a classic rounded shape, the Shademaster Honeylocust Tree is highly adaptable, tolerant, hardy, and pest and disease-free. It's synonymous with the classic shade tree"

- Cold Tolerance/Hardiness Zone 4
- Heat Tolerance/Hardiness Zone 9
- Exposure—Full Sun
- Avg Mature Height 45'
- Avg Mature Width 35'
- Spacing 30-40'
- Growth Rate—Fast
- Leaf Color—Green
- Fall Leaf Color—Yellow
- Cary Award Winner—No
- PA Gold Medal Award—No
- Attractive Bark—Yes
- Attracts Birds—No
- Attracts Butterflies—No
- Attracts Hummingbirds—No
- Attracts Pollinators—No
- Deer Resistant—Yes
- Drought Tolerant—Yes
- Dry, Poor Soils—Yes
- Edible Fruit—No
- Fragrant—No
- Groundcover—No
- Hedge/Windbreak—Yes
- Native—Yes
- Salt Tolerance/Seashore—Yes
- Seasonal Cut Branches—No
- Shade Tolerance—No
- Showy Flowers—No
- Specimen—Yes
- Urban Conditions—Yes
- Utility Line Trees—No
- Wet Moist Soils—Yes
- Winter Interest—No
- Woodland Garden—No
- Decor/Craft Use—No

TM 576-002-000
BROTHERHOOD LP
200 BOSTON POST RD. STE 13
ORANGE, CT 06477

ENTRANCE
EXIT

SIDEWALK

PAVED PARKING

SIDEWALK

SIDEWALK

ENTRANCE

EXISTING BUILDING

ENTRANCE

SIDEWALK

SCHOOL STREET

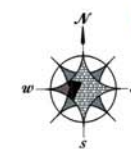
GILBO AVE.



TREE REPLACEMENT PLAN

TM 576-001-000
PEOPLE'S UNITED BANK
122 WEST STREET
KEENE, NH 03431

DATE: JULY 29, 2020 SCALE: 1"=20'



GLM Gario Land Mgt.
Landscaping, Irrigation, Maintenance

CARDINAL SURVEYING &
LAND PLANNING
Keene, New Hampshire 03431
Tel. (603) 352-1111