



PLANNING BOARD  
Council Chambers, Keene City Hall  
January 27, 2025  
6:30 PM

*Below is a summary of the actions taken by the Keene Planning Board at their meeting on January 27, 2025. Additional information can be found in the meeting minutes.*

*Please contact the Community Development Department with any questions at [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov) or 603-352-5440.*

### **BOARD ACTIONS**

#### **I. Election of Chair, Vice Chair, & Steering Committee**

**Board Action:** *Voted unanimously to elect Harold Farrington to serve as the Chair, Roberta Mastrogiovanni as the Vice Chair, and Armando Rangel as the third Steering Committee member.*

#### **II. Minutes of Previous Meeting** – December 16, 2024

**Board Action:** *Voted unanimously to adopt the minutes with the following amendment: that the upcoming meeting dates are added to the end section of the minutes.*

#### **III. Final Approvals:**

- a. **PB-2024-07 – Site Plan – Dinkbee’s Redevelopment, 510 Washington St** - Applicant Fieldstone Land Consultants PLLC, on behalf of owner OM 510 Washington Street LLC, proposes to demolish the existing Dinkbee’s building on the property at 510 Washington St (TMP #532-003-000), construct a new ~6,256-sf building in its place, and expand the number of vehicle fueling stations. Waivers are requested from Sections 20.2.1.b, 20.6.E, 20.7.2.C, and 20.14.3.D of the LDC related to the submittal of a drainage report, parking lot landscaping, light trespass, and parking. The parcel is 0.74 ac and is located in the Commerce District.

**Board Action:** *Voted unanimously to issue final approval for PB-2024-07.*

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

**Board Action:** *Voted unanimously to issue final approval for PB-2024-15.*

#### IV. 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.

**Board Action:** *Voted unanimously to 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.*
  
- 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.

**Board Action:** *Voted unanimously to 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.*

- 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.

**Board Action:** *Voted unanimously to 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.*
  - 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.*
  - e. *The inclusion on the plan set of the pollinator-friendly seed mix to stabilize the berm.*
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 wetlands 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-01-13Modification #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.*

**V. Planning Board Meeting Schedule** – Request to reschedule the September meeting date

**Board Action:** *Voted unanimously to reschedule the September 22, 2025 meeting date to September 29, 2025.*