



City of Keene Planning Board

AGENDA

Monday, January 27, 2025

6:30 PM

**City Hall,
2nd Floor Council Chambers**

A. AGENDA ITEMS

- 1) **Call to Order** – Roll Call
- 2) **Election of Chair, Vice Chair, & Steering Committee**
- 3) **Minutes of Previous Meeting** – December 16, 2024
- 4) **Final Vote on Conditional Approvals**
- 5) **Public Hearings**
 - a) **PB-2024-21 – 2-lot Subdivision – 141 Old Walpole Road** –Applicant and owner, James A. Craig, proposes to subdivide the ~32.17-ac parcel at 141 Old Walpole Rd (TMP #503-006-000) into two lots ~24.61-ac and 7.56-ac in size. The parcel is located in the Rural District.
 - b) **PB-2024-22 – 2-lot Subdivision – Monadnock Conservancy, 0 Ashuelot St** – Applicant BCM Environmental & Land Law PLLC, on behalf of owner JRR Properties LLC, proposes to subdivide the ~3.53-ac parcel at 0 Ashuelot St (TMP #567-001-000) into two lots ~2.45-ac and ~1.09-ac in size. The parcel is located in the Commerce District.
 - c) **PB-2024-23 – Major Site Plan & Surface Water Protection Conditional Use Permit – Shooting Range, 19 Ferry Brook Rd** – Applicant SVE Associates, on behalf of owner Cheshire County Shooting Sports Education Foundation Inc., proposes to modify the approved site plan for the shooting range at 19 Ferry Brook Rd (TMP #214-021-000) to include a gravel shooting berm and an area of constructed wetlands on the southern portion of the site. A Surface Water Protection Conditional Use Permit is requested to allow the berm and other existing site features to be located within the 75' surface water buffer. The parcel is 55-ac in size and is located in the Rural District.
- 6) **Keene State College Master Plan Presentation** – Nathalie Houder & Colin Burdick
- 7) **Master Plan Update** (<https://keenemasterplan.com/>)

8) **Planning Board Meeting Schedule** – Request to reschedule the September meeting date

9) **Staff Updates**

a) Overview of Administrative and Minor Project approvals issued in 2024.

10) **New Business**

11) **Upcoming Dates of Interest**

- Joint Committee of the Planning Board and PLD – February 10, 6:30 PM
- Planning Board Steering Committee – February 11, 11:00 AM
- Planning Board Site Visit –February 19 8:00 AM – To Be Confirmed
- Planning Board Meeting – February 24, 6:30 PM

12) **MORE TIME ITEMS**

1. Training on Site Development Standards – Snow Storage, Landscaping, & Screening

13) **ADJOURNMENT**

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

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5 **PLANNING BOARD**
6 **MEETING MINUTES**
7

8 **Monday, December 16, 2024**

6:30 PM

**Council Chambers,
City Hall**

Members Present:

Harold Farrington, Chair
Roberta Mastrogiovanni, Vice Chair
Mayor Jay V. Kahn
Councilor Michael Remy
Sarah Vezzani
Armando Rangel
Ryan Clancy
Kenneth Kost

Staff Present:

Mari Brunner, Senior Planner
Megan Fortson, Planner

Members Not Present:

Randyn Markelon, Alternate
Michael Hoefler, Alternate
Tammy Adams, Alternate
Stephon Mehu, Alternate

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10 **I) Call to Order**

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12 Chair Farrington called the meeting to order at 6:30 PM and a roll call was taken

13
14 **II) Minutes of Previous Meeting – November 25, 2024**

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16 A motion was made by Roberta Mastrogiovanni to approve the November 25, 2024, meeting
17 minutes. The motion was seconded by Mayor Jay Kahn was unanimously approved.
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19 **III) Final Vote on Conditional Approvals**

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21 Chair Farrington stated as a matter of practice, the Board will now issue a final vote on all
22 conditionally approved plans after all of the “conditions precedent” have been met.
23 This final vote will be the final approval and will start the 30-day appeal clock.
24 The Chair asked whether there were any applications tonight that were ready for a final vote.

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Senior Planner Mari Brunner stated there were two applications ready for final vote.

Ms. Brunner stated the first application was PB-2024-13 – A two-lot subdivision for Habitat for Humanity at 0 Old Walpole Road.

The conditions included were as follows: Owner’s signature appears on the plan, inspection of lot monuments by the Public Works Director or their designee, subdivision approval from New Hampshire DES (the site is a lot that is less than five acres in size with no city sewer), Submittal of four full size paper copies and two mylar copies of the plans, and submittal of a check to cover the cost of recording fees.

Ms. Brunner stated that all of the conditions have been met.

A motion was made by Roberta Mastrogiovanni that the Planning Board issue final approval for PB-2024-13. The motion was seconded by Mayor Kahn and carried on a unanimous vote.

Ms. Brunner stated the second application was PB-2024-16 – a Site Plan for the construction of a new building at the Kia site located at 440 Winchester Street.

The application had several conditions of approval: Owner’s signature; Submittal of five paper copies and a digital copy of the final plans; Submittal of a security to cover the cost of sediment and erosion control measures, landscaping and an as built plan; Submittal of an updated grading plan with a note added stating annual drainage inspections shall be performed and that such documentation will be submitted to the Community Development Department.

Ms. Brunner stated there was one final condition of approval that has not been met, but after consultation with the City Attorney, staff does not feel that it does need to be met. It is Condition 1e.

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.

Ms. Brunner stated the intention of that condition was due to the fact that access to the site is off of an adjacent property. Typically, the Planning Board would require some sort of access easement to show that the Applicant is able to get access to their site from the adjoining site. In this instance, both sites are owned by the same owner, who cannot give an easement to themselves.

She stated if the Board wanted to, it is possible for a condition to be added that says *if and when the parcel is sold in the future, an easement should be added*. Staff felt a condition like this is vague and difficult to enforce. At this point Staff’s suggestion is to delete that condition.

A motion was made by Roberta Mastrogiovanni that the Planning Board issue final approval for PB-2024-16, 440 Winchester Street. The motion was seconded by Mayor Kahn.

69 Chair Farrington asked for comments from the Board regarding the waiving of the requirement
70 for an easement.

71
72 Mr. Kost asked for clarification if the easement is not addressed now, and if the property is ever
73 sold separately, an agreement would be worked out so a new owner would have access to the
74 property. Mr. Kost stated that the property won't have any value if an owner can't access it.

75
76 Chair Farrington answered that if the property is sold, he is sure access to the property would be
77 put into the sales agreement.

78
79 The motion carried on a unanimous vote.

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84 **IV) Public Hearing**

85 a. **PB-2024-18 – Cottage Court Conditional Use Permit – 133 Roxbury St** - Applicant
86 Ucron Management, on behalf of owner Mahantrashti Real Estate LLC, proposes the
87 conversion of an illegal 7-unit building at 133 Roxbury St (TMP #569-099-000) into four units.
88 The parcel is 0.25-ac in size and is located in the High-Density District.

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90 A. **Board Determination of Completeness**

91

92 Planner Megan Fortson stated the applicant has requested exemptions from submitting a grading
93 plan, drainage report, traffic analysis, soil analysis, historic evaluation, and screening analysis.
94 After reviewing each request, Staff have made the preliminary determination that granting the
95 requested exemptions would have no bearing on the merits of the application and recommend
96 that the Board accepts the application as complete.

97

98 Councilor Remy stated it seems like a grading analysis may be required and may be
99 recommended as a condition of approval. He questioned if this site would need a grading plan in
100 the future, why a submission of a grading plan would be waived. Ms. Brunner stated
101 occasionally an applicant may request a waiver of a grading plan and Staff determine their
102 request to be acceptable. Upon further review, this Board may determine that a grading plan
103 might be necessary. She indicated the Board could always wait until a grading and drainage plan
104 is submitted before opening the public hearing and accepting the application as complete. Ms.
105 Brunner clarified that the Board will not be able to open the Public Hearing until there is a
106 completeness vote. Ms. Brunner stated that because the Board can require additional
107 information, Staff still recommend that the application be accepted as complete and then
108 determine if additional information is needed. Ms. Brunner stated if the Board feels it already has
109 enough information that a grading plan is warranted then it is up to the Board to determine a
110 completeness vote.

111

112 Councilor Remy stated he did not want to comment on the merits of the application, but looking
113 at the location of the site being within a floodplain and the potential modifications to the parking
114 within that floodplain, he questioned how the Board could go without a drainage and grading

115 plan. Chair Farrington stated in reading the agenda package, it seemed clear that a drainage and
116 grading plan was likely going to be required. Ms. Brunner stated in the initial submission, the
117 applicant was not planning to make any changes to grading, which is why there wasn't a grading
118 plan submitted with the initial application. She stated she would still recommend accepting the
119 application as complete and opening the public hearing, because the Board can always require
120 that information if needed. Ms. Brunner stated, again, the decision is under the purview of the
121 Board if the members feel they will need the information from a drainage and grading plan
122 before reviewing the application.

123
124 Councilor Remy stated he is okay with the Board voting either to accept the application as
125 complete or not to accept the application as complete, but the clock for approval or denial will
126 begin if the Board accepts the application as complete.

127
128 Mayor Kahn stated that the proposed project could have an impact on abutting properties, and he
129 stated he hoped abutters are here.

130
131 Chair Farrington clarified he is sure the applicant is at the meeting and the abutters who wanted
132 to be are also in attendance.

133
134 Chair Farrington stated he was inclined to go forward with completeness but was happy to hear
135 other input.

136
137 A motion was made by Roberta Mastrogiovanni that the Board accept PB-2024-18 as complete.
138 The motion was seconded by Mayor Kahn and was unanimously approved.

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140 B. Public Hearing

141
142 Mr. Michael Petrovick, Architect of Michael Petrovick Architects, addressed the Board. Mr.
143 Petrovick stated their proposed project is to take the building, which contains seven
144 nonconforming units, and operate it as a four-unit building. He stated he and his colleagues have
145 been working with Staff on this application. Mr. Petrovick stated that he and Staff have
146 developed a plan to legally operate the building as a four-unit building with places of egress. In
147 order to have four units, the site needs to provide adequate parking. The issue around the grading
148 plan just came up a couple days ago. Staff recently realized—after assuring that the building was
149 not in the floodplain— that a portion of the parking area was in the floodplain.

150
151 As a result, Staff have stated that a condition of the building permit will now be to create a
152 grading plan, which protects the neighboring properties from runoff. A grading plan will be
153 created using a civil engineer and submitted with the building permit application.

154
155 Mr. Petrovick stated the applicant seeks to rectify a very serious problem in that building, in
156 which the building is in poor condition. The owner has recognized the issues and is supportive of
157 moving forward with addressing these issues. The applicant's management company is Unicron,
158 who is the applicant and representative of the building. Mr. Petrovick stated that this application
159 seeks to provide housing in the City and fix a problem that has been a bit of a headache for the
160 City.

161
162 Mr. Petrovick went on to say a five-space parking area would be created off Harrison Street. The
163 snow removal area needs to be looked at because of the grading plan. There will be two units in
164 the front of the building and two units at the rear of the building. One unit will be on the first
165 floor in the front, which is a two bedroom, and one unit on the front on the second floor, and two
166 two-bedroom units at the back of the building. There will be one extra parking spot on site above
167 the four required spots. There will be a closed-in area for a dumpster and there will be lighting.
168 The building will be accessed through the front of the building or through the existing porch on
169 the side. The porch will be repaired and cleaned-up. The building will be painted, and new
170 windows will also be added to the site. There will be egress through all the existing doors. No
171 new entrances need to be created.

172 There will be no change to the building footprint architecturally.

173
174 Mayor Kahn asked what the change in conditions are that required this item to be brought
175 forward. Mr. Petrovick stated there were some issues in the building, which were brought to the
176 city's attention. City staff then went out to look at the building when it was determined that that
177 building needed to be brought up to compliance. Mr. Petrovick introduced the property manager.

178
179 Ms. Erin Connor of Unicorn Management, 4 Terrace Street Marlborough addressed the Board.
180 Ms. Connor stated the issues with the existing conditions of the building were brought to her
181 attention when she took over management in April and performed an inspection of the house.
182 Ms. Connor realized the dire state the building was in and went over the problems with City
183 Staff. Ms. Connor contacted the owner and stressed the need to bring the building up to code.

184
185 The Mayor clarified the shrinkage of the number of occupants in the building is a part of that
186 overall plan. Ms. Connor agreed and added when she came on board there were seven
187 apartments—one being unoccupied. She has evicted two full apartments. Only three are being
188 occupied currently, and the occupied units would be retained as such until the renovation process
189 begins. Ms. Connor clarified that three units is what the building is zoned for.

190 The plan is to empty the building eventually and subsequently renovate every single apartment
191 with new appliances, floors, windows, etc. Then, Ms. Connor would start over with new tenants.
192 The proposed project would result in making the building a four-unit house.

193
194 Ms. Vezzani asked whether there were seven bathrooms in the building and if these seven
195 bathrooms would remain. Ms. Connor answered in the negative. There would be four bathrooms.
196 Ms. Vezzani asked about lead paint. Specifically, Ms. Vezzani asked if all the surfaces are being
197 redone,
198 will any of the existing lead paint be left in the building. Ms. Connor stated she is looking at
199 putting siding on the building as opposed to painting, but if they do paint, it will be painted by a
200 lead-certified company. All new windows and doors will be added. The existing walls will be
201 painted with fresh paint.

202
203 Mr. Kost referred to page 31 and noted the diagram looks like it shows the floodway right across
204 the back of the building. Mr. Petrovick stated that recently, Staff re-certified the building is not
205 in the floodplain and added that diagram is not up to date. Mr. Petrovick further clarified that

206 Staff certified the building is not in the floodway, but the parking area is in a floodway. Staff
207 agreed to this.

208
209 Mr. Clancy asked if each unit also had a kitchen. Ms. Connor said they did.

210
211 Councilor Remy asked whether the applicant was open to adding more screening. Mr. Petrovick
212 stated they have been asked to trim down the hedges by Staff. Mr. Petrovick stated there is a
213 sight line issue, and the hedges are also obstructing a City sidewalk. The Applicant had planned
214 to maintain the existing fences; however, the fences belong to the neighboring property.
215 Councilor Remy stated that having two fences that face each other would not be necessary.

216
217 Mr. Kost stated that the Cottage Court Overlay District requires screening; however, for lower-
218 density housing that may be developed with small roads, using screening may cause less
219 uniform-looking developments than the screening requirement intends.

220
221 Mayor Kahn referred to the Harrison Street sidewalk, which is indicated in the staff report as not
222 being safe due to the ponding of water. Mayor Kahn asked how the sidewalk improvements are
223 going to be handled. Mr. Petrovick stated this is one of the issues that will be addressed with the
224 grading of the parking. An engineer will be used to grade the parking properly, which will
225 correct the ponding on City property.

226
227 Mayor Kahn noted when the City created a Cottage Court Overlay District, this was not the kind
228 of project that was envisioned. Mayor Kahn stated he guessed that this is an area in which multi-
229 family housing is part of the zoning and asked what it is about this site that makes it appropriate
230 for a Cottage Court overlay. Mr. Petrovick stated under Cottage Court, the applicant could get an
231 additional housing unit. He stated it was suggested to them by staff to take the Cottage Court
232 approach.

233
234 Mr. Petrovick continued by stating the building is big. The reality of the situation is that having
235 three big units, which are more expensive, would be less desirable than having four smaller units
236 that both cost less in rent and provide more housing. He restated that the current multi-family
237 zoning, would only allow three units.

238
239 The Mayor restated this to clarify that the number of units is what optimizes the use of the
240 property for the Cottage Court overlay as opposed to the current multi-family zoning.

241
242 The Chair asked for staff comments next. Ms. Fortson, Planner, stated the subject parcel is about
243 a quarter of an acre in size with its primary frontage along Roxbury Street. Ms. Fortson indicated
244 that Under the Land Development Code, the primary frontage for a corner lot is determined as
245 the shortest length of frontage. Roxbury Street, where the front of the building faces, is the
246 primary frontage, not Harrison Street. As was explained, the building on its tax card is approved
247 to operate as a three-unit apartment building, but it has most recently been operating as an illegal
248 seven-unit building. To come into compliance with the Land Development Code requirements
249 and more with the City code, given the existing issues that are known on the site, the property
250 owner and applicant are proposing to convert the inside of the building into four units.

251

252 Ms. Fortson went on to say the notable features on the site include the existing parking area,
253 which is going to be expanded into five parking spaces. There is an existing dumpster to the
254 south of the building and an 8'x8' storage shed at the southeastern portion of the site.
255

256 Ms. Fortson then addressed the Mayor's question related to why the Cottage Court process
257 would be the most appropriate for this application. The property is located in the high-density
258 district, and the lot is about a quarter of an acre (10,890 square feet) in size. For the applicant to
259 have four units total on this site, the applicant would need to have 6,000 square feet for the first
260 primary residence and then an additional 5,000 square feet for each additional unit. In total, for
261 all four units, the property would be required to have a 21,000 square foot lot, whereas this lot is
262 slightly under 11,000 square feet. Under the Cottage Court process, an applicant can get
263 increased density in the high-density district without having to have that bigger lot size. There is
264 currently an ordinance going through the review process to remove that density factor of 5,000
265 square feet for each additional unit, but that is probably not going to be adopted until around
266 February. Ms. Fortson stated applicants are applying for conversion of existing buildings using
267 this process, because it is a way for applicants and property owners to be able to have that extra
268 density without having to get a variance from the zoning board.
269

270 Ms. Fortson went on to say there is an existing walkway that can be used to access this site from
271 Roxbury Street. The applicant is proposing to extend that walkway and connect it to the new
272 parking area. Because there are fewer than five units that are proposed to be created, the project
273 does not meet the threshold for major site plan review. Planning staff have made the preliminary
274 determination that the project doesn't meet the thresholds to be reviewed as a development of
275 regional impact, but the Board will need to make a final determination regarding regional impact.
276

277 With respect to departmental comments, Ms. Fortson stated the City Engineer did have concern
278 regarding ponding in the parking area adjacent to Harrison Street. Hence, the re-grading of the
279 parking area was recommended and requested by Staff. In addition, while the applicant is going
280 to be maintaining the existing hedge, it is overgrown on the Roxbury and Harrison Street sides of
281 the property. City Staff were concerned that traffic exiting the site did not have safe-sight
282 distances from vehicles that might be traveling on Harrison or Roxbury Street. The hedges are
283 being proposed to be lowered, and the hedges will be maintained.
284

285 Ms. Fortson stated that City Staff said that if the recommendations by the City Engineer's office
286 were to be put into play, this application would require a flood plain development permit. Ms.
287 Fortson stated this is separate from the Board's review of this application, but it is something the
288 Board should be aware of. Ms. Fortson noted there is a difference between the floodway and the
289 floodplain. The floodway is part of the floodplain and is more likely to experience flooding.
290 When the floodplain manager reviews this application, what he is going to be looking for is that
291 there is no net loss in the storage area of the compensatory flood storage on the site.
292

293 Ms. Fortson next reviewed the applicable standards:

294 Development Types - The applicant is proposing to redevelop the site as a four unit building
295 managed by a property management entity. This standard has been met.
296

297 Dimensional Standards – The site complies with all height requirements. The height requirement
298 of the high-density district is three stories. The applicant complies with this standard. The site
299 also complies with the 15-foot rear set back and the 10-foot side set back standard.

300
301 Density – The density standard is one unit per 1/16th of an acre or 16 units per acre. This
302 standard appears to be met.

303
304 Dwelling Unit Size - The size of the units will range from 510 square feet, the smallest unit size,
305 to 1,620 square feet, the maximum unit size, which creates a maximum average unit size of
306 900.25 square feet of gross floor area. Ms. Fortson noted this section of the code says that
307 *cottage units created as part of the cottage court process can have a maximum average size of*
308 *1,250 square feet of gross floor area and a max building footprint of 900 square feet.* This
309 standard is met.

310
311 Parking – The Applicant is providing five parking spaces. For this standard, you can have a
312 minimum of one parking space per unit provided or a maximum of one parking space per
313 bedroom provided. With a total of eight bedrooms, they are between the four to eight spaces
314 allowed on the site.

315
316 Driveway – This driveway is for two-way traffic, which allows for a minimum driveway width
317 of 20 feet and a maximum driveway width of 24 feet. The applicant’s existing driveway is
318 slightly wider than the standard at 26 feet wide. The Applicant is not proposing to change the
319 width as part of this application. The travel aisle for the parking area is going to be a little over
320 23 feet wide, which complies with the 22-foot-wide travel aisle requirements for 90° parking.

321
322 Screening – There are existing hedges that run along the western and northern portions of the
323 property that are going to be maintained and trimmed. As was mentioned, there is an existing
324 fence along the eastern property line and the southern property line. Ms. Fortson stated Staff
325 recommends the Board include a recommended condition of approval related to the submittal of
326 an updated proposed conditions plan showing the appropriate property line and fence locations
327 prior to the issuance of final approval. Ms. Fortson noted that since the date of the staff report,
328 this condition has been met. The applicant has removed the fences that were shown on the plan.

329
330 Architectural Guidelines – This standard is not applicable, given the fact that the Applicant’s
331 proposal is considered ordinary maintenance and repair, and the Applicant has stated that they
332 are not going to be making any changes to the architectural features of the building.

333
334 Ms. Fortson next addressed the Planning Board site development standards next.

335
336 Drainage and Stormwater Management – There is an existing ponding point on the rear portion
337 of the site. In addition, this site’s existing grading is such that it would drain towards the rear of
338 the property, potentially onto the adjacent parcel at 16 Harrison Street. As a result, Staff
339 recommend the Board include submittal of a grading and drainage report as one of the precedent
340 conditions of approval as well as an approved floodplain development permit application as part
341 of the parking lot changes.

342

343 Snow Storage and Removal – The snow storage area is located at the southeastern corner of the
344 property, but this is where the water is going to drain onto the neighbor’s property to the south.
345 Again, Staff recommend that this be addressed as part of the grading plan that is submitted,
346 which would be reviewed by the City Engineer’s office.

347
348 Landscaping – No landscaping is being proposed to be installed as part of the application, and
349 the existing mature tree and hedge will be maintained.

350
351 Screening – The project narrative states that there is not going to be any new mechanical
352 equipment installed on the exterior of the building. The existing dumpster is going to be screened
353 by either a wooden or PVC fence. The site itself will be screened by the existing hedge. The
354 standard appears to be met.

355
356 Lighting – There are eight new wall pack light fixtures that are proposed to be installed along the
357 western building façade facing Harrison Street. The proposed light fixtures’ cut sheet that was
358 submitted complies with the standard, as it was fully cut off and it had the correct color
359 temperature. That standard appears to be met.

360
361 Sewer or Water – No changes are being proposed.

362
363 Traffic and Access Management – The expected traffic generation would be reduced, due to the
364 number of units going from seven to four. Any increase in traffic that would come from going
365 from the three approved units to a fourth unit is expected to be very minor.

366
367 Filling and Excavation – To assess this standard, the Applicant will need to submit a floodplain
368 development permit for this project, which was mentioned previously.

369
370 Surface Waters and Wetlands – The City database did not show the presence of surface waters or
371 wetlands. This standard isn’t applicable.

372
373 Ms. Fortson stated there isn’t supposed to be any overall change to the visual appearance of the
374 building. Ms. Fortson noted when the Board makes a motion, item 1C, regarding the issue of
375 fencing, can be removed. Fencing has been addressed by the applicant.

376
377 This concluded staff comments.

378
379 Mr. Clancy asked when the engineering report was submitted, and he noted it has been pretty dry
380 in this area. Ms. Fortson stated it was submitted as part of the initial application. Ms. Fortson
381 added that if you look at google images, there is a large hole on the Harrison side of the property.
382 Staff, in an effort not to impact the city’s infrastructure, are requesting that the Applicant make
383 the repairs to that area.

384
385 Chair Farrington clarified there is an existing curb cut on the Harrison Street side and asked if
386 that curb cut is the only one and if that is going to change. Ms. Fortson answered that the existing
387 curb cut would remain and there would be no additional curb cuts. The Chair noted engineering
388 comments use the terminology “driveway reclaimed” and asked if this means taking the

389 driveway up. Ms. Fortson stated she assumes this means taking up what is there right now, re-
390 grading it and repaving it to ensure there is not going to be any runoff.

391
392 Mayor Kahn noted the proposal calls for each apartment to have a full kitchen and full bathroom.
393 However, the bath in the second-floor unit appears to be very small. He stated he did not want to
394 question what size it is, but there is a statement on page 42, "*built as proposed with full kitchen*
395 *and full bathroom*, which seems like an important condition to the approval of four units.

396
397 Mr. Petrovick stated, as an architect, he can assure the Board the bathrooms would be
398 comfortable in size. He stated the plans are very schematic, and everything that is going to be
399 submitted will meet the building code. The Mayor asked whether a condition could be added to
400 reflect this item.

401
402 Ms. Fortson asked if the Mayor is asking to add a condition of approval related to how the
403 interior of the building is going to be laid out. Ms. Fortson continued by stating the Planning
404 Board's purview relates to the building exterior. She stated Mr. Petrovick is correct, and the
405 Applicant will have to submit a building permit application for any of the renovations being
406 proposed to the building. As part of that review process, because the property is a commercial
407 property, Planning Staff are automatically sent copies of the plans. If staff had any concerns
408 about what was shown on the plans, Staff would coordinate with the applicant to get those
409 questions answered. Planning Staff do not review any of the interior changes, they just review
410 the exterior changes.

411
412 Ms. Fortson continued by clarifying the interior modifications are addressed through the building
413 permit and building code process. Life safety standards are reviewed by the city's building
414 official and Fire Marshall.

415
416 The Mayor felt if this proposed project was only concerned with the use of the building as three
417 versus four units, it would be a moot point. When the applicant is trying to get four units within
418 the building, and this is the condition on which the Cottage Court is being used, it has to be built
419 in order to accommodate four units. Ms. Fortson stated this is a great concern to think about but
420 indicated the interior of the building is out of the Planning Board's purview. Once you get to the
421 interiors of a building, it must be handled by the City's building official.

422
423 Ms. Brunner further clarified that the Board does not have the ability to put a condition like that
424 on an application, as the Board is just approving the use, changes to the site, and minor changes
425 to the exterior of the building. Ms. Brunner agreed this a great conversation to have because the
426 Cottage Court part of the use it is about the number of units. Ms. Brunner agreed with where the
427 Mayor is coming from here. She stated the Board needs to be careful about looking at what falls
428 under the Board's purview. She stated the building permit review process in Keene is rigorous,
429 and the applicant must submit a professionally prepared plan, which goes through the plan
430 review process. Once that is completed, Staff conduct inspections during key points of
431 construction. Staff have eyes on the project from inception to finish.

432
433 Ms. Vezzani asked whether there are requirements to make sure there is no lead paint in the
434 building. Ms. Brunner stated there are disclosure requirements. If someone is going to rent a

435 house that has lead paint in it, you must disclose that to your tenants. She stated there have been
436 landlords in the city that have had tenants with a young child who tested for high lead exposure
437 and then have had to do remediation. She indicated full lead remediation is very expensive, and it
438 is difficult for landlords to proactively remediate lead. She stated this is a huge problem in the
439 city because the city has very old housing stock. Specifically, there are a lot of houses with lead
440 paint and a lot of old apartment buildings with lead paint. It is a big struggle for landlords, and
441 even landlords who are trying to be proactive and do the right thing have a difficult time. What is
442 often done is lead remediation on the outside of a building and not the interior, and then interior
443 lead paint is addressed on a case-by-case basis. Ms. Vezzani noted kids don't usually eat the
444 outside of the building. Ms. Brunner suggested it is a good thing the applicant is replacing the
445 windows, because the windows are usually one of the likely places for lead paint to be located.

446
447 The Chair asked for public comment, and with no comments from the public, the Chair closed
448 the public hearing.

449
450 C. Board Discussion and Action

451
452 A motion was made by Roberta Mastrogiovanni that the Planning Board approve PB-2024-18 as
453 shown on the plan set identified as "Conditional Use Permit" prepared by Michael Petrovick
454 Architects, PLCC at varying scales on November 7, 2024, and last revised on December 13,
455 2024, with the following conditions:

456 1. Prior to final approval and signature by the Planning Board Chair, the following conditions
457 precedent shall be met:

- 458 a. Owner's signature appears on the plan.
- 459 b. Submittal of five (5) full sized paper copies of the final signed plan set.
- 460 c. Submittal of existing and proposed grading & drainage plans prepared by an engineer
461 licensed in the State of NH subject to review and approval by the City Engineer's Office.

462
463 2. Subsequent to final approval and signature by the Planning Board Chair, the following
464 condition shall be met:

- 465 a. Prior to the commencement of parking lot modifications, the submittal of an approved
466 Floodplain Development Permit, if deemed necessary by the Floodplain Manager.

467 The motion was seconded by Councilor Remy.

468
469 Councilor Remy stated he agrees that this application does not have regional impact. He stated
470 he believes the building code will prevent this building from reverting to the seven illegal units
471 in the future. He stated he likes the proposal being presented to the Board. The Councilor stated
472 he hoped the architect and applicant would work on a good plan for the interior as well.

473
474 Ms. Vezzani stated she is happy to see the repairs happening to the building. She stated reducing
475 the units to four is a good idea, and the grading being completed is a good idea.

476
477 Councilor Remy asked to see a copy of the grading plan once it has been reviewed by staff.

478
479 Mayor Kahn complimented the property manager for following through with the issues that exist
480 in this building. He stated he hoped staff would properly review the building plans and make

481 sure they are complied with. He also complimented the architect who is working on this
482 building.

483
484 Ms. Vezzani stated she was comfortable moving forward with this application based on the
485 proposed conditions.

486
487 Mr. Clancy stated the modifications being made to the site and the management company
488 agreeing to complete a grading plan and reclaiming the driveway makes him comfortable with
489 moving forward. Mr. Clancy stated this is CIP season, especially on Harrison Street with a
490 slightly raised sidewalk, no curbing, and poor conditions of other sidewalks in the
491 neighborhood. Mr. Clancy stated if the City is going to require poor driveway conditions to be
492 improved, when the CIP comes forward, a little more effort needs to be put into improving
493 sidewalks that connect to those driveways as well.

494
495 Mr. Kost asked if vinyl siding is used on the exterior, would the lead paint be covered over? Ms.
496 Brunner answered in the affirmative and stated once you touch it, the lead paint can start
497 spreading.

498
499 Mr. Clancy asked whether there should be a condition in the motion to keep the shrubbery along
500 the sidewalk maintained and kept off city property. Councilor Remy stated he likes what Mr.
501 Clancy is proposing but wasn't sure if it needs to be maintained as the city will cut it down if it
502 impacts the sidewalk. The Chair felt this might be an overreach for the Planning Board.

503
504 The motion made by Roberta Mastrogiovanni carried on a unanimous vote.

505
506
507 **V) Advice and Comment Regarding Potential for Regional Impact** – Justin Daigneault
508 of Granite Engineering, on behalf of owner G2 Holdings, LLC, requests Planning Board
509 consideration regarding the potential for “regional impact” as defined in RSA 36:55 for a
510 proposed expansion of the gravel pit operation at 57 Route 9 (project EXP-01-22). The property
511 is ~84.7 acres and is in the Rural District.

512
513 Mr. Justin Daigneault of Granite Engineering, on behalf of owner G2 Holdings, LLC addressed
514 the Board next. Mr. Daigneault stated he has a project that he would like to present to the Board
515 for the expansion of the existing gravel pit on Tax Map 215 Lot 7. He explained that this was a
516 gravel pit, which was permitted in 2022. Mr. Daigneault stated the owner is at the point where he
517 needs to expand the operation.

518
519 Mr. Daigneault stated the reason for the regional impact is that the expansion is on the owner's
520 two northern lots, which are located in Sullivan. The lot in Keene, Tax Map 215 Lot 7, is
521 bordered by the Town of Sullivan, and there are two lots adjacent to that. The applicant owns
522 Map 5, Lot 46 and Map 5, Lot 46-1. The intent of the proposed project is to expand into
523 Sullivan.

524
525 Councilor Remy reviewed the definition for Regional Impact as follows:

526 *It could be reasonably expected to have impact on a neighboring municipality because of*
527 *proximity to the borders of the neighboring community.* He noted the review is required even if
528 the city has a doubt that there could be regional impact. He added that the Town of Sullivan and
529 Southwest Regional Planning Commission have abutter status on this application.

530
531 Mayor Kahn asked if the applicant was also going before the Town of Sullivan. Mr. Daigneault
532 stated they would be filing an excavation permit with the Town of Sullivan as well.
533 The Mayor asked what product is being excavated on the site. Mr. Daigneault stated it is a
534 combination of gravel and bedrock. The Mayor clarified this is an expansion with more materials
535 coming off the site and more vehicles introduced to the site. He added there were concerns
536 brought before the City Council recently about traffic conflict and safety concerns on this stretch
537 of roadway, due to a few recent accidents. The Mayor stated he would like to see a traffic report
538 addressing this. Mayor Kahen asked whether this process would add to a length of time, or
539 would it be adding extra vehicles. Mr. Daigneault stated if they are currently running 50 trucks
540 then that would remain; it is an extension of time.

541
542 Ms. Brunner stated she would like to provide background on why staff recommended that the
543 applicant come before the Board tonight; this is not a formal public hearing on the actual project.
544 She stated there are no plans and no one was noticed. The reason for that is because state statute
545 requires that the city send the minutes of the meeting where the Planning Board discussed
546 regional impact by certified mail to the Regional Planning Commission and any other towns
547 affected. What this would do, in essence, is that it forces a two Planning Board meeting process
548 at a minimum.

549
550 What Staff are hoping for tonight is just to stick strictly to the question of whether this
551 application would have regional impact. That way, a vote could be registered on the record for
552 the minutes. Staff will receive official minutes a week from now and will be able to mail those
553 minutes by certified mail to the Regional Planning Commission and the Town of Sullivan. The
554 applicant will come back before the Board for the traditional public hearing process next month.

555
556 Ms. Brunner added both the Southwest Region Planning Commission and the Town of Sullivan
557 would be afforded abutter status and will be invited to attend that meeting. She asked the Board
558 to keep in mind the questions being raised tonight and raise them at the next public hearing when
559 the public will have the notice ahead of time. This way, the public can follow along with the
560 discussion.

561
562 A motion was made by Councilor Remy that this application has regional impact on both the
563 Southwest Region Planning Commission and the Town of Sullivan. The motion was seconded by
564 Roberta Mastrogiovanni and was unanimously approved.

565
566 **VI) Master Plan Update (KeeneMasterPlan.com)**

567
568 Ms. Brunner addressed the Board and stated the update for this month is that staff are still
569 working with the six task forces. The task forces were formed to address the six pillars outlined
570 in the Master Plan. The task forces will be meeting three times (January, February and March).

571 The topics being covered are housing, thriving economy, connected mobility, vibrant
572 neighborhoods, adaptable workforce, and flourishing environment.

573 Simultaneously, there are discussion boards, which Ms. Brunner referred to on a rendering for
574 the Board. She noted each of the discussion boards has a section on history, related macro trends,
575 what is currently happening in Keene, results from the community survey, such as highlights that
576 are relevant to the topic, highlights from the community snapshot report, a section on the
577 consultants' insights, and potential trade-offs. At the very end of the discussion board, there is a
578 place to add comments. Ms. Brunner encouraged the Board to add information if there are items
579 Staff missed.

580 Ms. Brunner stated there is still time for anyone to join one of the task forces.

581 Mr. Clancy asked what items that are on the current master plan have been checked off or found
582 to be not important. Ms. Brunner stated she is seeing many of the themes from the prior master
583 plan being carried forward, but with slightly different emphasis. For instance, this master plan
584 talks about population growth and what healthy growth would look like. The current master plan
585 did not refer to growth. In terms of the focus on environmental topics—sustainability,
586 environmental stewardship, climate, walkability, protecting outdoor open spaces and smart
587 growth principles—those items seem to be continuing forward with this effort. The other item
588 that Ms. Brunner sees as being different is the conversation around housing, which feels a lot
589 more urgent this time around. There is a much bigger recognition of the role that housing plays
590 with every other aspect of the plan's goals. The Chair agreed with Ms. Brunner. He noted he is
591 not seeing that the city is losing focus on items such as sustainability and outdoor living but
592 agreed there is emphasis on housing and improving the economy.

593 Mayor Kahn noted the challenge for staff would be translating the master plan eventually into
594 the Land Development Code and zoning updates. He did not feel the consultants were well
595 engaged in the City's land use code. Ms. Brunner agreed and stated the Master Plan update
596 started with the renewal of the community vision and they will not be doing the future land use
597 section until the very end. She stated this piece, future land use, is what ties it most closely back
598 to the land use regulations. She stated this was done deliberately, because Staff felt that it made
599 sense to do the future land use piece after the community vision and action items were discussed.
600 She noted the second future summit has already been scheduled for Tuesday June 3rd, 2025,
601 from 5 pm to 7 pm. Leading up to that, there are other events that are being scheduled.

602 **VII) Training on Site Development Standards** – Snow Storage, Landscaping, & Screening
603 Not addressed.

604
605 **VIII) Adoption of 2025 Meeting Schedule**
606

607 A motion was made by Roberta Mastrogiovanni to adopt the 2025 Meeting Schedule. The
608 motion was seconded by Councilor Remy and was unanimously approved.

609
610 **IX) Staff Update**
611

612 Ms. Brunner stated the City applied for and has received the Housing Champion designation and
613 a big portion of that has to do with the zoning changes the Board has been working on. This
614 opens the city up for some grant funding opportunities.

615
616 **X) New Business**

617
618 None.

619
620 There being no further business, Chair Farrington adjourned the meeting at 8:08 PM.

621
622 Respectfully submitted by,
623 Krishni Pahl, Minute Taker

624
625 Reviewed and edited by,
626 Emily Duseau, Planning Technician

627
628



CITY OF KEENE
NEW HAMPSHIRE

MEMORANDUM

TO: Planning Board
FROM: Community Development Staff
DATE: January 17th, 2025
SUBJECT: Agenda Item IV - Final Vote on Conditional Approvals

Recommendation:

To grant final approval for any projects that have met all their “conditions precedent to final approval.”

Background:

This is a standing agenda item in response to the “George Stergiou v. City of Dover” opinion issued by the NH Supreme Court on July 21, 2022. As a matter of practice, the Planning Board issues a final vote on all conditionally approved projects after the “conditions precedent to final approval” have been met. This final vote will be the final approval and will start the 30-day appeal clock.

As of the date of this packet, the following applications are ready for final approval:

- 1. PB-2024-07 – Dinkbee’s Gas Station Redevelopment, Major Site Plan – 510 Washington St**

If any projects meet their conditions precedent between date of this packet and the meeting, they will be identified and discussed during this agenda item.

All Planning Board actions, including final approvals, are posted on the City of Keene website the day after the meeting at [KeeneNH.gov/planning-board](https://www.KeeneNH.gov/planning-board).

STAFF REPORT

PB-2024-21 – Subdivision – Two Lot Subdivision, 141 Old Walpole Rd

Request:

Applicant and owner, James A. Craig, proposes to subdivide the ~32.17-ac parcel at 141 Old Walpole Rd (TMP #503-006-000) into two lots ~24.61-ac and 7.56-ac in size. The parcel is located in the Rural District.

Background:

The purpose of this application is to subdivide an existing 32.15-acre residential parcel located at 141 Old Walpole Rd in the Rural District into two lots. Lot 1 will be a 7.5-acre residential parcel with approximately 450' of frontage. The remaining parcel will be 24.69 acres with approximately 359' of frontage. The parent parcel contains an existing single-family residence, driveway, and other associated site improvements.

The subject parcel is located on the northern side of Old Walpole Rd, directly adjacent to the Low-Density residential zoning district and the Hilltop Dr. intersection, and approximately 2,800' northwest of the roundabout with 12A. Municipal water and sewer are located within 500' of the subject parcel. There are several existing site features of note, including an old private road (Aaron Reed Road) that extends from Old Walpole Road to the rear property line and a stone wall network that lines both sides of the historic Aaron Reed Road, field boundaries, and most of the property boundaries.

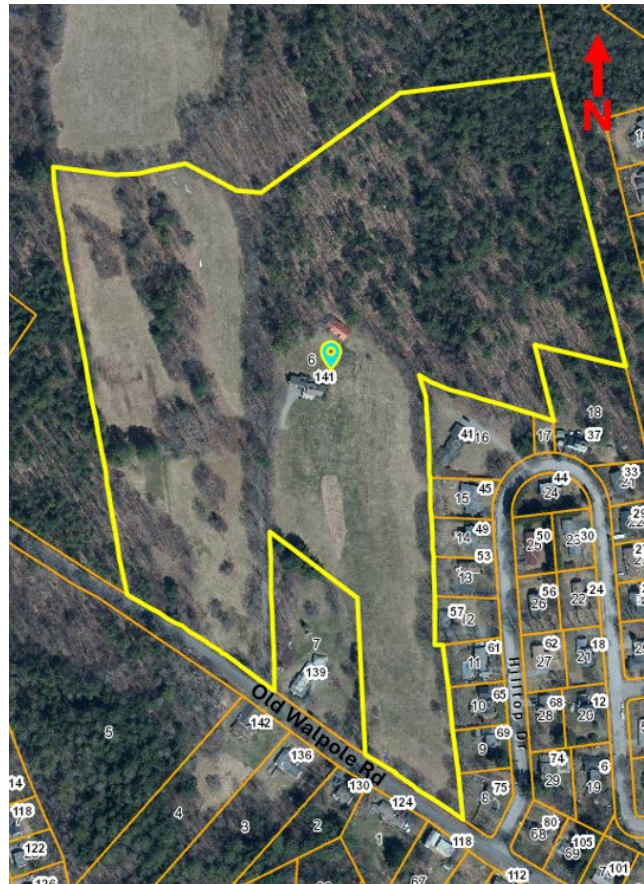


Fig 1: 141 Old Walpole Rd. outlined in yellow

Determination of Regional Impact:

After reviewing the application, staff have made a preliminary evaluation that the proposal does not appear to have the potential for “regional impact” as defined in RSA 36:55. The Board will need to make a final determination as to whether the proposal, if approved, could have the potential for regional impact.

Completeness:

The applicant has requested an exemption from submitting a traffic analysis, drainage report, soil analysis, and other technical reports and analyses. After reviewing each exemption request, staff have made the preliminary determination that granting the request would have no bearing on the merits of the application and recommend that the Board accept the application as complete.

STAFF REPORT

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

- 20.2.1 Lots: Lot 1 will be 7.5 acres with approximately 450' of frontage along Old Walpole Rd., which is a Class V road. The remaining lot will be 24.69 acres with approximately 359' of frontage along Old Walpole Rd. The proposed frontage and lot area exceed the minimum requirements for lots in the Rural District. It appears that this standard has been met.
- 20.2.2 Character of Land for Subdivision: The applicant states in their narrative that the land proposed for subdivision "...poses no issues that would be considered dangerous to health, or peril from fire, flood, poor drainage, excessive slope, or other hazardous conditions." The parcel is lightly wooded with gently sloping fields that are maintained by the current property owner. The subdivision plat notes that there are some small wetlands along the roadway drainage swale. The delineated wetland appears to be located in the middle of the frontage along Old Walpole Rd with space on either side for a street access point and driveway.
- 20.2.3 Scattered or Premature Development: The applicant states in their narrative that the proposed subdivision does not promote any type of scattered or premature development. The subject parcel is located near several large-scale residential developments located within the Low-Density residential zoning district. Old Walpole Rd is a well-traveled Class-V Road and municipal water and sewer are located within 500 ft of the subject parcel. It appears that this standard has been met.
- 20.2.4 Preservation of Existing Features: The applicant states in their narrative that Lot 1 will have multiple areas that are suited for residential development that would protect existing features such as unique scenic points, stone walls, and rock out-cropping. The applicant has not proposed any permanent restrictions or other legal instruments to protect any notable features on the new lot. The Board may wish to deliberate on requiring that the "...proposed development be designed and located to fit into the landscape in order to minimize significant landscape alterations and mitigate or avoid impacts to significant existing features or views/vistas," per section 20.2.4.3 of the Land Development Code.
- 20.2.5 Monumentation: New monuments will be set after the plan is approved. A condition of approval related to the inspection of installed monuments by the City Engineer or a financial security in lieu of the installation of the monuments is included in the suggested motion language. It appears that this standard has been met.
- 20.2.6 Special Flood Hazard Areas: The applicant states in their narrative that the proposed subdivision is not located within any special flood hazard areas. It appears that this standard has been met.
- 20.2.7 Fire Protection & Water Supply: The applicant states in their narrative that there is a municipal fire hydrant located approximately 50' from the subject parcel. The subject parcel is located approximately 8 minutes from the Keene Fire Station. It appears that this standard has been met.

STAFF REPORT

20.2.8 Utilities: Lot 1 is proposed to be served by private well and septic. The applicant has submitted a percolation test and shows that a 4k septic area can be located on the lot. It appears that this standard has been met.

Recommended Motion:

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

Approve PB-2024-21 as shown on the plan set identified as "Minor Subdivision Plan" prepared by Envirespect Land Services, LLC at a scale of 1 inch = 100 feet, dated December 18, with the following conditions:

1. **Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:**
 - A. **Owner's signature appears on the plan.**
 - B. **Inspection of lot monuments by the Public Works Director or their designee following their installation or the submittal of a security in an amount deemed satisfactory to the Public Works Director to ensure that the monuments will be set.**
 - C. **Submittal of four (4) full sized paper copies, two (2) mylar copies, and a digital copy of the final plan set.**
 - D. **Submittal of a check in the amount of \$51.00 made out to the City of Keene to cover recording fees.**




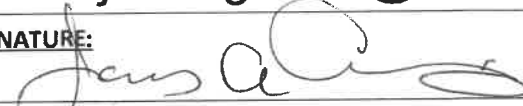
City of Keene, NH Planning Board Subdivision Application

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

SECTION 1: PROJECT INFORMATION

PROJECT NAME: JAMES A. CRAIG	NUMBER OF LOTS PROPOSED: 2
PROJECT ADDRESS(ES): 141 Old Walpole Rd Keene N.H. 03431	

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY: JAMES A. CRAIG	NAME/COMPANY: JAMES A. CRAIG
MAILING ADDRESS: 141 Old Walpole Rd Keene N.H. 03431	MAILING ADDRESS: 141 Old Walpole Rd Keene N.H. 03431
PHONE: 603-357-3570	PHONE: 603-357-3570
EMAIL: jacraig1943@aol.com	EMAIL: jacraig1943@aol.com
SIGNATURE: 	SIGNATURE: 
PRINTED NAME: James A. CRAIG	PRINTED NAME: James A. CRAIG

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
NAME/COMPANY:	TAX MAP PARCEL #(s): ----- ----- -----	
MAILING ADDRESS:		
PHONE:		
EMAIL:	PARCEL SIZE:	DATE STAMP:
SIGNATURE:	ZONING:	
PRINTED NAME:	PROJECT #:	

PROPOSED MINOR SUBDIVISION
TO THE CITY OF KEENE, NEW HAMPSHIRE

PROPOSAL NARRATIVE

(Taken from the Planning Board Subdivision Application “checklist”)

Description of the existing and proposed uses.

PARCEL ID: 503-006-000-000-000

ADDRESS: 141 OLD WALPOLE ROAD, KEENE, NEW HAMPSHIRE 03431

OWNER: JAMES CRAIG

DEED REFERENCE: BOOK 1610 PAGE 59 (Cheshire County Registry of Deeds)

ZONING DISTRICT: RESIDENTIAL/RURAL

EXISTING & PROPOSED USE: RESIDENTIAL USE

The sizes of the existing and proposed lots.

PARCEL AREA(S)

EXISTING PARCEL (APPROXIMATELY) 503-006-000-000-000 IS 1,400,559 SQ.FT. (32.15 ACRES)

PROPOSED AREA TO BE SUBDIVIDED OUT: 326,865 SQ.FT. (7.50 ACRES)

EXISTING AREA LESS SUBDIVIDED PARCEL (APPROXIMATELY): 1,075,490 (24.69 ACRES)

The location of access points for the existing and proposed lots.

EXISTING ACCESS POINT FOR PARCEL 503-006-000-000-000 is an existing driveway (old historical Aaron Reed Road) which has an existing access onto the Old Walpole Road.

Proposed access points for the subdivided parcel has not been determined. The new subdivided parcel has 413.52’ of road frontage. There are multiple areas that could be used for a proposed access drive.

**NOTE: Mr. Craig, the current owner used to use an access that is in this area at a barway in the existing stone walls which abuts the Old Walpole Road, which now has a wooden fence across it. Mr. Craig also said that there used to be a culvert there for access purposes but it was removed by the City of Keene to help drainage flow.

An explanation of how the proposal complies with the applicable Site Development Standards in Article 21 of the LDC.

This proposed minor subdivision complies and aligns with the “Purpose” (21.1.2) stated in the Site Development Standards of the City of Keene Land Development Code. It is the intention of Mr. Craig to only allow one residential dwelling, in addition to not being able to further subdivide the proposed subdivided parcel. The parcel is larger (7.50 acres), giving more room and opportunity to position a single-family home with potentially a low impact in either a private or open area in the proposed subdivided parcel. There are a few areas that would support development, minimizing all impacts depending on the size of the dwelling determined by the future owners. There is potential for a residential septic system to be designed and installed on the subdivided parcel. The City of Keene does have a water line that comes all the way up to Mr. Craig’s existing driveway (fire hydrant), but the sewer line is located southeasterly and farther down the Old Walpole Road but could possibly be extended along with extending the water if the City would consider extending them.

There is a very small drainage area that may contain jurisdictional wetlands. This is a very small area (less than a few hundred square feet) and is located down by the Old Walpole Road. This area drains into the drainage ditch that runs along the road above mentioned. It is highly unlikely that this area would have any impacts due to the location of it topographically, and also being so close to the road.

An explanation of how the proposal complies with the applicable Subdivision Standards in Article 20 of the LDC.

20.2.1 Lots

This proposed minor subdivision meets the “Lot Size and configurations” along with the Zoning Regulations.

20.2.2 Character of Land for Subdivision

This proposed minor subdivision poses no issues that would be considered dangerous to health, or peril from fire, flood, poor drainage, excessive slope, or other hazardous conditions. There are multiple potential areas that are well suited for residential development on this parcel.

20.2.3 Scattered or Premature Development

This proposed minor subdivision does not promote any type of scattered or premature development of land.

20.2.4 Preservation of Existing Features

This proposed minor subdivision allows for multiple areas to be considered for potential residential development that would preserve and protect significant existing features, surface waters, steep slopes, rare and/or unique scenic points, stone walls, rock out-cropping, and historic landmarks. This proposed minor subdivision allows for multiple choices for locating any type of residential development.

20.2.5 Monumentation

This proposed minor subdivision has monumentation of all proposed corners and property lines. There are no proposed streets, or ways of being proposed.

20.2.6 Special Flood Hazard Areas

This proposed minor subdivision is not in any potential flood prone areas.

20.2.7 Fire Protection & Water Supply

This proposed minor subdivision is located right by a fire hydrant located 57’ away from the corner of the proposed subdivided property.

20.2.8 Utilities

There are utilities available very close to the proposed minor subdivision parcel including existing utility infrastructure such as electric, cable, internet, etc., along with potential water and sewer if applicable.

EXEMPTION REQUEST

PROPOSED MINOR SUBDIVISION
TO THE CITY OF KEENE PLANNING BOARD
KEENE, NEW HAMPSHIRE

James Craig
141 Old Walpole Road
Keene, NH 03431
Parcel #503-006-000-000-000

EXEMPTION REQUEST for:

City of Keene Land Development Code

26.10.5(B)(2)(b)(i) – Contours of at most 5-ft intervals.

EXEMPTION REQUEST (with Waiver language in bold)

- 1. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the exemption will properly carry out the spirit and intent of the regulations; and,**

Due to the size of the property in relation to the scale of the map, the plan has a significant amount of information on it regarding the proposed subdivision. Contouring the plan itself would add a significant amount of linework that may appear confusing with other information needed on the plan.

- 2. Granting the exemption will not increase the potential for creating adverse impacts to abutters, the community or the environment; and,**

We've submitted additional topographic information from GRANITView (NH GIS Database) showing LiDAR 2' contour elevations of the property and surrounding areas. This allows a much more accurate depiction of the topography of the property.

Due to the circumstances of this proposed subdivision, granting this exemption would add clarity to the proposed subdivision application by isolating information that can be confusing on proposed plans if ALL information is required on plans which can lead to excessive linework, shading, etc., which can obscure other pertinent information that is needed on any given plan.

- 3. Consideration will also be given as to whether strict conformity with the regulations would pose an unnecessary hardship to the applicant**

Although adding this information would not really pose an unnecessary hardship to the applicant, it would add quite a bit of additional linework to an already very busy and informative proposed subdivision plan which may cause or lead to confusion trying to decipher information that is needed on the plan.

EXEMPTION REQUEST

PROPOSED MINOR SUBDIVISION
TO THE CITY OF KEENE PLANNING BOARD
KEENE, NEW HAMPSHIRE

James Craig
141 Old Walpole Road
Keene, NH 03431
Parcel #503-006-000-000-000

EXEMPTION REQUEST for:

City of Keene Land Development Code

26.10.5(B)(2)(b)(iv.) – Surface waters, including wetland areas delineated by a NH certified wetland scientist, and any manmade waterways, ponds, ditches, etc.

EXEMPTION REQUEST (with Waiver language in bold)

- 1. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations; and,**

The only jurisdictional wetland area is located down along the Old Walpole Road which contains a very small drainage area that runs into the roadside ditch from the Old Walpole Road. Due to typical setbacks from roads or rights-of-way, which is where this small wetland area is, no development is allowed to take place. This small area isn't shown on any of the planning resource tools. This wetland was not delineated.

- 2. Granting the waiver will not increase the potential for creating adverse impacts to abutters, the community or the environment; and,**

Granting this exemption would have no adverse impacts to any abutters, the community or the environment. This small area is abuts right up to the roadside ditch along the Old Walpole Road and is mostly just drainage from the surrounding slopes. There are NO proposed impacts to this area with this proposed subdivision. If it is suggested that suitable access would be constructed in or around this area, a driveway permit may need to have a wetlands permit if it would directly impact this area. There are far better areas for any type of proposed access to this subdivided parcel.

- 3. Consideration will also be given as to whether strict conformity with the regulations would pose an unnecessary hardship to the applicant**

Although adding this information would not really pose an unnecessary hardship to the applicant, it really has no significance with this proposed subdivision. If a buyer/new owner wanted to put some type of access in, or around this drainage area, it would be suggested by the Wetlands Bureau to find an alternative due to the questionable location of any type of access in the drainage area.

EXEMPTION REQUEST

PROPOSED MINOR SUBDIVISION
TO THE CITY OF KEENE PLANNING BOARD
KEENE, NEW HAMPSHIRE

James Craig
141 Old Walpole Road
Keene, NH 03431
Parcel #503-006-000-000-000

EXEMPTION REQUEST for:
City of Keene Land Development Code
26.10.5(B)(2)(b)(v) – Precautionary and prohibitive slopes.

EXEMPTION REQUEST (with Waiver language in bold)

- 1. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the exemption will properly carry out the spirit and intent of the regulations; and,**

There are a couple of very small, isolated areas that have steep slopes (ledge outcrops) on the existing property, but there are no precautionary and prohibitive slopes located on the subdivided parcel. These areas are in the northeasterly area of the subdivided parcel. This is also where the property line is and most of the precautionary/prohibitive slopes are located on the existing property. These sloped areas also contain some ledge outcrops which will severely limit any type of use. These areas are also within the 50' building setback areas.

- 2. Granting the exemption will not increase the potential for creating adverse impacts to abutters, the community or the environment; and,**

Granting this exemption would have no adverse impacts to any abutters, the community or the environment. These small areas are mostly within the 50' building setbacks so nothing will impact these areas.

- 3. Consideration will also be given as to whether strict conformity with the regulations would pose an unnecessary hardship to the applicant**

Although adding this information would not really pose an unnecessary hardship to the applicant, it really has no significance with this proposed subdivision.

****NOTE:** These areas can be seen on the submitted GRANITView LiDAR map that was submitted with this application.

EXEMPTION REQUEST

PROPOSED MINOR SUBDIVISION
TO THE CITY OF KEENE PLANNING BOARD
KEENE, NEW HAMPSHIRE

James Craig
141 Old Walpole Road
Keene, NH 03431
Parcel #503-006-000-000-000

EXEMPTION REQUEST for:
City of Keene Land Development Code
26.10.5(B)(2)(b)(c) – Existing & Proposed Conditions Plan.

EXEMPTION REQUEST (with Waiver language in bold)

- 1. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations; and,**

This proposed minor subdivision isn't overly complex and can be reviewed, observed and easily understood on one plan. All that is being added are the property lines and other pertinent information for the subdivided parcel, which is only happening on the westerly side of the existing property. This being only a minor subdivision with an above average sized lot being subdivided out is very basic and easily understood.

- 2. Granting the exemption will not increase the potential for creating adverse impacts to abutters, the community or the environment; and,**

Granting this exemption would have no adverse impacts to any abutters, the community or the environment. This just makes things easier with only one plan as opposed to two plans with, for the most part, the same information.

- 3. Consideration will also be given as to whether strict conformity with the regulations would pose an unnecessary hardship to the applicant**

Although adding this information would not really pose an unnecessary hardship to the applicant, it really has no significance with this proposed subdivision. The submitted plan shows the existing parcel with the subdivided parcel with all pertinent boundary information.



ENVIRESPLECT LAND SERVICES, LLC

Jon C. Buschbaum

- Owner -

www.envirespectlandservices.com

email: jon@envirespectlandservices.com

80 Murdough Hill Road

Nelson, NH 03457

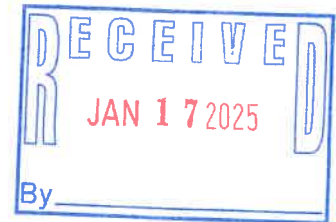
Phone: 603-847-9984

LAND SURVEYING -- WETLANDS -- SEPTIC -- FORESTRY

PERMITTING -- SITE EVALUATIONS

City of Keene Community Development
ATTN: Evan J. Clements, AICP – Planner
RE: Response to Amended Letter Dated January 9, 2025

TO: Evan J. Clements, AICP – Planner



PB-2024-21

Please regard this as a RESPONSE to your amended letter mentioned here and above.
I've addressed each numbered issue for both "**Planning**" & "**Engineering**"
My responses with each numbered item will show the number and my response.

Planning:

1. The jurisdictional areas were delineated and added onto the updated submitted plan. The City of Keene 75' Surface Water Protection buffer was also added onto the plan around the delineated jurisdictional wetlands.
2. The issue regarding the areas with the acreages and square footages are only due to rounding issues. Lot areas have been updated and revised on the submitted plan.
3. A note has been added to the revised submitted plan.
4. A note has been added to the revised submitted plan.
5. The word "MINOR" has been removed from the Planning Board block on the revised submitted plan.

Engineering:

1. According to the rules and regulations for wetland delineations, sampling 3 parameters are required: plants, soils, and hydrology. With winter conditions, the plant community mostly consists of shrubs and trees that are dormant but typically lack the herbaceous layer which IS a component that is part of a comprehensive investigation. This makes the delineation based primarily on relying on visual existing information, plant remnants, soil probes, flowing water, but taking into account the limitations of winter vegetation and frozen ground conditions. It's important to note that a "full and accurate delineation" may require further investigation during the growing season when more vegetation is readily available.

So our request is that this delineation, under winter conditions is acceptable, most notably for setback purposes.

2. There were 3 culverts that were identified and located. These culverts have been described and annotated on the submitted plan.

3. When we met with City officials at our preliminary meeting, we discussed the potential areas that would be suitable for a residential septic system. At this meeting it was requested that we show a “4000 ft²”, in addition to doing a perc test. These requests were completed.

Once everything was submitted a response letter was sent out with additional requests, which are stated in question #3 under **Engineering:** in the response letter which was amended.

**The response letter cited NHDES Env-Wq 1006.04

2-soil test pits were logged on 01/13/2025 and located in potential areas that would support a septic system. Ledge was NOT encountered in either test pit which was dug out to investigate the water table and possible ledge. Once we hit the Estimated Seasonal High-Water Table (ESHWT) we then probed to additional depths to see if ledge was within 4’ of the surface. We didn’t encounter any ledge with our probe at, or around 4’ but consider ledge to be within 5-7’ of the surface of the land. Considering that the proposed subdivided parcel of land, is approximately 7.5 acres, allows for multiple areas to be considered for a suitable individual sewage disposal system.

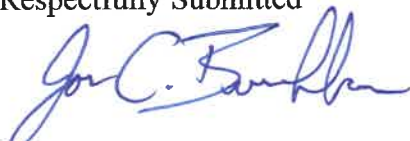
**There were additional areas that were investigated where soils were augured, dug, and probed, where ledge was encountered within 4’ of the surface of the ground.

**PLEASE NOTE: Under NHDES Env-Wq 1003.14, including Env-Wq 1002.42, any applicant can design septic systems on “ledge lots” as long as the regulations have been met.

4. 5’ contours were added to the submitted plan.

Thank you so much for your time and consideration. If there is anything else that you need please let me know.

Respectfully Submitted



Jon C. Buschbaum

Cc: Jim Craig



211-010-000-000-000
KEENE EXECUTIVE HOMES, LLC
7 CORPORATE DRIVE
KEENE, NH 03431
BK. 3224 PG. 1264

LINE BEARING DISTANCE	
OR1	N 17°15'17" E 19.89
OR2	N 01°53'50" W 355.75
OR3	N 04°50'42" W 145.32
OR4	N 43°51'38" E 13.13
OR5	N 05°07'41" E 82.83

LINE BEARING DISTANCE	
PR1	S 05°07'41" W 82.83
PR2	S 43°51'38" W 13.13
PR3	S 04°50'42" E 145.32
PR4	S 01°53'50" E 355.75
PR5	S 17°15'17" W 19.89

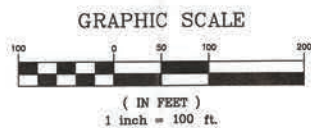
75' SURFACE WATER PROTECTION BUFFER

OWNER CERTIFICATION

I, JAMES CRAIG, CERTIFY THAT I AM THE OWNER OF 503-006-000-000-000, AND APPROVE OF THIS MINOR SUBDIVISION.

JAMES CRAIG DATE

APPROVED AS A SUBDIVISION
IN ACCORDANCE WITH THE PROVISIONS OF RSA 674.
THE CITY OF KEENE PLANNING BOARD
BY: _____ CHAIRMAN



INTERESTING NOTES:

THERE IS QUITE A BIT OF OLD BARBED WIRE THAT RUNS ALONG MOST OF THE OLD STONE WALLS SHOWN. SOME OF THIS BARBED WIRE IS QUITE OLD AND WAS FOUND BURIED IN, AND ALONG THESE OLD STONE WALLS. THERE WAS ALSO OLD BARBED WIRE FOUND IN AREAS IN THE WOODS ON OTHER SECTIONS OF THE EXISTING PARCEL'S PROPERTY LINES SHOWING HISTORICAL AGRICULTURAL USE. THE EXISTING FIELDS DO SHOW A DISTURBANCE OF MOVING THE SOILS AROUND PREVIOUSLY. THE MAJORITY OF THE FIELD LINE APPEARS TO HAVE BEEN CREATED IN THE PAST. OLD ROCK PILES AND POSSIBLY OLD STUMP DUMPS WERE APPARENT IN, AND AROUND SOME OF THE WESTERLY AREAS OF THE EXISTING PARCEL.

IN THE NORTHERLY AREA OF THE EXISTING PARCEL, BUT OFF OF THE PROPERTY (<100') AND ON PROPERTY OWNED BY KEENE EXECUTIVE HOMES, LLC, AN OLD CELLAR HOLE WAS OBSERVED THAT MAY HAVE BEEN PART OF THE OLD AARON REED FARM OR POSSIBLY THE OLD SAMUEL KINGSBURY FARM. THIS AREA APPEARS TO HAVE BEEN OLD AGRICULTURAL FARMING AREAS.

THE EXISTING DRIVEWAY NOW USED BY THE CRAIGS WAS THE OLD AARON REED ROAD WHICH WAS LAID OUT IN VOLUME 0, PAGE 448 (KEENE CITY CLERK'S OFFICE) AND STATES THAT THE ROAD WAS "ONE ROD AND A HALF WIDE" (24.75 FEET). IN VOLUME 1, PAGE 55, THE AARON REED ROAD IS MENTIONED AGAIN STATING: "BRICKS WERE PUT IN THE CENTRE OF SAID ROAD AT EVERY ANGLE AND SAID ROAD BEING LAID OUT 1 1/2 RODS WIDE THE WHOLE DISTANCE FROM THE WALPOLE ROAD TO A. REED'S HOUSE IS 93 1/4 RODS". THIS DISTANCE SUPPORTS THE POSSIBILITY OF THE OLD CELLAR HOLE BEING THE ORIGINAL AARON REEDS HOMESTEAD.

501-001-000-000-000
WOODGATE VIEWS ASSOCIATION
12 JAMES HILL DRIVE
KEENE, NH 03431
BK. 1673 PG. 325

JURISDICTIONAL WETLAND DELINEATION WAS DONE BASED ON VEGETATION REMNANTS, SOILS AND HYDROLOGY IN THE AREA(S) SHOWN IN THE WINTER OF 2025 BASED ON THE REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION, VERSION 2, JANUARY 2012 (ERDC/EL TR-12-1)

JURISDICTIONAL WETLAND LOCATION, INCLUDING FORESTED WETLAND WAS DONE UNDER WINTER CONDITIONS AND MAY NEED FURTHER INVESTIGATION WHEN ALL PARAMETERS ARE SUITABLE FOR OBSERVATION IF A GREATER LEVEL OF ACCURACY IS NEEDED. THIS WETLAND LOCATION IS FOR SETBACK PURPOSES ONLY.



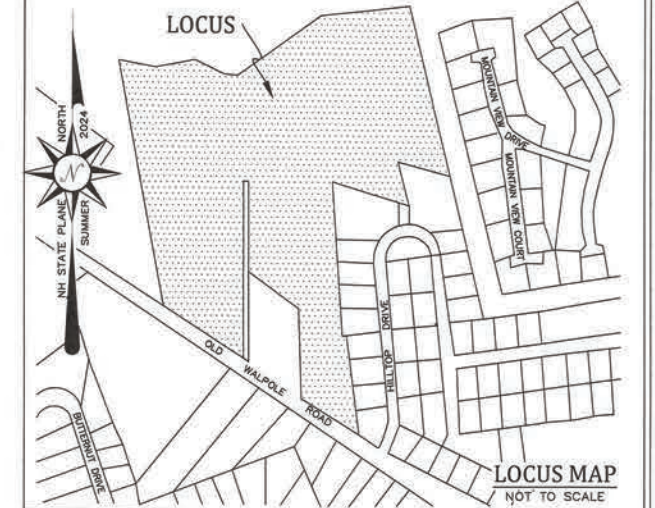
LEGEND

- PIN FOUND
- DRILL HOLE SET
- REBAR SET
- UTILITY POLE
- HYDRANT
- TREE LINE
- STONE WALL
- WOOD FENCE
- WIRE FENCE
- APPROXIMATE ABUTTER LINE
- BUILDING SETBACK LINE
- OVERHEAD UTILITIES
- APPROX. UNDERGROUND UTILITIES
- JURISDICTIONAL WETLAND
- 75' CITY OF KEENE SURFACE WATER PROTECTION BUFFER

SURVEYOR'S CERTIFICATION

THIS SURVEY IS THE RESULT OF A RANDOM TRAVERSE USING AN ELECTRONIC TOTAL STATION AND MEETS THE MINIMUM REQUIREMENTS OF AN URBAN SURVEY AS SPECIFIED IN NH LAN TABLE 500.1.

I HEREBY CERTIFY THAT THIS PLAT CONFORMS TO ALL APPLICABLE LOCAL ZONING ORDINANCES AND RULES.



NOTES

THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE PARCEL 503-006-000-000-000 INTO 2 RESIDENTIAL LOTS.

OWNERS OF RECORD:
PARCEL 503-006-000-000-000
JAMES A. CRAIG
141 OLD WALPOLE ROAD
KEENE, NH 03431
VOLUME 1610 PAGE 59

PARCEL 503-006-000-000-000: 1,400,460.64 SF OR 32.15 ACRES

PROPOSED AREA OF PARCEL 503-006-000-000-000: 1,073,721.98 SF OR 24.65 ACRES (ROUNDED)

PROPOSED AREA OF SUBDIVIDED PARCEL LOT 1: 326,738.66 SF OR 7.50 ACRES

MAP AND LOT NUMBERS REFER TO THE CITY OF KEENE PARCEL MAPS.

BOOK & PAGE NUMBERS ARE FOR THE CHESHIRE COUNTRY REGISTRY OF DEEDS UNLESS OTHERWISE NOTED.

CURRENT ZONING: RESIDENTIAL/RURAL DISTRICT

MIN. LOT AREA - 2 ACRES
MIN. FRONTAGE - 50 FEET
MIN. WIDTH AT BUILDING LINE - 200 FEET

BUILDING SETBACKS:
FRONT - 50 FEET
SIDE - 50 FEET
REAR - 50 FEET

THE NEW RESIDENTIAL LOT CAN BE SERVED BY A WELL AND SEPTIC SYSTEM. THERE IS A CITY OF KEENE WATER LINE RIGHT BY THE EXISTING PROPERTY, BUT THE CITY OF KEENE SEWER LINE IS NOT BY THE PROPERTY.

A STREET ACCESS PERMIT WILL BE REQUIRED FROM THE CITY OF KEENE'S DEPARTMENT OF PUBLIC WORKS FOR ACCESS TO THE PROPOSED RESIDENTIAL LOT.

THE RIGHT OF WAY OF OLD WALPOLE ROAD WAS DETERMINED BY THE LOCATION OF STONE WALLS AND MONUMENTATION AND IS SHOWN TO BE 4 RODS WIDE (66') BASED ON THE LAYOUT OF SEPTEMBER 23, 1830 RECORDED IN VOLUME 1 PAGE 16 ON FILE AT THE CITY OF KEENE CLERK'S OFFICE.

SMALL AREA OF JURISDICTIONAL WETLANDS WERE OBSERVED BY ROAD DRAINAGE DITCH.

MAP 503 LOT 6 IS NOT WITHIN THE 100 YEAR FLOOD PLAIN.

THE PARCEL MAY BE SUBJECT TO OTHER EASEMENTS AS THEY EXIST OF RECORD OR IN FACT. ENVIRESPPECT LAND SERVICES DOES NOT INTEND OR REPRESENT THAT ALL RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY ARE SHOWN. A SPECIFIC AND THOROUGH TITLE EXAMINATION IS SUGGESTED TO DETERMINE THE NATURE AND EXTENT OF RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY.

THE LOCATION OF ANY UTILITY INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE. ENVIRESPPECT LAND SERVICES MAKES NO CLAIMS TO THE ACCURACY OR COMPLETENESS OF THE UTILITIES SHOWN. FIELD VERIFICATION IS REQUIRED PRIOR TO ANY EXCAVATION ON THE SITE. CALL DIG-SAFE @ 811.

DATUM IS NEW HAMPSHIRE STATE PLANE (HORIZONTAL NAD 83 NH 2011 & VERTICAL DATUM IS NAVD 88.)

NO.	DATE	REVISION	BY

MINOR SUBDIVISION PLAN
503-006-000-000-000
141 OLD WALPOLE ROAD
KEENE, NH 03431
DATE: DECEMBER 18, 2024 SCALE: 1"=100'
PREPARED FOR & OWNED BY:
JAMES A. CRAIG

ENVIRESPPECT LAND SERVICES, LLC
80 MURDOUGH HILL ROAD
NELSON, NEW HAMPSHIRE 03457
Tel. (603) 847-9982

RECEIVED
JAN 17 2025
By: _____
PB-2024-21

JOB NO: 1109 SURVEY DATE: 10/01/2024 FB: 2/28-29

SHT 1/1

STAFF REPORT

PB-2024-22 – Subdivision – Two Lot Subdivision, 0 Ashuelot Rd

Request:

Applicant BCM Environmental & Land Law PLLC, on behalf of owner JRR Properties LLC, proposes to subdivide the ~3.53-ac parcel at 0 Ashuelot St (TMP #567-001-000) into two lots ~2.45-ac and ~1.09-ac in size. The parcel is located in the Commerce District.

Background:

The purpose of this application is to subdivide an existing 3.53-acre parcel located at 0 Ashuelot St in the Commerce District into two lots. Lot 1 will be a 1.085-acre lot with 185.26' of frontage along Ashuelot St. The remaining parcel, Lot 2, will be a 2.44-acre lot with 191.66' of frontage along Ashuelot St.

Lot 1 will be the future location of the Monadnock Conservancy headquarters. The Site Plan for the Monadnock Conservancy received conditional approval from the Planning Board at the November 25, 2024 meeting. Development of Lot 1 will require a Floodplain Development Permit from the City and an Alternation of Terrain Permit from the NH Department of Environmental Services. Lot 2 is intended to be donated to the City of Keene to be used as a park.



Fig 1: 0 Ashuelot St. outlined in yellow

The subject parcel is the former location of an overflow parking lot for the Colony Mill marketplace and is approximately 500 ft from the intersection with West St. The parking lot has since been removed and replaced with turf grass. The parcel is located on the west side of Ashuelot St, along the eastern shore of the Ashuelot River. Adjacent uses include the Mascoma Bank commercial plaza to the south, Ashuelot River Park to the west, residential uses to the east, and Harper Acres, a Keene Housing development, to the north.

Determination of Regional Impact:

After reviewing the application, staff have made a preliminary evaluation that the proposed subdivision does not appear to have the potential for “regional impact” as defined in RSA 36:55. The Board will need to make a final determination as to whether the proposal, if approved, could have the potential for regional impact.

STAFF REPORT

Completeness:

The applicant has requested an exemption from submitting a traffic study, drainage report, soil analysis, and other technical reports. After reviewing each exemption request, staff have made the preliminary determination that granting the request would have no bearing on the merits of the application and recommend that the Board accept the application as complete.

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

- 20.2.1 **Lots:** The applicant states in their narrative that the subject parcel is legally conforming lot in the Commerce District with 3.53 acres of land area and 376.92 feet of frontage along Ashuelot St. The proposed lots will have more than the minimum required land area and frontage on Ashuelot St, which is a Class-V Road. It appears that this standard has been met.
- 20.2.2 **Character of Land for Subdivision:** The applicant states in their narrative that the subject parcel is a level, undeveloped lot with only a small portion of the northwest corner within the Surface Water Protection Overlay buffer. The parcel is adjacent to the Ashuelot River and is almost entirely within the 100-year floodplain. Development within the floodplain is allowed with the issuance of a Floodplain Development Permit. It appears that this standard has been met.
- 20.2.3 **Scattered or Premature Development:** The applicant states in their narrative that the proposed subdivision will not promote scattered or premature development. The subject parcel is located on a well-traveled Class-V Road in an existing mixed-use neighborhood with municipal utilities available. It appears that this standard has been met.
- 20.2.4 **Preservation of Existing Features:** The applicant states in their narrative that the subject parcel does not have any significant features or attributes. The subject parcel used to be an overflow parking lot for a shopping center before the hardscape was removed. It appears that this standard has been met.
- 20.2.5 **Monumentation:** New monuments will be set after the plan is approved. A condition of approval related to the installed monuments being inspected by the City Engineer or a financial security in lieu of the installation of the monuments is included in the suggested motion language. It appears that this standard has been met.
- 20.2.6 **Special Flood Hazard Areas:** The applicant states in their narrative that the majority of the subject parcel is located in Zone AE, which is a FEMA special flood hazard area with a 1% chance of annual flooding. The flood hazard elevation is 474.8' above sea level. This application does not propose to change the elevation of the property.

The Site Plan approval for the Monadnock Conservancy that is intended to be constructed on the 1.09-acre parcel (Lot 1) will be subject to a Floodplain Development Permit and Alteration of Terrain Permit. The development of the site will include the construction of a flood storage compensation system that will be located on the remaining 2.45 acre parcel (Lot 2). This system has been designed and approved by the Planning Board as part of the Site Plan application. The easement for the flood compensation system has not yet been submitted to the City Attorney for review. A condition of approval related to

STAFF REPORT

the submittal and review of the easement documents as well as the easement area being shown on the subdivision plat is included in the suggested motion language. It appears that this standard has been met.

20.2.7 Fire Protection & Water Supply: The subject property is located adjacent to the downtown area and approximately 0.5 miles from the Keene Fire Station. There are municipal fire hydrants within the vicinity of the subject parcel. It appears that this standard has been met.

20.2.8 Utilities: Municipal water and sewer service is available for the subject parcel. It appears that this standard has been met.

Recommended Motion:

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

Approve PB-2024-22 as shown on the plan set identified as “Two Lot Subdivision Land of JRR Properties LLC” prepared by Huntley Survey & Design, PLLC at a scale of 1 inch = 30 feet, dated October 31, 2024 and last revised January, 8 2025 with the following conditions:

- 1. Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:**
 - A. Owner’s signature appears on the plan.**
 - B. Inspection of lot monuments by the Public Works Director or their designee following their installation or the submittal of a security in an amount deemed satisfactory to the Public Works Director to ensure that the monuments will be set.**
 - C. Submittal of a revised subdivision plat with the proposed flood storage compensation easement shown on the plan.**
 - D. Submittal of draft easement documents for review by the City Attorney.**
 - E. Submittal of four (4) full sized paper copies, two (2) mylar copies, and a digital copy of the final plan set.**
 - F. Submittal of a check in the amount of \$51.00 made out to the City of Keene to cover recording fees.**

- 2. Subsequent to final approval and signature by the Planning Board Chair, the following conditions shall be met:**
 - A. Prior to the issuance of a building permit for new construction, a copy of the executed and recorded easement documents shall be submitted to the Community Development Department.**



City of Keene, NH
Planning Board
Subdivision Application

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

SECTION 1: PROJECT INFORMATION

PROJECT NAME: Two Lot Subdivision, JRR Properties LLC	NUMBER OF LOTS PROPOSED: 2
PROJECT ADDRESS(ES): 0 Ashuelot Street	

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY: JRR Properties LLC	NAME/COMPANY: See Owner Info.
MAILING ADDRESS: P.O. Box 323, Keene, NH, 03431	MAILING ADDRESS:
PHONE: See Agent Information	PHONE:
EMAIL: See Agent Information	EMAIL:
SIGNATURE: <i>Thomas R. Hanna</i>	SIGNATURE:
PRINTED NAME: Thomas R. Hanna, Manager/Attorney	PRINTED NAME:

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:
---	----------------------

NAME/COMPANY: BCM Environmental & Land Law	TAX MAP PARCEL #(s): 567-001-000	
MAILING ADDRESS: 41 School St, Keene, NH 03431	-----	
PHONE: (603) 352-1928	-----	
EMAIL: hanna@nhlandlaw.com	PARCEL SIZE: 3.53 acr	DATE STAMP: DEC 19 2024
SIGNATURE: <i>Thomas R. Hanna</i>	ZONING: Commerce	
PRINTED NAME: Thomas R. Hanna	PROJECT #: PB-2024-22	

**0 Ashuelot Street, Keene, NH (Parcel ID: 567-001-000)
Subdivision Application**

PROJECT NARRATIVE

I. Project Overview

JRR Properties, LLC (“Owner”, “JRR Properties”) proposes to subdivide its 3.53-acre parcel at 0 Ashuelot Street (TMP# 567-001-000) into two lots. The proposed lots will be 1.09 acres and 2.45 acres, respectively. The 1.09-acre lot will be located at the northeast of the existing parcel and will be conveyed to the Monadnock Conservancy for use as its regional headquarters. The remaining 2.45 acres of land will be conveyed to the City of Keene for use as a city park.

The parcel, which is in the Commerce District, is located approximately 500 feet north of the intersection of Ashuelot Street and West Street. Its southern boundary is adjacent to the Mascoma Bank Plaza, its western boundary is adjacent to the Ashuelot River Greenspace/Trail, its northern boundary is adjacent to Ashuelot Court, and its eastern boundary abuts Ashuelot Street.

Historically, the parcel was used as the overflow parking lot for the Colony Mill Marketplace. In 2022 the parking lot pavement was removed and replaced with turf grass. Currently, the parcel is undeveloped. However, the Monadnock Conservancy received conditional site plan approval (PB-2024-15) from the Planning Board at its November 25, 2024 meeting to develop the site.

II. Subdivision Standards

A description of how the proposed subdivision complies with the City’s Subdivision Regulations (Article 20 of the City of Keene Land Development Code) is included below.

20.2.1 Lots:

The existing parcel, which is 3.53 acres with 376.92 feet of frontage on Ashuelot Street, is a legally conforming lot in the Commerce District. The lots in the proposed subdivision will be 1.09 acres (47,247 square feet) and 2.45 acres (106,499 square feet), each of which exceed the minimum lot size requirement of Commerce District of 15,000 square feet. Each of the proposed lots will have frontage on Ashuelot Street, which is a Class V Road, and will exceed the 50-foot minimum frontage requirement of the Commerce District. The 1.09-acre parcel will have 185.26 feet of frontage on Ashuelot Street and the 2.45-acre parcel will have 191.66 feet of frontage on Ashuelot Street.

20.2.2 Character of Land:

The subject parcel is a flat, undeveloped lot that is outside the City’s Surface Water Protection Ordinance, except for a small area in northwest corner of the parcel. Almost the entire parcel is in the 100-Year Floodplain, except for a small area of land at the northeast corner. However, designation in the floodplain does not preclude development from occurring on the lot. Proposed

development in the floodplain will require a floodplain permit from the City of Keene and any filling of the floodplain will require compensatory flood storage mitigation.

An existing City-owned storm drainpipe runs through the proposed 2.45-acre parcel. The Monadnock Conservancy, in collaboration with the City, plans to replace approximately half of this buried storm drainpipe (presently running north/south through the entire parcel) with a riparian drainage swale that will support the conveyance of stormwater and storage of floodwater. Specifically, the flood storage volume of the drainage swale will provide the volume of flood storage compensation required for the Monadnock Conservancy's proposed site work and building on the 1.09-acre parcel. The City, Monadnock Conservancy, and JRR Properties are working on an easement and maintenance agreement to address the construction and maintenance of the swale and replacement of the City's drainage pipe.

20.2.3 Scattered or Premature Development:

The proposed subdivision will not promote scattered or premature development. The parcel is located on a well-traveled Class V Road, in an existing mixed-use neighborhood in close proximity (~500 feet) to the West Street commercial corridor. Municipal water and sewer connections are present to support development.

20.2.4 Preservation of Existing Features:

There are no significant existing features or attributes presently on the parcel that would be considered "Primary and Secondary Conservation Areas" in accordance with Section 20.2.4 and 20.3.4 of the Keene Land Development Code.

20.2.5 Monumentation:

If approved, the proposed new lots will have monumentation.

20.2.6 Special Flood Hazard Areas:

As noted earlier, the subject parcel is in Zone AE, a FEMA special flood hazard area with an annual 1% chance of flooding. The flood hazard ("100 year flood") elevation is 474.8' NAVD88. The proposed subdivision does not propose to change any elevations on site. However, the Monadnock Conservancy intends to develop the proposed 1.09-acre lot for use as its regional headquarters. The approved site plan for the Monadnock Conservancy's proposed development is configured to minimize potential impacts from flooding and will require a Floodplain Development Permit, flood storage compensation, and an Alteration of Terrain Permit.

20.2.7 Fire Protection and Water Supply:

The parcel is located in proximity to Downtown Keene and has the ability to be served by municipal water supply. There are several fire hydrants in the vicinity of the parcel, which is 0,5 miles from the Keene Fire Station.

III. Site Development Standards

At the Planning Board's November 25, 2024 meeting, the Monadnock Conservancy received conditional Site Plan Approval to construct a 6,125 square foot office building, 26-space parking lot and other site improvements on the parcel. This development will occur in the area of the subject parcel proposed to be the 1.09-acre lot. As part of its site plan approval, the Planning Board determined that the Monadnock Conservancy's proposed development complies with the 14 Site Development Standards in Article 21 of the Keene Land Development Code and, accordingly, that the subject parcel is suitable for development.

For the purposes of this subdivision application, the Owner is requesting exemptions from the following standards, which were evaluated as part of the Owner/Monadnock Conservancy's site plan review:

- *Article 21.2 – Drainage & Stormwater Management*
- *Article 21.3 – Sediment and Erosion Control*
- *Article 21.4 – Snow Storage & Removal*
- *Article 21.5 – Landscaping*
- *Article 21.6 – Screening*
- *Article 21.7 – Lighting*
- *Article 21.9 – Traffic and Access Management*
- *Article 21.10 – Filling and Excavation*
- *Article 21.13 – Noise*
- *Article 21.14 – Architectural and visual appearance*

Included below is a review of the remaining Site Development Standards as they apply to the proposed subdivision.

Article 21.8 – Sewer & Water:

Municipal water and sewer are available to the parcel.

Article 21.11 – Surface Water and Wetlands:

There are no wetlands or surface waters within the project site. As such, no impacts to surface waters or wetlands are proposed as part of this subdivision.

Article 21.12 – Hazardous and Toxic Materials:

There are no known hazardous or toxic materials present on the site.

**FOR PLANNING BOARD REVIEW
-NOT FOR RECORDING-**

Zoning Districts
COM (Commerce)
REQUIREMENTS

MAX HEIGHT	2 STORIES/35'
LOT SIZE	15,000 sf
FRONTAGE	50'
BUILDING SETBACKS	
FRONT	20'
SIDE	20'
REAR	20'
MAX BUILDING COVERAGE	80%
MAX IMPERMEABLE COVERAGE	80%
MIN GREEN/OPEN SPACE	20%

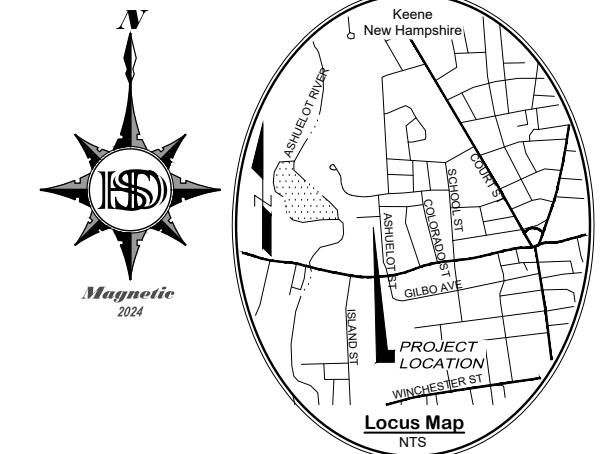
Overlay Districts
Surface Water Protection District:
30' SETBACKS FROM SURFACE WATERS

Easements
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Symbol Legend

	CATCH BASIN
	DRAIN MANHOLE
	STORM SEWER LINE
	HYDRANT
	WATER VALVE
	CURB STOP
	WATER LINE
	SEWER MANHOLE
	SEWER CLEANOUT
	SANITARY SEWER LINE
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	KEENE ENGINEERING DEPARTMENT
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	TAX MAP PARCEL NUMBER
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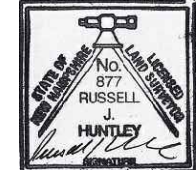
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OWNER'S SIGNATURE _____ DATE _____
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**APPROVED BY THE
KEENE PLANNING BOARD**

BY _____ CHAIRMAN
AND _____ SECRETARY
ON _____

Surveyor's Certification
PURSUANT TO RSA 676: 18 III AND RSA 672: 14, I CERTIFY THAT THIS SURVEY AND PLAT WERE PRODUCED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION AND DATA COLLECTOR TRAVERSE THAT MEETS OR EXCEEDS NH LAN 500 AND THE ALLOWABLE RELATIVE POSITIONAL ACCURACY FOR URBAN AREAS AS REQUIRED BY THE STATE OF NEW HAMPSHIRE IN TABLE 500.1. "ACCURACY MEASUREMENTS, LOCAL ACCURACY OF CONTROL SUPPORTING THE SURVEY," AND IS BASED ON INFORMATION RECORDED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS AS REFERENCED HEREON, INFORMATION PROVIDED BY THE CLIENT AND PHYSICAL EVIDENCE FOUND.



Existing Conditions
LAND OF
JRR Properties LLC
located at
Tax Map Parcel No. 567-001
0 Ashuelot Street, Keene, Cheshire County, New Hampshire
Book 2805, Page 630

Scale 1"= 30'
Surveyed 05/2021 Plan prepared 10/31/2024
Project No. H24-007 Cad File No. H20-007 Subd.dwg

Huntley Survey & Design, PLLC
NH & VT Land Surveying, Wetlands & NH Septic System Design
659 West Road, Temple, NH 03084 (603) 924-1669 www.huntleysurvey.com



NO.	DATE	REVISION	BY

- Plan References**
- REFERENCES INCLUDE ALL INFORMATION REFERRED TO ON ANY OF THE FOLLOWING PLANS
- ALTA/ACSM LAND TITLE SURVEY OF MAYO TWO, LLC, ASHUELOT STREET PROPERTY, DATED JUNE 2004; BY ROGER T. MONSELL, CLOUGH HARBOUR & ASSOCIATES LLP (Provided by Client)
 - PLAT OF EMILE J. LEGERE SUBDIVISION, ASHUELOT STREET, KEENE, NH, DATED FEBRUARY 28, 1983, BY THOMAS W. FLAVIN (Pb.48 Pg.66 CCRD)
 - PART OF FORMER LILLIAN L. COLIVAS PROPERTY OWNED BY JOHN C. CONN & HARLEY M. CHATTERTON, DATED JANUARY 1959, BY ROY K. PIPER. (Pb.10 Pg.12 CCRD)
 - PLAN OF CITY DRAINAGE DITCH ON PROPERTY OF FAULKNER & COLONY MFG, DATED NOVEMBER 1935 W.E. FAULKNER Jr. (Pb.8 Pg.48 CCRD)

**FOR PLANNING BOARD REVIEW
-NOT FOR RECORDING-**

Zoning Districts
COM (Commerce)
REQUIREMENTS

MAX HEIGHT	2 STORIES/35'
LOT SIZE	15,000 sf
FRONTAGE	50'
BUILDING SETBACKS	
FRONT	20'
SIDE	20'
REAR	20'
MAX BUILDING COVERAGE	80%
MAX IMPERMEABLE COVERAGE	80%
MIN GREEN/OPEN SPACE	20%

Overlay Districts

Surface Water Protection District:
30' SETBACKS FROM SURFACE WATERS

Easements

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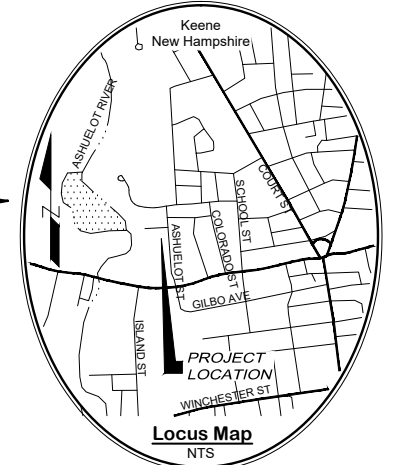
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NO.	DATE	REVISION	BY
1	1/8/25	CHANGE PROPOSED LOT NUMBERS	RJH



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Two Lot Subdivision

LAND OF
JRR Properties LLC
located at
Tax Map Parcel No. 567-001
0 Ashuelot Street, Keene, Cheshire County, New Hampshire
Book 2805, Page 630

Scale 1"= 30'

Surveyed 05/2021 Plan prepared 10/31/2024
Project No. H24-007 Cad File No. H20-007 Subd.dwg

Huntley Survey & Design, PLLC

NH & VT Land Surveying, Wetlands & NH Septic System Design
659 West Road, Temple, NH 03084 (603) 924-1669 www.huntleysurvey.com

STAFF REPORT

PB-2024-23 – MAJOR SITE PLAN & SURFACE WATER CUP – SHOOTING RANGE, 19 FERRY BROOK ROAD

Request:

Applicant SVE Associates, on behalf of owner Cheshire County Shooting Sports Education Foundation Inc., proposes to modify the approved site plan for the shooting range at 19 Ferry Brook Rd (TMP #214-021-000) to include a gravel shooting berm and an area of constructed wetlands on the southern portion of the site. A Surface Water Protection Conditional Use Permit is requested to allow the berm and other existing site features to be located within the 75' surface water buffer. The parcel is 55-ac in size and is located in the Rural District.

Background:

The subject parcel is an existing ~55-ac lot located at the intersection of Ferry Brook Rd and Sullivan Rd. The northern property boundary is shared with the Town of Sullivan and residential uses and undeveloped lots abut the parcel on all sides. The property is owned by and serves as the site of the Cheshire County Shooting Sports Education Foundation (CCSSEF). Site features include both indoor and outdoor shooting ranges, a club house, and several other features related to the operation of the club.

The property is located at 19 Ferry Brook Rd (TMP #214-021-000) in the Rural District and has previously gone through the site plan review process in the past. The first site plan application, SPR-01-13, was submitted in 2013 for the construction of a ~26,000-sf indoor shooting range on the property. This approval was quickly followed by the submittal of a modification, SPR-01-13 Modification #1, which was approved in January 2015 for the removal of 18 parking spaces on the site to reduce the amount of impervious surface. This approval expired before the conditions of approval were met and was replaced by SPR-01-13 Modification #2, which was submitted in July 2020 for the construction of a ~3,300-sf indoor shooting range and associated site modifications. The conditions for this application were satisfied and in December 2020, the final plans were signed by the Planning Board Chair.

During site inspections by Planning Staff following the initial construction of the indoor shooting range, several changes from the approved site plan were noted, including the addition of a trailer that was being used as classroom space, the improper installation of the stormwater management system, and a change to the exterior finish materials originally approved for the club house and indoor shooting range. In addition, staff observed the presence of a large earthen berm on the southern portion of the site near the main entry driveway onto the property.

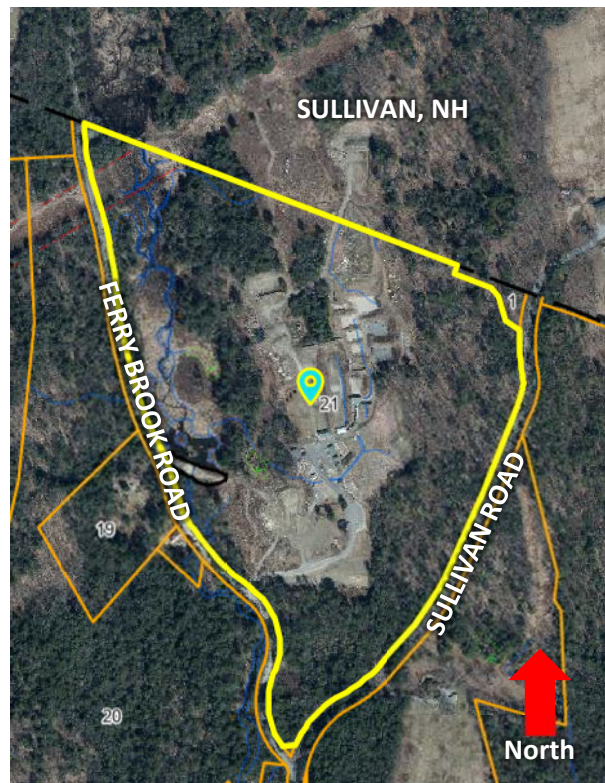


Figure 1. Aerial imagery of the CCSSEF site at 19 Ferry Brook Rd from 2020.

STAFF REPORT

The applicant submitted an updated site plan application, SPR-01-13 Modification #3, to address these discrepancies. To address the presence of the berm on the site and minimize its impact on the 75' surface water buffer, the applicant opted to propose to remove the topsoil pile, boulder pile, and portion of the gravel berm from the buffer. Removing these stockpiled materials from the buffer would have avoided the need to obtain a Surface Water Protection Conditional Use Permit (CUP). The applicant satisfied all precedent conditions of approval for this application and final approval was granted by the Planning Board in June 2024.

Following the final approval of this application, the applicant contacted Planning Staff and attended the December 2024 Pre-submission meeting to discuss the review process that would be required for leaving a portion of the berm within the 75' surface water buffer. During this meeting, the applicant noted that another area of wetlands was discovered directly to the north of the berm and that the berm was infringing on the 75' surface water buffer in this area as well.

In accordance with Section 11.6.1.A of the City's Land Development Code (LDC), the permanent encroachment of the berm into the surface water buffer as well as the installation of a new 10'-wide emergency spillway to the north of the level spreader are both activities requiring the submittal of Surface Water Protection CUP and Major Site Plan applications for review by the Planning Board. In addition to seeking approval to allow for the ~9,537-sf of the berm to remain as a permanent site feature within the surface water buffer, the applicant is proposing to extend the area of existing wetlands to the west of the berm by constructing ~2,785-sf of artificial wetlands to help offset the impact to the buffer for the other areas of existing wetlands.

Determination of Regional Impact:

After reviewing the proposal, staff have made a preliminary evaluation that the proposed site plan and Surface Water CUP applications do not appear to have the potential for "regional impact" as defined in RSA 36:55. The Board will need to make a final determination as to whether the proposal, if approved, could have the potential for regional impact.

Completeness:

The applicant has requested exemptions from submitting a landscaping plan, lighting plan, elevations, traffic analysis, historic evaluation, screening analysis, and architectural and visual appearance analysis. After reviewing each request, staff have made the preliminary determination that granting the requested exemptions would have no bearing on the merits of the application and recommend that the Board accepts the application as "complete."

Departmental Comments:

- **Engineering Staff Comments:** *(Note: These comments have been addressed by the applicant)*
 1. The proposed grading that extends into the existing berm to the North of the proposed level spreader creates a localized low point that will act as a ditch. It is recommended that this low point be protected with rip rap to minimize/eliminate erosion.
 2. It is noted that the applicant is making an exemption request for a drainage analysis for the proposed improvements; however, it is recommended that drainage calculations be submitted and reviewed to confirm that the proposed treatment swale is sufficiently sized for a 25-year storm event.
 3. It is noted that the applicant is making an exemption request for a soil analysis for the proposed improvements; however, it is recommended that the existing soils within the

STAFF REPORT

proposed areas of disturbance be reviewed by the Engineer of record and confirmed suitable for the proposed grading.

- **Zoning Staff Comments:** Based on the provided site plan and project narrative it is unclear what the applicant is requesting. Are they seeking a buffer reduction or the construction of a structure in the wetland buffer? The applicant should clarify their request and revise their submittal accordingly. (Note: In response to this comment, the applicant clarified that the intent is to seek a CUP to allow structures within the wetland buffer)

APPLICATION ANALYSIS: The following is a review of the Surface Water CUP and Planning Board development standards relevant to this application.

Article 11.5.F – Permitted Uses:

This section of the code outlines the uses that are allowed within the surface water buffer without the issuance of a conditional use permit. One such allowed use is the construction and maintenance of trails using best management practices for trails in accordance with the manual “Best Management Practices for Erosion Control During Trail Maintenance & Construction.”

While reviewing this application, staff noted that the unpaved wooded paths, which can be seen in the 2020 aerial imagery in Figure 2, appeared to also be located within the surface water buffer. The applicant has added these trails to the site plan as an existing site feature.



Figure 2. Aerial imagery from 2020 showing the unpaved wooded paths to the west of the berm. The dam that has since been removed is shown to the northwest of the berm and is outlined in black.

During correspondence with staff, the applicant noted that these paths were historically used to access the dam shown in black in Figure 2, which has since been removed. Photos showing the current state of the site and its existing vegetation can be seen in Figures 3-5. The Board may wish to clarify the existing use and maintenance practices for these trails with the applicant.

STAFF REPORT



Figure 3 (Top Left). A photo submitted by the applicant showing the entry driveway and berm pile facing south.

Figure 4 (Top Right). A photo showing the berm and silt fencing that has been installed facing the northwest.

Figure 5 (Bottom). A photo showing the existing boulder pile located near the southwestern end of the berm. All photos were taken by the applicant in July 2024.

Article 11.6.1.A – Activities Subject to Conditional Use Permit: This section of the code outlines all of the uses that are allowed within surface water buffer subject to the review and issuance of a Surface Water Protection CUP by the Planning Board. Included in this list are structures located within the surface water buffer as well as the construction of stormwater management facilities and structures. Article 28 of the LDC defines a “structure” as, “Anything constructed or erected which requires location on or in the ground, or attached to something having location on or in the ground, including signs, billboards, fences and swimming pools.”

Based on this definition, the existing gravel berm, which is labeled on the proposed conditions plan in Figure 6 as an outdoor shooting range, would be considered a structure. The berm encroaches into the 75’ surface water buffer into two different locations as there are existing wetlands located directly to the west and north of this site feature. These areas are highlighted in yellow in Figure 6 and total ~9,537-sf in size. In order for the full extent of the berm to remain on the site as permanent feature moving forward, the applicant has decided to seek a Surface Water CUP in lieu of removing the portions of the berm within the surface water buffer. In addition to the berm, the applicant is also proposing to install a 10’-wide emergency overflow to the north of the previously approved level spreader. This is considered a stormwater management structure that is also subject to the issuance of a CUP.

STAFF REPORT

The project narrative states that the existing topsoil and boulder piles located within the 75' surface water buffer are proposed to be removed. The boulder pile will be relocated near the southeastern corner of the berm as shown in Figure 6 and the topsoil pile will be distributed over the top of the berm to help stabilize it.

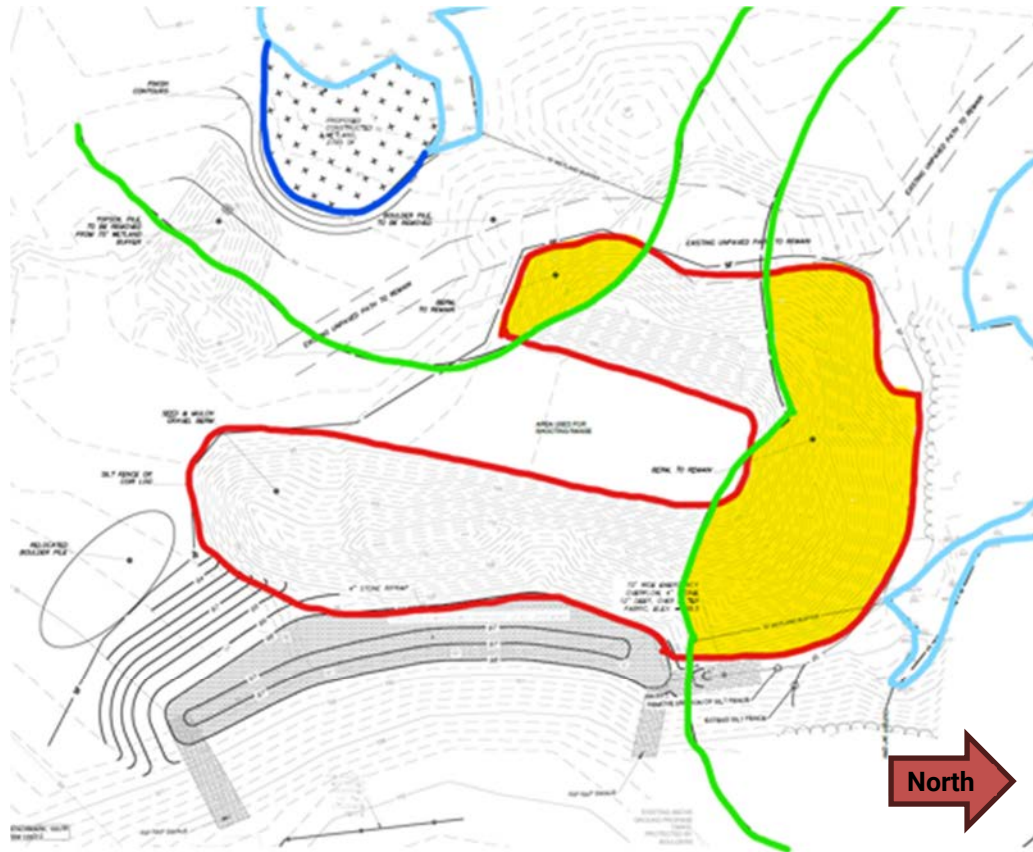


Figure 6. A snippet of the proposed conditions plan showing areas of wetlands in light blue, the area of constructed wetlands in dark blue, the edge of the berm in red, and the edge of the 75' surface water buffer in green. Sections highlighted yellow show where the existing berm encroaches into the surface water buffer.

Article 11.6.2 – Conditional Use Permit Standards: *“The Planning Board shall issue a surface water protection conditional use permit for the activities described in Section 11.6.1, if it finds that all of the following criteria have been met.*

- A. *The proposed use and/or activity cannot be located in a manner to avoid encroachment into the Surface Water Protection Overlay District.”*

As part of the previous Site Plan application, SPR-01-13 Modification #3, the applicant was proposing to remove the topsoil and boulder piles and portion of the berm from within the 75' surface water buffer. As part of this current proposal, the applicant is still proposing to remove the boulder and topsoil piles from the buffer, but would also like to seek approval to leave the existing portions of the berm within the buffer. To offset any potential impacts of the berm's ~9,537-sf encroachment into the buffer, the applicant is proposing to construct ~2,785-sf of additional wetlands to the west of the berm. The full extent of the berm's encroachment into the buffer can be seen in the "CUP Buffer, Berm Exhibit" plan, which is included as an attachment to this staff report.

STAFF REPORT

The new area of wetlands will be constructed by excavating the ground in this area and creating a series of pools and mounds landscaped with various tree and shrub plantings to mimic a natural wetland. Included as an attachment to this staff report is an exhibit that was prepared by a certified wetlands scientist showing the proposed methods and landscaping to be used in the construction of the artificial wetlands.

During correspondence with City Staff, the applicant noted that ~103 cubic yards of material will need to be excavated to allow for the creation of the new the wetlands. The Board will need to make a determination as to whether or not the proposed construction of an artificial wetland is sufficient to offset the impacts of the berm on the 75' surface water buffer. Planning Staff recommend that the Board include a condition of approval related to the submittal of a security to cover the cost sediment/erosion control measures and landscaping. In addition, it is recommended that a condition of approval related to an initial site inspection following the completion of the wetlands and a final inspection after 1 year later are also included in the motion.



Figures 7-9 (from left to right). Aerial imagery from 2010, 2015, and 2020 showing the evolution of the southwestern portion of the site where the berm is now located.

STAFF REPORT

- B. *“Encroachment into the buffer area has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.”*

Based on the aerial imagery included in Figures 7-9, Planning Staff believe that the berm was added as a site feature sometime between 2015-2020. It was first observed on the site by staff during site inspections in 2022 following the approval for the construction of the indoor shooting range as part of SPR-01-13 Modification #2. It was added to the site plan approved as part of the subsequent site plan modification, SPR-01-13 Modification #3. As part of this proposal, the applicant is seeking to allow the ~9,537-sf portion of the berm within the 75' surface water buffer to remain and is proposing to construct an additional ~2,785-sf of artificial wetlands to the west of the berm to offset any impact of the berm within the surface water buffer.

The Board may wish to ask the applicant to clarify what other options were considered in deciding how to deal with the portions of the berm within the surface water buffer. Figure 10 at the end of this staff report includes a series of photos taken by Planning Staff during a July 2022 site visit. These photos can be used to understand the size and scale of the berm on the site.

- C. *“The nature, design, siting, and scale of the proposed use and the characteristics of the site, including but not limited to topography, soils, vegetation, and habitat, are such that when taken as a whole, will avoid the potential for adverse impacts to the surface water resource.”*

As stated previously in this staff report, the Board will need to make a determination as to whether allowing ~9,537-sf of the berm to remain in the 75' surface water buffer as a permanent site feature is offset by the fact that the applicant is proposing to construct an additional ~2,785-sf of wetlands on the property.

- D. *“The surface water buffer area shall be left in a natural state to the maximum extent possible. The Planning Board may establish conditions of approval regarding the preservation of the buffer, including the extent to which trees, saplings and ground cover shall be preserved.*
- 1. Dead, diseased, unsafe, fallen or invasive trees, saplings, shrubs, or ground cover may be removed from the surface water buffer area.*
 - 2. Tree stumps and their root systems shall be left intact in the ground, unless removal is specifically approved in conjunction with a surface water protection conditional use permit granted by the Planning Board. The stumps and root balls of exotic, invasive species may be removed by hand digging and/or hand cutting.*
 - 3. Preservation of dead and living trees that provide dens and nesting places for wildlife is encouraged. Planting of native species of trees, shrubs, or ground cover that are beneficial to wildlife is encouraged.*
 - 4. Where there has been disturbance or alteration of the surface water buffer during construction, revegetation with native species may be required by the Planning Board.”*

The Board may wish to ask the applicant to clarify how the surface water buffer and constructed wetlands will be maintained into the future. The applicant has already added a note to the plan stating that the berm will be maintained in the future to avoid any further potential encroachment of this feature into the surface water buffer.

STAFF REPORT

- E. *"The Planning Board may consider the following to determine whether allowing the proposed encroachment will result in an adverse impact on the surface water resource.*
- 1. The size, character, and quality of the surface water and the surface water buffer being encroached upon.*
 - 2. The location and connectivity of the surface water in relation to other surface waters in the surrounding watershed.*
 - 3. The nature of the ecological and hydrological functions served by the surface water.*
 - 4. The nature of the topography, slopes, soils, and vegetation in the surface water buffer.*
 - 5. The role of the surface water buffer in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.*
 - 6. The extent to which the surface water buffer serves as wildlife habitat or travel corridor.*
 - 7. The rate, timing and volume of stormwater runoff and its potential to influence water quality associated with the affected surface water or any associated downstream surface waters.*
 - 8. The sensitivity of the surface water and the surface water buffer to disruption from changes in the grade or plant and animal habitat in the buffer zone."*

The Planning Board may wish to ask the applicant to clarify the above items related to the quality and role of the wetlands on the site. As part of the review process for Surface Water CUPs, the applicants are required to go before the Conservation Commission for review. Planning Staff will relay any advisory comments and recommendations provided by the Conservation Commission to the Planning Board at the meeting on January 27th.

Article 21.2 - Drainage & Stormwater Management: The submitted narrative states that stormwater from the club house/indoor shooting range, classroom trailer, and a portion of the berm will sheet flow to the proposed level spreader. Additionally, the narrative states that there will be no discharge into the City drainage systems, no direct discharge to the river, and no measurable increase in stormwater runoff from the proposed site improvements. The proposed conditions plan shows the installation of a 10'-wide emergency spillway that will direct runoff into the adjacent wetlands. The proposed conditions plan, soil analysis, and drainage summary were sent to the City Engineer for review and he had no concerns about the submitted materials. This standard appears to be met.

Article 21.3 - Sediment & Erosion Control: The project narrative states that silt fencing will be installed to help with erosion and sediment control. The proposed conditions plan on Sheet C-1 and the constructed wetlands exhibit show the installation of silt fencing around the majority of the perimeter of the berm as well as the installation of silt socks around the perimeter of the constructed wetlands. As stated previously in this staff report, Planning Staff recommend that the Board include a condition of approval related to the submittal of a security for sediment and erosion control and landscaping. In addition, it is recommended that a condition of approval related to a staff inspection of the erosion control measures after their installation is included as well.

Article 21.4 - Snow Storage & Removal: The project narrative states that the entire CCSSEF site is over 100-ac in size and has ample space for snow storage. This standard appears to be met.

STAFF REPORT

Article 21.5 - Landscaping: The project narrative states that the only landscaping proposed to be installed is in the area of the constructed wetlands as well as mulch and seed that will be used to stabilize the berm. The planting table included on the constructed wetlands exhibit shows a total of 60 plantings including a mix of trees (red maples, eastern hemlocks) as well as a mix of shrubs (common winterberry, highbush blueberry, broad-leaved meadowsweet, and silky dogwood). As stated previously in this staff report, Planning Staff recommend that the Planning Board include a condition of approval related to the submittal of a security to cover the cost of landscaping and sediment/erosion control measures. Staff also recommend that conditions of approval related to initial and final landscaping inspections be included as well.

Article 21.10 - Filling & Excavation: The project narrative states that the only area where excavation will occur is in the proposed area of the constructed wetlands. During correspondence with City Staff, the applicant noted that ~103 cubic yards of material will need to be excavated in order to construct the artificial wetland. The grades of the new wetland will vary in depth from 0' at the existing ground level to 2' below existing grade on the high side. Due to the extensive ground area already disturbed on the CCSSEF site, Planning Staff recommend that the Board include a condition of approval related to the submittal of an approved Alteration of Terrain (AoT) Permit, if deemed necessary by the New Hampshire Department of Environmental Services (NHDES). In addition, the approved application number should be added to the final plans.

Article 21.11 - Surface Waters & Wetlands: This section of the code states that, "All development shall comply with all federal and state wetland and surface water regulations, Article 11 of this LDC, as well as any other applicable City regulations." In reviewing this application, the Board will need to make a determination as to whether or not the applicant has adequately addressed the Surface Water Protection CUP review standards outlined under Article 11.6.2 of the LDC.

Article 21.12 - Hazardous & Toxic Materials: The project narrative states that the hazardous and toxic materials development standard is not applicable to this application; however, the Planning Board may wish to ask the applicant to clarify how ammunition is disposed of when the berm is used as a shooting range.

Article 21.13 - Noise: The project narrative states that there are no changes proposed to the level of noise generated by the shooting range. The Board may wish to ask the applicant to clarify the hours of operation of the outdoor shooting ranges.

Recommended Motion:

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

"Approve PB-2024-23 as shown on the plan identified as "CUP/Site Plan; Cheshire County Shooting Sports Education Foundation, Inc; 19 Ferry Brook Road; Keene, New Hampshire" prepared by SVE Associates at a scale of 1 inch = 20 feet on January 5, 2024 and last revised on January 7, 2025 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 CUP/site plan and constructed wetlands exhibit.***

STAFF REPORT

- b. Submittal of five full-sized paper copies of the proposed conditions plan, constructed wetlands exhibit, and wetlands setback exhibit to the Community Development Department.*
 - c. Submittal of a security in a form and amount acceptable to the Community Development Director and City Engineer to cover the cost of landscaping and sediment/erosion control measures.*
 - d. Submittal of an approved Alteration of Terrain Permit application, if deemed necessary by NH DES. The approved permit number shall be included on the final plans.*
- 2. Subsequent to final approval and signature of the plans by the Planning Board Chair, the following conditions shall be met:*
 - a. Prior to the commencement of site work, a pre-construction site visit shall be scheduled with Community Development Staff. In addition, the Community Development Department shall be notified when all erosion control measures are installed and the Community Development Director, or their designee, shall inspect the erosion control measures for compliance with this application and all City of Keene regulations.*
 - b. With six months of the date of final approval for this application, the topsoil and boulder piles within the 75' surface water buffer shall be removed. The buffer shall be flagged by a soil scientist licensed in the State of NH and subject to an inspection by the Community Development Director, or their designee, to confirm that the materials have been sufficiently removed to ensure compliance with the Surface Water Protection Ordinance.*
 - c. Following the completion of the construction of the artificial wetlands, the applicant shall contact the Community Development Department to schedule initial and final landscaping inspections of the wetlands and stabilized berm.*
 - d. After all conditions subsequent for the previous site plan application, SPR-01-13 Modification #3, have been completed and all site work has been inspected for compliance with the approved plan and all City of Keene regulations, the security on file for the project shall be released."*

STAFF REPORT

Figure 10. Photos of the berm on the southern portion of the CCSSEF site at 19 Ferry Brook Road taken by Planning Staff in July 2022.





City of Keene, NH Site Plan Application

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

SECTION 1: PROJECT INFORMATION

PROJECT NAME: Cheshire County Shooting Sports Education Foundation		TYPE OF APPLICATION BEING SUBMITTED: <input checked="" type="checkbox"/> MAJOR PROJECT APPLICATION <input type="checkbox"/> MINOR PROJECT APPLICATION
PROJECT ADDRESS(ES): 19 Ferry Brook Road		
EXISTING OR PREVIOUS USE: Shooting Range	PROPOSED USE: Shooting Range	
GROSS FLOOR AREA OF NEW CONSTRUCTION (in square feet) 0	GROSS FLOOR AREA OF EXISTING BUILDINGS/STRUCTURES (in square feet) 465 sf, and 4618 sf	
AREA OF PROPOSED NEW IMPERVIOUS SURFACES (in square feet) 0	TOTAL AREA OF LAND DISTURBANCE (in square feet) 7500	

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY: CCSSEF, Inc	NAME/COMPANY: Same
MAILING ADDRESS: P.O. Box 233, Keene, NH 03431	MAILING ADDRESS:
PHONE: (603) 352-8563	PHONE:
EMAIL: otto.busher@ccssed.org	EMAIL:
SIGNATURE: 	SIGNATURE:
PRINTED NAME: Otto Busher III	PRINTED NAME:

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
NAME/COMPANY: Liza Sargent/SVE Associates	TAX MAP PARCEL #(s): 214-021-000-_____	
MAILING ADDRESS: P.O. Box 1818, Brattleboro, VT 05302	_____	
PHONE: (802) 257-0561	PARCEL SIZE: 55 acr	DATE STAMP:
EMAIL: lsargent@sveassoc.com	ZONING DISTRICT: Rural	
SIGNATURE:	PROJECT #: PB-2024-23	
PRINTED NAME: Liza Sargent		



City of Keene, NH

Surface Water Protection Conditional Use Permit (CUP) Application

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

SECTION 1: PROJECT INFORMATION

PROJECT NAME: Cheshire County Shooting Sports Education Foundation

PROJECT ADDRESS(ES): 19 Ferry Brook Road

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

NAME/COMPANY: CCSSEF, Inc.

NAME/COMPANY: same

MAILING ADDRESS: P.O. Box 233, Keene, NH 03431

MAILING ADDRESS:

PHONE: 603-352-8563

PHONE:

EMAIL: otto.busher@ccssef.org

EMAIL:

SIGNATURE:
Otto A. Busher, III

SIGNATURE:

PRINTED NAME: Otto A. Busher, III

PRINTED NAME:

AUTHORIZED AGENT
(if different than Owner/Applicant)

FOR OFFICE USE ONLY:

NAME/COMPANY: PO Box 1818, Brattleboro, VT 05302

TAX MAP PARCEL #(s):
214-021-000-_____

MAILING ADDRESS: PO Box 1818, Brattleboro, VT 05302

PHONE: 802-257-0561

PARCEL SIZE: 55 ac

DATE STAMP:

EMAIL: lsargent@sveassoc.com

ZONING DISTRICT:

Rural

DEC 20 2024

SIGNATURE:

PRINTED NAME: Liza Sargent

PROJECT #:
PB-2024-23

Site Plan & **Surface Water Protection Conditional Use Permit** **Project Narrative**

Cheshire County Shooting Sports Education Foundation **SVE Project K2695A**

December 16, 2024
Revised January 7, 2025

Cheshire County Shooting Sports Education Foundation is proposing several changes to their approved site plan SPR-01-13, Modification #3, at 19 Ferry Brook Road. *The site today is a shooting sports education facility.* Changes include relocating the emergency overflow on the stormwater level spreader, relocating the pile of topsoil and boulder pile outside of the wetland buffer, along with the construction of wetlands to offset any wetland *buffer* impacts.

Regarding the Article 21 Site Development Standards:

1. *Drainage & Stormwater Management: Stormwater from the previously approved building addition, plus the classroom trailer and a portion of the berm will sheet flow to the proposed level spreader. There is no discharge to City drainage systems and no direct discharge to the river. There is no measurable increase in stormwater runoff from the proposed site improvements.*
2. *Sediment/Erosion Control: Silt fence is proposed to minimize the potential for erosion problems. Sheet C-1 contains silt fence detail.*
3. *Snow Storage and Removal: The site is over 100 acres with ample space for snow storage.*
4. *Landscaping: No proposed landscaping, except for the proposed constructed wetland and the proposed seeding and mulching of the berm.*
5. *Screening: No proposed changes.*
6. *Lighting: No proposed changes.*
7. *Sewer & Water: No proposed changes.*
8. *Traffic and access management: No proposed changes.*
9. *Filling & Excavation: The topsoil pile will be placed on the berm to help facilitate vegetation growth. Excavation will occur to construct the proposed wetland.*
10. *Surface Waters & Wetlands: The CUP application has been submitted to allow the existing berm, existing unpaved path/woods road and existing culvert to remain within the wetland buffer, as well as to construct the emergency spillway within the buffer. No changes are proposed to affect surface waters.*
11. *Hazardous & Toxic Materials: Not applicable.*
12. *Noise: No proposed changes.*
13. *Architecture and Visual Appearance: No proposed changes.*

SVE Associates

Engineering * Surveying * Landscape Architecture * Planning
439 West River Road, P.O. Box 1818, Brattleboro, VT 05302 Phone: (802) 257-0561

PREVIOUS APPROVAL:
 SPR-01-13, MOD. 3



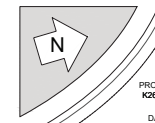
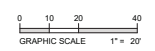
Liza Sargent 1/7/25
 LIZA P. SARGENT DATE
 R.C.E. NUMBER: 13365

NO.	REVISION	DATE	BY	CHK

SVE
 Engineering
 Planning
 Landscape Architecture
 Surveying

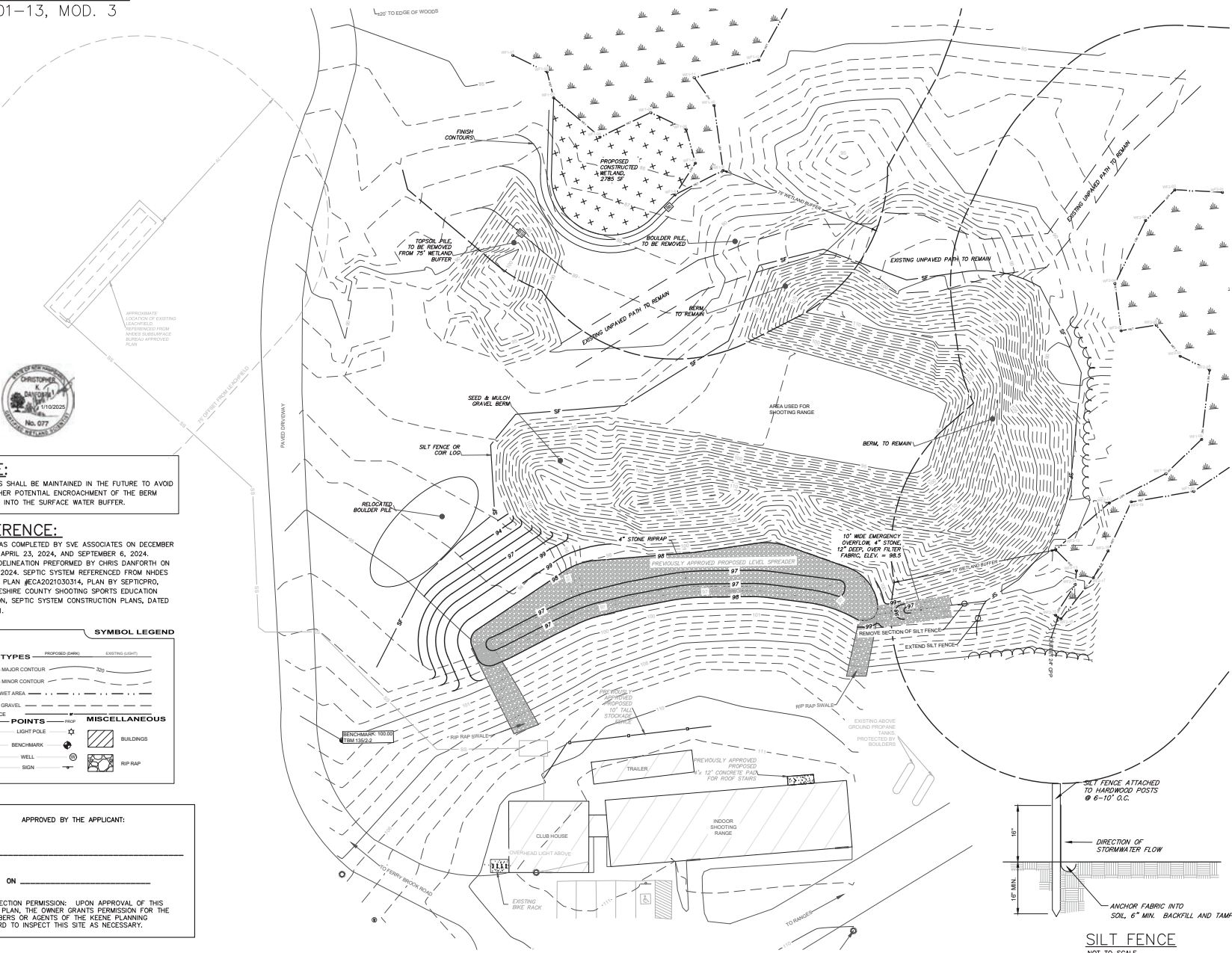
SVE Associates
 P.O. Box 1818
 439 West River Road
 Brattleboro, VT 05302
 T 802.257.0561
 F 802.257.0721
 www.sveassoc.com

CUP SITE PLAN
 CHESHIRE COUNTY SHOOTING SPORTS EDUCATION FOUNDATION, INC
 19 FERRY BROOK ROAD
 KEENE, NEW HAMPSHIRE



PROJ #
 K2695A
 DATE:
 5 - JAN - 24

SHEET
 DRAWN: AJS
 CHECKED: LPS
C-1



NOTE:
 THE BERMS SHALL BE MAINTAINED IN THE FUTURE TO AVOID ANY FURTHER POTENTIAL ENCROACHMENT OF THE BERM MATERIALS INTO THE SURFACE WATER BUFFER.

REFERENCE:
 SURVEY WAS COMPLETED BY SVE ASSOCIATES ON DECEMBER 13, 2023, APRIL 23, 2024, AND SEPTEMBER 6, 2024. WETLAND DELINEATION PERFORMED BY CHRIS DANFORTH ON APRIL 10, 2024. SEPTIC SYSTEM REFERENCED FROM NHDES APPROVED PLAN #ECA2021030314, PLAN BY SEPTICPRO, TITLED CHESHIRE COUNTY SHOOTING SPORTS EDUCATION FOUNDATION, SEPTIC SYSTEM CONSTRUCTION PLANS, DATED 3/03/2021.

SYMBOL LEGEND

LINE TYPES	PROPOSED (DASHED)	EXISTING (SOLID)
EXISTING MAJOR CONTOUR	---	---
EXISTING MINOR CONTOUR	---	---
LIMIT OF WETLAND	---	---
EDGE OF GRAVEL	---	---
SILT FENCE	---	---
POINTS	---	---
MISCELLANEOUS	---	---

POINTS
 LIGHT POLE (circle with cross), BENCHMARK (circle with 'B'), WELL (circle with 'W'), SIGN (circle with 'S')

MISCELLANEOUS
 BUILDINGS (hatched area), RIP RAP (stippled area)

APPROVED BY THE APPLICANT:

 ON _____

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

Drawing name: P:\Projects\NH PROJECTS\C0185A, Cheshire County Fair & Game Club\Dog\K2695A SITE 1-6-25.dwg, Jan 07, 2025, 1:36pm

Drawing name: P:\Project\NH PROJECTS\K2695A Cheshire County Fish & Game Club\Dwg\K2695A SITE 1-6-25.dwg Jan 17, 2025 - 10:56am



NO.	REVISION	DATE	DWN	CHK

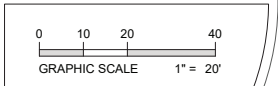
SVE © 2024
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SVE Associates
 P.O. Box 1818
 439 West River Road
 Brattleboro, VT 05302
 T 802.257.0561
 F 802.257.0721
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CUP BUFFER

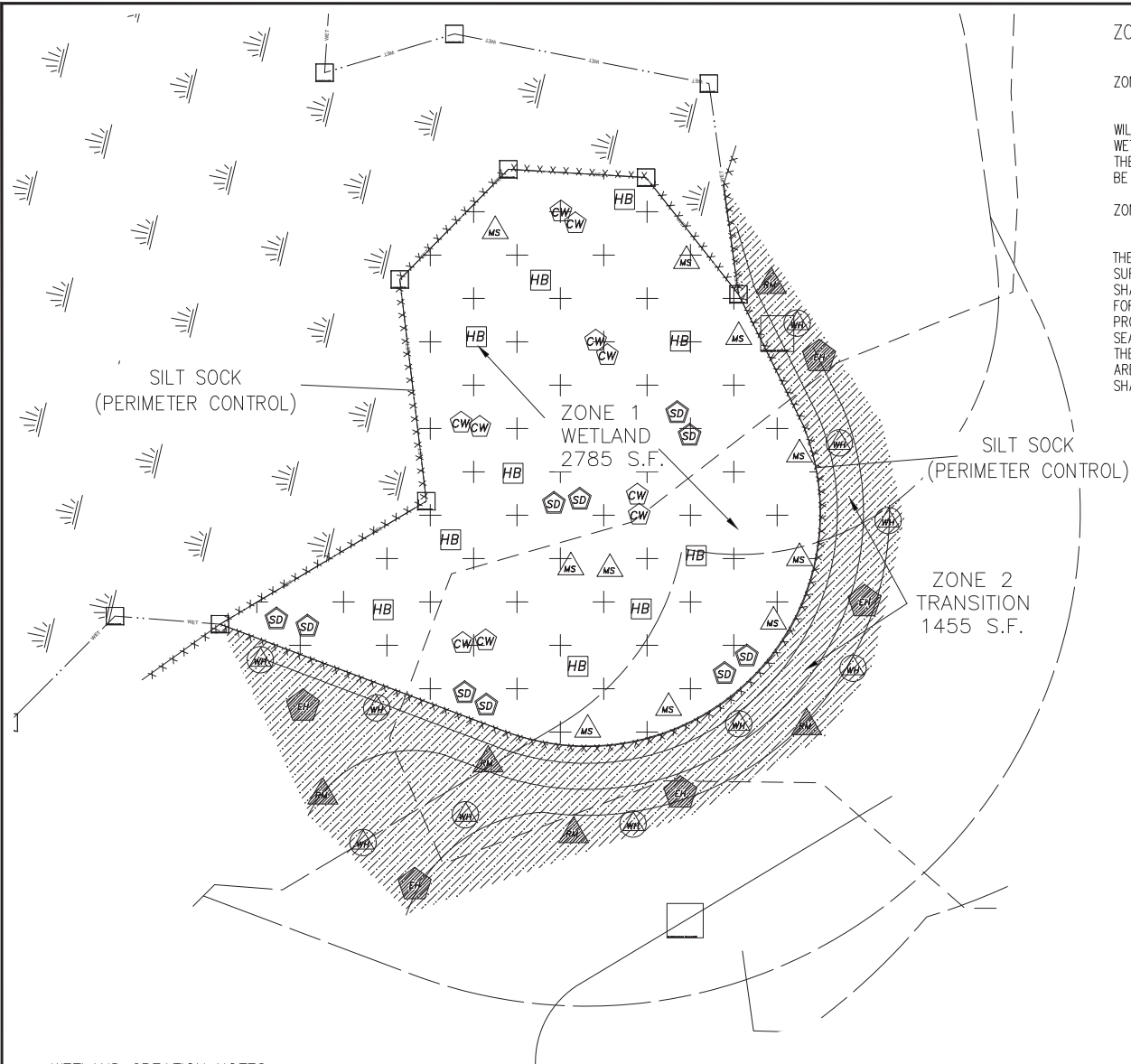
BERM EXHIBIT

CHESHIRE COUNTY SHOOTING SPORTS EDUCATION FOUNDATION, INC.



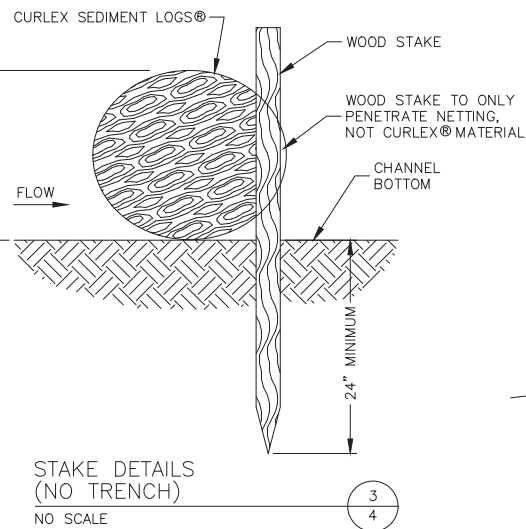
PROJ. #
K2695A

DATE:
16 - JAN - 25



WETLAND CREATION NOTES:

- LIMITS OF THE WETLAND CREATION AREA TO BE CLEARLY MARKED IN THE FIELD BY THE CONTRACTOR WITH FENCING AND/OR FLAGGING.
- THE WETLAND CREATION AREA SHALL BE CONSTRUCTED AS SHOWN ON THE APPROVED PLANS.
- EROSION CONTROL MEASURES, AS SHOWN ON PLANS, ARE TO BE STRICTLY IMPLEMENTED. EROSION CONTROLS SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATION.
- THE WETLAND CREATION AREA SHALL BE SEEDED AND PLANTED ACCORDING TO THE PLANTING PLAN. SITE STABILIZATION SHALL BE ACCOMPLISHED IMMEDIATELY AFTER GRADING AND TOPSOIL APPLICATION IS COMPLETED (SEE SEEDING NOTES).
- DISPOSAL OF EXCESS MATERIAL FROM ANY ACTIVITY UNDERTAKEN FOR THE COMPLETION OF THIS PROJECT SHALL OCCUR WITHIN AN UPLAND SITE IN A MANNER THAT PREVENTS SEDIMENTATION OF DOWN GRADIENT WATERWAYS OR WETLANDS. THE DISPOSAL SITE SHALL BE PERMANENTLY STABILIZED WITH SEED AND MULCH. TEMPORARY EROSION CONTROLS SHALL BE INSTALLED AS NECESSARY.
- THIS WETLAND CREATION PLAN WAS DESIGNED BY DANFORTH ENVIRONMENTAL CONSULTANTS, L.L.C., FRANCETOWN, NH 12/14/2024
- A PRE-CONSTRUCTION MEETING SHOULD BE HELD AT THE SITE PRIOR TO THE START OF WETLAND CREATION TO ENSURE THAT THE CONTRACTOR IS AWARE OF THE DESIRED RESULT AND THE ACTIONS NECESSARY TO ACHIEVE SUCCESSFUL WETLAND CREATION.
- TO ENHANCE THE WETLAND CREATION AREA, MICRO-TOPOGRAPHIC FEATURES SHALL BE CONSTRUCTED TO REPLICATE NATURALLY OCCURRING MOUNDS AND POOLS FOUND IN WETLANDS. THESE FEATURES INCREASE HABITAT DIVERSITY AND SUCCESSFUL VEGETATIVE ESTABLISHMENT.
- WHEN SUBGRADE ELEVATION IS ACHIEVED, A MINIMUM OF 4 INCHES OF TOPSOIL SHALL BE APPLIED TO THE WETLAND CREATION AREA TO ACHIEVE THE FINAL GRADING AS SPECIFIED ON THE PLAN.
- A TESTPIT SHALL BE DUG IN THE AREA OF THE WETLAND CREATION AREA TO CONFIRM THE SEASONAL WATERTABLE ELEVATION. 3/4 OF THE CREATION AREA SHALL BE CONSTRUCTED AT OR BELOW THE SEASONAL WATERTABLE.



ZONE PLANTING SPECIFICATIONS

ZONE I - PSS1B (TRANSITIONAL WETLAND ZONE)

ZONE I CONSISTS OF A TRANSITIONAL SCRUB-SHRUB WETLAND AREA. THIS AREA WILL BE LOAMED WITH 6 INCHES OF TOPSOIL AND SEEDED WITH THE SPECIFIED WETLAND TRANSITION SEED MIX. TREES AND SHRUBS WILL BE PLANTED TO ENHANCE THE WETLAND TRANSITIONAL AREA. THE INTENDED HYDROLOGY OF THIS ZONE WILL BE SEASONALLY SATURATED SOILS.

ZONE II - PSS1E (SCRUB-SHRUB WETLAND)

ZONE II CONSISTS OF A SCRUB-SHRUB AND EMERGENT WETLAND COMPLEX. THE EXISTING UPLAND WILL BE GRADED SUCH THAT GROUNDWATER AND SURFACE HYDROLOGY WILL COLLECT IN THE AREA. MICROTOPOGRAPHICAL FEATURES SHALL BE CONSTRUCTED TO REPLICATE MOUND AND POOL FEATURES TYPICAL OF A FORESTED WETLAND. THE INTENT IS TO CREATE A VARIABLE HYDROLOGIC REGIME TO PROMOTE A DIVERSITY OF VEGETATIVE HABITAT. THE DEPRESSIONS PROVIDE AREAS OF SEASONAL INUNDATION AND THE MOUNDS OFFER VARIOUS ZONES OF SOIL SATURATION. THE MOUNDS SHALL BE PLANTED WITH THE SPECIFIED TREES. THE TRANSITIONAL AREAS AND POOL PERIMETER SHALL BE PLANTED WITH SHRUBS. THE ENTIRE AREA SHALL BE SEEDED WITH THE SPECIFIED WETLAND SEED MIX.

PLANT SYMBOL LEGEND

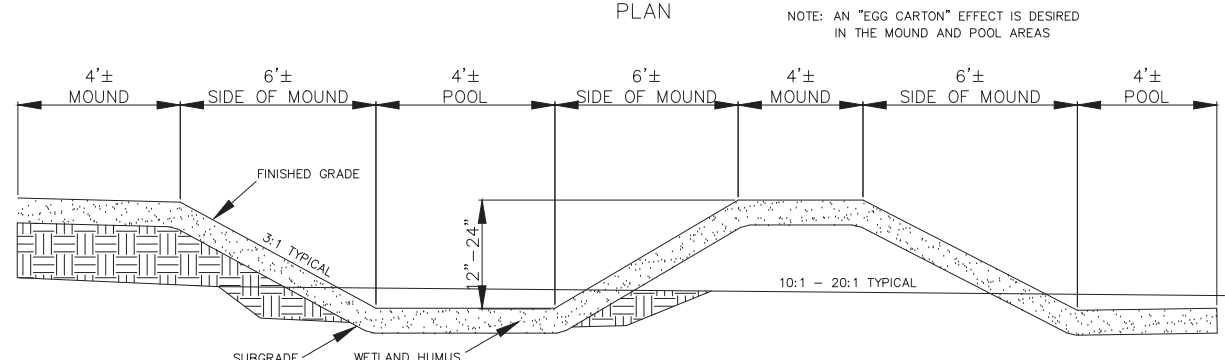
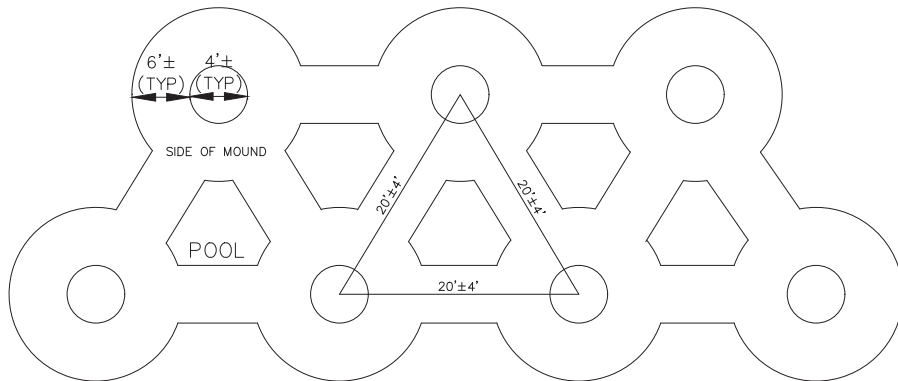
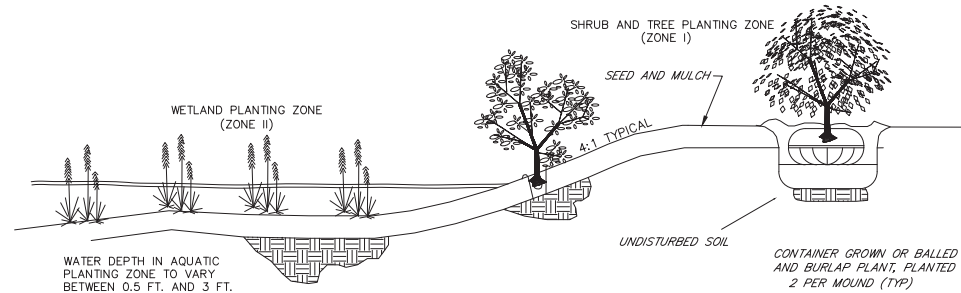
- EASTERN HEMLOCK
- RED MAPLE
- SILKY DOGWOOD
- HIGHBUSH BLUEBERRY
- COMMON WINTERBERRY
- BROADLEAVED MEADOWSWEET
- WITCH HAZEL

**PLANTING TABLE
WETLAND CREATION AREA
CCSSEF-KEENE**

SYMBOL	QUANTITY	STATUS	BOTANICAL NAME	COMMON NAME	SIZE ¹		ZONE	SPACING
					I	II		
AR	5	FAC	<i>Acer rubrum</i>	Red Maple	4'-6'	5	20' OC ²	
TC	5	FACU	<i>Tsuga canadensis</i>	Eastern Hemlock	4'-6'	5	20' OC	
HV	10	FACU	<i>Hamamelis virginiana</i>	Witch Hazel	2'-3'	10	8' OC	
IV	10	FACW	<i>Ilex verticillata</i>	Common Winterberry	2'-3'	10	8' OC	
VC	10	FACW	<i>Vaccinium corymbosum</i>	Highbush Blueberry	2'-3'	10	8' OC	
SL	10	FAC	<i>Spiraea latifolia</i>	Broad-leaved Meadowsweet	2'-3'	10	8' OC	
SD	10	FACW	<i>Cornus Amomum</i>	Silky Dogwood	2'-3'	10	8' OC	
SEED								
WSM	1.5 lbs	---	Wetland Seed Mix ³	seed	2 lbs	1.5 lbs	1 lb/2500s.f.	
TSM	2 lbs	---	Transition Seed Mix ³	seed	2 lbs	2 lbs	50 lbs/acre	

1 - TREES AND SHRUBS ARE SPECIFIED IN POTTED FORM (2-3 GALLON POTS)
 2 - OC = PLANT ON CENTER
 3 - PLANTING RATE IS BASED UPON PURE LIVE SEED RATIO OBTAINED FROM SUPPLIER.

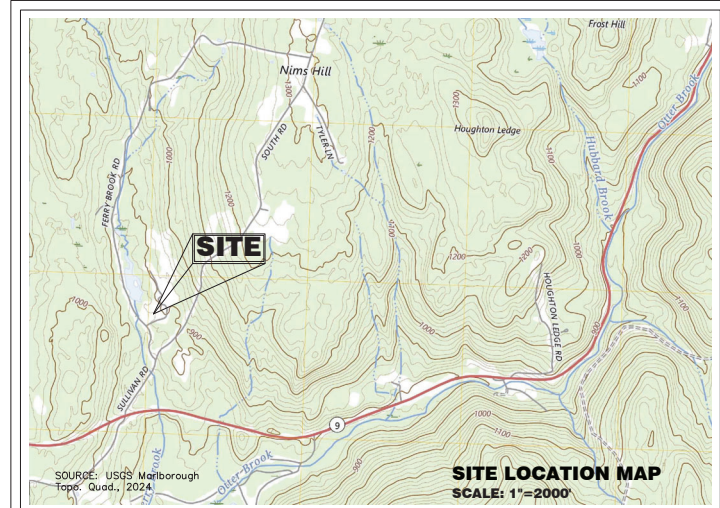
**PLANTING DETAIL CROSS-SECTION
(TYPICAL)**



**TYPICAL MOUND AND POOL DETAIL
N.T.S.**

CONSTRUCTION SEQUENCE:

- MARK LIMITS OF CONSTRUCTION.
- CONSTRUCT TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROL MEASURES AS SHOWN ON THIS PLAN. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATION AND VERIFIED BY THE PROJECT INSPECTOR.
- PERFORM GRADING AND EXCAVATION ACTIVITIES WITHIN THE DESIGNATED WETLAND CREATION AREA. HAVE INSPECTOR VERIFY SUBGRADES PRIOR TO APPLICATION OF WETLAND TOP SOIL. AS REQUIRED, CONSTRUCT TEMPORARY BERMS, DITCHES, SILT FENCES, SEDIMENT TRAPS, ETC. MULCH AND SEED EXPOSED AREAS AS REQUIRED.
- PERFORM SHRUB/TREE PLANTINGS WITHIN THE CREATION AND TRANSITION AREAS ACCORDING TO THE APPROVED PLANTING PLAN.
- APPLY PERMANENT VEGETATIVE COVER SEEDING AND MULCH. ALL EXPOSED SOILS SHALL BE STABILIZED IMMEDIATELY AFTER CONSTRUCTION.
- REMOVE TEMPORARY EROSION CONTROL MEASURES AFTER SEEDED AREAS HAVE BECOME ESTABLISHED AND THE WETLAND CREATION IS COMPLETED.



DANFORTH ENVIRONMENTAL CONSULTING, LLC

Wetland Delineation, Restoration & Design
 Environmental Permitting, Assessments & Septic Design
 684 New Boston Road - Francetown, NH 03043
 Phone: 603-547-7100 Email: dckantortch@gmail.com

CHESHIRE COUNTY SHOOTING SPORTS
 19 FERRY BROOK ROAD, KEENE, NH 03431

SITE PLAN OF
 PROPOSED CONSTRUCTED WETLAND

LOT NO. 21

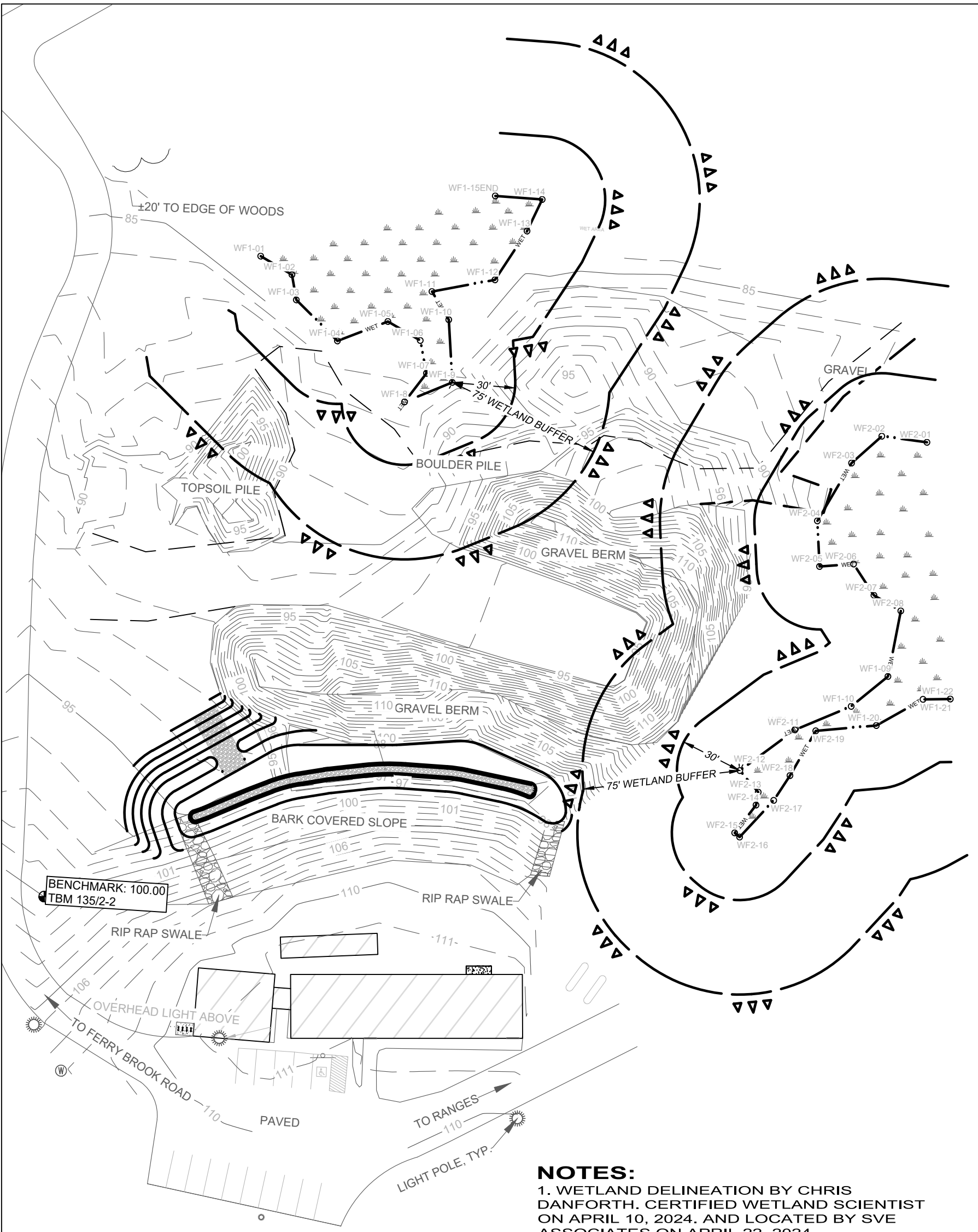
TAX MAP: 214

PREPARED FOR:
 CCSSEF, INC.
 P.O. BOX 233
 KEENE, NH 03431
 603-352-8563

DATE: 12/14/2024
 SCALE: 1"=10'
 SHEET: 01 OF 01

NO.	DATE	REVISION





NOTES:
 1. WETLAND DELINEATION BY CHRIS DANFORTH, CERTIFIED WETLAND SCIENTIST ON APRIL 10, 2024, AND LOCATED BY SVE ASSOCIATES ON APRIL 22, 2024

SYMBOL LEGEND

LINE TYPES		PROPOSED (DARK)	EXISTING (LIGHT)
EXISTING MAJOR CONTOUR			
EXISTING MINOR CONTOUR			
EDGE OF GRAVEL			
WETLAND BOUNDARY			
WETLAND SETBACK			
EXIST	POINTS	PROP	
	LIGHT POLE		
	BENCHMARK		
	WELL		
	SIGN		
	MISCELLANEOUS		
			BUILDINGS
			RIP RAP



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 Engineering
 Planning
 Landscape Architecture
 Surveying

SVE Associates
 P.O. Box 1818
 439 West River Road
 Brattleboro, VT 05302
 T 413.774.6698
 F 413.773.0875
 www.sveassoc.com

NO.	REVISION	DATE	DWN	CHK

WETLAND SETBACK EXHIBIT
 CHESHIRE COUNTY SHOOTING SPORTS EDUCATION FOUNDATION, INC
 19 FERRY BROOK ROAD
 KEENE, NEW HAMPSHIRE

GRAPHIC SCALE 1"=50'

PROJ. #: K2695A
 DATE: 24-ARP-24
 DESIGN: LPS
 DRAWN: AJG
 CHECKED: LPS

SHEET 1/1

Drainage Summary

for

**Cheshire County Shooting Sports Education Foundation, Inc.
19 Ferry Brook Road, Keene, NH**

Prepared by SVE Associates

January 9, 2024

Revised January 7, 2025

A comparison of peak stormwater runoff for the 25-year rainfall events in the post-development conditions was completed by SVE Associates using HydroCad 10.0 software. The storm event used in the model was Type III, 24-hour storm with the following rainfall depths for Keene, NH:

25 Year Event: 4.96 inches

OVERVIEW:

This project consists of permitting the existing classroom and constructing the level spreader designed for both the indoor shooting range (already constructed) at the 19 Ferry Brook Road property. No other changes are proposed to the developed property.

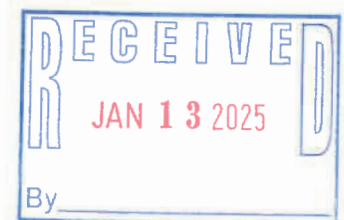
EXISTING CONDITIONS:

For this drainage analysis, the existing conditions consist of lawn and mulched slope. Stormwater runoff sheet flows downhill.

PROPOSED CONDITIONS:

The proposed conditions, modeled in the "Post-Development" drainage model, consist of the existing indoor shooting range addition, and existing classroom trailer that sheet flow to the proposed level spreader with emergency overflow. The entire 25-year storm is detained within the proposed level spreader.

	25 year storm	
	Existing Runoff (cfs)	Proposed Runoff (cfs)
Summary Node 100R	1.37	0.00



PB-2024-23

SVE Associates

CONCLUSION:

There will be no adverse impact to downstream abutters due to stormwater runoff from the indoor shooting range and classroom trailer. Runoff in the 25-year storm is detained in the proposed level spreader. From the Hydrocad model, there is no outflow. There is no significant change in stormwater runoff post development.

SVE Associates

Engineering * Surveying * Landscape Architecture * Planning
P.O. Box 1818, Brattleboro, VT 05302 Phone: (802) 257-0561 Fax (802) 257-0721 E-mail svek@sveassoc.com
P:\Project\NH PROJECTS\K2695A Cheshire County Fish & Game Club\Hydrocad\K2695A Drainage Summary PB.doc

Soils Analysis

for

**Cheshire County Shooting Sports Education Foundation, Inc.
19 Ferry Brook Road, Keene, NH**

**Prepared by SVE Associates
January 7, 2025**

The Natural Resources Conservation Service Web Soil Survey was utilized to design the level spreader for the indoor shooting range at the Cheshire County Shooting Sports Education Foundation, Inc. Soils in the vicinity of the level spreader include:

143D Monadnock Fine Sandy Loam, 15-25% slopes, very stony (HSG B) and
73C Berkshire Fine Sandy Loam, 8-15% slopes, very stony (HSG B).

Published depth to water table for both soil types is more than 80 inches, and depth to restrictive feature is 18-36 inches for Monadnock fine sandy loam, and more than 80 inches for Berkshire Fine Sandy Loam.

The majority of the proposed level spreader bottom is at existing grade, with forty-five linear feet the south end being two feet above existing grade. In the HydroCAD analysis, the most conservative approach was taken with no exfiltration.



SVE Associates

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P.O. Box 1818, Brattleboro, VT 05302 Phone: (802) 257-0561 Fax (802) 257-0721 E-mail svek@sveassoc.com
P:\Project\NH PROJECTS\K2695A Cheshire County Fish & Game Club\Hydrocad\K2695A Soils Analysis PB.doc



Master Plan 2024





Introduction

The KSC campus master plan is a comprehensive fiscally responsible blueprint to guide the college's physical development. This plan addresses the campus' immediate and long-term needs while fostering an environment conducive to academic excellence, student success, and community engagement, ensuring a vibrant, sustainable, and inclusive future for all members of the college community.

Context and Purpose

KSC's master plan is a component of a University System of New Hampshire initiative. It follows a common structure, shared by new master plans for Plymouth State University and the University of New Hampshire. The specific recommendations are, of course, unique to the challenges and opportunities at Keene State College.

Master Plan Approach

Developing the KSC campus master plan involved a meticulous and collaborative process designed to reflect the needs and aspirations of the entire campus community. The approach combined extensive stakeholder engagement, analysis, and strategic foresight.

Inclusive Participation:

The plan engaged a broad spectrum of stakeholders, including students, faculty, staff, and the Keene community, through public on-campus engagements and focus groups. This inclusive approach ensured diverse perspectives and ideas were considered in the planning process.

Analysis:

Per the USNH master plan guidelines, the KSC master plan is grounded in an analysis of seventeen topics, including assessments of current space utilization, infrastructure, and future needs. These assessments provided a data-informed foundation for strategic decisions and identified areas for improvement and investment.

The Keene State College (KSC) campus master plan serves as a comprehensive framework to guide the college's physical development, ensuring alignment with its strategic plan and community values. This plan has been collaboratively developed through extensive stakeholder engagement, analysis, and design principles that respond both to the college's mission and the constrained resource environment in which the college will likely operate in the near- and mid-term.

Stakeholder Engagement

A crucial element of the master plan is the active involvement of stakeholders, including students, faculty, staff, and community members. Through on-campus public engagement sessions and focus groups, we gathered diverse perspectives to inform the plan's development. This collaborative approach ensures the plan reflects the needs and aspirations of the entire KSC community.

Key Findings from Analysis

The analysis phase highlighted several critical areas of focus:

- **Rightsizing:** the college likely has more square footage than it needs relative to its current (and likely future) enrollments. Reducing campus square footage through a strategic de-accessioning process is therefore extremely important.
- **Maintenance and renovation needs:** the campus faces substantial maintenance needs, particularly in key buildings such as the Young Student Center, Morrison Hall, Parker Hall, and Redfern Arts Center. Addressing health and safety issues, updating infrastructure, and enhancing aesthetics are critical priorities. In addition, the college faces a major decision: it will either need to renovate the Elliot Center and Joslin House, or replace them with new space. A renovation approach will be costly, and may be similar to new construction, given that the buildings occupants can likely be accommodated with less overall square footage, if that square footage was purpose built.
- **Appian Way:** Appian Way is the avenue which unites and organizes campus. However, this path lacks vibrancy and does not have a consistent character. The plan therefore includes a strategy to activate the Appian Way by creating a central public square.
- **Housing:** The college's primary stock of apartment-style housing, the Owl's Nests, are at the end of their useful life. The plan therefore advocates for a replacement strategy.
- **Mobility and parking:** The college has a compact campus, with all major facilities contained within a 10-minute walk circle. The plan looks to largely maintain the current parking supply (with a small increase) and emphasizes the need to continue refining parking management policies.
- **Campus connections:** While the Appian Way is the primary campus connection, there is also a need to better support desired north-south movement patterns that connect large parts of the college's residential populations to primary academic and student life facilities. This is especially true for the southern part of campus adjacent to the pond. These connections today are poorly organized and require students to cross several parking lots. Improving safe pedestrian access across campus is important.

Guiding Principles and Accompanying Strategies

KSC's master plan is rooted in a vision that prioritizes long-term financial and capital sustainability, the student experience, student success, campus connectivity, and vibrant open spaces.

The left-hand column in the graphic below contains principles designed to guide Keene State College through its next phase of growth and development. These principles serve as guiding lights for decision-making. New and unforeseen opportunities may emerge, but the principles should provide clear evaluation criteria against which these opportunities can be judged. This approach embraces the philosophy that planning is never done, is constantly ongoing, and should be guided by a coherent set of beliefs to achieve a unified vision that ultimately benefits the students. The right-hand column contains accompanying strategies which align with the principles. These strategies inform and inspire opportunities to change the physical environment.



Priority Projects

Potential Property De-accession

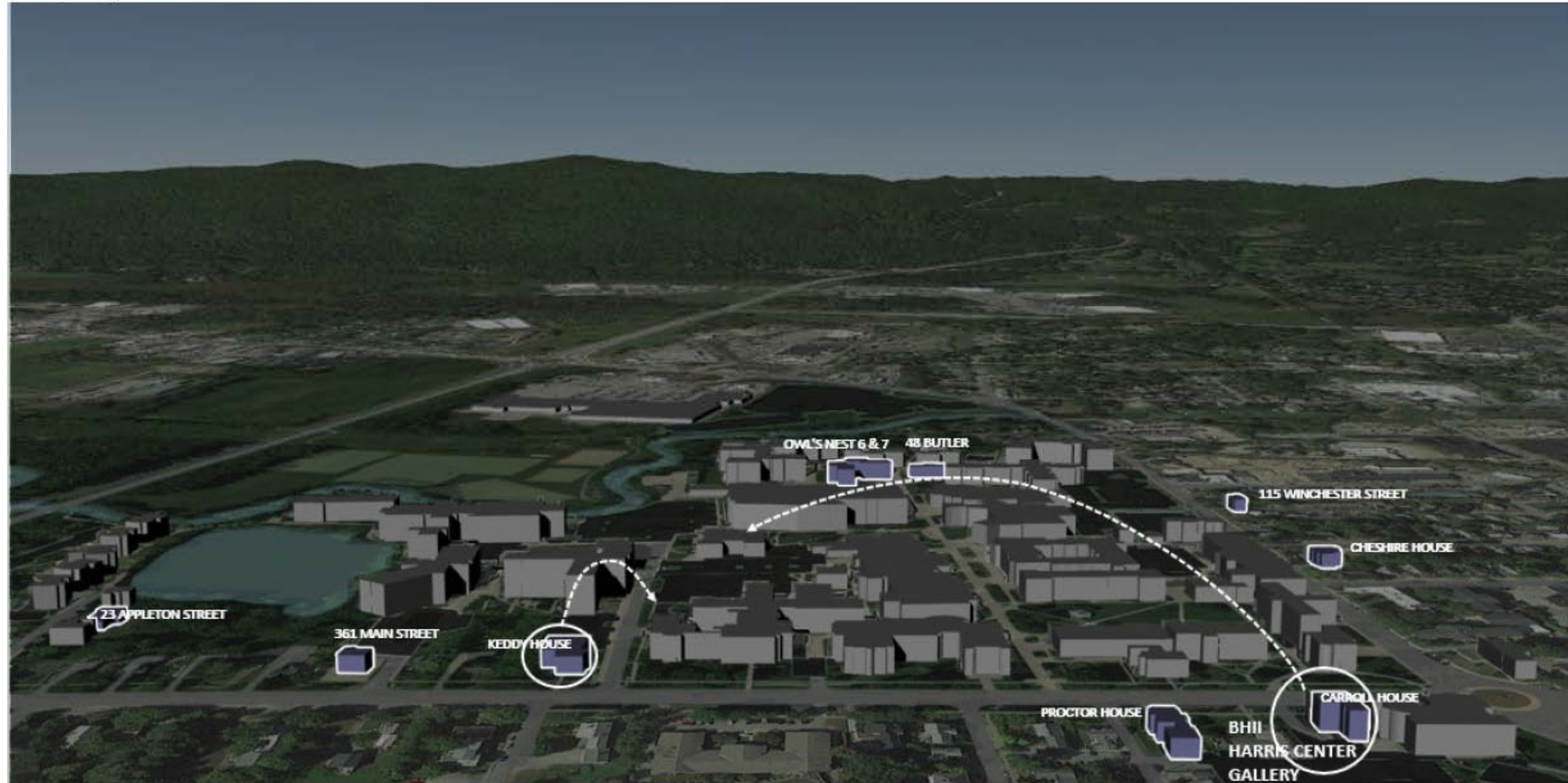


Figure 54: summary of planned property deaccession

The college has more square footage than it needs relative to its current projected populations. The plan therefore established a strategy for deaccessioning perimeter properties, and focusing activity on the campus core, particularly along the Appian Way.

Removing non-core properties from the portfolio will yield immediate gains for the college in terms of operating costs. It will allow for increased utilization in other buildings, and it will allow the college to focus investment in identified remaining core facilities.

Buildings at the periphery of campus are appropriate for demolition, sale, or designation for partnership use. Note deaccession of a building is not a comment on the programs housed within. Each program which

would be affected by this strategy would be accommodated elsewhere.

Carroll House provides gallery space for student and invited artists, and it is home to the Ashuelot Valley Environmental Observatory. These uses could move to the Thorne-Sagendorph Art Gallery.

Keddy House hosts Campus Safety and provides faculty offices for Nursing and Dietetic Internship programs, and the Antioch University Couple and Family Therapy Institute. These functions could relocate to Joslin given appropriate renovations, or other campus facilities if Joslin is designated for demolition. If renovating Joslin is not an option, Campus Safety needs a location with access to roads, a large interior space to serve as a dispatch center, and potential renovations for communication infrastructure.

Key Renovations

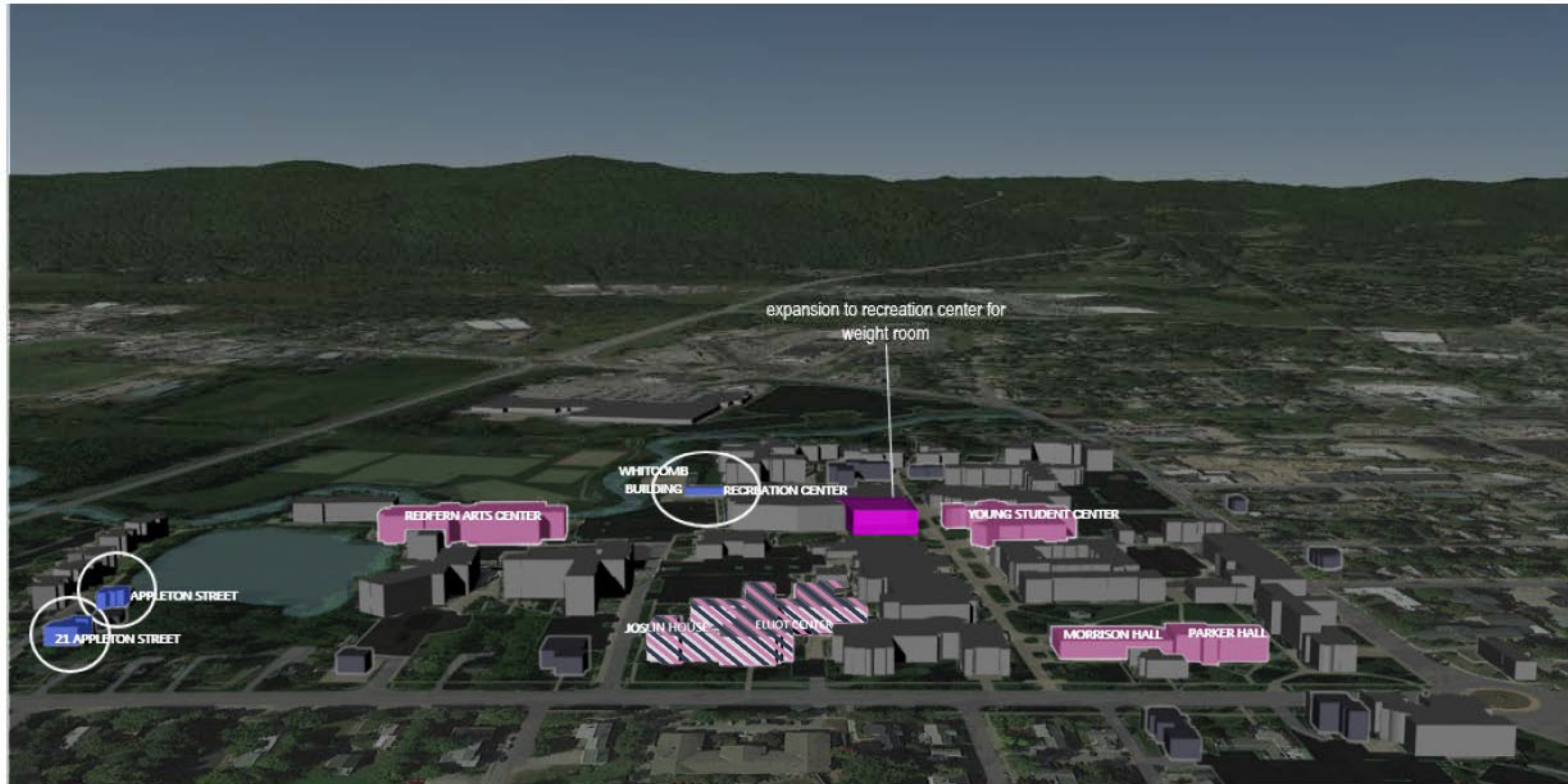


Figure 55: summary of planned key renovations

Keene State College has identified several key renovations to enhance campus facilities and improve the student experience. This section summarizes the planned renovations and provides a strategic approach to their implementation.

The highest priority renovations are on the historic academic quadrangle and at the student center. These projects will have the largest immediate impact on student experience. Other renovations may proceed as funding and opportunities arise. Some buildings, such as Redfern, may require ongoing renovation efforts due to their specific needs and usage patterns.

The remaining Appleton Street houses should be considered for conversion to workforce housing, or alternative de-accessioning options. Whitcomb is a low-value facility in the center of campus that could be demolished if the facilities group was moved to a more peripheral location.

The following pages, sorted by alphabetical order of building names, provide greater detail on the planned renovations.

Desirable Projects

Parking

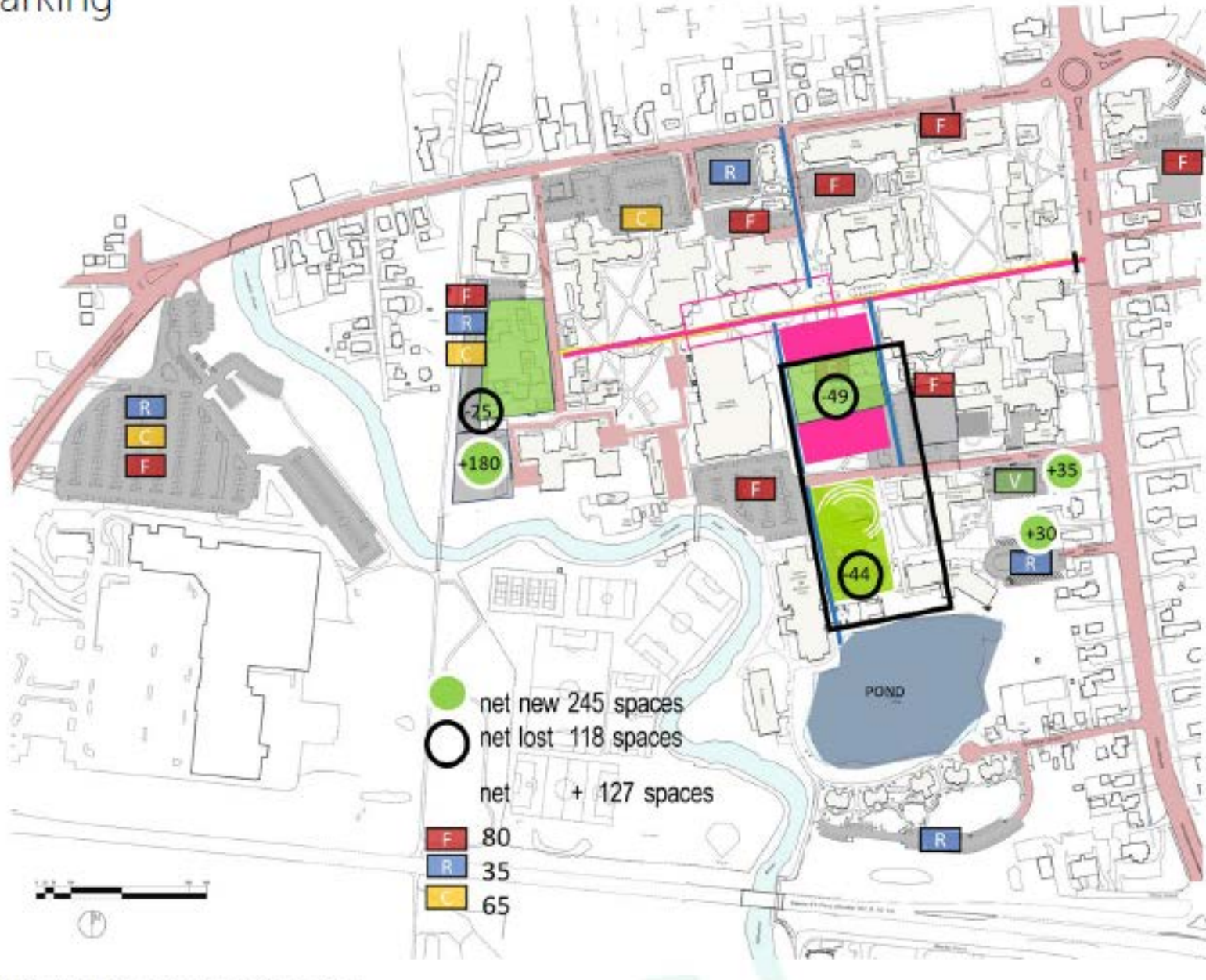


Figure 57: proposed parking plan

Improving parking access and management is a priority for the Keene State College community. Pedestrian mobility and safety are also a priority, with interior lots on campus creating hazards for pedestrians. The plan offers a win-win solution to balance these priorities: greater pedestrian safety and greater parking capacity.

A key element of the plan is creating linear pedestrian avenues that connect Appian Way to the pond. A consequence of these pedestrian connections is the reduction of Elliot Lot and the elimination of Redfern Lot. The college has two opportunities to expand parking in the southeastern part of campus to offset some of these capacity reductions.

The Pondsides Residential lot can expand to add 30 parking spots. When the college relocates the functions in Keddy House and demolishes the structure, the site can accommodate 35 additional parking spaces with convenient access to Main Street. These gains do not totally offset the losses from Elliot and Redfern Lots, but there is an additional opportunity to greatly expand parking capacity in the west.

The largest change involves the removal of the Owl's Nest apartments and the creation of the new west quad. The removal of the Owl's Nests opens land to accommodate 180 more parking spaces. This strategy also reduces flood risk by replacing buildings in the floodplain with parking lots. Overall, the parking plan results in a net gain of 127 spaces, with net gains for each permit type.



Open Space System



Figure 58: open space system

The open space system at Keene State College aims to create a cohesive and balanced campus environment with the Appian Way serving as the central corridor, with activity focused on a public square framed by Young, Zorn, the Rec Center, and the Media Arts Center (MAC). This square will serve as the campus's central meeting point and crossroads, a shared experience for everyone on campus.

The public square could host campus-wide events and provide greenery and aesthetic touches to make it a defined and inviting space. When there are no events, the public square can act as an outdoor lounge space, potentially with seating and amenities that are accessible and comfortable, even in winter. The college can use special pavers, paint, or other design cues to indicate and define the public square.

The new western quad and pedestrian corridors to the pond provide a sense of balance and symmetry to the campus. The north-south axis of symmetry bisects the public square, making it a natural focal point on campus.



Figure 59: open space perspective



Residential Life



Figure 60: new gateway residential building

Activating Appian Way necessitates placemaking at its western end to balance its prestigious eastern gateway. The plan transforms the western end of Appian Way from an unorganized space, and series of Owl's Nest apartments, into a vibrant, iconic gateway that provides apartment-style housing for upper-class students and establishes a new center for student services which could potentially replace Elliot.

The phasing for this development is straightforward. Begin by demolishing the currently empty Owl's Nests (6 and 7) and 48 Butler Court (which does require the relocation of several administrative units), allowing for the new construction to take place before removing the remaining Owl's Nests.

Student services currently in Elliot could relocate to the ground floor of the new gateway residential buildings. This move brings essential services closer to the student life neighborhood around the public square, reducing the need for renovations at the Elliot Center. We recommend the new facility incorporate a glass façade on the ground floor to maximize visibility of students, staff, and faculty, enhancing campus vibrancy.

The plan envisages apartment-style housing on the upper floors for upper-class students contributing to retaining students on campus by providing desirable living options. The following pages offer illustrative perspectives for the vision of this revitalized western section of campus.



Figure 61: new gateway residential perspective

Keene
STATE COLLEGE

Aspirational Projects

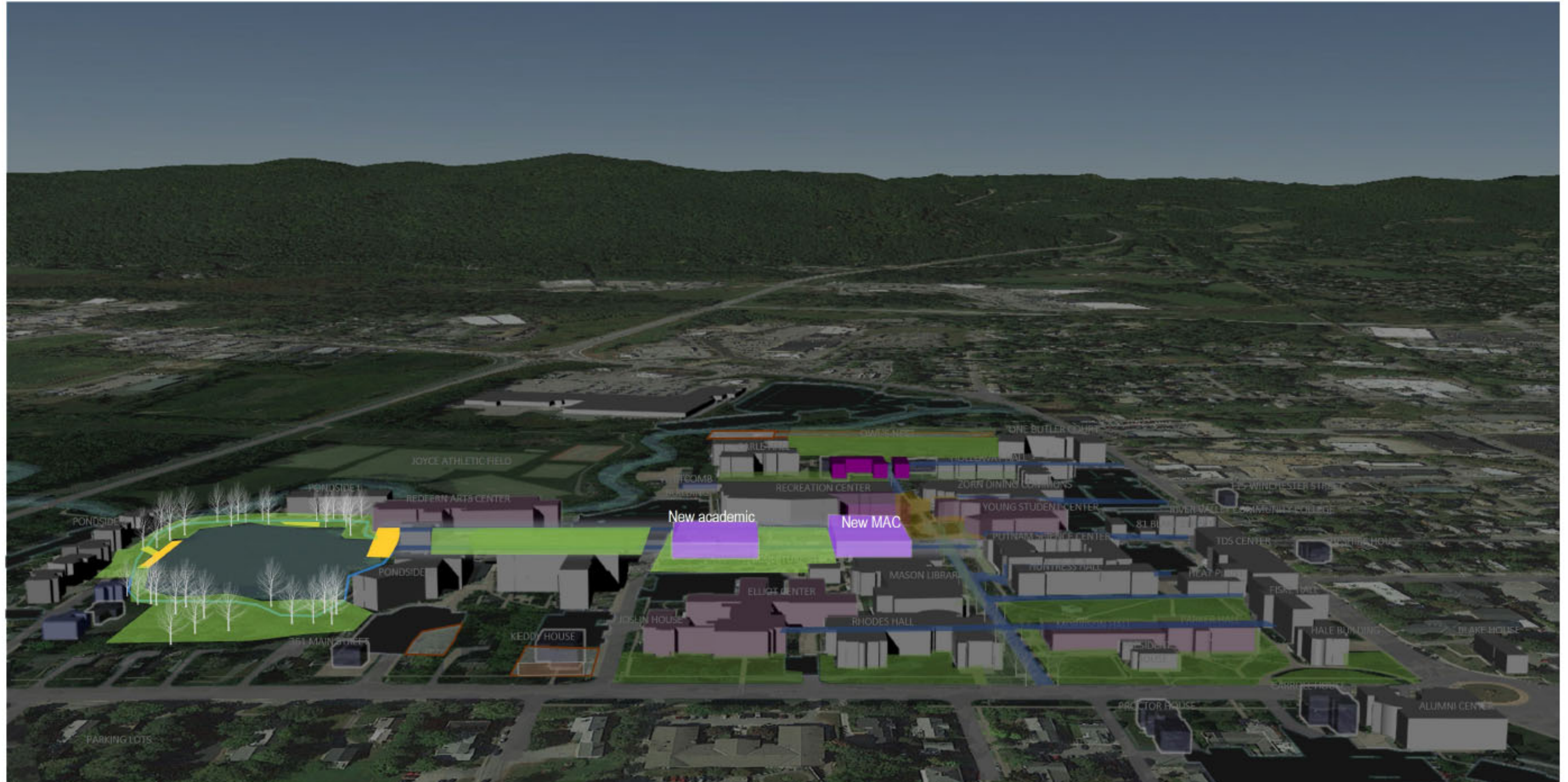


Figure 66: summary of aspirational projects

Pond Improvement



Figure 67: pond improvement plan

The pond is the most prominent natural feature on the Keene State College campus, yet it remains underutilized. Activating the pond will significantly enhance the experience for all residents in the Pondsides Apartments and the Commons, and for the campus community at large.

Proposed Improvements:

Wrap-around trail: Construct a trail that wraps around the pond, providing a scenic walking path for the community. This may require coordination with private property owners as the college does not own all adjacent land.

Southern residential decks: Add decks to the southern end of the pond to provide outdoor access for residents of the Pondsides Apartments. These decks could include tables, chairs, and other outdoor amenities to create inviting recreational spaces.

Redfern Integration: Construct a deck on the northern end of the pond, seamlessly integrating with Redfern. This deck could serve as an outdoor performance venue, expanding the programmatic themes of Redfern and blending indoor and outdoor spaces.

By implementing these improvements, Keene State College can transform the pond into a vibrant, multifunctional space that enhances the overall campus experience for students, faculty, and visitors. This strategic activation aligns with the college's goal of creating a connected, engaging, and aesthetically pleasing campus environment.

Plan Summary

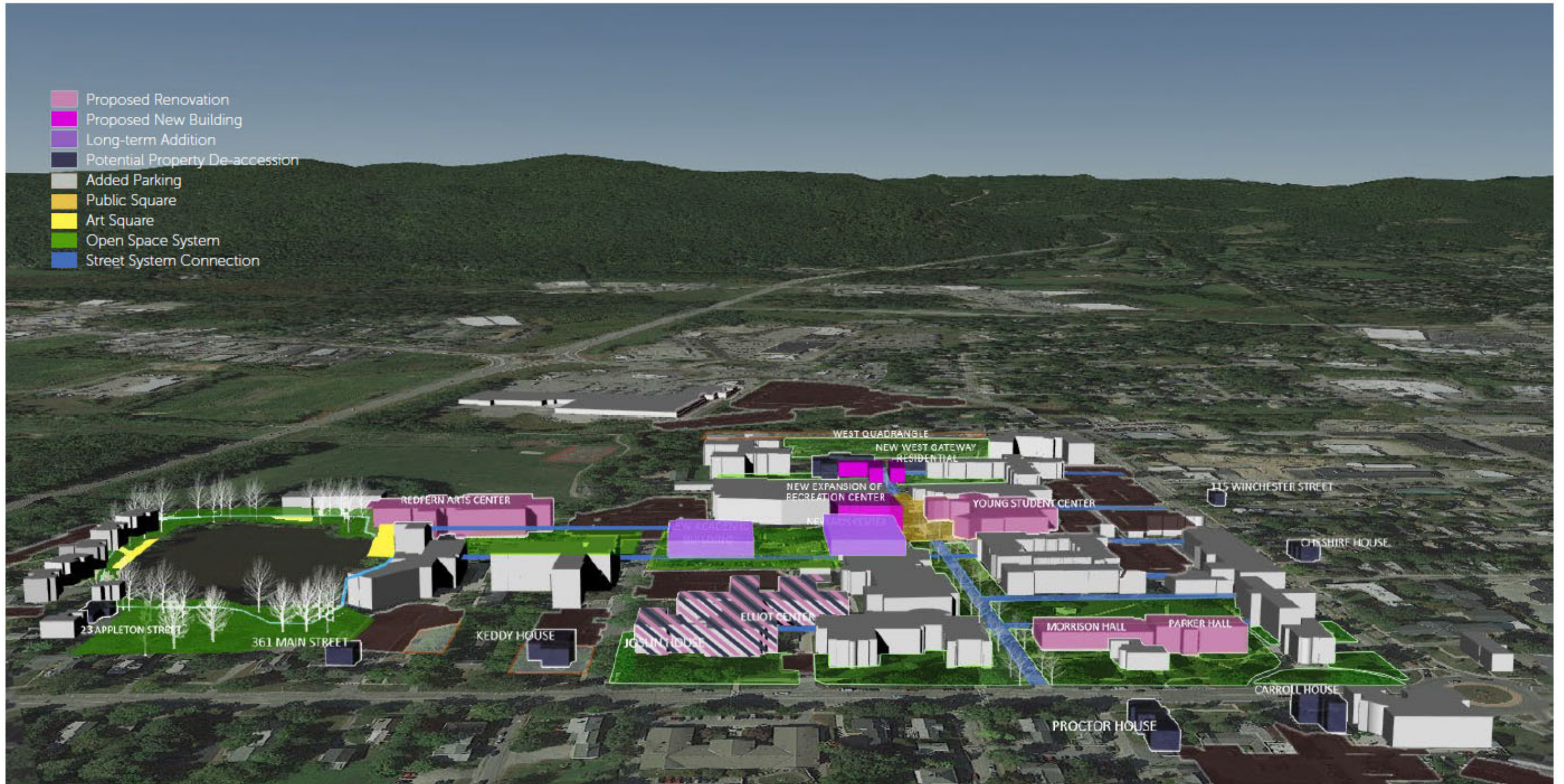


Figure 68: plan summary perspective



January 15, 2025

To: Jay Kahn, Mayor and Harold Farrington, Master Plan Steering Committee Chair
Through: Elizabeth Dragon, City Manager and Andy Bohannon, Deputy City Manager
From: Mari Brunner, Senior Planner
Subject: Vision Keene 20-Forward Project Update & Task Force Overview

Recommendation

For your information.

Background

The update to the City of Keene 2010 Comprehensive Master Plan, “Vision Keene 20-Forward,” began in January 2024 and is well underway. The first phase of the project, which involved obtaining broad community input and renewing the Keene Community Vision, wrapped up in early October 2024 with the first Future Summit on October 5. The draft [Community Vision](#) was presented at the October Future Summit event and was also presented to City Council. The vision includes six strategic pillars:

1. Livable Housing – Expand enticing housing options for all.
2. Thriving Economy – Grow a dynamic economy of the future that spans local to international.
3. Connected Mobility – Build regional and local connectivity, transportation and recreation networks.
4. Vibrant Neighborhoods – Support vibrant community neighborhoods that reflect their unique culture and identity.
5. Adaptable Workforce – Foster a future-ready, abundant and diverse workforce.
6. Flourishing Environment – Champion environmental stewardship and climate action.

Following the October Future Summit, six task forces were formed for each of the topics listed above. These task forces will meet three times each from January-March of 2025. At the first meeting for each task force, these groups will be asked to review input received from the community, 3-5 case studies showcasing how other communities have approached this topic, and best practices/technical analysis. They will then be asked to identify 3-5 pillar goals for the next 15 years. The second task force meeting will focus on identifying strategies/action items to reach those goals, and at the third meeting, task forces will review a draft chapter of their respective pillar. Between task force meetings, all recommendations will be brought to the Master Plan Steering Committee for input.

Public input is critical to the success of this project. A diversity of local voices, expertise, perspectives, concerns, and ideas will help us build a realistic and actionable implementation plan that reflects the needs and goals as articulated by the community. Current and upcoming

opportunities for public input (beyond the regular monthly meetings of the Steering Committee) are listed below:

- **Task Forces:** Community members that are interested in one or more of the specific pillar topics are invited to participate on a task force. The current task force membership and January meeting schedule is included as an attachment to this memo.
- **Online Discussion Boards:** For each strategic pillar, a [discussion board](#) has been developed with a section where people can comment and reply to each other. The ideas shared through these discussion boards will be reviewed by the task forces and Steering Committee. These boards will be posted through the spring.
- **Presentations to Students and Community Groups:** City planning staff are available to present to classrooms, student groups, and community groups throughout the project. Staff hope to engage with groups that have not yet participated in large numbers (e.g., K-12 students, college students, refugee community, non-native English speakers, etc.).
- **Comprehensive Plan Survey:** A second community survey will be conducted to gather feedback on proposed goals/strategies and how these should be prioritized.
- **Online Story Maps:** Interactive digital maps will be created and posted on the project website to highlight areas where change is being considered and help the community understand the proposed Future Land Use Map (target date: late April or early May).
- **June 3rd Future Summit:** The final Comprehensive Master Plan will be presented to the public on Tuesday, June 3, 2025, from 5-7 PM at Heberton Hall (60 Winter Street). This event is free and open to the public.

VISION KEENE 20-FORWARD

Strategic Pillar Task Force Schedule & Members

Livable Housing

Alison Moynihan	Dan Langille	Krishni Pahl
Andy Holte	Heather Harada	Mitch Piper
Anthony Ferrantello	Jaclyn Headings	Paula Sousa
Astara Zuorski	Jill Bouchillon	Sally Archer
Autumn DelaCroix	Josh Meehan	Sam Jackson
Cody Morrison	Ken Kost	Tom Julius

Thriving Economy

First Name Last Name	Harold Farrington	Peter Lehen
Anthony Ferrantello	Jay Kahn	Rebecca Landry
Christa Daniels	Julianna Dodson	Sarah Harpster
Cody Morrison	Julie Schoelzel	Sofia Cunha-Vasconcelos
Elizabeth Dragon	Kate Witte	Taryn Fisher
Emily Levigne-Bernier	Katia Knight	

Connected Mobility

First Name Last Name	Bryan Ruoff	Laura Tobin
Andy Holte	Craig Fulton	Mitch Piper
Autumn DelaCroix	Dave Hickling	Sam Jackson
Bobby Williams	Diana Duffy	Sergio Pritchett
Brianne Rafford-Varley	Hope Therrien	

Vibrant Neighborhood

First Name Last Name	Don Lussier	Nora Rozell
Astara Zuorski	Hope Therrien	Rowland Russell
Carrah Fisk-Hennessey	Matt Boulton	Tricia Zahn
Catt Workman	Michael Davis	
Deborah LeBlanc	Molly Ellis	

Adaptable Workforce

First Name Last Name	Daisy Frederick	Jay Kahn
Andy Bohannon	David Bouchillon	Jim Kraly
Astara Zuorski	Diana Duffy	Marti Fiske
Brent Nolan	Heather Jasmin	Megan Young
Rose Kundanis		

Flourishing Environment Task Force

First Name Last Name	Duncan Watson	Rowland Russell
Alisha Anderson	Jill Bouchillon	Sarah Harpster
Anthony Ferrantello	Kate Witte	Sofia Cunha-Vasconcelos
Catherine Koning	Ken Kost	Sparky Von Plinsky
Craig Fulton	Matt Boulton	
Dee Robbins	Ritu Budakoti	

Task Force Meeting Schedule

Task Force	Meeting Date	Meeting Time
Livable Housing	22-Jan	5:00 PM
Thriving Economy	29-Jan	12:00 PM
Connected Mobility	27-Jan	5:00 PM
Vibrant Neighborhoods	29-Jan	5:00 PM
Adaptable Workforce	28-Jan	5:00 PM
Flourishing Environment	30-Jan	12:00 PM



January 17, 2025

TO: Planning Board
FROM: Mari Brunner, Senior Planner
SUBJECT: Update on Administrative Planning Project Approvals for 2024

The following projects were reviewed administratively by Planning Staff during 2024:

1. **SPR-937, Modification #12C – Barnes & Noble – 32 Ash Brook Rd. #3:** Applicant Tricario Architecture & Design PC, on behalf of owner Keene MZL LLC, proposes minor exterior renovations to an existing vacant tenant space for Barnes & Noble in the Monadnock Marketplace Plaza located at 32 Ash Brook Rd #3 (TMP #109-027-000). The parcel is 1.35-ac in size and is located in the Commerce District.
2. **PB-2024-19 – Antique Store & Residence – 973 Marlboro Rd:** Applicant JLS Properties LLC, on behalf of owner BTD Properties LLC, proposes to convert the existing behavioral health office space to a retail and residential use on the property at 973 Marlboro Rd (TMP #249-004-000). The parcel is 1.1-ac in size and is located in the Rural District.
3. **PB-2024-17 – Parking Area Expansion – 23 Park Ave:** Applicant and owner Park Place Keene LLC proposes to expand the existing parking area on the property at 23 Park Ave (TMP #568-048-000). The parcel is 0.55-ac in size and is located in the High Density District.
4. **SPR-755, Modification #1 – Parking Area Expansion – 80 Emerald St:** Applicant and owner Greenwald Realty proposes to expand the existing parking area on the parcel at 80 Emerald St (TMP #584-068-000). The parcel is 1.7-ac in size and is located in the Downtown Growth District.
5. **SPR-12-17, Modification #3 – Archway Farm Exterior Lighting Modifications – 183 Arch St:** Applicant and owner Mark Florenz proposes to modify the lighting approved by the Planning Board in June 2024 as part of the Major Site Plan application, SPR-12-17 Modification #2. Instead of installing both pole lights and wallpack light fixtures, only six wallpack lights will be installed around the perimeter of the farm store. The subject parcel is 53-ac in size and is located in the Agricultural District.
6. **SPR-423, Modification #5 – Corning Chiller Equipment Installation – 69 Island St. #13:** Applicant Energy Efficient Investments, on behalf of owner Keene Island Holdings LLC, proposes to install new mechanical equipment along the western portion of the southern building facade of the Island Mill building located at 69 Island St (TMP #583-010-000-001-06B). The parcel is 7.7-ac in size and is located in the Commerce District.



3 Washington Street
Keene, NH 03431

(603) 352-5440
KeeneNH.gov

7. **PB-2024-12 – Conversion of Office Space to Four Apartments – 53 Marlboro St:** Applicant Tailfeather Strategies, on behalf of owner Jared Goodell, proposes to convert existing office space into four apartments and make associated site improvements on the property located at 53 Marlboro St (TMP #590-095-000). The parcel is 0.18-ac and is located in the Downtown Edge District.
8. **PB-2024-11 – Aliber Place Duplex Housing Development – 15 Aliber PI:** Applicant Tailfeather Strategies, on behalf of owner Jared Goodell, proposes the development of three duplex buildings on the properties at 7 & 15 Aliber PI (TMP#s 590-093-000 & 590-092-000). The parcels are a combined 0.46-ac in size and are located in the Downtown Edge & Residential Preservation Districts.
9. **PB-2024-11 – Aliber Place Duplex Housing Development – 7 Aliber PI:** Applicant Tailfeather Strategies, on behalf of owner Jared Goodell, proposes the development of three duplex buildings on the properties at 7 & 15 Aliber PI (TMP#s 590-093-000 & 590-092-000). The parcels are a combined 0.46-ac in size and are located in the Downtown Edge & Residential Preservation Districts.
10. **SPR-03-19, Modification #4 – Keene Mini Storage Addition Expansion – 678 Marlboro Rd:** Applicant SVE Associates, on behalf of owner, Keene Mini Storage LLC, proposes a 5'-extension to the rear of the previously-approved addition to the Keene Mini Storage site located at 678 Marlboro Rd (TMP #241-107-000). The addition was initially approved by the Planning Board as part of a Major Site Plan application, SPR-03-19 Modification #3, which received final approval in February 2024. The subject parcel is 9.5-ac in size and is located in the Industrial District.
11. **SPR-12-18, Modification #2 – Silk Mill Apartments – 160 Emerald St:** Applicant Emerald Development LLC, on behalf of owner Toby Tousley, proposes to convert a portion of the second floor of the former Silk Mill building into ten apartments and install rooftop equipment. The subject parcel is located at 160 Emerald St (TMP #583-034-000), is 3.11-ac in size, and is located in the Downtown Growth District.
12. **SPR-12-18, Modification #4 – Silk Mill Apartments– 160 Emerald St:** Applicant Tailfeather Strategies, on behalf of owner Emerald Development, LLC, proposes to convert ~6,121-sf of existing office space into 17 apartments in the Silk Mill Building located at 160 Emerald St (TMP #583-034-000). This approval will result in a total of ~13,771-sf of office space in the building being converted into a total of 27 apartments. The subject parcel is 3.11-ac in size and is located in the Downtown Growth District.
13. **PB-2024-10 – Restaurant – 21 Davis St:** Applicant Noble Ramen House LLC, on behalf of owner 21 Davis Street LLC, proposes to open a restaurant in the vacant retail tenant space in the building at 21 Davis St (TMP #584-058-000). The parcel is 0.18-ac in size and is located in the Downtown Core District.
14. **SPR-928, Modification #1 – Leon's Auto Body Container Storage Area – 600 Main St:** Applicant and owner 600 Main Street, LLC, proposes to designate a 50'x50' storage container

area to the southeast of the Leon's Auto Body building located at 600 Main St (TMP #114-014-000). The parcel is 4.3-ac in size and is located in the Commerce District.

15. **SPR-575, Modification #3 – Keene Chrysler EV Charger & Transformer Installation – 410 Winchester St:** Applicant A.B. Precision Electric, on behalf of owner SAM Family Limited Partnership, proposes to install an EV charger and transformer along the west facade of the Keene Chrysler Dealership building located at 410 Winchester St (TMP #111-008-000). The parcel is 4.63 ac and is located in the Commerce Limited District.
16. **SPR-09-12, Modification #8 – Valvoline Facade Modifications – 420-486 West St:** Applicant Hunley Enterprises Inc., on behalf of owner 420-480 West Street LLC, proposes exterior modifications to the Valvoline building located at 420-486 West St (TMP #578-004-000) in the Fairbanks Shopping Plaza. Proposed exterior modifications include lowering a portion of the existing roofline, installing new siding along the top part of the building, and relocating an existing rooftop unit. The parcel is 14.97 ac and is located in the Commerce District.
17. **SPR-02-23, Modification #1 – Contractor Bay Loading Docks – 0 Black Brook Rd:** Applicant Patriot Holdings LLC, on behalf of owner New England Interconnect Systems Inc., proposes to add a loading dock to each of the contractor bay buildings approved by the Planning Board as part of the Site Plan & Surface Water Conditional Use Permit applications, SPR-02-23 & SWP-CUP-01-23, which received final approval in September 2023. The combined parcels making up the site are a total of 12.57 ac in size and are both located in the Corporate Park District.
18. **SPR-11-16, Modification #11– Covenant Living EV Charger – 95 Wyman Rd:** Applicant Hamblet Electric, on behalf of owner Covenant Living of Keene, proposes to install an EV charger and create two additional parking spaces on the eastern portion of the Covenant Living parcel at 95 Wyman Rd (TMP #221-019-000). The parcel is 36.26 ac and is located in the Rural District.
19. **PB-2024-02 – Restaurant – 21 Davis St:** Applicant Gayann Letman, on behalf of owner 21 Davis St LLC, proposes to open a restaurant with 20 seats in the vacant tenant space in the building located at 21 Davis St (TMP #584-058-000). There are no changes proposed to the building exterior or site. The parcel is 0.18-ac and is located in the Downtown Core District.
20. **SPR-02-23, Modification #1 – Contractor Bay Loading Docks – 0 Black Brook Rd:** Applicant Patriot Holdings LLC, on behalf of owner New England Interconnect Systems Inc., proposes to add a loading dock to each of the contractor bay buildings approved by the Planning Board as part of the Site Plan & Surface Water Conditional Use Permit applications, SPR-02-23 & SWP-CUP-01-23, which received final approval in September 2023. The combined parcels making up the site are a total of 12.57 ac in size and are both located in the Corporate Park District.
21. **SPR-790, Modification #2 – Summit Packaging Addition Modifications – 7 Krif Ct:** Applicant and owner Summit Packaging Systems LLC, proposes modifications to the Site Plan, SPR-790 Modification #1, that received final approval from the Planning Board in January 2024. Proposed modifications from the approved site plan include a reduction in the size of the addition from ~6,400 sf to ~4,000 sf, the addition of a paved drive aisle adjacent to the

addition, and some minor modifications to the stormwater management system. The parcel is 1.95 ac and is located in the Industrial District.

22. **SPR-06-23, Modification #1 – Roosevelt School Housing Design & Site Modifications – 438 Washington St:** Applicant Monadnock Affordable Housing, on behalf of owner the Community College System of NH, proposes to modify the Major Site Plan application, SPR-06-23, that received conditional approval from the Planning Board in May 2023. The proposed modifications to the original approval include the construction of an ~133 sf community room at the rear of the Phase II building along the north building facade and an alteration to the phasing and location of the proposed condominium line on the site. The parcel is 2.4 ac and is located in the Low Density District.
23. **SPR-01-23, Modification #1 – Granite State Carwash Exterior Design Changes – 364 West St:** Applicant Bergeron Construction Co. Inc., on behalf of owner A&B LLC, proposes to modify the exterior design of the new Granite State Carwash building at 364 West St (TMP #577-026-000) that was approved by the Planning Board in February 2023 as part of the Major Site Plan application, SPR-01-23. The parcel is 0.60 ac and is located in the Commerce District.
24. **SPR-905, Modification #6 – Cedarcrest Additional Parking Spaces – 91 Maple Ave:** Applicant and owner Cedarcrest Inc., proposes to add eight additional parking spaces to the south of their existing parking area in the northwestern corner of their site. A portion of the existing asphalt walkway will also be removed on the to the rear of the building. The parcel is 5 ac and is located in the Low Density District.
25. **SPR-11-18, Modification #3 – Knotty Pine Antiques Site Modifications – 96 Dunbar St:** Applicant Brickstone Land Use Consultants LLC, on behalf of owner Knotty Pine Antique Market Inc., proposes to create a parking and vehicle storage areas for Knotty Pine Antiques on the properties at 96 Dunbar St (TMP #585-007-000) and 0 Cypress St (TMP #574-041-000). The parcel at 96 Dunbar St is 0.39 ac in size and is located in the Downtown Core District.
26. **SPR-07-22 – Restaurant & Patio – 21 Davis St:** Applicant Euphoria Gourmet Vietnam, on behalf of owner 21 Davis Street LLC, proposes to operate a restaurant and create an outdoor patio the vacant tenant space in the building located at 21 Davis Street (TMP# 584-058-000-000-000). The parcel is 0.18 acres in size and is located in the Downtown Core District.



January 17, 2025

TO: Planning Board
FROM: Mari Brunner, Senior Planner
SUBJECT: Update on Minor Project Review Committee Approvals for 2024

The following projects were reviewed by the Minor Project Review Committee (MPRC) during 2024.

1. **SPR-876, Modification #4 – Ametek Addition – 44 Black Brook Rd:** Applicant SVE Associates, on behalf of owner NH Black Brook LLC, proposes to construct an ~9,045-sf addition to the existing ~61,100-sf Ametek building and make associated site modifications on the property at 44 Black Brook Rd (TMP #221-021-000). The parcel is 18.43-ac and is located in the Corporate Park District.
2. **SPR-644, Modification #2 – Parking Lot Expansion & Site Modifications – 426-428 Winchester St:** Applicant Brickstone Land Use Consultants, on behalf of owner TBK Realty Inc, proposes the expansion of the existing parking lot and associated site modifications on the property at 426-428 Winchester St (TMP #115-002-000). The parcel is 2.59 ac and is located in the Commerce Limited District.
3. **SPR-204, Modification #4 – Bergeron Mechanical Exterior Building Modifications – 216 Marlboro St:** Applicant Brickstone Land Use Consultants, on behalf of owner 216 Marlboro St LLC, proposes to install painted metal siding and new unscreened rooftop units on the Bergeron Mechanical building at 216 Marlboro St (TMP #589-016-000). The parcel is 0.97 ac and is located in the Neighborhood Business District.