



PLANNING BOARD
Council Chambers, Keene City Hall
November 25, 2024
6:30 PM

Below is a summary of the actions taken by the Keene Planning Board at their meeting on October 28, 2024. Additional information can be found in the meeting minutes.

Please contact the Community Development Department with any questions at communitydevelopment@keenenh.gov or 603-352-5440.

BOARD ACTIONS

I. Minutes of Previous Meeting – October 28, 2024

Board Action: *Voted unanimously to adopt the October 28, 2024 meeting minutes with the following amendments: clarify that Councilor Michael Remy was attending meeting remotely on line 8; add the word “no” in front of the word “access” on line 109; change “36” to “31” on line 786; and clarify notes to state that all votes were done via roll call.*

II. Public Hearings

- a. **PB-2024-15 – Major Site Plan – Monadnock Conservancy, 0 Ashuelot St** - Applicant the Monadnock Conservancy, on behalf of owner JRR Properties LLC, proposes to construct a ~6,215-sf office building and make associated site improvements on the parcel at 0 Ashuelot St (TMP #567-001-000). The parcel is ~3.53-ac in size and is located in the Commerce District.

Board Action: *Voted unanimously to approve PB-2024-15 as shown on the plan set identified as “Monadnock Conservancy Headquarters” prepared by SVE Associates at varying scales on October 18, 2024 and last revised on November 12, 2024 with the following conditions:*

1. *Prior to final approval and signature of the plans by the Planning Board Chair, the following conditions precedent shall be met:*
 - a. *Owner’s signature appears on the plan.*
 - b. *Submittal of five paper copies and a digital copy of the final plan with the AOT permit number included as a note on the site plan.*
 - c. *Submittal of a security to cover the cost of sediment and erosion control, landscaping, and as-built plans in a form and amount acceptable to the City Engineer.*
2. *Subsequent to final approval, the following conditions shall be met:*
 - a. *Prior to the commencement of site work, a preconstruction meeting will be scheduled with Community Development Staff.*

- b. *Prior to the commencement of site work, the erosion and sediment control measures shall be inspected by the Community Development Department to ensure compliance with this application and all City of Keene regulations.*
 - c. *Following the installation of landscaping, the applicant shall contact Community Development Staff to schedule an initial landscaping inspection.*
 - d. *After 1 full growing season (a minimum of 1 year), the applicant shall contact Community Development Staff to conduct a final landscaping inspection.*
- b. **PB-2024-16 – Major Site Plan – Kia, 440 Winchester St** - Applicant Hutter Construction Corp, on behalf of owner 434-440 Winchester LLC, proposes to construct a new ~15,365-sf Kia dealership in place of the existing ~9,950-sf building and make associated site modifications on the property at 440 Winchester St (TMP #115-004-000). A Surface Water CUP is requested for temporary impacts within the 30' wetland buffer. Waivers are requested from Section 20.14.3.D, Section 21.7.3.C, and Section 21.7.4.A.1 of the LDC to allow for parking in front of the building and allowed lighting levels. The parcel is 2.23-ac in size and is located in the Commerce Limited District.

Board Action on Waiver Requests: *Voted unanimously to grant waivers from Section 21.7.3.C, Section 21.7.4.A.1, and Section 20.14.3.D of the Land Development Code (LDC) to allow for parking in front of the building and lighting levels above the allowed maximums.*

Board Action on Site Plan Application: *Voted unanimously to approve PB-2024-16 as shown on the plan set identified as "Site Redevelopment Plans, Fairfield Kia of Keene" prepared by Fieldstone Land Consultants PLLC, at varying scales on October 18, 2024 and last revised on November 11, 2024 with the following conditions:*

1. *Prior to final approval and signature of the plans by the Planning Board Chair, the following conditions precedent shall be met:*
 - a. *Owner's signature appears on the title page and proposed conditions plan.*
 - b. *Submittal of five paper copies and a digital copy of the final plan set and elevations.*
 - c. *Submittal of a security to cover the cost of sediment and erosion control measures, landscaping, and as-built plans in a form and amount acceptable to the Community Development Director and City Engineer.*
 - d. *Submittal of an updated grading plan with a note added stating that annual drainage inspections shall be performed, and documentation of such shall be submitted to the Community Development Department.*
 - e. *Submittal of draft easement language and any other legal instruments required for this application to the Community Development Department for review by the City Attorney's Office.*
2. *Subsequent to final approval and signature of the plans, the following conditions shall be met:*
 - a. *Prior to the commencement of site work, the applicant shall:*
 - i. *Schedule a pre-construction meeting with City Staff to review the project.*
 - ii. *Submit an approved Floodplain Development Permit.*
 - iii. *Flag the 30' surface water buffer and contact Planning staff to inspect to ensure compliance with the approved site plan and all City of Keene regulations.*

- b. Submittal of an approved Alteration of Terrain Permit from the New Hampshire Department of Environmental Services, if deemed necessary.*
- c. Prior to the issuance of a Certificate of Occupancy for the new building, the applicant shall submit recorded copies of all necessary easements to the Community Development Department.*
- d. One year after the completion of construction, copies of all drainage reports and inspection materials shall be submitted to the Community Development Department.*
- e. Annual maintenance inspections of pervious pavement shall be performed, and documentation of such shall be submitted to the Community Development Department.*
- f. After landscaping has been installed, the applicant shall schedule an initial landscaping inspection with Community Development Staff.*
- g. After 1 full growing season (a minimum of 1 year), Community Development Staff shall be contacted to schedule a final landscaping inspection.*