



Planning Board – Monday, April 26, 2021, 6:30PM

AGENDA

NOTE: This meeting will be conducted using the online meeting platform, Zoom.* The public may view the meeting online by visiting www.zoom.us/join and enter the **Meeting ID: 857 8338 6440**. If you are unable to attend the meeting online, you may call the toll-free # (888) 475-4499 and enter the Meeting ID to listen to the meeting. More info on how to access this meeting is available at ci.keene.nh.us/planning-board. If you encounter any issues accessing this meeting, please call 603-209-4697 during the scheduled meeting time.

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meeting** – March 22, 2021
- III. **Boundary Line Adjustment**

S-02-21 – Boundary Line Adjustment – 62 & 74 Sullivan Rd – Applicant Cardinal Surveying & Land Planning, on behalf of owners Gregory J. Precourt of 62 Sullivan Rd (TMP# 214-016-000) and David & Lorraine Newell of 74 Sullivan Rd (TMP# 214-017-000), proposes a boundary line adjustment between their two properties. This adjustment would result in a transfer of 0.74 acres from the 9.22-acre parcel located at 74 Sullivan Rd to the 0.97-acre parcel located at 62 Sullivan Rd. Both properties are located in the Rural District.

- IV. **Continued Public Hearings:**

SPR-01-21 – Site Plan Review – Methadone Clinic, 152 Davis Street – Applicant Civil & Environmental Consultants, Inc., on behalf of owner Metro Treatment of New Hampshire LP, proposes to renovate the existing 4,510 sf building located at 152 Davis St. (TMP# 583-023-000) for use as a methadone clinic and modify the existing parking lot and traffic circulation, landscaping, and exterior lighting. A waiver is requested from Development Standard 10, Lighting. The site is 0.45 acres and is located in the Commerce District.

- **The Applicant has submitted a letter stating that they are withdrawing this site plan application.**

Change to Planning Board Application Fee Schedule: The City of Keene Community Development Department proposes to amend the Planning Board Legal Notice Fee, which was last revised in May of 2017, from \$25 to \$62 to account for 1) additional costs related to noticing of remote meetings due to the COVID-19 state of Emergency and 2) to reflect increases in the per-line cost of legal advertisements.

- V. **Community Development Director Report**
- VI. **New Business**
- VII. **Upcoming Dates of Interest – May 2021**

- Planning Board Special Meeting – May 10, 6:30 PM
- Planning Board Steering Committee – May 11, 11:00 AM
- Planning Board Site Visit – May 19, 8:00 AM – To Be Confirmed
- Planning Board Meeting – May 24, 6:30 PM

**In Emergency Order #12, issued by the Governor pursuant to Executive Order #2020-04, which declared a COVID-19 State of Emergency, the requirement that a quorum of a public body be physically present at the meeting location under RSA 91-A:2, III(b), and the requirement that each part of a meeting of a public body be audible or otherwise discernible to the public at the meeting location under RSA 91-A:2, III(c), have been waived. Public participation may be provided through telephonic and other electronic means.*

**CITY OF KEENE
NEW HAMPSHIRE**

**PLANNING BOARD
MEETING MINUTES**

Monday March 22, 2021 6:30 PM Remote Meeting (Zoom)

Members Present

Pamela Russell Slack, Chairman
David Orgaz, Vice-Chair
Councilor Michael Remy
Andrew Weglinski
Mayor George Hansel
Emily Lavigne-Bernier
Roberta Mastrogiovanni
Harold Farrington, Alternate

Staff:

Rhett Lamb, Asst. City
Manager/Community Development
Director
Tara Kessler, Senior Planner
Mari Brunner, Planner

Members Not Present:

Gail Sommers
Tammy Adams, Alternate

I. Call to order – Roll Call

Chair Russell Slack began the meeting by reading the following statement with respect to holding remote meetings: *“In Emergency Order #12, issued by the Governor of the State of New Hampshire pursuant to Executive Order #2020-04, certain provisions of RSA 91-A regulating the operation of public body meetings have been waived during the declared COVID-19 State of Emergency.*

Specifically:

- *The requirement that a quorum of a public body be physically present except in an emergency requiring immediate action under RSA 91-A:2, III(b);*
- *The requirement that each part of a meeting of a public body be audible or otherwise discernible to the public at the location specified in the meeting notice as the location of the meeting under RSA 91-A:2, III(c).*
- *Provided, however that the public body must:*
 - *Provide access to the meeting by telephone, with additional access possibilities by video or other electronic means;*
 - *Provide public notice of the necessary information for accessing the meeting;*
 - *Provide a mechanism for the public to alert the public body during the meeting if there are problems with access; and*
 - *Adjourn the meeting if the public is unable to access the meeting.*
- *All votes are to be taken by roll call.*
- *All board participants shall identify the location from where they are participating and who is present in the room with them.”*

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Chair Russell Slack said the public may access the meeting online by visiting the Zoom website, www.zoom.us/join, and entering the Meeting ID, which she stated. The Meeting ID also appeared on the Agenda for the meeting. The public can listen, but not view, the meeting by calling the toll-free phone number (888) 475-4499 and entering the Meeting ID. She noted that if someone is unable to access the meeting, they should call 603-209-4697.

The Chair called the meeting to order at 6:30 PM and roll call was taken. Harold Farrington was brought in as a voting member for the meeting.

The Chair noted that due to the number of public hearings on the agenda, she would check in with the Board at 9:45 PM to assess whether this meeting should continue or whether it would need to be continued to the next month.

II. Minutes of previous meeting – February 22, 2021 Meeting

A motion was made by Mayor George Hansel to accept the February 22, 2021 minutes. The motion was seconded by Councilor Michael Remy and was unanimously approved.

III. Public Hearing

S-01-21 – Subdivision – 166 West Street –

Applicant and owner Flyboy Realty LLC proposes to subdivide the 1.03-acre parcel located at 166 West St. (TMP 576-002-000) into a 0.407-acre parcel and a 0.626-acre parcel. A waiver is requested from Development Standard 10, Lighting. This parcel is located in the Central Business Limited, Gilbo Avenue Design Overlay, and Downtown Historic Overlay districts.

A. Board Determination of Completeness

Planner Mari Brunner stated the applicant is requesting exemptions from providing a grading plan, a lighting plan, and a landscaping plan. Staff has determined the requested exemptions would have no bearing on the merits of the application, and recommend the Board accept the application as complete.

A motion was made by Mayor George Hansel that the Planning Board accept this application as complete. The motion was seconded by Councilor Michael Remy and was unanimously approved by roll call vote.

B. Public Hearing

Mr. Jim Phippard addressed the Board on behalf of Flyboy Realty and noted this applicant is requesting a 2-lot subdivision for property located at 166 West Street.

Mr. Phippard called the Board’s attention to an existing conditions plan for this property and referred to a site plan the Planning Board approved last fall to locate a second building on this property (close to Gilbo Avenue). The ground floor of this building will

76 consist of a single office user and the second floor will consist of eight one-bedroom
77 apartments.

78
79 Mr. Phippard stated since the Board's approval there have been some changes to the plan;
80 it was realized the site was short three parking spaces. After the proposed subdivision, the
81 future office building fronting on West Street will stand alone with 20 parking spaces.
82 This lot would comply with zone dimensional requirements and parking requirements.
83 The mixed use building fronting on Gilbo Avenue requires 43 parking spaces; however,
84 they can only provide 40. The applicant went before the Zoning Board of Adjustment for
85 a variance to allow 39 spaces where 43 are required (one of the 40 parking spaces will be
86 used for a dumpster).

87 Mr. Phippard referred to a table and explained that both lots exceed the minimum 10,000
88 square foot land area, and they both meet the minimum frontage requirements and
89 maximum impermeable coverage.

90 Mr. Phippard referred to a rendering and explained that the parking lot is a shared space
91 and noted the city parking and lighting requirements don't contemplate shared parking
92 arrangements. He noted that even though the Board approved the lighting plan, which
93 meets the requirements for brightness and reduced lighting after-hours, it does not meet
94 the requirement for light trespass over the property line. Mr. Phippard indicated the
95 applicant is requesting a waiver from the lighting standards and went over the waiver
96 criteria.

97 *a) That granting the waiver will not be contrary to the spirit and intent of these*
98 *regulations;*

99 Mr. Phippard stated the spirit and intent of the lighting ordinance is to provide for
100 minimum lighting for safety reasons, but not lighting that will cause light pollution. He
101 added because this property is located in the Gilbo Avenue Overlay District there is no
102 pavement setback which will result in light trespass.

103
104 *b) That granting the waiver will not increase the potential for creating adverse impacts to*
105 *abutters, the community or the environment;*

106 The lighting plan as approved by the Board has not changed.

107
108 *c) That granting the waiver has not been shown to diminish the property values of*
109 *abutting properties.*

110 This is an existing parking lot, the lighting is being upgraded to be full cutoff fixtures
111 with less glare onto adjacent properties or abutting properties. Mr. Phippard did not feel
112 this waiver will diminish property values.

113
114 *d) Consideration will also be given to whether strict conformity with the regulations or*
115 *Development Standards would pose an unnecessary hardship to the applicant.*

116 Mr. Phippard reiterated what he had stated previously: the only other alternative would be
117 to lower the light fixtures and try to re-direct the lighting. But this would create a
118 situation where a dark spot will be created in this shared parking area, greatly decreasing

119 safety in the parking area. The proposed solution is safer and meets the intent of the
120 City’s lighting standards.

121

122 Staff comments were next. Ms. Brunner stated the recommended motion includes a
123 request for documentation of the following easements:

- 124 • Drainage easement to allow runoff from Lot 1 to drain into the drainage system
125 on Lot 2.
- 126 • Sewer easement to allow the sewer line for Lot 2 to cross Lot 1.
- 127 • Easement to allow underground electric and telephonic wires for Lot 2 to cross
128 Lot 1.
- 129 • Cross easement to allow the right to pass and repass on each lot.
- 130 • Cross easement to allow shared parking on each lot.

131

132 She noted the applicant has done a thorough job of reviewing the development standards
133 as they relate to this application. She does not have anything to add, but noted she is
134 available to answer questions.

135

136 The Chair asked for public comment next. With no comment, the Chair closed the public
137 hearing.

138

139 Mayor Hansel thanked the applicant for reusing a building in this manner and for
140 investing in the community. Chair Russell Slack agreed with the Mayor and commended
141 the presentation.

142

143 C. Board Discussion and Action

144 A motion was made by Mayor George Hansel that the Planning Board approve S-01-21
145 for a 2-lot subdivision of the parcel located at 166 West Street (TMP #576-002-000),
146 including granting a waiver from Development Standard 10.C.2, as shown on the plan
147 identified as “Two Lot Subdivision, Land of Flyboy Realty, LLC” prepared by Huntley
148 Survey & Design, PLLC at a scale of 1 inch = 20 feet, dated January 11, 2021 with the
149 following conditions prior to signature by Planning Board Chair:

150

- 151 1. Submittal of documentation for all required easements, including:
 - 152 a. Drainage easement to allow runoff from Lot 1 to drain into the
153 drainage system on Lot 2.
 - 154 b. Sewer easement to allow the sewer line for Lot 2 to cross Lot 1.
 - 155 c. Easement to allow underground electric and telephonic wires for Lot
156 2 to cross Lot 1.
 - 157 d. Cross easement to allow the right to pass and repass on each lot.
 - 158 e. Cross easement to allow shared parking on each lot.

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The motion was seconded by David Orgaz and was unanimously approved by roll call
160 vote.

161

162

SWP-CUP-01-21 – Surface Water CUP – Eversource D108 Transmission Line –

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Applicant GZA GeoEnvironmental Inc., on behalf of Eversource Energy, proposes to
164 remove 2 utility poles, replace 17 utility poles, and replace existing static wire with

165 optical ground wire along the 1.3-mile D108 Transmission Line that runs from the North
166 Keene Substation to the Emerald Street Substation. The proposed project would impact
167 126,244 sf of the Surface Water Protection Buffer for temporary access and work pad
168 placement. The transmission line is located in various zoning districts.

169
170 **SWP-CUP-02-21 – Surface Water CUP – Eversource L163 Transmission Line** –
171 Applicant GZA GeoEnvironmental Inc., on behalf of Eversource Energy, proposes to
172 replace 14 utility structures and replace existing optical ground wire with copperweld
173 fiber wire along the L163 Transmission Line in Keene. This transmission line runs 13
174 miles from the North Keene Substation to Antrim, NH. The proposed project would
175 impact 97,789 sf of the Surface Water Protection Buffer for temporary equipment access
176 and work pad placement. The transmission line is located in various zoning districts.

177
178 Chair Russell Slack noted that since these two applications for a Surface Water
179 Protection Ordinance Conditional Use Permit (CUP) were very similar and involved the
180 same property owner, they would be heard at the same time.

181
182 **A. Board Determination of Completeness**

183 Senior Planner Tara Planner recommended to the Board that both applications were
184 complete.

185
186 A motion was made by Mayor George Hansel that the Planning Board accept both CUP
187 applications as complete. The motion was seconded by Councilor Michael Remy and was
188 unanimously approved by roll call vote.

189
190 **B. Public Hearing**

191 Lindsey White from GZA Geo Environmental was the first speaker. Ms. White began by
192 introducing the other members present with her Jennifer Codispotti, Jeremy Fennell and
193 Lydia Morton from Eversource, and Conor Madison from GZA Geo Environmental.

194
195 Ms. White stated both projects consist of two parts: replacement of wooden utility poles
196 with steel poles and the replacement of static wire with optical ground wire. Both projects
197 require access to pole and work pads and this access requires temporary wetland impact.

198
199 Ms. White explained that timber matting is used to avoid compaction to wetlands. Once
200 work is complete, timber matting is removed and any impacted areas are restored. As
201 requested by the Conservation Commission, a pollinator friendly seed mix will be used.

202
203 Ms. White stated the D108 Transmission Line work will begin south of Route 12 and
204 continue on a southerly direction for 1.3 miles and end at the Emerald Street substation.
205 This line crosses Route 9 and 12, West and Island Street, Appel Way Trail and Cheshire
206 Rail Trail. She explained this project is essentially a rebuild where 17 poles of the 22 are
207 being replaced and three are being removed, two of the 22 poles are steel poles are don't
208 need to be replaced.

209

210 Mr. Conor Madison from GZA Geo Environmental was the next speaker. He addressed
211 the L163 Transmission Line Work. With reference to a plan, he explained this work starts
212 where the D108 Line ends at the North Keene Substation and continues east to a
213 substation in Antrim. The same construction details as D108 will also be used for this
214 project. There will be five different access roads used for this project: off Route 12, the
215 north side of Court Street, Old Gilsum Road, Ferry Brook Road, the south side of Court
216 Street and off Route 10. This project is looking to replace 14 structures, two separate
217 LPGW replacements and at the conclusion of the project the impacted wetlands will be
218 fully restored. This concluded the applicant's presentation.

219

220 Vice Chair Orgaz asked whether the access to the Rail Trail will be hindered in anyway
221 by any of this work. Ms. White stated they do not have access coming off the Rail Trail,
222 however, wire stringing activity will happen over the Trail. Jennifer Codispotti of
223 Eversource added they do not anticipate closing the Trail during the overhead wire
224 stringing. However, there will be signage and a spotter at this location and there could be
225 some stopping of traffic during critical points of work sequence. There will be spotters to
226 get people across safely.

227

228 Mr. Farrington noted for the D108 project static wire is being replaced with optical
229 ground wire and for the L163 project the optical ground wire is being replaced by
230 copperweld fiber. He asked what the requirements are for the D108 project to go with
231 optical ground wire rather than fiber. Jeremy Fennell of Eversource stated on both lines
232 they have static wire that has lightning capacity and by replacing the optical ground wire
233 on both projects it will have the same lightning protection as well as much better
234 communication between substations. Mr. Farrington noted for the L163 it is noted in the
235 application that they will be replacing the OPWG and asked for clarification. Ms.
236 Codispotti stated they can follow up on this clarification, and felt this could be a
237 typographic error.

238

239 Mayor George Hansel asked whether the general public would notice much of a
240 difference after the completion of this project. Ms. White stated it has been her
241 experience in doing construction monitoring that the wetlands grow back within a
242 growing season. Lydia Morton from Eversource stated the new poles they are
243 constructing are weathered steel and would be much darker and depending on the area
244 there could be a height change. She indicated her experience has been the weathered steel
245 poles tend to blend into the landscape much better. She did not feel visually people are
246 likely to see a difference.

247

248 Staff comments were next. Ms. Kessler began by noting that these two applications are
249 conditional use permit applications for impact to the city's surface water protection
250 buffer. She indicated staff has been in communication with GZA and Eversource and
251 have requested the city be informed of any impact to the trail or city sidewalk network. It
252 is anticipated that for any driveway permit or excavation permit that is issued through the
253 city's engineering division, there will be a condition that there be a communication plan
254 so that the public can be notified of any closures. Ms. Kessler stated that staff are not
255 proposing this as a condition of site plan approval.

256

257 Ms. Kessler went on to say these application were reviewed by the Conservation
258 Commission who have requested a pollinator friendly seed mix be used in revegetation
259 because of a recent initiative of the City to become a Bee City USA.

260

261 Ms. Kessler referred to staff comments regarding the repeat encroachment into the
262 wetland and surface water buffer areas along the L163 transmission line. Last year the
263 Planning Board did approve a conditional use permit for the replacement of 25 utility
264 poles along this same line and with this application there will be 14 more poles replaced,
265 and there are 7 more that need to be replaced. Staff question why Eversource would not
266 replace all of the poles needed to be replaced when they are working in the wetland areas
267 and along this transmission line. Staff noted that the Board may question whether the
268 applicant is doing all they can to minimize encroachment into the surface water buffer
269 areas. This concluded staff comments.

270

271 Jeremy Fennell addressed the Board regarding a prior comment raised by Mr. Farrington.
272 He indicated what he learned doing some research is that the L163 line has copper welder
273 shield wire and it currently does not have the communication capacity and Eversource
274 does not have good replacement material. In New Hampshire, Massachusetts and
275 Connecticut they are trying to transition out of this to enhance reliability. They will be
276 transitioning to the optical ground fiber wire – it will look the same but might be slightly
277 thinner.

278

279 The Chair asked for public comment. With no comments from the public the Chair closed
280 the public hearing.

281

282 A. Board Discussion and Action

283 A motion was made by Mayor George Hansel that the Planning Board approve
284 Conditional Use Permit SWP-CUP-01-21 as shown on the plan set identified as “D108
285 Transmission Line Structure Replacement Project, Keene New Hampshire” prepared by
286 GZA GeoEnvironmental Inc. at a scale of 1 inch = 1,865 feet and dated February 4, 2021,
287 with the following conditions:

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- 289 A. Applicant submits to the Community Development Department
290 documentation of all necessary permits and approvals from local, state
291 and federal agencies, including but not limited to:
- 292 i. An approved Wetlands Permit and Shoreland Permit from the
293 NH Department of Environmental Services;
 - 294 ii. A temporary driveway permit from the NH Department of
295 Transportation;
 - 296 iii. Temporary driveway permits for each access point from a
297 public right-of-way from the City Public Works Department;
 - 298 iv. Excavation permits for any ground disturbance within the
299 public right-of-way or on City-owned property; and,
 - 300 v. Encumbrance permits for any vehicles, equipment or materials
to be staged or stored within the public right-of-way.

301 B. Applicant shall remediate all disturbed areas with vegetation that
302 includes pollinator friendly plant species. A list of plant species used for
303 remediation shall be submitted to the Community Development
304 Department in advance of planting.”

305
306 The motion was seconded by Councilor Michael Remy and was unanimously approved
307 by roll call vote.

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309 A motion was made by Mayor George Hansel that the Planning Board approve
310 Conditional Use Permit SWP-CUP-02-21 as shown on the plan set identified as “L163
311 Transmission Line Copperweld Retirement Project, Keene New Hampshire” prepared by
312 GZA GeoEnvironmental Inc. at a scale of 1 inch = 2,083 feet and dated February 8, 2021,
313 with the following conditions:

- 314 A. Applicant submits to the Community Development Department
315 documentation of all necessary permits and approvals from local, state
316 and federal agencies, including but not limited to:
- 317 i. An approved Wetlands Permit and Shoreland Permit from the
318 NH Department of Environmental Services;
 - 319 ii. A temporary driveway permit from the NH Department of
320 Transportation;
 - 321 iii. Temporary driveway permits for each access point from a
322 public right-of-way from the City Public Works Department;
 - 323 iv. Excavation permits for any ground disturbance within the
324 public right-of-way or on City-owned property; and,
 - 325 v. Encumbrance permits for any vehicles, equipment or materials
326 to be staged or stored within the public right-of-way.
- 327 B. Applicant shall remediate all disturbed areas with vegetation that
328 includes pollinator friendly plant species. A list of plant species used for
329 remediation shall be submitted to the Community Development
330 Department in advance of planting.”

331
332 The motion was seconded by Councilor Michael Remy and was unanimously approved
333 by roll call vote.

334
335 **SPR-02-21 Site Plan Review – 163 Washington St**

336 Applicant, Fieldstone Land Use Consultants, on behalf of owner, Kontor Properties
337 LLC, is proposing to change the use of the existing 3,795-sf building at 163
338 Washington St (TMP#553-011-000) from a single family residence to a 7-unit office
339 building, and to make various site improvements including the creation of additional
340 parking areas. The parcel is 0.31-acres and is located in the Office District.

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342 A. Board Determination of Completeness
343 Senior Planner Tara Planner stated the applicant has requested exemptions from
344 providing a soils report, traffic report, and architectural elevations. Staff has determined
345 that exempting the applicant from submitting this information would have no bearing on

346 the merits of the application and recommends the Planning Board grant these exemptions
347 and accept the application as complete.

348

349 A motion was made by Mayor George Hansel that the Planning Board accept accept
350 application SPR-02-12 as complete. The motion was seconded by Councilor Michael
351 Remy and was unanimously approved by roll call vote.

352

353 B. Public Hearing

354 Mr. Chad Branon from Fieldstone Land Use Consultants addressed the Board on behalf
355 of Kontor Properties LLC and Nathan and Karen Manlove to change the use of their
356 property on 163 Washington Street. Mr. Branon noted that this is a 3,975 square foot
357 Victorian style building. The applicant is not proposing to make any charges to the
358 exterior of the building.

359

360 Mr. Branon stated the property was used as a residence since 2002, prior to that it was
361 used as a funeral home and in the recent past as a boarding house. He noted a change
362 from a single family home to office use requires some site improvements, primarily to
363 parking. Eight new spaces are being proposed. Two parallel spaces are being proposed to
364 the south side of the building, two along the front of the garage, a parking area is
365 proposed north of the garage to allow for four more spaces, including an accessible
366 parking space.

367

368 Mr. Branon noted there are additional site improvements such as an ADA accessible
369 walkway which will be constructed on the north side of the building.

370

371 Mr. Branon stated the applicant has had review meetings for this site plan with staff and
372 one of the requests from staff was the addition of a bike rack, which will be shown on the
373 east side at the back of the building.

374

375 Two snow storage areas are also being proposed for this site as well as an area on the
376 east. Mr. Branon noted the proposed grading and explained that they will be installing a
377 stormwater management area on the east side of the site and added there will be no
378 adverse impact to adjacent properties because of these improvements.

379

380 One of the design standards has to do with erosion and sedimentation control; erosion
381 control standards has been incorporated into this plan and referred to where silt fencing is
382 going to be located.

383

384 Mr. Branon then referred to a proposed landscaping plan. The existing landscaping is
385 going to be maintained. One of the changes being made based on comments from staff is
386 to move the two parallel parking spaces further to the interior of the site about ten feet.
387 This will prevent parking from dominating the architectural components of the site. Two
388 evergreen shrubs are being added along the Washington Street side of the parallel parking
389 spaces. Some minor cutting of tree limbs will happen along the rear of the site but still
390 maintain the buffer along the north and east sides of the site.

391

392 Mr. Branon noted the proposed lighting improvements. The light on the garage will
393 replace a spotlight with a compliant downcast light. The two lights on the north side of
394 the building are essentially walkway lights. The lighting will be in compliance with city
395 standards.

396
397 Mr. Branon went on to say zoning variance for parking was obtained for this project. 13
398 parking spaces are required and the applicant asked for a variance to allow for 10 spaces;
399 eight are exterior and two are inside the garage for tenant use.

400
401 Mr. Weglinski with reference to drainage stated he was under the impression drainage
402 was going to be pitched more towards Washington Street. He noted the property to the
403 rear and the property to the left are several feet lower and felt a significant amount of
404 water is now going to be dumped towards the neighboring properties. Mr. Branon
405 explained there is a drainage basin being proposed to the rear of the property and this
406 basin is graded to have a depression of about three feet. There is also an infiltration catch
407 basin installed at the bottom of that catch basin which has been reviewed by engineering
408 staff. This basin will capture all of the runoff from the rear of the site. The parking area
409 has been graded to grade centrally. Mr. Branon added two test pits were done on site and
410 because of the good soil features that exist on this site, there will be no runoff onto north
411 or east properties. Mr. Lamb asked whether there was an overflow on the infiltration
412 catch basin. Mr. Branon in response stated engineering staff had requested a riprap and
413 this is on the southeast corner of the basin. He added based on the calculations that were
414 done there was no flow going towards that side but in the event there is a storm the City
415 Engineer wanted to make the sure water left the basin in a controlled fashion.

416
417 Staff comments were next. Ms. Kessler stated one of the concerns initially addressed by
418 staff was the location of parking spaces near the front of the building. However, the
419 applicant has submitted a revised plan that moves these spaces back from the front line of
420 the building and proposes a vegetative screen.

421
422 The Chair asked for public comment next. Kathleen Birch asked whether the applicant
423 could change the barn space to office space. Mr. Branon stated the applicant has no plans
424 to do so; that is not part of this site plan application. With no further public comment, the
425 Chair closed the public hearing.

426
427 Mayor George Hansel felt this was a good reuse of an existing building.

428
429 C. Board Discussion and Action

430 A motion was made by Mayor George Hansel that the Planning Board approve
431 to approve SPR-02-21 for the change of use from single family residential to office units,
432 the installation of parking areas, and other site improvements as shown on the site plan
433 identified as “Site Plan Set, Change of Use – Residential to Office, Tax Map Parcel 553-
434 11 – 163 Washington Street, Keene, New Hampshire” prepared by Fieldstone Land
435 Consultants PLLC at a scale of 1 inch= 20 feet, dated February 11, 2021 and last revised
436 March 16, 2021 with the following condition: prior to signature by Planning Board Chair
437 the owner's signature shall appear on the plan.

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The motion was seconded by Councilor Michael Remy and was unanimously approved by roll call vote.

SPR-01-21 – Site Plan – Methadone Clinic, 152 Davis Street –

Applicant Civil & Environmental Consultants, Inc., on behalf of owner Metro Treatment of New Hampshire LP, proposes to renovate the existing 4,510 sf building located at 152 Davis St. (TMP# 583-023-000) for use as a methadone clinic and modify the existing parking lot and traffic circulation, landscaping, and exterior lighting. A waiver is requested from Development Standard 10, Lighting. The site is 0.45 acres and is located in the Commerce District.

A. Board Determination of Completeness

Planner Mari Brunner stated that the applicant requests exemptions from providing a drainage report, traffic report and soils report. Staff recommends that the Board accept this application as complete and open the public hearing. However, since the staff report was submitted, a number of public comments were received, most of which address traffic impact. During the staff presentation on this application, the Board will hear from staff regarding the need for a traffic study. She asked the Board to open the public hearing to hear from the applicant and the public.

A motion was made by Mayor George Hansel that the Planning Board accept this application as complete. The motion was seconded by Councilor Michael Remy and was unanimously approved by roll call vote.

B. Public Hearing

Mr. Bill Fisher, Regional Director for the Colonial Management Group, addressed the Board and began by introducing himself. Mr. Fisher stated that he is a licensed clinical mental health counselor and has worked for the last 30 years in this field. He indicated that Colonial Management Group operates nearly 80 clinics in 20 different states and treats over 32,000 patients, 300 of which are in Keene. They are highly regulated, licensed by the state, Board of Pharmacy, registered and licensed by Drug Enforcement Administration (DEA), and accredited by CARTH. Any of these agencies can visit and survey the programs at any given time. Keene was surveyed recently and was accredited for three years; the Board of Pharmacies was in Keene with no recommendation, and the DEA was on site last week with no citations.

Mr. Fisher stated all of their patients go through a physical with the medical director. They also have to undergo urine and blood work and have to undergo a TB test. All patients have regular counseling and case management and an after care plan.

Mr. Fisher indicated even though they treat addiction as a disease, only three medications are given out to patients: Methadone, Buprenorphine Mono, and Buprenorphine Duo. He indicated that Buprenorphine can be usually prescribed by any doctor but stated their clinic goes through rigorous screening before it is administered.

484 All patients are evaluated every day before medication is administered and if a patient is
485 impaired, they are not medicated. He noted any patient who has stopped treatment before
486 his/her treatment is complete is because of lack of transportation.

487
488 Brad Hazelwood of Civil and Environmental Consultants addressed the Board next. He
489 noted that the existing building is about 4,500 square feet, partially brick and partially
490 metal siding. There are five entrances to this building when it was used for other uses in
491 the past. More than eighty percent of this site is currently paved. The existing site is not
492 well lit, which was a concern shared by staff. On the west side of the property there is a
493 metal fence that will be replaced based on recent comments. The shed in this area will be
494 removed. On the south side there is a wooden fence that will be retained.

495
496 Mr. Hazelwood referred to the site layout as it exists at the present time. Ralston Street
497 traffic comes in from the east and can go straight through or could take a left onto the
498 site. This access could also be used to exit the site. The way the parking is painted
499 currently, it is a one way alignment but based on the easement it is a multi-directional
500 easement.

501
502 Mr. Hazelwood then went over the demolition plan. The plan is to remove the existing
503 asphalt on site and turn some of the area into landscaping. The south portion of Davis
504 Street will have a new sidewalk from the site all the way to Ralston Street. The internal
505 circulation has been modified slightly by removing the access into the building on the
506 east side. On the east side of the property there is a five foot pavement setback; the
507 majority of the parking will be concentrated on the west side of the site where the main
508 entrance is. For security purposes patients getting in and out will be through just two
509 doors.

510
511 The dumpster will be located on the north side of the building in a fully enclosed area and
512 screened.

513
514 On the east side there will be parallel parking spaces with a sidewalk to help get to the
515 front entrance. The south side will be a one way only entrance. At the present time, the
516 southeast location has a number of HVAC units on a concrete pad; these large units are
517 going to be removed and replaced with much smaller units and they will be screened.

518
519 He referred to the new pedestrian circulation pattern and felt this was much better than
520 what exists at the present time.

521
522 There are minor changes being made to the grading, including the addition of a few
523 curbs. The impervious surface area is being reduced to 80% and better landscaping is
524 being provided.

525
526 Mr. Hazelwood referred to a landscape plan. According to the standard, the applicant was
527 required to provide three trees based on the number of spaces which are being provided
528 on the south and east side of the site. There will be evergreen trees/shrubs going in front

529 of the HVAC units. There will a hedge row provided along the east as well as some
530 plantings along the west.

531
532 With respect to the Lighting Plan, they are proposing two pole mounted lights on the west
533 side of the parking lot; they are full cutoff lights and back shielding will be provided to
534 prevent light trespass. On the north side of the site additional lighting is provided close to
535 the entrance, they will be close to two-foot candles. He noted there was a comment
536 regarding this lighting at the site visit and noted the applicant can look at changing this
537 but are trying to stay within the standard of 2-foot candles. On the east side of the site
538 (there is an easement at this location) there are low level lights being provided here.

539
540 Attorney Courtney Herz of Sheehan Phinney Bass & Green addressed the Board next.
541 She began by addressing the lighting waiver. She indicated they have minor light trespass
542 on the western side of the site (onto the rail trail and onto the former B&M parcel), on the
543 eastern side (over the center of the 20-foot easement into the parking area to the fabric
544 store), and on the southern side (on the northern most section of the parking for the Mills
545 property), which is the subject of the waiver request.

546
547 Attorney Herz stated as an overall matter they submit a waiver from section 10-C-2
548 which they feel is appropriate as the lighting plan was designed with safety in mind. Any
549 light that crosses the property is on commercial parking lots and public rail trails, all
550 areas where extra lighting would be welcome. Attorney Herz addressed the waiver
551 criteria next.

552
553 *a) That granting the waiver will not be contrary to the spirit and intent of these*
554 *regulations;*

555 The attorney stated one of the key purposes of lighting is to provide public safety and
556 welfare and this is exactly what is proposed here based on the feedback received from the
557 Police Department. Any light trespass is in areas where extra light will be beneficial.

558
559 *b) That granting the waiver will not increase the potential for creating adverse impacts to*
560 *abutters, the community or the environment;*

561 The attorney noted this criteria is also met as the light crossing is in areas where extra
562 light will be beneficial and not a detriment.

563
564 *c) That granting the waiver has not been shown to diminish the property values of*
565 *abutting properties.*

566 She noted no suggestion has been made that granting this waiver to allow light to cross
567 the boundary will have any diminishing impact on property values. In fact, if there is to
568 have any effect it would be in the positive, by providing lighting in parking areas and rail
569 trail.

570
571 *d) Consideration will also be given to whether strict conformity with the regulations or*
572 *Development Standards would pose an unnecessary hardship to the applicant.”*

573 Attorney Herz stated this lighting plan is designed to maximize safety for clinic staff,
574 patients or anyone else near the property. By requiring the applicant to reduce the light,

575 so that no light crosses the boundary line would cause for less than optimal lighting on
576 site which in turn would cause unnecessary hardship in the form dark areas in the parking
577 lot.

578
579 Attorney Herz then referred to the proposed parking area in the northwest corner (former
580 B&M parcel) and the 20 foot access easement between this building and the fabric store
581 to the east. With respect to the easement – this comes from a Declaration of Easement
582 document from 1982 (page 124 of the packet). The properties in their current condition –
583 Mills of Keene (lot 2), Fabric store (lot 3), and the applicant’s property (lot 4) – were all
584 one property but were subdivided by the owner, Perkins Realty Company in 1982.
585 The attorney referred to paragraph 6 of the Declaration of Easement which indicates Lot
586 4 has the right to use the 20 foot easement for ingress and egress and for use as a fire
587 lane.

588
589 The attorney then addressed the former B&M parcel. This site plan proposes to use that
590 portion as ingress to and egress from the lot on the west side of the building. She noted
591 there is a strong likelihood the owner of 152 Davis Street acquired full ownership of this
592 parcel by adverse possession and there is no need to reach a conclusion on that question
593 to know that the applicant has the right to utilize the former B&M parcel as proposed.

594
595 Attorney Herz went over some history: In the early 1900s, 152 Davis Street and the
596 parcel in the northwest corner were owned by B&M Railroad. In 1926, these two parcels
597 were conveyed to Wilcox Comb Company and these two parcels were transferred from
598 owner to owner several times, as well as to the Golden Keene Company. In 1947, Golden
599 Keene conveyed 152 Davis Street to Perkins Realty Company. It is unclear if the B&M
600 parcel was included in this conveyance. Even if it was not, there is language in the deed
601 that indicates *together with all rights if any, in and to the land occupied to the Boston and*
602 *Main Railroad right of way.*

603
604 In subsequent conveyances, 152 Davis Street was continued to be defined with reference
605 to the Perkins Realty site plan up to the deed to the applicant. And this deed indicates *it is*
606 *subject to any and all matters as shown on this site plan.* She noted the applicant might in
607 the future do some research to see if it owns the B&M property and if it does, might look
608 to merging the properties. For this application, the applicant is only looking to use the
609 property for access, which they have done.

610
611 Attorney Herz then addressed traffic and pedestrian flow on this site as it relates to
612 abutters. The parking for NE Fabrics is located south of the subject premises and this lot
613 is accessed to and from Ralston Street. NE Fabrics has some private parking on the
614 northern end of their lot (between the shared 20 foot easement and their building).
615 Access to and from the Mills property is off Ralston Street – she referred to a rendering.
616 Pedestrian access is off Ralston Street as well as off the new sidewalk the applicant is
617 proposing on Davis Street. There is also pedestrian access to the west from the rail trail to
618 the Mills of Keene. She felt if anything, with the city’s request from the applicant for a
619 sidewalk on Davis Street should help with pedestrian access to the Mills of Keene. The

620 attorney noted there is a submission to staff to formalize the agreement for the sidewalk
621 once it is built to standard.

622

623 Jim Horwitz addressed the Board next with reference to parking. Mr. Horwitz stated they
624 are very interested in being a good neighbor and would like to discuss how parking is
625 going to be handled. He began by referring to a chart which showed the average time
626 patients spend at the center. He noted counselors are not available on site on the weekend
627 so there is much more parking available on site. He noted patients are on site an average
628 of 15 minutes but they are using 20 minutes for calculation purposes. He also had a chart
629 that showed how many people arrive at a given hour. Mr. Horwitz noted Monday and
630 Friday at 6 am are busy times and also added the numbers don't necessarily mean car
631 trips, as 50% of their clients are given a ride to the site. He added they also expect less
632 than 50% driving in cars to the Keene site as arriving to Keene versus Swanzey via public
633 transit will increase. He noted the numbers he is referring to are based on the site in
634 Swanzey.

635

636 Mr. Horwitz stated based on video calculations, on a Friday morning the 19 number
637 lingered for a while which increased that number to 22. He added he saw a comment
638 which stated the site came just under by one, to not require a traffic study but noted it is
639 was important to note that there is an even flow of cars, for instance between 5 am and 11
640 am and they are all gone by noon. Mr. Horwitz went on to say they understand the
641 concern and stigma their patients carry and pay a lot of attention to be a good neighbor.

642

643 Miki Vargo of Colonial Management Group addressed the Board next with reference to
644 architecture for this site. Ms. Vargo stated they are aware that this is not the most visually
645 pleasing exterior but added that this is a site that has been vacant for a while and needs
646 some enhancing. The proposal is to remove the entry point from the east side and the
647 entry points are going to be isolated to the west side. The unused entry points will be
648 covered over with matching brick.

649

650 The planting bed will be removed and replaced with new landscaping and the new
651 sidewalk. Ms. Vargo referred to the north and south elevations of the masonry building.
652 The north elevation will be left as is except for the removal of the landscape bed. On the
653 south elevation the door will be removed and filled in. All masonry will be cleaned up
654 and the graffiti removed.

655

656 The west elevation will be the main entrance. There are two existing doors on this
657 elevation; one of those doors will be replaced with aluminum store front and will be the
658 main entry way to the facility. The second door will be the exit only and will also be
659 aluminum store front.

660

661 Ms. Vargo then referred to a rendering for the metal building. She noted there was
662 concern raised by the Police Department that this site had been subject to vandalism. It
663 was recommended the building be hardened. She noted the metal building is in fact
664 reinforced with CMU block, studs and plywood and is about 12 inches thick, and there
665 should be no fear of break in. The masonry building is also about 17 inches thick and is a

666 rather sturdy structure. As for the metal building, the plan is to remove old unused
667 mechanical louvers on the southeast elevation as well as the garage door and infill those
668 openings with metal panel and construction to match. This is the elevation where the
669 mechanical equipment will be located but there will be shrubbery to shield this
670 equipment.

671

672 Ms. Vargo stated she understands the concerns of the community but felt this is a need in
673 the community. She noted the clinic is a proposed use by right per the zoning regulations
674 and this site is permitted to be in this location. She noted their application meets all the
675 necessary standards except for light trespass for which the applicant has requested a
676 waiver. Ms. Vargo felt the abutters who object to this proposal have objection to this use
677 being located in their backyard. She indicated it is not the purview of the Planning Board
678 as this is a permitted use and the objections being raised are not tied to any requirements
679 of the regulations which is what the Board is bound by. This concluded the applicant's
680 presentation.

681

682 Chair Russell Slack referred to the northwest where the B&M parcel is located and
683 questioned the lighting for this corner. Mr. Hazelwood responded by saying 1.9 foot
684 candles ties in with the requirements; at the property line they are at 1.2 foot candles,
685 where the trail comes in it is at .4 and at the crosswalk ties into the ramp it is 2.0 candles.

686

687 Mayor Hansel stated his concern is parking and traffic. He asked how the applicant plans
688 on handling those patients who are going to be driven to the clinic; where will these
689 vehicles be parked while the individuals are in the clinic and is there anything that can be
690 done during peak times when there are 20 cars scattered around this intersection? Mr.
691 Fisher responded to this question and stated a majority of their patients (upward of 80%)
692 receive state aid and as part of this process they are able to access transportation and
693 many use cab companies or other transportation services, such as a van which might
694 bring in about four to ten people at a time which will mean only one spot. Mayor Hansel
695 stated this addresses some of his concern but this does not mean traffic is not going to be
696 an issue.

697

698 Mr. Weglinski asked whether there is lighting along the bike path. Mr. Lamb stated the
699 southern end of the bike path where it meets Winchester Street is lit – this was a Planning
700 Board requirement for the Mills Project. Mr. Weglinski stated he has a hard time
701 deciphering traffic that is transient versus what is going to be there. He felt most of the
702 traffic issues are caused by the adjacent properties rather than this current site. Mr. Lamb
703 stated this is the reason staff is requesting a traffic study. He stated the slides presented
704 tonight are being viewed by staff for the first time tonight and staff has questions as to
705 what the traffic count is versus the ITE estimate and staff is not in the position to make
706 any determination on traffic and how it fits into the development standards. Attorney
707 Herz stated initially staff had indicated no traffic study was needed but as new questions
708 came in, the applicant addressed those questions by providing them tonight. She referred
709 to what Mr. Weglinski had indicated that the traffic could be coming from adjacent
710 properties rather than this current site and certainly to the extent that the abutting property
711 to the south has its main driveway on Ralston Street and don't need to use that easement,

712 even though it is available to them. Mr. Lamb stated the answers provided tonight are
713 being seen by staff tonight and as a result are not able to provide answers as to whether
714 they meet the Board's standards or not.

715
716 Councilor Remy said that, because the threshold for the traffic study is so small, he is
717 curious whether the Swanzev clinic is a good proxy for estimating demand. He asked the
718 applicant how confident they were that the number is 173 and not 175 and felt the right
719 thing to do was to complete a traffic study. Mr. Horowitz in response stated he could not
720 be confident with such a small margin but can be confident whatever mitigation comes
721 from the traffic study, that nothing will be recommended. Mr. Lamb noted that Board has
722 the prerogative to request a traffic study even though it does not reach the automatic
723 threshold of 100 vehicle trips in a unique circumstance where the Board feels one is
724 necessary. Councilor Remy asked whether a trip in and a trip out are considered to be one
725 trip or two trips. Ms. Kessler stated this would be considered as two trips.

726
727 Chair Russell Slack asked what type of increase in clients the applicants expect by
728 moving to Keene. Mr. Fisher stated they can treat about five hundred patients, they treat
729 about 330 at the present time. Ms. Vargo stated not all patients are seen at the clinic,
730 some have take-home capabilities.

731
732 Staff comments were next. Ms. Brunner stated her comments were going to focus mainly
733 on traffic. Prior to this meeting the applicant had submitted traffic generation estimates to
734 compare the previous use to the proposed use. This was based on the ITE Manual, it was
735 estimated that the previous use was a 4,510 square foot office building and the proposed
736 use will be a clinic of the same size. The estimated traffic generation for the prior use was
737 73 vehicle trips per day and the proposed use 172 per day which is an increase of 99
738 vehicle trips and is very close to the automatic trigger of 100 vehicle trips per day. Since
739 the staff report was made available to the public, staff has received numerous comments
740 from abutters who have questions about the ITE trip generation estimate for the prior use.
741 The prior use was a small office for a heating company and a martial arts studio. Even
742 though the proposed use fits closely to the definition of a clinic within the ITE Manual, it
743 appears to be a unique type of clinic and the ITE Manual's characterization for clinic
744 might not adequately describe the traffic pattern for this use.

745
746 Ms. Brunner stated based on the fact that a revised site plan was submitted and new
747 information was brought forward tonight such as the new sidewalk on Davis Street that
748 connects all the way to Ralston Street, as well as additional information regarding the
749 traffic pattern for the Swanzev clinic, staff will be recommending that this application be
750 continued and a traffic study be prepared by a qualified traffic engineer licensed in the
751 State of New Hampshire.

752
753 Chair Russell Slack asked for public comment next. She stated there have been number
754 of public comments received on this item and all those comments will be placed in the
755 public record for this item.

756

757 Scott Parody of 171 South Lincoln Street representing NE Fabrics was the first to address
758 the Board. Mr. Parody shared he is happy with the landscaping plan and other plans
759 presented for this application. He referred to the easement between the two buildings
760 where trash gets dumped, and noted that their customers pick up their items at this
761 location. He went on to say when you leave his property to access Davis Street, crossing
762 Ralston Street there was an incident where someone got into an accident and their car
763 was totaled; this was during Covid when college students were not around. He felt things
764 will get very dangerous once college comes back to normal activity.

765
766 Al Braden, who lives at 2810 West Frescoe Drive, Austin, Texas but is the owner of 19-
767 23 Ralston Street (More Than a Thrift Store and Student Rentals), spoke next. He stated
768 he is also concerned about traffic as was mentioned by Mr. Parody. He felt this is going
769 to be a very busy clinic for Davis Street which already services many other businesses.
770 He said the 148 clients with peak traffic higher than that number is a concern; he is also
771 concerned about surges of 30 people an hour coming in and going out. He referred to the
772 patients who are dropped off at the clinic and noted these vehicles have to go somewhere.

773
774 Mr. Braden stated the concerns raised have nothing to do with ‘not in my backyard’ – he
775 felt methadone treatment is a critical service but this clinic is packed into a very small
776 space. He noted a traffic study was important keeping in mind the potential growth the
777 clinic could see. He added parking is also an important component. The clinic is
778 providing 22 spaces, with 12 employees leaving ten spaces for all these patients who will
779 be using the clinic. Mr. Braden asked the applicant’s request be denied today and a traffic
780 study be required.

781
782 Mr. Pelech referred to a letter he sent in – he represents the Mills of Keene on Ralston
783 Street. Mr. Pelech stated their concern is the same as has been raised. With reference to
784 access, the traffic that will be coming off the shared easement will also exit and go
785 through the Mills parking lot. Parking is also an issue – the 12 employees will take half of
786 the parking spaces, he asked the same question as to where the drop off person would go.
787 Mr. Pelech noted what was also not covered are visits with counselors who work at the
788 clinic, those visits can last longer than ten minutes and did not feel this was included in
789 the calculation. He felt there could be too much going on a small lot which could have an
790 impact on abutters. In closing, Mr. Pelech referred to the importance of the traffic and
791 parking study.

792
793 Chair Russell Slack asked the Board if they wish to continue with the meeting based on
794 the time of 9:45 pm. There was no objection from the Board to continue with the hearing.

795
796 Beth Caldwell of 27 Langley Road was the next speaker. Ms. Caldwell stated she and her
797 husband own property across the bike path on the western side across from the proposed
798 development. She noted their LLC is RGBC and they are concerned about traffic on
799 Davis Street; to that end they would like to assert and preserve their rights to access 60
800 Foundry Street and 180 and 181 Davis Street via Davis Street. She referred to her
801 communication to City Council dated July 8, 2005 and the subsequent report from the

802 PLD Committee on July 27, 2005. She also referred to a letter from DOT dated October
803 7, 2005 where the State granted a crossing agreement from Davis Street to their property.

804

805 She also referred to her communication on May 23, 2014 when she wrote in support to
806 the Council of the Mills Development and confirmed that they wished to preserve their
807 right to access their property via Davis Street from the 60 Foundry Street parking lot and
808 noted their position has not changed. She indicated they have not had the resources to
809 connect the parking lot behind their building to Davis Street, but would like to preserve
810 their right to do so in the future.

811

812 She indicated she reinforces the comments made about traffic and parking by her
813 neighbors. Ms. Caldwell noted they rent parking on 60 Foundry Street, the parking
814 demand has increased in this area and they have a long term contractual agreement with
815 Mills of Keene and Montshire Pediatric Dentistry to provide a little over 50 spaces on a
816 long term basis. Ms. Caldwell stated they have had to turn many away who have been
817 looking for parking, including Keene State students, residents from Mills of Keene and
818 other businesses in the vicinity.

819

820 Ms. Caldwell stated when you look at the site in Swanzey, there are not many places one
821 can visit while someone is being treated at the clinic. This is not the case with 152 Davis
822 Street which has many restaurants or other shopping places in the area and they have a
823 parking spot close to any of these locations, they are not likely to leave soon. She asked
824 that the 20 minute calculation be changed to accommodate such a scenario.

825

826 Ms. Caldwell stated she was glad to hear about the take home options and is interested to
827 know why more people could not do the same. She added she was not sure why this
828 treatment is not available in pharmacies or in doctors' offices. She felt a methadone clinic
829 next to her business could have a negative impact on her business. Ms. Caldwell also
830 asked if there is always a medical doctor available on site. She questioned how patients
831 will be treated should the clinic need to close due to weather issues. Chair Russell Slack
832 indicated to Ms. Caldwell that these type of questions need to be forwarded to staff. In
833 closing she referred to the long term negative effects of methadone use.

834

835 Greg Gogolen of 27 Langley Road was the next speaker. He referred to a comment made
836 by one of the applicant's representatives regarding the "not in my backyard" syndrome
837 and added he does not prescribe to nimby as a guiding principal. He indicated treatment
838 was important and is glad it is available but it is legitimate for abutters to have questions
839 and their motives should not be questioned if the applicant wants to be a good neighbor.

840

841 Mr. Gogolen asked why an alternate location was not considered, perhaps at the Center of
842 Keene where the Keene Clinic just vacated. Mr. Gogolen also referred to the crosswalk
843 which travels at an angle to Davis Street; he indicated he would like this to be a straight
844 line extension to the sidewalk being proposed to get on to the bike path. With respect to
845 the lighting, he is in support of the lighting waiver but would like the city to add more
846 lighting on the bike path for safety reasons. Mr. Gogolen encouraged a traffic study.

847

848 Cory Sarsfield, owner of More Than a Thrift Store, stated parking is definitely an issue
849 and felt the numbers provided by the clinic are in isolation and a traffic study would take
850 all activity in the area into consideration. She referred to what the applicant had stated
851 about patients arriving in vans and asked where these patients would go at that time as
852 she was concerned about loitering. She asked the application be rejected and the applicant
853 be requested to submit a traffic study.

854

855 With no further comment, the Chair closed the public hearing.

856

857 **C. Board Discussion and Action**

858 A motion was made by Mayor George Hansel that the Planning Board continue the
859 public hearing for SPR-01-21 to the April 26, 2021 meeting and direct the applicant to
860 submit a traffic study by a traffic engineer licensed by the State of New Hampshire.

861

862 The motion was seconded by Councilor Remy. The Councilor stated he wanted to make
863 sure the traffic study included a parking study. Mr. Lamb responded to that comment by
864 saying what the Board will see with the traffic study is a much better number of vehicles
865 trips for this use and at that point the Board can evaluate if the parking was adequate. The
866 Councilor asked whether the study would be based on current demand or future
867 projections. Mr. Lamb stated it can be done in different ways; opening day volume and
868 then a projection for future use.

869 Mr. Weglinski asked whether the motion needs to specify the traffic study be completed
870 by a third party. Mr. Lamb stated this would be ultimately up to the Board but staff
871 requires that it be a traffic engineer licensed by the State of New Hampshire. He further
872 stated the applicant would work with an engineer of their choice but if the Board had
873 concerns then the Board could ask for an independent study.

874

875 The motion made by Mayor George Hansel was unanimously approved by roll call vote.

876

877 **IV. Change to Planning Board Application Fee Schedule:** The City of Keene
878 Community Development Department proposes to amend the Planning Board Legal
879 Notice Fee, which was last revised in May of 2017, from \$25 to \$62 to account for 1)
880 additional costs related to noticing of remote meetings due to the COVID-19 state of
881 Emergency and 2) to reflect increases in the per-line cost of legal advertisements.

882

883 A motion was made by Mayor George Hansel to continue this item to the next April 26,
884 2021 meeting. The motion was seconded by Councilor Michael Remy and was
885 unanimously approved by roll call vote.

886

887 **V. Community Development Director Report**

888 This item was tabled to the next meeting.

889

890 **VI. New Business**

891 None

892

893 **VII. Upcoming Dates of Interest – February 2021**

- 894 • Joint PB/PLD Committee – Monday, April 12, 6:30 PM
- 895 • Planning Board Steering Committee – April 13, 11:00 AM
- 896 • Planning Board Site Visit – April 21, 8:00 AM – To Be Confirmed
- 897 • Planning Board Meeting – April 26, 6:30 PM

898

899 The meeting adjourned at 10:15 pm.

900

901 Respectfully submitted,

902

903 Krishni Pahl

904 Minute Taker

905

906 Reviewed and edited by Mari Brunner, Planner, and Tara Kessler, Senior Planner

907

908

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921

STAFF REPORT

S-02-21 – BOUNDARY LINE ADJUSTMENT – 62 & 74 SULLIVAN RD

Request:

Applicant Cardinal Surveying & Land Planning, on behalf of owners Gregory J. Precourt of 62 Sullivan Rd (TMP# 214-016-000) and David & Lorraine Newell of 74 Sullivan Rd (TMP# 214-017-000), proposes a boundary line adjustment between their two properties. This adjustment would result in a transfer of 0.74 acres from the 9.22-acre parcel located at 74 Sullivan Rd to the 0.97-acre parcel located at 62 Sullivan Rd. Both properties are located in the Rural District.

Background:

The two properties that are the focus of this proposal are located approximately 0.5 miles to the southwest of the town line between the Town of Surry and the City of Keene, and approximately 0.05 miles to the northeast of Route 9 (see Figure 1). Both properties are located in the Rural District and both lots have been developed as single family homes.

The request is to transfer 0.70 acres from the southwest portion of the 74 Sullivan Road property to the 62 Sullivan Road property. In addition, 0.04 acres would be transferred from the 74 Sullivan Road property to the east side of the 62 Sullivan Road property. In the project narrative, the Applicant notes that the purpose of this transfer of land is to simplify the existing property lines and give the owners of the property located at 62 Sullivan Road more land in and around their parcel. The table below provides the area of each lot prior to and after the adjustment. The minimum lot area in the Rural District is 5 acres.



Figure 1. Aerial view of the properties located at 62 & 74 Sullivan Road, highlighted in yellow.

<i>Table 1. Area of Land Affected by Proposed Boundary Line Adjustment</i>		
	62 Sullivan Road (TMP# 214-016-000)	74 Sullivan Road (TMP# 214-017-000)
Prior to Adjustment	42,162 sf / 0.97 ac	401,628.7 sf / 9.22 ac
After Adjustment	74,565.2 sf / 1.71 ac	369,225.5 sf / 8.48 ac
After Adjustment, with Surface Water Areas Excluded	71,665.0 sf / 1.64 ac	364,455.0 sf / 8.37 ac

STAFF REPORT

Completeness:

The Applicant has requested exemptions from providing a separate grading plan, landscaping plan, lighting plan, and technical reports. After reviewing this request, Staff have determined that exempting the Applicant from submitting this information would have no bearing on the merits of the application, and recommend that the Board accept the application as “complete.”

Departmental Comments: There were no departmental comments on this application.

Application Analysis: As no new development is proposed as part of this application, the analysis provided below is focused on the Planning Board’s development standards most relevant to this application.

3. **Hillsides:** The Applicant notes in the project narrative that steep slopes are present on the parcels that are the subject of this proposal. However, per Section III.B.6.b of the Planning Board Site Plan and Subdivision Regulations, the requirement to exclude steep slope areas in the calculation of minimum lot size for each lot only applies to lots that are 15-acres in size or greater. As both parcels are less than 15-acres and no new development is proposed on either lot, this standard does not apply.
5. **Flooding:** Neither parcel is located in the 100-year floodplain. This standard does not apply.
13. **Comprehensive Access Management:** There are no changes proposed to the existing driveways for either parcel. This standard appears to be met.
16. **Wetlands** & 17. **Surface Waters:** There is a small area of wetlands on the property at 74 Sullivan Road. After the proposed adjustment, approximately 0.07 acres of wetlands would be located on the 62 Sullivan Road property and about 0.11 acres of wetlands would remain on the 74 Sullivan Road property. The area of wetlands was not included in the calculation of minimum lot size for either property. This standard appears to be met.

Recommended Motion:

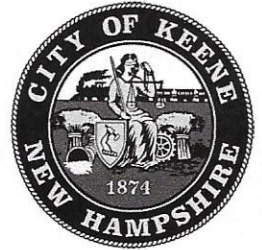
If the Board is inclined to approve this request, the following motion is recommended:

Approve S-02-21, as shown on the plan entitled “Boundary Line Adjustment Plan, MAP 214-016-000 & MAP 214-017-000, 62 & 74 Sullivan Road, Keene, NH 03431” prepared by Cardinal Surveying & Land Planning at a scale of 1 inch = 50 feet on February 10, 2020 and last revised on April 5, 2021 with the following condition prior to signature by Planning Board Chair:

- 1. Owners’ signatures appear on plan.**

CITY OF KEENE | PLANNING BOARD

SUBDIVISION APPLICATION



This form must be filled out in its entirety. If a box is not checked, staff will assume that the information is not provided and the application is, therefore, not complete. Incomplete applications will not be accepted for review.

A Project Name Boundary Line Adjustment		Date Received/Date of Submission:	
Tax Map Parcel number(s) 214 - 016 - 000 214 - 017 - 000 - - - - -		Date of pre-application meeting:	
		Date Application is Complete:	
		Planning Department File #:	
Project Address: 62 & 74 Sullivan Road	O W N E R	Name: Gregory J. Precourt	
		Address: 62 Sullivan Road	
Telephone/E-mail: 603-477-4966 precourt227@gmail.com			
Acreage/S.F. of Parcel: 42,665.2 SQ. FT. 0.98 ACRES	A P P L I C A N T	Signature:	
Zoning District: RESIDENTIAL		Name: Wendy Pelletier / Cardinal Surveying & Land Planning	
		Address: 185 Winchester Street, Keene, NH	
		Telephone/E-mail: 603-499-6151 wendy@cardinalsurveying.net	
		Signature:	

B Descriptive Narrative Including

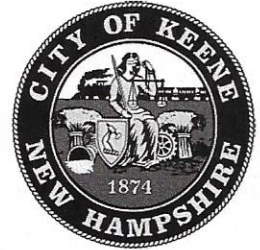
<input checked="" type="checkbox"/> Type of development	<input checked="" type="checkbox"/> Sedimentation Control	<input checked="" type="checkbox"/> Scope/scale of development
<input checked="" type="checkbox"/> Proposed uses	<input checked="" type="checkbox"/> Vegetation	<input checked="" type="checkbox"/> Parcel size
<input checked="" type="checkbox"/> Location of access points	<input checked="" type="checkbox"/> Debris management	<input checked="" type="checkbox"/> Proposed stormwater, drainage & erosion plan
<input checked="" type="checkbox"/> Any other descriptive information	<input checked="" type="checkbox"/> Disposal proposals for boulders, stumps & debris	

C A complete application must include the following

<input checked="" type="checkbox"/> Two (2) copies of completed application forms signed & dated	<input checked="" type="checkbox"/> Plans stamped/signed by reg. professional
<input checked="" type="checkbox"/> Two (2) copies of descriptive narrative	<input checked="" type="checkbox"/> Two (2) copies on 11" x 17"
<input checked="" type="checkbox"/> Notarized list of all owners of property within 200'	<input checked="" type="checkbox"/> Three (3) copies of all technical reports
<input checked="" type="checkbox"/> Two (2) sets of mailing labels, per abutter	<input checked="" type="checkbox"/> A check to cover the costs of legal notice to advertise
<input checked="" type="checkbox"/> Seven (7) copies on "D" size paper of plans (24" x 36")	the public hearing, mailing notices out to abutters

CITY OF KEENE | PLANNING BOARD

SUBDIVISION APPLICATION



This form must be filled out in its entirety. If a box is not checked, staff will assume that the information is not provided and the application is, therefore, not complete. Incomplete applications will not be accepted for review.

A	Project Name	Date Received/Date of Submission:
	Boundary Line Adjustment	Date of pre-application meeting:
	Tax Map Parcel number(s)	Date Application is Complete:
	214 - 017 - 000	Planning Department File #:
	214 - 016 - 000	
Project Address: 74 & 62 Sullivan Road	Owner	Name: David G. & Lorraine F. Newell
		Address: 74 Sullivan Road
Telephone/E-mail: 603-313-4950		
Acreage/S.F. of Parcel: 409,464 SQ. FT. 8.69 ACRES	Applicant	Signature: <i>David G. Newell</i>
Zoning District: RESIDENTIAL		Name: Wendy Pelletier / Cardinal Surveying & Land Planning
		Address: 185 Winchester Street, Keene, NH
		Telephone/E-mail: 603-499-6151 wendy@cardinalsurveying.net
	Signature: <i>Wendy Pelletier</i>	

B Descriptive Narrative Including

<input checked="" type="checkbox"/> Type of development	<input checked="" type="checkbox"/> Sedimentation Control	<input checked="" type="checkbox"/> Scope/scale of development
<input checked="" type="checkbox"/> Proposed uses	<input checked="" type="checkbox"/> Vegetation	<input checked="" type="checkbox"/> Parcel size
<input checked="" type="checkbox"/> Location of access points	<input checked="" type="checkbox"/> Debris management	<input checked="" type="checkbox"/> Proposed stormwater, drainage & erosion plan
<input checked="" type="checkbox"/> Any other descriptive information	<input checked="" type="checkbox"/> Disposal proposals for boulders, stumps & debris	

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<input checked="" type="checkbox"/> Two (2) copies of completed application forms signed & dated	<input checked="" type="checkbox"/> Plans stamped/signed by reg. professional
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<input checked="" type="checkbox"/> Notarized list of all owners of property within 200'	<input checked="" type="checkbox"/> Three (3) copies of all technical reports
<input checked="" type="checkbox"/> Two (2) sets of mailing labels, per abutter	<input checked="" type="checkbox"/> A check to cover the costs of legal notice to advertise the public hearing, mailing notices out to abutters
<input checked="" type="checkbox"/> Seven (7) copies on "D" size paper of plans (24" x 36")	

DESCRIPTIVE NARRATIVE -- CITY OF KEENE, NEW HAMPSHIRE

Boundary Line Adjustment

RE: Tax Map 214 Lot 16 & Tax Map 214 Lot 17

Tax Map 214 Lot 16

0.97 acres

Gregory J. Precourt

62 Sullivan Road

Keene, NH

Tax Map 214 Lot 17

9.22 acres

David G. & Lorraine F. Newell

74 Sullivan Road

Keene, NH

Gregory J. Precourt is the owner of 62 Sullivan Road in Keene. David G. & Lorraine F. Newell are the owners of 74 Sullivan Road, also in Keene. Tax Map 214 Lot 16, owned by Mr. Precourt, is approximately 0.97 acres in size and Mr. and Mrs. Newell's property, Tax map 214 Lot 17 is approximately 9.22 acres in size. These lots are located in the "Rural" zoning district of Keene. This is a boundary line adjustment in order to increase the size of Tax Map 214 Lot 16, owned by Gregory J. Precourt. The land that is proposed to be conveyed, and presently owned by the Newell's is mostly undevelopable land which contains some wetlands and steep slopes. There are no proposed uses for this land that is proposed to be conveyed. The existing driveway will permit access to all areas both existing and for the additional land that is the subject of this boundary line adjustment.

This land is westerly to the current property line and will expand the property up to and down the steep slopes that drop into a deep ravine that contains wetlands and drainage.

There are no proposed uses currently for any part of this area. This boundary line adjustment is proposed to simplify the existing property lines and give Precourt's more land in and around their present parcel. There are no building or improvements planned on the proposed areas to be conveyed therefore we request waivers from a Proposed Conditions Plan, Grading Plan, Landscaping Plan and Lighting Plan, also development standards 1-19.



3/4" ANGLE IRON PIN FOUND UP 0.8'

MAGNETIC 2020

TAX MAP 217-003-000
HIGH-FOREST PARTNERS LLC
PO BOX 2089
HENNIKER, NH 03242-2089
VOL 2294 PG 582

LEGEND

- - PIN FOUND
- - REBAR SET
- ⊕ - UTILITY POLE
- ⊗ - WELL
- — — - STONE WALL
- — — - WOOD FENCE
- — — - STREAM
- · - · - EDGE OF DELINEATED WETLANDS

NOTES

- THE PURPOSE OF THIS PLAN IS TO ADJUST THE BOUNDARY LINE BETWEEN MAP 214-016-000 AND MAP 214-017-000.
- OWNERS OF RECORD:
 MAP 214-016-000
 GREGORY J. PRECOURT
 62 SULLIVAN ROAD
 KEENE, NH 03431
 VOLUME 2669 PAGE 510
 MAP 214-017-000
 DAVID G. & LORRAINE F. NEWELL
 74 SULLIVAN ROAD
 KEENE, NH 03431
 VOLUME 1712 PAGE 892
- AREAS:
 MAP 214-016-000
 EXISTING: 42,162.0 SF OR 0.97 ACRES
 PARCEL A: + 30,698.9 SF OR 0.70 ACRES
 PARCEL B: +1,704.3 SF OR 0.04 ACRES
 ADJUSTED: 74,565.2 SF OR 1.71 ACRES
 MAP 214-017-000
 EXISTING: 401,628.7 SF OR 9.22 ACRES
 PARCEL A: - 30,698.9 SF OR 0.70 ACRES
 PARCEL B: - 1,704.3 SF OR 0.04 ACRES
 ADJUSTED: 369,225.5 SF OR 8.48 ACRES
- MAP AND LOT NUMBERS REFER TO THE CITY OF KEENE TAX MAPS.
- CURRENT ZONING: RURAL DISTRICT
 MIN. LOT AREA - 5 ACRES
 MIN. FRONTAGE - 50 FEET
 MIN. WIDTH AT BUILDING LINE - 200 FEET
 BUILDING SETBACKS:
 FRONT - 50 FEET
 SIDE - 50 FEET
 REAR - 50 FEET
- THE RIGHT OF WAY OF SULLIVAN ROAD WAS DETERMINED BY THE LOCATION OF STONEWALLS AND MONUMENTATION AND IS SHOWN TO BE 4 RODS WIDE (66') BASED ON THE LAYOUT OF OCTOBER 30, 1806 RECORDED IN VOLUME 0 PAGE 435 ON FILE AT THE CITY OF KEENE CLERK'S OFFICE.

- WETLANDS WERE LOCATED IN DECEMBER 2020 BY JON C. BUSCHBAUM, CWS 210, OF CARDINAL SURVEYING & LAND PLANNING, 185 WINCHESTER STREET, KEENE, NH 03431. PHONE #603-499-6151.
- MAP 214-016-000 AND MAP 214-017-000 ARE NOT WITHIN THE 100 YEAR FLOOD PLAIN.
- THE PARCEL MAY BE SUBJECT TO OTHER EASEMENTS AS THEY EXIST OF RECORD OR IN FACT. CARDINAL SURVEYING AND LAND PLANNING DOES NOT INTEND OR REPRESENT THAT ALL RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY ARE SHOWN. A SPECIFIC 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. CARDINAL SURVEYING & LAND PLANNING MAKES NO CLAIMS TO THE ACCURACY OR COMPLETENESS OF THE UTILITIES SHOWN. FIELD VERIFICATION IS REQUIRED PRIOR TO ANY EXCAVATION ON THE SITE.
- THIS SURVEY WAS PERFORMED DURING WINTER SNOW CONDITIONS. PHYSICAL FEATURES SHOWN ON THIS PLAN, SUCH AS EDGES OF PAVEMENT, IRON PINS, UTILITIES, ETC., ARE SUBJECT TO OBSERVATION AND CONFIRMATION IN THE SPRING.



ROUTE 9
CONCORD ROAD
SULLIVAN ROAD
FERRY BROOK ROAD

LOCUS

LOCUS MAP
NOT TO SCALE

LOT AREA CALCULATIONS

214-016-000	74,565.2 S.F. OR 1.71 ACRES
ADJUSTED:	-2,900.2 S.F.
USABLE AREA:	71,665.0 S.F. OR 1.64 ACRES
214-017-000	369,225.5 S.F. OR 8.48 ACRES
ADJUSTED:	-4,770.5 S.F.
USABLE AREA:	364,455.0 S.F. OR 8.37 ACRES

TAX MAP 217-003-000
HIGH-FOREST PARTNERS LLC
PO BOX 2089
HENNIKER, NH 03242-2089
VOL 2294 PG 582

TAX MAP 214-020-000
LOIS G. WOODBURY
209 CENTRE STREET
SULLIVAN, NH 03445
VOL 2723 PG 887

TAX MAP 214-017-000
DAVID G. & LORRAINE F. NEWELL
74 SULLIVAN ROAD
KEENE, NH 03431
VOL 1712 BK 892

2021
APPROVED AS A BOUNDARY LINE ADJUSTMENT
IN ACCORDANCE WITH THE PROVISIONS OF RSA 674.
THE CITY OF KEENE PLANNING BOARD
BY _____, CHAIRMAN

OWNER CERTIFICATION

I, GREGORY J. PRECOURT CERTIFY THAT I AM THE OWNER OF MAP 214-016-000, AND I APPROVE OF THIS BOUNDARY LINE ADJUSTMENT.

GREGORY J. PRECOURT DATE

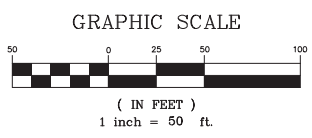
WE, DAVID G. AND LORRAINE F. NEWELL, CERTIFY THAT WE ARE THE OWNERS OF MAP 214-017-000-000 AND APPROVE OF THIS BOUNDARY LINE ADJUSTMENT.

DAVID G. NEWELL DATE

LORRAINE F. NEWELL DATE

REFERENCE PLANS

- "RECONNAISSANCE SURVEY PLAN OF LAND OF THE ESTATE OF HELEN M. HADLEY GRENIER"; PREPARED BY WILLIAM B. HOUSE; DATED 02/01/1984; SCALE 1"=100'; WILLIAM B. HOUSE FILE #X2376 AT THE CORD.
- "BOUNDARY SURVEY PREPARED FOR MARGARET W. DRISCOLL & CARLENE D. WOODBURY OF LAND LOCATED IN THE CITY OF KEENE, COUNTRY OF CHESHIRE, STATE OF NEW HAMPSHIRE"; PREPARED BY JOHN DOUGHTY; DATED 11/1996; SCALE 1"=200'; RECORDED IN CABINET 12 DRAWER 2 NUMBER 128 AT THE CORD.

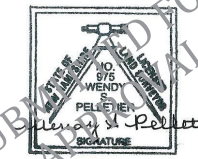


SURVEYOR'S CERTIFICATION

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.

TAX MAP 215-004-000
LINDA A. F. GUINANE REV. TRUST
PO BOX 908
KEENE, NH 03431
VOL 2734 PG 44



NO.	DATE	REVISION	ADDRESSED STAFF COMMENTS	WP BY
1	4/5/21			

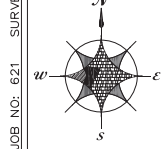
BOUNDARY LINE ADJUSTMENT PLAN

MAP 214-016-000 & MAP 214-017-000
62 & 74 SULLIVAN ROAD
KEENE, NH 03431

DATE: FEBRUARY 10, 2020 SCALE: 1"=50'

PREPARED FOR:
GREGORY J. PRECOURT
AND
DAVID G. & LORRAINE F. NEWELL

CARDINAL SURVEYING & LAND PLANNING
Keene, New Hampshire 03431
Tel. (603) 499-6151



JOB NO.: 621 SURVEY DATE: 11/24/2020

April 9, 2021

Mari Brunner
Planner
City of Keene
3 Washington Street
Keene, NH 03431

Dear Ms. Brunner:

Subject: SPR-01 – Site Plan- Methadone Clinic, 152 Davis Street
CEC Project 306-555

This letter is to inform you that the owner of 152 Davis Street, Keene NH has decided to withdraw the above site plan application for this site.

Sincerely,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



Bradley J. Hazelwood RLA, LEED AP
Project manager

CITY OF KEENE
NEW HAMPSHIRE

MEMORANDUM

Date: March 11, 2021
To: Planning Board
From: Tara Kessler, Senior Planner
Re: Proposed Amendment to the Planning Board Legal Notice Fee

Overview

At the Planning Board meeting on Monday, March 22, 2021, there will be a public hearing on a proposed amendment to the Planning Board's Legal Notice Fee, which was last revised in May of 2017, from \$25 to \$62 to account for 1) additional costs related to noticing of remote meetings due to the COVID-19 state of Emergency and 2) to reflect increases in the per-line cost of legal advertisements. The proposed Fee Schedule, dated March 9, 2021, is attached to this memo.

Background

Staff recently became aware that the FY20 budget for advertising is close to being exhausted due to increased advertising costs related to noticing of remote meetings during the Covid-19 State of Emergency as well as increases in the per-line cost of legal advertisements. Staff conducted an analysis of the impact that remote meeting language has had on the average cost of a legal notice and determined that, on average, this language adds approximately 23.5 lines per application, or \$16.00 per application to the cost of the legal notice. There are an average of two applications per legal notice.

In addition, the per-line cost of legal advertisements has increased from \$1.35 per line in 2017 to \$1.50 per line today, and the per-line cost is going to increase again to \$1.60 per line starting on April 1, 2021.

In total, an average legal notice currently costs \$58.00 per application, and with the expected increase in the per-line cost going up to \$1.60, the average cost of a legal notice fee is expected to be \$62.00 per application.

Staff will conduct a presentation on the proposed change to the Legal Notice Fee at the March meeting.

CITY OF KEENE
PLANNING BOARD FEES

SITE PLAN APPLICATION

❖ Advice & Comment	\$25.00
❖ Formal Review	\$250.00 + \$0.05 per sq. ft. of new construction
❖ Request for Modifications to an approved Site Plan	\$250.00 + \$0.05 per sq. ft. of new construction
❖ Request to extend expiration of conditionally approved Site Plan	\$25.00 for 1st request, \$50 for each request thereafter
❖ Postage for Certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25

SUBDIVISION APPLICATION

❖ Advice & Comment	\$25.00
❖ Formal Review	\$200.00 + \$100.00 per lot
❖ Formal Review for Boundary Line Adjustment	\$100.00 + \$20.00 per lot
❖ Boundary Line Survey (RSA 676:18)	\$25.00
❖ Request to extend expiration of conditionally approved Subdivision	\$25.00 for 1st request, \$50 for each request thereafter
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25 \$62
❖ Filing mylar with Cheshire County Registry of Deeds made payable to Cheshire County Registry of Deeds. Due after approval when mylar and paper copies are submitted.	Cheshire County Registry of Deeds Fee (Includes LCHIP fee)

ADMINISTRATIVE REVIEW

❖ Administrative Review - Minor Projects & Minor Modifications	\$125
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CONDITIONAL USE PERMIT (CUP) APPLICATION

❖ Telecommunication CUP	\$300.00
❖ Accessory Dwelling CUP	\$100.00
❖ Hillside CUP	\$100.00
❖ Surface Water Buffer CUP	\$100.00
❖ Conservation Residential Development CUP	\$200.00 + \$100.00 per lot
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25

DRIVEWAY-CURB CUT APPLICATION

❖ New Driveway Curb-Cut	\$50.00
❖ Expansion of existing Driveway Curb-Cut	\$50.00

VOLUNTARY MERGER APPLICATION

❖ Application Fee	\$50.00
❖ Recording fee	Cheshire County Registry of Deeds Fee

Notes:

- ❖ 1) All abutter mailing costs, legal notifications and recording fees are to be paid by the applicant.
- ❖ 2) All fees are requested in a check made payable to The City Of Keene, **except for recording fees** which should be made out to the Cheshire County Registry of Deeds.

March 9, 2021 PROPOSED Revisions to Planning Board Fee Schedule:

-Amend "Printing Fee for Legal Ad in Newspaper" to \$62 from \$25