



## **City of Keene Minor Project Review Committee**

### **AGENDA - AMENDED**

**Thursday, December 8, 2022**

**10:00 AM**

**City Hall, 2<sup>nd</sup> Floor Council Chambers**

I. **Call to Order** – Roll Call

II. **Minutes of Previous Meeting** – March 10, 2022

III. **Public Hearing**

**SPR-881, Modification #2 – Site Plan – 342 Winchester St** - Applicant Sampson Architects, on behalf of owner Riverside Improvements LLC, proposes to renovate the eastern tenant space and build an addition approximately 321 sf in size on the building located at 342 Winchester St (TMP #111-004-000-004-000) for use as a Ramunto's restaurant. The site is 0.68 ac in size and is part of the larger Riverside Plaza located in the Commerce District.

IV. **Adoption of 2023 Meeting Schedule**

V. **Election of Chair & Vice Chair**

VI. **Upcoming Meeting Dates**

- December 22, 2022 at 10:00 am (*If needed due to continued public hearing*)
- January 12, 2023 at 10:00 am

1 City of Keene  
2 New Hampshire

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5 MINOR PROJECT REVIEW COMMITTEE  
6 MEETING MINUTES  
7

Thursday, March 10, 2022

10:00 AM

Council Chambers,  
City Hall

**Members Present:**

John Rogers, Chair  
Don Lussier  
Med Kopczynski, Vice Chair  
Mari Brunner  
Michael Hagan, Alternate (10:04 AM)

**Other Staff Present:**

Megan Fortson, Planning  
Technician  
Evan Clements, Planner  
Deputy Chief Jeffrey Chickering,  
Fire Department

**Members Not Present:**

Kürt Blomquist, Alternate  
Lt. John Bates

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9 **1) Call to Order – Roll Call**

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11 Chair Rogers called the meeting to order at 10:02 AM. Roll call was conducted.

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13 **2) Minutes of the Previous Meeting – December 9, 2022**

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15 Mr. Kopczynski made a motion to approve the meeting minutes of December 9, 2022. Mr. Lussier  
16 seconded the motion, which passed by unanimous vote.

17  
18 Chair Rogers stated that Deputy Chief Jeffrey Chickering from the Fire Department is here today  
19 as a staff member to give comments on these applications. He continued that he is not here as a  
20 voting committee member. The committee needs to have the Planning Board nominate and  
21 approve someone from the Fire Department to serve on this committee.

22  
23 **3) Public Hearings**

24 **A) SPR-01-22 – Site Plan – 14 Rose Lane - Applicant and owner Davis Oil Company**  
25 **Inc. proposes to install two 30,000-gal propane storage tanks on the property**  
26 **located at 14 Rose Ln (TMP# 120- 008-000-000-000). The property is 1.6-ac in**  
27 **size and is located in the Industrial District.**

28  
29 Chair Rogers introduced SPR-01-22 and asked to hear from staff.

30  
31 Megan Fortson, Planning Technician, stated that the applicant has requested exemptions from  
32 providing a grading plan, lighting plan, drainage report, traffic analysis, historic evaluation

analysis, screening analysis, and architectural and visual appearance analysis. Staff feel that these application submittal items have no issues and recommends that the committee grant the application as complete.

Ms. Brunner made a motion to accept the application as complete. Mr. Lussier seconded the motion, which passed by unanimous vote. Mr. Kopczynski asked if the motion to accept the application as complete also covered the exemptions. Chair Rogers replied in the affirmative.

Chair Rogers noted that Mr. Hagan is now present and is a voting member. He opened the public hearing and asked to hear from the applicant.

Steve Walsh, of 80 Silent Way, stated that he is the president of Davis Oil in Keene. He continued that Bob Coluccio, their engineer, created the plans for this project and will present it to the Board.

Robert Coluccio of Web Engineering Associates, 111 Summer St., Scituate, MA, stated that he is a professional engineer in the state of NH. He continued that their business is designing these types of facilities for propane and oil storage. The installer, Troy Phillips, is here in the audience. He is with Hall Trask Equipment, Roxanne Park Dr., Braintree, MA. Mr. Phillips is a CETP trainer. CETP is a course you have to take to operate facilities like this.

Mr. Coluccio stated that the proposal is to install two 30,000-gallon propane tanks. He continued that there is at least one such facility in Keene to which this new facility will look identical to in size, scope, and shape. He went on to explain that the property is located in the Industrial Zone on a private road. It is positioned such that the working area of the site is about 25 feet lower than Main Street, which it abuts. Right now, Mr. Walsh operates an oil storage facility there. He has a 50,000-gallon oil tank and three 15,000-gallon tanks of other oils, like kerosene and diesel fuel. He operates an oil delivery facility and brings oil to people's houses. He also rents space to someone for storage of roll-off dumpsters. With the proposed installation of the two 30,000 gallon tanks, there will be no room to store the roll-off dumpsters, so the storage operation will be terminated. The property will not be overcrowded. Mr. Walsh is not trying to squeeze something in. He is replacing it with something that has less of a presence than the roll-offs, because the roll-offs move every day, whereas the propane facility, like the oil, gets most of its business during the few cold months of the winter.

Mr. Coluccio continued by explaining that his company presented its Fire Safety Analysis to the Fire Department and the Fire Department granted a permit to operate the facility. It is his and Mr. Walsh's understanding that it has been vetted in that regard. He asked Chair Rogers if he should go through the exemptions one by one, or if his narrative was sufficient. Chair Rogers replied that it is up to him as the applicant.

Mr. Coluccio stated that they are asking for exemptions from submitting drainage and stormwater reports, because they are not making any changes that will impact either of these items. He continued by explaining that they submitted a Floodplain Development Permit application for the

76 installation of the propane tanks. The only change they are making to grading is that they are  
77 adding some compensatory storage. The compensatory storage is about seven yards, because they  
78 are accounting for the piers that the propane tanks stand on. At other facilities in Keene, you will  
79 notice this thin, concrete pier; it is a very small amount. Right now, the property is the low point  
80 for the area. They are not changing that at all, nor are they changing impervious surfaces.

81  
82 Mr. Coluccio continued that they had to do a soil analysis for the floodplain application, so they  
83 are requesting an exemption from providing any additional soil analysis. If they are not doing a  
84 stormwater analysis, then they would obviously not need to go into that. Regarding the installation  
85 of sediment and erosion control measures, the operation will happen relatively quickly. The piers  
86 will be pre-cast. There will be a hole dug the day of or the day before, and they will put the piers  
87 in the hole, and then backfill it. It takes just a couple days. There will not be much stockpiling of  
88 soil, so they expect most of the soil to go back in the hole. They will put a cover over it, to keep it  
89 from being affected by rain or wind.

90  
91 He continued by explaining that they are requesting an exemption from snow storage removal,  
92 because they will not have to plow there anymore once the dumpster roll-offs are removed. The  
93 tanks will be there, but you do not plow around the tanks. He explain that [Davis Oil] might have  
94 to hand shovel around them, to get to equipment, but that is a reduction in the snow. On the plan,  
95 he showed where the snow storage is now. At best, they are proposing that there will be no  
96 increase, and practically speaking, there will probably be a decrease.

97  
98 Mr. Coluccio continued by stating that regarding landscaping, the property is shielded from any  
99 abutters that might be concerned. It is 25 feet below Main St., and it is heavily wooded between  
100 Main St. property and this property, with a steep slope, so they believe there is ample screening  
101 there. They do not believe they need landscaping from the abutters on this private road because  
102 they are commercial and industrial in nature. They are asking for an exemption from screening  
103 for the same reasons as landscaping. He noted that they are also not adding any lighting. Mr.  
104 Walsh considers the current lighting ample for his oil facility. Unless it is an emergency, the  
105 operations will take place during daylight. There is no sewer or water on the site and they are not  
106 proposing any.

107  
108 Mr. Coluccio continued by stating that most of the existing traffic for Mr. Walsh's oil facilities is  
109 during the winter months. There was traffic with the roll-offs, which will be going away. The  
110 propane will probably result in a net wash of the amount of truck traffic on the site, but again, most  
111 of the propane use occurs in the winter and very little during the summer. With filling and  
112 excavation, nothing exceeds the Article 23 or Article 24 requirements. There are no surface waters  
113 or wetlands on the property. Regarding hazardous and toxic materials, LP gas is preferred, if you  
114 have to have an energy source in any kind of aquifer protection area. LP gas exists as a liquid  
115 under pressure, but once it hits the atmosphere, it becomes a vapor. Thus, you do not have the  
116 environmental impacts as with propane.

Mr. Coluccio continued that there will be no increase in noise. The pumps are almost the same. He has done noise studies before, in other cases, but this is an existing facility and they are not proposing any increase in the noise. It is just another pump that will be there. Regarding architectural and visual appearance, it is an Industrial Zone, and this will probably be the best-looking thing in the area.

Mr. Coluccio concluded that those are [all of the standards and items that they are seeking exemptions from].

Mr. Kopczynski stated that for the benefit of the public and people who do not know, the propane tank at 350 Marlboro St., which is the Public Works facility, is a 30,000-gallon tank. He continued that [this proposal is for] the same tank twice, if you want to look at it that way. Mr. Coluccio replied yes, and it is only about 15 feet high. That is based on the floodplain, which they are keeping the whole thing out of. It is still lower than what would be visible from anyone who is concerned. It is lower than the tanks there now as well.

Chair Rogers asked if staff had any questions or comments for the applicant.

Mr. Lussier stated that he agrees that the erosion and sediment control plan is not necessary for this project, but the package does not include a detail on the proposed riprap slope stabilization. He continued by suggesting that as a condition of approval, the applicant be required to submit a riprap slope stabilization detail for approval by the City Engineer.

Ms. Brunner stated that with respect to noise, in the past the City has received complaints about industrial/commercial properties adjacent to residential properties, like this one is, with truck traffic coming early in the morning or late at night. She asked if they expect any truck traffic earlier than 7:00 AM.

Mr. Walsh replied that usually the deliveries are between 8:00 and 11:00 AM, or once a while in the afternoon. He continued that maybe they have one nighttime delivery per year. Regarding the noise of traffic going in and out, Monadnock Disposal currently uses space at Davis Oil to store their empty containers. The company is based in Jaffrey and uses Davis Oil's yard to shuffle in and out of job sites. That existing traffic would go away. As Mr. Coluccio said, there will be a net reduction in traffic. The noise of the asphalt plant's operations is substantially more noise than Davis Oil will ever create. Regarding the noise of the pumps, they now use two fuel pumps to unload to their trucks. The pump for the propane will be the same thing.

Ms. Brunner asked about the screening between this property and the residential properties. She believes this is the first site plan the City has for this site. There currently exists a thick vegetative buffer between this site and the residential properties. She asked if Mr. Walsh could include a note on the plan to stating that he will maintain that vegetative buffer into the future.

Mr. Walsh replied that he assumes she is talking about the top of the hill towards Main St., looking down on his property. Ms. Brunner replied yes, between his property and the residential properties on Main St. Mr. Walsh replied that within a year, the fence there was removed, by the building's owner. He continued that it does not matter to Davis Oil. Yes, he has to leave [the vegetative buffer] there as part of erosion control.

Mr. Lussier stated that that is a great segue to something he wants to discuss with the Committee, although it is not necessarily pertinent to this application. He continued that a section of the City's storm water drainage system off lower Main St. discharges onto the southwest corner of this parcel. The plan set in the application has a note on the lower left corner that says "INV: 493 12" CMP." That is the discharge from the City's drainage system. Staff spoke with Mr. Walsh about that in the past. The discharge from that flows down through the swale to the west of his facility. That water tends to collect along the northern boundary of the parcel. If enough water collects there, it will flow over the roadway parking lot towards the electrical wholesaler and eventually to the river. Drainage does flood that out from time to time. That should not affect the operation of this propane facility, but it is something to consider. With regards to Ms. Brunner's point about maintaining the vegetative buffer, the City might want to do maintenance of that drainage swale in the future. He would not want to place a restriction on Mr. Walsh that would preclude the City from doing that.

Mr. Walsh asked if maintenance to that drainage facility would mean taking the vegetation out of the actual swale itself, so the water can flow, not necessarily impacting vegetation along the bank. Mr. Lussier replied by explaining that they would not be looking at re-grading or anything like that, but as the trees grow and become more of an obstruction, they would want to remove those.

Chair Rogers asked for comments from Deputy Chief Chickering.

Deputy Chief Chickering stated that he called a friend at the Fire Marshall's Office concerning this. He continued that the applicant referenced NFPA 58, for the propane tanks' distances. The Fire Marshall recommended also referencing NFPA 30 for Allowable Distances. Mr. Walsh replied that that is on the drawing; it says "a propane tank to be 20 feet from a tank storing combustible or flammable liquids." He continued that they were careful to incorporate that.

Chair Rogers asked if the applicant had any more to add.

Mr. Walsh stated that they are a local business. He continued that they do not intend to spread way out. They want to do a good job right here at home, and provide a greener fuel. That is the spirit behind this. They are a family business and plan on remaining a family business.

Chair Rogers asked for public comment. Hearing none, he closed the public hearing and asked the Committee to deliberate.

Ms. Brunner stated that it is important to have a note on the plan to codify the buffer between this property and the residential property. She continued that it should be worded in a way that makes it clear that it excludes maintenance of the swale.

Chair Rogers replied that he agrees, and thinks they could word it to allow for general maintenance of the slope, as well as the drainage. Not knowing how old some of these trees are, there might be the need to clean up some dead wood.

Mr. Kopczynski stated that since this is a new process, and hopefully a successful one, he assumes that Chair Rogers would be the one signing the plan. Chair Rogers replied that is correct. Mr. Kopczynski asked if a copy of the minutes can be attached to the plan, in addition to whatever is structured into the motion itself. Mr. Rogers replied that he appreciates that, but wants to make sure it is the desire of the committee to have the motion reflect that. It should be part of the motion, but having the minutes attached as well makes sense.

Chair Rogers reopened the public hearing so he could ask the applicant a question. He asked if the current operations meet the floodplain elevations, in terms of protection of Davis Oil's equipment. Mr. Walsh replied yes, all of their stuff now does. He continued that all of the secondary containment equipment was new in 2021. They just upgraded three new tanks to include biofuel, and it was all State-inspected and State-approved. To his knowledge, the State was extremely happy when they signed off on it last spring. Chair Rogers stated that the plans looked like they were showing the floodplain elevations, at least for the new construction, with everything one foot above. Mr. Walsh replied yes, everything is one foot above the 100 Year Flood; Davis Oil was very conscious of that.

Chair Rogers stated that he knows Mr. Coluccio said the dumpster storage is going away. He continued that he recommends that a condition be that that use is not carried forward. As Mr. Coluccio and Mr. Walsh said, this is actually going to reduce the overall impact on the site.

Chair Rogers stated that his question about screening from Main St. was already answered. Mr. Walsh replied that just to be clear, if you drive by Main St., you cannot see this. He continued that the neighbors have to walk to the edge of the bank and look down, to see what Davis Oil has. It is not as if the neighbors can see it from their back patio; they are seeing trees. Chair Rogers replied that he understands, and as they stated before, there is also the elevation difference between the site and Main St., which is a screen just in itself. One small concern, because of the building that Mr. Walsh stated is right there, is for them to be able to walk to their property and not look down and automatically see the tanks.

Chair Rogers stated that Mr. Walsh noted there are no wetlands on his property. He asked if there are wetlands on adjacent properties that might fall within the Surface Water Ordinance setbacks that the applicant would have to adhere to. Mr. Walsh replied that to his knowledge, the surveyor says there are no wetlands on his property. Mr. Lussier stated that the adjacent parcel to the north



is the electrical distributor, and that facility abuts the Branch River. He continued that his guess is yes, they will be within the 250-foot Shoreland Protection setback.

Chair Rogers asked if the Committee had any more questions for the applicant. Hearing none, he closed the public hearing again.

Ms. Brunner made a motion for the Minor Project Review Committee to approve SPR-01-22, for the installation of two 30,000-gal propane storage tanks, as presented on the plan identified as “Site Plan – Proposed Modifications” prepared by Web Engineering Associates, Inc. at a scale of 1 inch = 20 feet on September 20, 2021 with the following conditions prior to signature by the Minor Project Review Committee Chair:

1. Owner’s signature appears on the plan.
2. Submittal of a revised site plan to show the following:
  - a. A note stating that, “The existing vegetated buffer along the western property boundary will be maintained to provide screening for adjacent residential properties. This shall not preclude the owner or the City of Keene from providing regular maintenance of the swale or slope in this area.”
  - b. Inclusion of a detail for the riprap slope to be approved by the City Engineer.
3. The use of storage for trash and/or recycling bins will be discontinued on the site.”

Mr. Lussier seconded the motion the motion.

Mr. Lussier asked if the motion included the note about discontinuing the use of the dumpsters to be added to the plans. Ms. Brunner replied that that would be a standalone condition. That is just a condition that would go with the property moving forward. Chair Rogers replied that he thinks a note on the plan stating that would be adequate.

The motion to approve SPR-01-22 passed unanimously.

**B) SPR-470, Modification #1 – Site Plan – 62 Maple Ave – Applicant SVE Associates, on behalf of owner Cheshire Medical Center, proposes to construct a 2,400-sf canopy on the former Peerless Insurance Co. building, modify the parking configuration, and install a new travel lane on the property located at 62 Maple Ave (TMP# 227-006-000-000-000). The site is 50-ac in size and is located in the Industrial Park District.**

Chair Rogers introduced SPR-470 and asked to hear from staff.

Ms. Fortson stated that the applicant has requested exemptions from providing a lighting plan, drainage report, soil analysis, historic evaluation analysis, and screening analysis. She continued that staff have determined that the requested exemptions would have no bearing on the merits of the application, and recommends that the committee accept it as complete.



Ms. Brunner made a motion to accept the application as complete. Mr. Lussier seconded the motion, which passed by unanimous vote.

Mr. Kopczynski stated that he votes in favor, but for the record, with the conditions that have been explained by Ms. Fortson.

Chair Rogers opened the public hearing and asked to hear from the applicant.

Rob Hitchcock, of SVE Associates, Brattleboro VT, formerly 47 Marlboro St., Keene, stated that they are here today because of the proposed addition of a 2,400 square foot canopy to the backside of the former Peerless [Insurance] building on Maple Ave. He continued by explaining that this is just the beginning of a redevelopment of the building itself. He stated that 25,000 square feet of the building will be used for a clinical residency program, and the creation of this canopy is part of the proposed renovations for this new use. A master plan for Cheshire Medical Center is currently under way to determine the needs and square footage of additional uses within the building. Last April, the Zoning Board of Adjustment approved the use of the building with a Special Exception. Parking was addressed at that time. There are 535 existing parking spaces. The Zoning Code requires 125 total parking spaces for a 25,000 square foot residency program (considered a “clinical use”), so there are many more spaces on site than are required.

Chair Rogers asked if the 25,000 square feet is the portion of the building they are proposing to renovate at this point. Mr. Hitchcock replied in the affirmative. Chair Rogers asked what the overall size of the building is. Paul Roth replied 147,000 square feet.

Mr. Hitchcock continued by explaining that in addition to the creation of a canopy, they will also replacing all the water lines, sewer lines, and electrical lines that run into the building. Currently the building is not sprinklered, so they will also do that. The sewer lines will all be replaced, to be suitable for its future use. They are also adding a new travel aisle, so that traffic coming in from Maple Ave can easily access the parking area in the rear of the building. He showed where the turn would be to get to the drop-off area. He continued by stating that it would be 5,000 square feet of added pavement, so they do not run everything through the drop-off area. All the islands will be heavily landscaped.

Chair Rogers asked if the committee had questions for the applicant.

Mr. Kopczynski stated that his question is for Mr. Roth.

Paul Roth, Dublin resident, stated that he works at Cheshire Medical Center at 580 Court St.

Mr. Kopczynski stated that this is the first bite of a big building. He continued by stating that he assumes they are going through a programming analysis for the rest of the building and this is just the beginning of the conversation, because they are taking some the parking away, that would be for the rest of the building, and so on and so forth. It is a 50-acre parcel. He assumes that within

their programming discussions they will come up with recommendations to upper management for how to use the remainder of those 50 acres. He asked if that is an accurate statement.

Mr. Roth replied yes, that is accurate. He continued by explaining that E4H is working on that with their master planning architect. He went on to state that Lavallee Brensinger Architects are doing this 25,000 square foot project. Thus, they have two architects – one for this project and one for the master plan. The uses for the remainder of the parcel are currently being discussed, like Mr. Kopczynski said, with upper management.

Mr. Kopczynski asked if it is correct that down the road, they could expect to see other internal uses, which may or may not have to come to the MPRC or the Planning Board, and also external building uses or buildings/structures added in the future, which may have to come to the MPRC or the Planning Board. He continued that it will probably not happen in the next six months. Mr. Roth agreed that it will probably not be in the next six months. He continued by explaining that the work they are talking about now is a lot of infrastructure work to set up the building for future use. This is a great time to do that, because it is the least impact to both the community and the building itself while it is empty. They want to get the infrastructure adequate to support what they hope will someday be the total occupancy of the building. Mr. Kopczynski replied yes, and running sprinkler lines is very positive. Mr. Roth replied yes, they had extensive conversations with friends in the Fire Department. They knew that was a prerequisite and they had that discussion with upper management prior to purchasing the building.

Mr. Lussier stated that with regard to future development of the site, the Public Works Department recently looked at the water and sewer utility capacity on Maple Ave. He continued that he does not see any issues with the current proposal, but he would like the applicant to understand that any future development of a more intense nature may require some offsite improvements to the sewer system. There is no problem with water; the City can give them all the water they ever need. But the sewer system that serves this site has some capacity limitations. As they move forward, if the applicants want to do a more detailed analysis, he would be happy to work with them and their design team.

Mr. Roth replied that the uses that will go there are more water-intensive than the previous use, so they are well aware of that, if he is talking about things like fixture counts, which they will have to review at a future date. He continued by stating that he thinks the current occupancy of that 25,000 square feet is well within what they are doing now.

Chair Rogers stated that as Mr. Kopczynski pointed out, this is the initial bite of an apple; they are currently putting some use back into an underutilized building, which is great. However, they should understand that as they move forward, other proposed uses on that property or within that structure will require additional review, and some of those reviews could trigger other things. It sounds like Mr. Roth is aware of that. Mr. Roth replied yes, he was initially concerned about the infrastructure, but he thinks they are addressing their electrical and water needs, both from domestic and fire protection, but the sewer was a concern. That is why they scoped the lines and

are suggesting improvements for that. He knows there are issues out in the street. They discussed the existing building having some issues in the street, too. They are well aware of that and look forward to presenting in the future.

Mr. Kopczynski stated that he wants it to be clear that City staff is here to work with the applicants and help them, and they hope the applicants understand and appreciate that. It is also to the City's benefit that they work with the applicants. Mr. Roth replied that he agrees, and they are all here to serve the community, so they are all on the same team.

Ms. Brunner stated that for the record, she would like clarification of the traffic analysis that was included with this submittal. She continued that she thinks it shows a trip generation for the full buildout of the building, but at this point in time, they are only doing a partial change of use. She asked Mr. Hitchcock to speak to the expected traffic impact for this specific partial change of use.

Mr. Hitchcock replied that it will be substantially less than what was approved as part of the ZBA approval. He continued that he did not do any generation of any sort, but certainly, with the Code-required use of 125 parking spaces, the trip generation is minimal.

Ms. Brunner replied that the application had a traffic analysis, submitted by Stephen G. Pernaw and Company. Mr. Hitchcock replied that they generated that as part of the ZBA application. Ms. Brunner asked about those two tables in the report; is it only the medical office's portion of the table? Mr. Hitchcock replied that he is not sure what Ms. Brunner's point is. Ms. Brunner replied that if the full buildout were occurring right now, this would have met the trigger for having to go to the Planning Board for full site plan review, so for the record, she wants to clarify what the increase in vehicle generation will be just for this partial change of use. Mr. Hitchcock replied that he did not run any numbers.

Liza Sargent stated that she works at SVE Associates and is a resident of Rockingham, VT. She continued by explain that the report by Stephen G. Pernaw and Company that they submitted with the application was for the Special Exception, and for this application, they are proposing the installation of the canopy and the renovation of 25,000 square feet of the building for use as medical offices. The trip generation would be significantly less than the former Peerless use.

Ms. Brunner asked if they are saying there will actually be a decrease in traffic. Mr. Hitchcock replied that yes, a significant reduction from when Peerless was there.

Chair Rogers stated that just to clarify Ms. Brunner's questions, he thinks the tables show the overall proposed building numbers, so they should be aware that at some point in time, as further development occurs on this site, it could end up in front of the Planning Board as opposed to the MPRC, in part based on these [traffic] numbers. It talks about medical offices, administrative offices, and childcare, and the latter is not part of the conversation today. Mr. Hitchcock replied that is correct. He continued by stating that moving forward, as the uses are developed, they will turn to the Zoning documents and determine the trip generation off of that.

Mr. Kopczynski stated that to put it another way, Ms. Brunner is putting in the record why the applicants are in front of the MPRC today instead of the Planning Board. Ms. Brunner agreed.

Ms. Brunner stated that she noticed some existing trees near where the new drive aisle is proposed. She continued by explaining that one of the Planning Board standards is to show protective devices for protecting any existing trees during construction. She asked if they would be open to including temporary fencing or something around those trees. Mr. Hitchcock replied yes.

Mr. Lussier stated that the note on Sheet D.1 indicates that they will, "Cut out existing wye and gate at water main," and he did not see a similar note about the sewer. He asked if they can add that to the plan. Mr. Hitchcock replied sure, but added that there is already a note on the plan stating that the work must be completed to the satisfaction of the Public Works Dept. Following this, Mr. Lussier stated that he does not think it has to be added to the plan, but obviously the applicant knows that the utilities in the street will have to be constructed to City standards and that will be handled through the Excavation Permit process.

Chair Rogers asked if there were more questions from the committee. Hearing none, he recognized Deputy Chief Chickering for comments.

Deputy Chief Chickering stated that his two concerns that he wanted to follow up on were the height of the canopy and the turn radius around the structure, to make sure that the Fire Department would be able to get fire apparatus in there. Mr. Hitchcock replied that the Keene Fire Department's ladder truck has driven [there]. He continued that the canopy height he thought was 13'6," but he is seeing 10'8" [on the documents], or 14' cleared.

Mr. Lussier stated that he has a question regarding the drawings. He asked Mr. Hitchcock to confirm the rain garden that lies to the west of the drive aisle. If that fills up, where does the water go? Mr. Coluccio replied that the water all flows to the west. He continued that there is not a lot of drainage in the parking lot. Everything pitches away from the building. They have to add a couple of catch basins, because they are adding curbing and sidewalk.

Mr. Kopczynski asked if, with adding the new parking and such, they will be maintaining all of the accessibility requirements for accessible routes to the front entrance. Mr. Hitchcock replied yes, they have enough ADA parking and are also adding a sidewalk in front of the parking near the new entry canopy. Everything is flush with less than a 2% slope in every direction. Mr. Kopczynski asked if they will put wheel stops in, where the parking is flush, for protection of the building. Mr. Hitchcock replied yes, and sign posts for ADA.

Ms. Brunner stated that she noticed the narrative for lighting requests an exemption from the photometric plan. She continued that however, it would be helpful to have cut sheets for the light fixtures, just to confirm that they meet all of the standards. Mr. Hitchcock replied okay, but the new lights will be underneath the canopy, so by virtue of being underneath, they are automatically

full cut-off. Ms. Brunner replied that also, she thinks the color temperature has to be 3,000 or 3,500 or less, and having the cut sheets to show that would be helpful.

Chair Rogers asked Mr. Hagan and Ms. Brunner if they can deal with this in the building permit process, to ensure that the lights meet that requirement. Mr. Hagan replied yes, he can make sure it is part of that review. Chair Rogers replied that they would not have to add anything to the plans if they can handle it under the building permit process. Ms. Brunner replied that this would not be a note to the plan; it would just be separate cut sheets put in the project file.

Chair Rogers asked if there were any more comments from the committee. Hearing none, he asked if there were any comments from the public. Hearing none, he closed the public hearing. He asked if the committee had any further deliberations.

Ms. Brunner stated that the draft language staff prepared as a motion includes the submittal of light cut sheets and the submittal of a security. She wants to know if the committee feels that security would be helpful for the landscaping, as-built plans, and erosion control measures. They would typically include that on a Planning Board application, to ensure that the landscaping survives for one year after installation.

Chair Rogers asked if Ms. Brunner has an idea of how much landscaping shrubbery or trees are being added, or if the existing landscaping is just staying there. Ms. Brunner replied that landscaping is being added, as shown on sheet LA-1. She continued that there will be seven sugar maples and a lot of shrubbery. Chair Rogers replied that if that much landscaping is being installed, he recommends they have that [security] as part of the motion, if that is a standard practice.

Mr. Lussier asked if that has to be part of the motion or if it is just a matter of course, per the City's standards. Ms. Brunner replied that it needs to be part of the motion. She asked if Mr. Lussier's office would want as-built plans for this project, or if they want to wait until the full project happens. Mr. Lussier replied that absolutely they will need as-built plans of the new utilities.

Ms. Brunner made a motion to approve SPR-470, Modification #1, for the construction of a 2,400-sf canopy on the former Peerless Insurance Co. building, modifications to the parking configuration, and the installation of a new travel lane, as presented in the plan set identified as "Cheshire Family Medicine Residency, 62 Maple Avenue, Keene, New Hampshire" prepared by SVE Associates at varying scales on February 18, 2022, and in the elevations identified as "Cheshire Medical Center, Family Medicine Residency Center, 62 Maple Ave, Keene, NH 03431" prepared by LaVallee Brensinger Architects on December 10, 2021 at a scale of 1/8 inch = 1 foot with the following conditions prior to signature by the Minor Project Review Committee Chair:

1. Owner's signature appears on the plan.
2. Submittal of cut sheets for the proposed new light fixtures to demonstrate compliance with the City's lighting standards.

- 501           3. Submittal of a security for erosion control, landscaping and as-built plans in an amount  
502           and form acceptable to the Community Development Director and City Engineer.  
503           4. Submittal of a revised site plan to show the proposed method for protecting existing  
504           trees during construction.”  
505

506       Mr. Hagan seconded the motion, which passed by unanimous vote.  
507

508       **4) Upcoming Meeting Dates**

- 509           • March 24, 2022 at 10:00 AM (*if needed due to continued public hearing*)  
510           • April 14, 2022 at 10:00 AM  
511

512       Ms. Fortson stated that since there are no continued applications, there will not be a March 24  
513       meeting.  
514

515       **5) Adjournment**  
516

517       There being no further business, Chair Rogers adjourned the meeting at 11:02 AM.  
518

519       Respectfully submitted by,  
520       Britta Reida, Minute Taker  
521

522       Reviewed and edited by,  
523       Megan Fortson, Planning Technician





# City of Keene, NH Planning Board Major / Minor Project Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)

## SECTION 1: PROJECT INFORMATION

**PROJECT NAME:**

Ramunto's Tenant Fit Up

**TYPE OF APPLICATION BEING SUBMITTED:**

- ☐ MAJOR PROJECT APPLICATION  
☒ MINOR PROJECT APPLICATION

**PROJECT ADDRESS(ES):**

342 Winchester Street

## SECTION 2: CONTACT INFORMATION

| OWNER   | APPLICANT   |
|---|---|
| <b>NAME/COMPANY:</b><br>Riverside Improvement CO DLC Management Corp    | <b>NAME/COMPANY:</b><br>Delta Pie Keene LLC                 |
| <b>MAILING ADDRESS:</b><br>565 Taxter Road Suite 400 Elmsford, NY 10523 | <b>MAILING ADDRESS:</b><br>230 West Street Rutland VT 05701 |
| <b>PHONE:</b>   | <b>PHONE:</b><br>516 380 0233                               |
| <b>EMAIL:</b>   | <b>EMAIL:</b><br>winet1@winetcom.com                        |
| <b>SIGNATURE:</b> <i>see authorized agent letter</i>                    | <b>SIGNATURE:</b>   |
| <b>PRINTED NAME:</b>  | <b>PRINTED NAME:</b><br>David Inegerman                     |
| <b>AUTHORIZED AGENT</b><br>(if different than Owner/Applicant)          | <b>FOR OFFICE USE ONLY:</b>                                 |
| <b>NAME/COMPANY:</b><br>Sampson Architects                              | <b>TAX MAP PARCEL #(s):</b><br><i>111-004-000-004-000</i>   |
| <b>MAILING ADDRESS:</b><br>11 King Ct Suite 1E                          | -----   |
| <b>PHONE:</b><br>603 769 7736   | <b>PARCEL SIZE:</b> <i>0.68 acres</i>                       |
| <b>EMAIL:</b><br>Tim@sampsonarchitects.com                              | <b>ZONING DISTRICT:</b><br><i>commerce</i>                  |
| <b>SIGNATURE:</b>   | <b>DATE STAMP:</b><br>                                      |
| <b>PRINTED NAME:</b><br>Timothy Sampson                                 | <b>PROJECT #:</b><br><i>SPR-886 Mod. 2</i>                  |



## SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

**A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED BY ONE OF THE OPTIONS BELOW:**

- **Email:** communitydevelopment@keenenh.gov, with "Planning Board Application" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Planning Board applications are outlined further in **Article 20** and **Article 25.12** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

*Note: Additional information may be requested by the respective decision-making authority during the review process.*

### GENERAL SUBMITTAL REQUIREMENTS

**CERTIFIED NOTICE LIST** (See Attachment A for more information.)

**2 SETS OF MAILING LABELS** (See Attachment A for more information.)

**PROJECT NARRATIVE** (See Section 1 of Attachment B for more information.)

**FEES:** Fill in the information below to calculate the total fee.

☐ \$250 base fee  
☐ \$0.05 per-sf of new construction x 500 sf of new construction ≈ 341 sf (catchment prep area)  
☐ \$62 legal ad fee  
☐ \$4.57 current USPS certified mailing rate x 5 abutters  
 = 359.85 8411.31 (TOTAL FEE)

**NOTE:** Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

**WAIVERS** (See Section 2 of Attachment B for additional information.)

- ☐ **WAIVER(S) REQUESTED**  
☐ **NO WAIVER(S) REQUESTED**

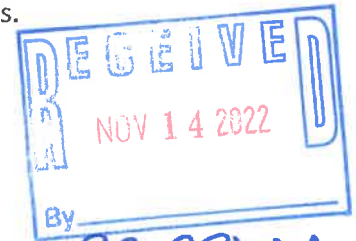
| PLAN SETS<br>(See Attachment C for additional information.)         | SUBMITTED | EXEMPTION<br>REQUESTED |
|---|-----------|------------------------|
| LOCATION MAP OF PROPOSED IMPROVEMENTS                               | XX        |                        |
| EXISTING CONDITIONS PLAN  | XX        |                        |
| PROPOSED CONDITIONS PLAN  | XX        |                        |
| GRADING PLAN  |           | XX                     |
| LANDSCAPING PLAN  |           | XX                     |
| LIGHTING PLAN   |           | XX                     |
| ELEVATIONS  | XX        |                        |
| TECHNICAL REPORTS<br>(See Attachment C for additional information.) | SUBMITTED | EXEMPTION<br>REQUESTED |
| DRAINAGE REPORT   |           | XX                     |
| TRAFFIC ANALYSIS  |           | XX                     |
| SOIL ANALYSIS   |           | XX                     |
| HISTORIC EVALUATION   |           | XX                     |
| SCREENING ANALYSIS  |           | XX                     |
| ARCHITECTURAL & VISUAL APPEARANCE ANALYSIS                          | XX        |                        |
| OTHER REPORTS / ANALYSES  |           | XX                     |



**City of Keene, NH**  
Community Development Department  
**OWNER / APPLICANT AFFIDAVIT**  
*Supplement to Planning and HDC Applications*

**Instructions:** This form should be completed if you are submitting a Planning or HDC Application on behalf of the property owner. You may have the property owner sign the application in lieu of submitting this form. If you are not the applicant, and the applicant is different than the owner, the applicant will need to sign the application form or this affidavit form. Please call the Community Development Department at 603-352-5440 with any questions.

Property Address: 346-354 Winchester St.  
Tax Map Parcel Number: 111004-000  
Project Name: Proposed restaurant



*Owner Signature*

By signing below, you certify that you are the owner of the property listed above and that you approve the application for the above-referenced project.

Signature: [Signature] Date: 11/14/2022  
Printed Name: Jeffrey Levy Company: Riversideside Improvements, LLC

*Applicant Signature (if different than owner)*

By signing below, you certify that you are the Applicant for the project listed above.

Signature: [Signature] Date: 11/14/22  
Printed Name: Davin Ingberman Company: Datta Fire Keene LLC



## **Descriptive Narrative**

### **Existing / Proposed Uses:**

The portion of the building that is proposed for the tenant fit up has been vacant for some time. The proposed use will be as a restaurant.

### **Description of Size / Intensity of Use:**

The proposal consists of approximately thirty three seats in the restaurant with an additional thirty five seats outside that will be used seasonally.

### **Description of Proposed Redevelopment:**

This application proposes to redevelop a vacant space within an existing building to be utilized as a restaurant. A new entry to this space is planned along with outdoor seating.

### **Description of Site and Safety Procedures:**

The site is a portion of an existing building within an existing shopping plaza.

### **Traffic Impact:**

The project will not bring an increase in traffic as compared to the current use as the portion of the building is vacant. Traffic flow will be in line with the previous use as it was also a restaurant. Traffic pattern through the parking area will not be altered.

### **Description of Parking Demand / Impact:**

Demand for parking will increase with the proposed project based on the fact that the space has been unoccupied. However, this increase will be in line with the previous restaurant use.

### **Location of access points:**

Access to the building will be located to the back corner of the building. It will be adjacent to the main parking area. There is an existing egress on the opposite side of the building that will remain.

### **Other Descriptive Information:**

This proposal is limited in scope. There is a small addition to the rear of the building that will replace a paved surface with conditioned space. The proposed outdoor seating area will be placed in an existing stone buffer between the sidewalk and the building. Required drainage will be tied to existing underground drainage.

### **Drainage & Stormwater Management:**

There should be no impact to existing drainage patterns. The small canopy roof shall be tied to existing underground drainage piping. The proposed expansion proposes no additional impervious surface. Drainage shall continue to utilize existing infrastructure.

**Sedimentation Control:**

Sedimentation control will continue to utilize existing structures. Existing drainage structures shall be protected with a filter fabric during construction.

**Snow Storage and Removal:**

There will be no change to existing snow removal or storage as part of this proposal.

**Landscaping:**

Planting will be reworked in the proposed exterior seating area as necessary. Any additional plantings / screening shall match adjacent / existing plantings and screening materials.

**Screening:**

The existing transformer currently has plantings to screen it. There is no additional equipment planned that will require additional screening.

**Lighting:**

There are no additional proposed exterior lights as part of this proposal. Exterior lighting will need to be relocated to allow for the installation of the awning structure.

**Water & Sewer:**

The building is tied to city water and sewer. There will be no change in use / intensity when compared to previous uses.

**Traffic & Access Management:**

There will be no change to site access and traffic patterns as part of this proposal.

**Filling & Excavation:**

There will only be minor excavation required for the expansion of the kitchen area. This area is currently paved and located between the existing building and an existing CMU wall approximately 9' tall. There will be no filling of the site proposed as part of this proposal.

**Surface Waters & Wetland:**

There are no wetlands on the site. There is no change to surface water as part of this proposal.

**Hazardous & Toxic Materials:**

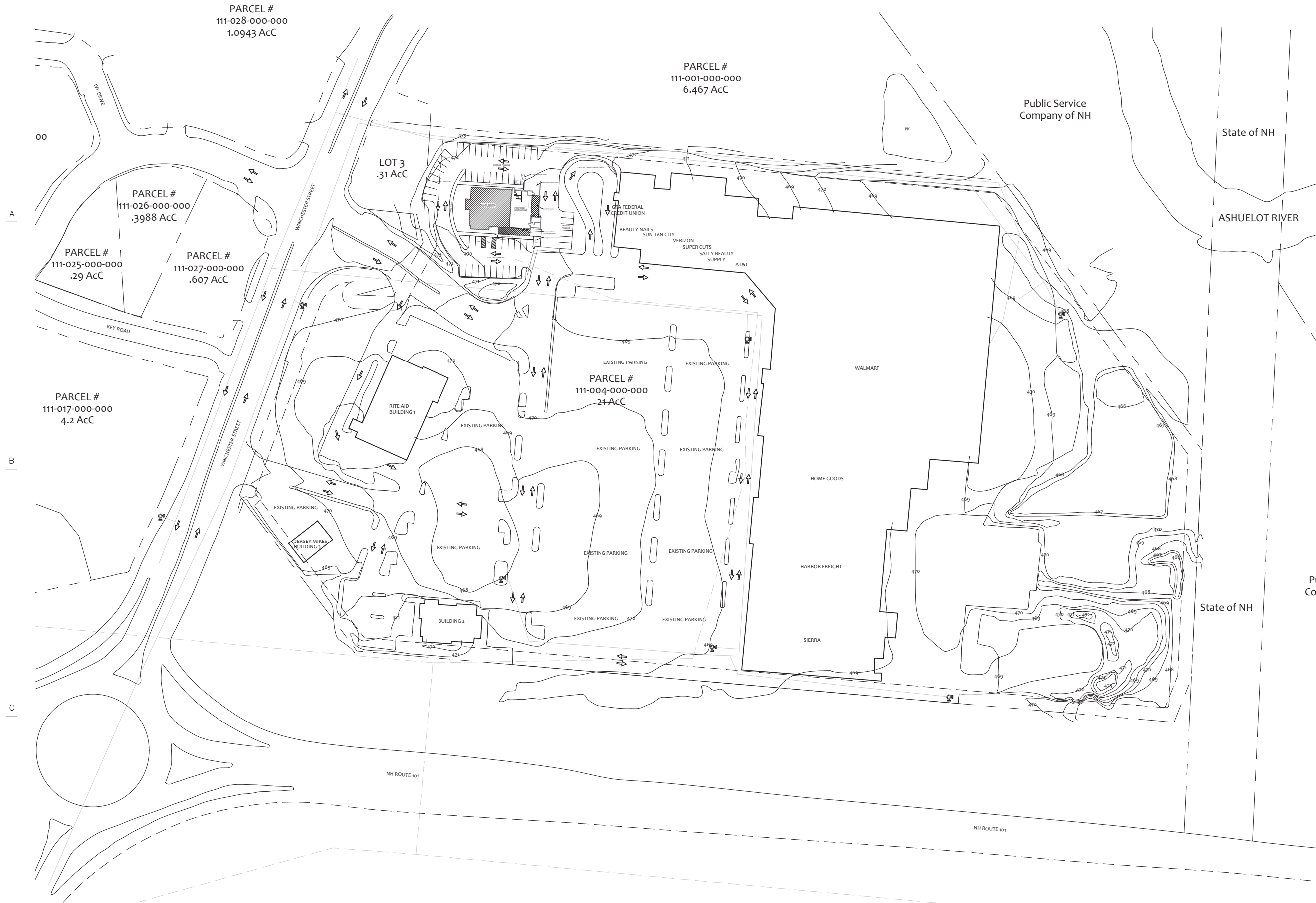
There are no hazardous or toxic materials involved with this proposal.

**Noise:**

Noise impact from the proposed project will be minimal and consistent with adjacent uses. The proposed exterior seating will have no impact on noise from the site..

**Architectural & Visual Appearance:**

The majority of the architectural and visual appearance of the building will not be impacted as part of this proposal. There will be a new sign for the restaurant and an awning for the exterior seating. These elements will be consistent with adjacent buildings. All proposed materials will be similar / consistent with the existing building.



These drawings are LIMITED SCOPE and are intended only to describe general design intent, scale, overall spatial relationships and material where indicated. These drawings shall be considered preliminary for purposes of design review, comment, or budget pricing only, unless expressly released for other purposes as indicated in the issue log. The architect assumes responsibility for errors in the information provided, and not for omissions.

Architect:  
**Timothy Sampson**  
NCARB, LEED AP  
103 Roxbury Street  
Suite 206  
Keene, NH  
603 769 7736



Engineer:  
•

**SAMPSON DESIGN**  
2022 WOF# 22-026

Prepared For  
**Delta Pie Keene LLC**  
230 West Street  
Rutland, VT 05701

PROJECT  
**Ramunto's Tenant FitUp**  
Riverside Plaza  
342 Winchester Street  
Keene, NH 03431

TITLE  
**Site Plan**

| Date:    | Revisions:     |
|----------|----------------|
| 10.19.22 | Owner Review   |
| 11.23.22 | Planning Board |
|          |                |
|          |                |
|          |                |
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SCALE as noted

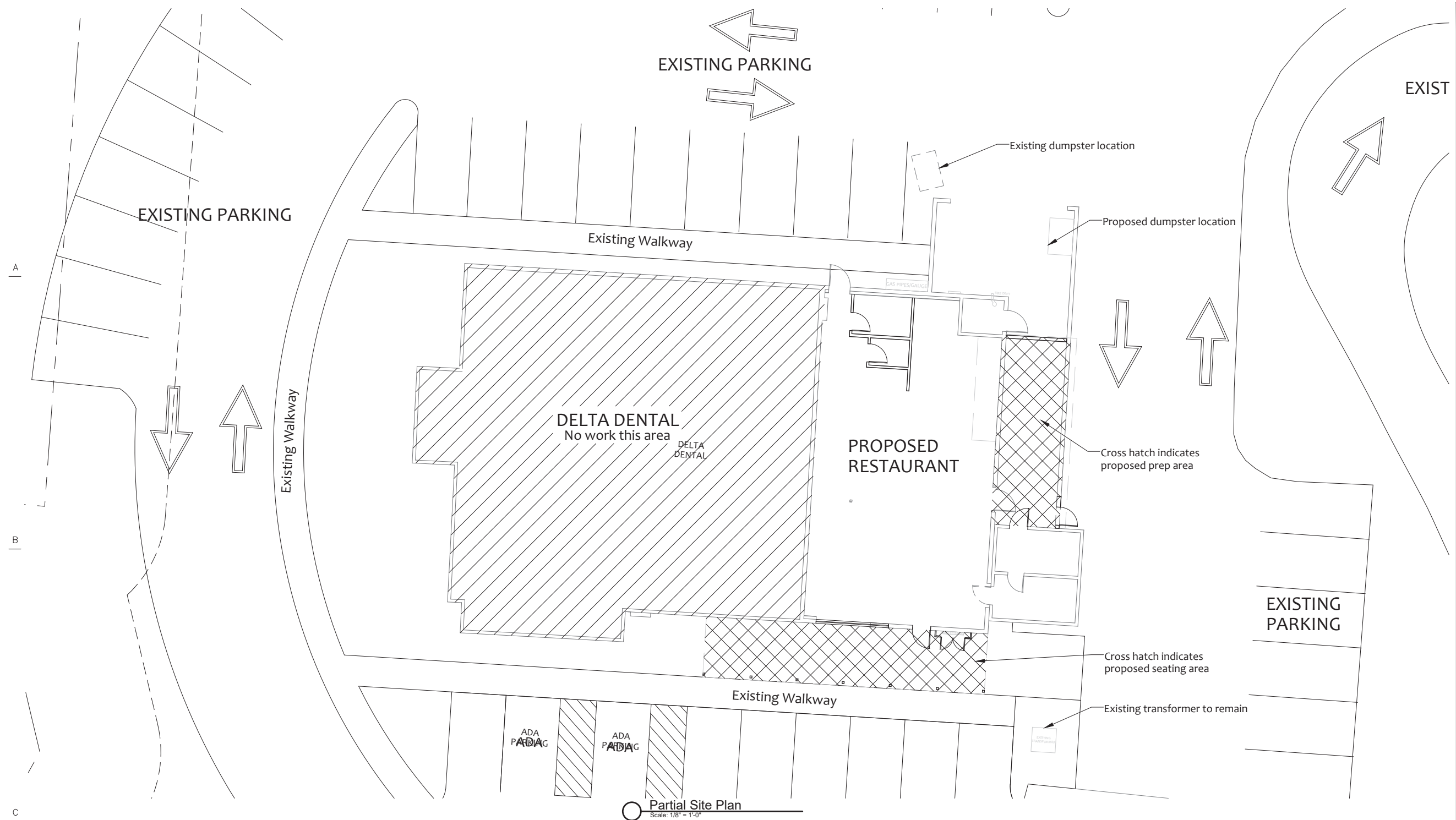
DATE 11.23.22

SHEET NUMBER

**A1**  
20 of 23

**Site Plan**  
Scale: 1/64" = 1'-0"





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Architect:  
**Timothy Sampson**  
LEED AP  
103 Roxbury Street  
Suite 206  
Keene, NH  
603 769 7736



engineer:

© SAMPSON DESIGN  
2022 WO# 22-026

Prepared For  
**Delta Pie Keene LLC**  
230 West Street  
Rutland, VT 05701

**PROJECT**  
**Ramunto's Tenant FitUp**  
 Riverside Plaza  
 42 Winchester Street  
 Keene, NH 03431

**Partial Site Plan  
Material Images**

[illegible]

SCALE as noted

DATE 11.23.22

SHEET NUMBER

A2







## **Minor Project Review Committee**

### **2023 Meeting Schedule**

All meetings are on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 10:00 am, unless otherwise noted with an \*.

The second monthly meeting is reserved for public hearing continuations and will be cancelled if there are none.

| <b>1<sup>st</sup> Monthly Meeting</b> | <b>2<sup>nd</sup> Monthly Meeting</b>   | <b>Application Submission Deadline</b> |
|---------------------------------------|---|--|
| January 12, 2023                      | January 26, 2023                        | December 16, 2022                      |
| February 9, 2023                      | February 23, 2023                       | January 20, 2023                       |
| March 9, 2023                         | March 23, 2023                          | February 17, 2023                      |
| April 13, 2023                        | April 27, 2023                          | March 24, 2023                         |
| May 11, 2023                          | May 25, 2023                            | April 21, 2023                         |
| June 8, 2023                          | June 22, 2023                           | May 19, 2023                           |
| July 13, 2023                         | July 27, 2023                           | June 23, 2023                          |
| August 10, 2023                       | August 24, 2023                         | July 21, 2023                          |
| September 14, 2023                    | September 28, 2023                      | August 25, 2023                        |
| October 12, 2023                      | October 26, 2023                        | September 22, 2023                     |
| November 9, 2023                      | <b>*Wednesday,</b><br>November 22, 2023 | October 20, 2023                       |
| December 14, 2023                     | December 28, 2023                       | <b>Wednesday,</b><br>November 22, 2023 |
| January 11, 2023                      | January 25, 2023                        | December 22, 2023                      |