

City of Keene
New Hampshire

PLANNING BOARD
MEETING MINUTES

Monday, April 26, 2021

6:30 PM

Remote Meeting via Zoom

Members Present:

Pamela Russell Slack, Chair
David Orgaz, Vice Chair
George S. Hansel, Mayor
Michael J. Remy, Councilor
Gail Somers
Harold Farrington, Alternate

Staff Present:

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

Members Not Present:

Emily Lavigne-Bernier
Andrew Weglinski
Roberta Mastrogiovanni
Tammy Adams, Alternate

I) Call to Order – Roll Call

Chair Russell Slack called the meeting to order at 6:30 PM and a roll call was taken. Harold Farrington was recognized as a voting member.

II) Minutes of Previous Meeting – March 22, 2021

Mr. Farrington offered the following correction to line 713 to add the words “for the first time” after the sentence “seen by staff tonight.”

A motion was made by Mayor George Hansel to accept the March 22, 2021 meeting minutes as amended. The motion was seconded by Councilor Michael Remy and was unanimously approved by roll call vote.

III) Boundary Line Adjustment

A. 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.

a. Board Determination of Completeness

Planner Mari Brunner stated the applicant has requested exemptions from providing a grading plan, landscaping plan, lighting plan, and technical reports as there is not development proposed at this time. Staff recommends 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

Ms. Wendy Pelletier of Cardinal Surveying addressed the Board. Ms. Pelletier noted lot 16 owned by the Precourts is an existing non-conforming lot, 0.97 acres in size. The boundary line on the northeast side of the lot would be straightened out and on the southwest side, 0.7 acres will be added. Lot area calculations were completed and wetland areas were taken out and the lot still stays within the five acre minimum requirement of the Rural District. This concluded Ms. Pelletier's comments.

Staff comments were next. Ms. Brunner noted this is a boundary line adjustment where 0.74 acres are proposed to be transferred from the 74 Sullivan Road property to the 62 Sullivan Road property. Both parcels are located in the Rural District where the minimum lot size is five acres. 62 Sullivan Road is a legally non-conforming lot and this proposal will make it less non-conforming. 74 Sullivan Road property after excluding wetlands would have 0.37 acres.

Ms. Brunner noted the applicant has indicated to some steep slopes present on the parcels but 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 no development is proposed on either lot, this standard does not apply. Both lots currently have single family homes located on them.

The Chair asked for public comment, with no comment from the public Chair Russell Slack closed the public hearing.

c. Board Discussion and Action

A motion was made by Mayor George Hansel that the Planning Board 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.

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

IV) Continued Public Hearings:

- A. 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.

A motion was made by Mayor George Hansel that the Planning Board accept the withdrawal of the site plan application SPR-01-21 for the property located at 152 Davis Street (TMP# 583-023-000). The motion was seconded by Councilor Remy and was unanimously approved by roll call vote.

- B. 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.**

Senior Planner Tara Kessler stated the last time the Planning Board increased its fees for legal notice was in 2017 at that time the fee went from \$9.00 to \$25.00. Ms. Kessler explained every site plan and subdivision application that requires a public hearing requires the city to post a legal notice in The Keene Sentinel. The Sentinel charges per line for these notices – currently the charge is \$1.50. This rate will be increasing to \$1.60 in the coming week. Ms. Kessler noted that this per line charge has increased since 2017 but the fee charged to applicants has not increased in tandem.

Ms. Kessler noted that when meetings started taking place remotely due to the COVID-19 state of emergency, additional language was added to the legal notices to ensure the public had the information needed to access these meeting. This additional language led to significant increases in the costs for legal notices. Ms. Kessler stated this proposed fee increase is to accommodate for the increase to lines for remote meetings, which she noted is likely to continue for a few more months, and also to account for not adding this fee increase for the past few years. Based on an average, staff has arrived at \$62 as a cost. This concluded staff comment.

The Chair asked for public comment.

Mr. Farrington asked whether the price will decrease after remote meetings end, Ms. Kessler stated staff anticipates coming back with a lower fee, which is anticipated to be \$46. This fee is based on the average number of lines required for legal notices.

Mr. Orgaz noted this is just for legal notice and asked if postage is taken into consideration. Ms. Kessler stated postage is a separate application fee. The fee schedule states that postage is

charged at the current USPS certified mailing rate, which gives the City the flexibility to change the rates as needed.

The Chair asked for public comment. With no comment from public, the Chair closed the public hearing

A motion was made by Mayor George Hansel that the Planning Board approve the amended Planning Board Fee Schedule to increase the legal notice fee from \$25 to \$62. The motion was seconded by Councilor Remy and was unanimously approved by roll call vote.

V) Community Development Director Report

Mr. Lamb stated a special meeting was scheduled for the Board to meet on May 10 to accommodate a hearing scheduled for April. The applicant however, did not receive their variance and hence the meeting does not need to take place. Ms. Kessler added the Joint Committee meeting is also canceled for May 10th.

Mr. Lamb stated the Office of Strategic Initiative for the Planning Board/Municipal Board training still has time for individuals sign up. This training is scheduled for May 15.

VI) New Business

None at this time.

VII) Upcoming Dates of Interest – May 2021

- 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

There being no further business, Chair Russell Slack adjourned the meeting at 7:00 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Reviewed and edited by,
Tara Kessler, Senior Planner