



City of Keene Planning Board

AGENDA

Monday, August 23, 2021

6:30 PM

City Hall, 2nd Floor Council Chambers

NOTE: *The public may join the meeting online or at City Hall in the 2nd Floor Council Chambers. To access the meeting online, visit www.zoom.us/join or call (888) 475-4499 and enter the Meeting ID: 857 8338 6440.*

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meeting** – May 24, 2021
- III. **Boundary Line Adjustment**

S-04-21 – Boundary Line Adjustment – 147 & 157 Gilsum St – Applicant Monadnock Land Planning, on behalf of owners Michael Pappas and Eunice Pappas of 147 Gilsum St (TMP# 530-057-000) and Michael Pappas of 157 Gilsum St (TMP# 530-056-000), proposes a boundary line adjustment between the two properties. This adjustment would result in a transfer of 3,777 square feet (sf) from the 13,658 sf parcel located at 147 Gilsum St to the 35,817 sf parcel located at 157 Gilsum St, and a transfer of 359 sf from the 157 Gilsum St parcel to the 147 Gilsum St parcel. Both properties are located in the Low Density District.

- IV. **Public Hearing**

SPR-04-21 – Site Plan – 122 & 124 Water St – Applicant Hundred Nights Inc., on behalf of owner Green Diamond Group LLC, proposes to construct a 15,000-sf building for use as a homeless shelter and other associated site improvements on the properties located at 122 Water St (TMP# 585-027-000) and 124 Water St (TMP# 585-028-000). The 122 Water St site is 0.33-ac in size. The 124 Water St site is 0.29-ac in size and is located in the Downtown Historic District. Both properties are located in the Business Growth and Reuse District, Sustainable Energy Efficient Development Overlay, and Downtown Railroad Property Redevelopment Districts.

Change to Planning Board Site Plan Regulations: The City of Keene Community Development Department proposes to amend the Keene Planning Board regulations related to the review of Major Site Plans to require that any Major Site Plan application for new buildings or additions to buildings, which are younger than 50 years old, that are located in the Downtown Historic District, be reviewed and commented on by the Historic District Commission prior to the Planning Board closing the public hearing on the application. This proposed amendment would affect Sections 25.1.10 and 25.12.8.B, and Table 25-1 of the adopted City of Keene Land Development Code, which will become effective on September 1, 2021.

- V. **Minor Project Review Committee**
 - a. Review of Committee Roles and Responsibilities
 - b. Appointment of Members

- VI. **Community Development Director Report**

- VII. **New Business**

- VIII. **Upcoming Dates of Interest – May 2021**

- Planning Board Steering Committee – September 14, 11:00 AM
- Planning Board Site Visit – September 22, 8:00 AM – To Be Confirmed
- Planning Board Meeting – September 27, 6:30 PM

City of Keene
New Hampshire

PLANNING BOARD
MEETING MINUTES

Monday, May 24, 2021

6:30 PM

Council Chambers

Members Present:

Pamela Russell Slack, Chair
George S. Hansel, Mayor
Michael J. Remy, Councilor
Emily Lavigne-Bernier
Roberta Mastrogiovanni
Gail Somers

Staff Present:

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

Members Not Present:

David Orgaz, Vice Chair
Andrew Weglinski
Harold Farrington, Alternate
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.

II) Minutes of Previous Meeting – April 26, 2021

A motion was made by Mayor George Hansel to approve the April 26, 2021 meeting minutes.
The motion was seconded by Gail Somers and was unanimously approved by roll call vote.

III) Extension Request:

SPR-01-18, Modification #1 – Site Plan – 809 Court St – Owner and Applicant, Hillsborough Capital LLC, is requesting a one-year extension of the timeframe for achieving active and substantial development of the site plan for 809 Court Street for the demolition of the existing 19,943 sf building and the construction of a 28,800 square foot (sf) indoor athletic facility in its place. This is the second extension request for this site plan. The applicant is also requesting to continue to occupy the existing building as an athletic facility until the new building is constructed. The parcel is TMP# 219-005-000-000-000 and is located in the Commerce District

31 Mr. Steven Holland, applicant addressed the Board and stated they had been using this site at 809
32 Court Street in a temporary manner since November 2019 through February 2020 and were
33 required to shut down due to the pandemic. He indicated the pandemic has set their business
34 back, but they are still operating the athletic facility on a temporary basis. They are working on a
35 detailed plan per the original site plan and need more time to complete it.

36
37 Chair Russell-Slack asked what kind of programs are being conducted at this time. Mr. Holland
38 stated they are running a sports performance program, an obstacle course, ninja warrior training,
39 they have a 45-yard turf field that runs down the center of the building, two batting cages (youth
40 and adult), they have also been growing their adult fitness program significantly and have
41 incorporated personalized fitness into their center.

42
43 Staff comments were next. Senior Planner Tara Kessler noted this is a second extension request
44 and the applicant has noted their reasons for their request. She noted the extension request also
45 has a request from the applicant to continue their operation through the timeframe it takes them
46 to achieve active and substantial development of their site. Ms. Kessler went on to say that the
47 current timeframe expires in June 2021 and the extension if granted today, gives them another
48 year. She noted there is a possibility for the applicant to request a third extension but the
49 regulations don't allow for more than three extensions and the criteria for granting a third can be
50 difficult to meet. Ms. Kessler added if the applicant has exhausted all of their extension requests,
51 the site plan granted in 2018 would no longer be valid and if they wish to move forward in the
52 future they would have to re-apply for a site plan.

53
54 The Chair asked for public comment. With no comment from the public, the Chair closed the
55 public hearing.

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57 The Mayor stated even though these types of requests usually receive scrutiny, however, due to
58 the pandemic it is causing delays and had no issue granting the applicant's request.

59
60 A motion was made by Mayor George Hansel that that Planning Board to extend the deadline for
61 achieving active and substantial development of the site plan SPR 01-2018 for 809 Court Street
62 (TMP# 219-005-000) for the demolition of the existing 19,943 sf building and the construction
63 of a 28,800 square foot (sf) indoor athletic facility to June 17, 2022, and to permit the applicant
64 to continue to occupy the existing building as an athletic facility until the new building is
65 constructed.

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

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76 **IV) Boundary Line Adjustment**
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78 S-03-21 – Boundary Line Adjustment – 510 Washington St & 0 Fox Ave – Applicant and
79 owner Toby Tousley of 510 Washington St (TMP# 532-003-000), on behalf of owner
80 Fox Trail Farm LLC of 0 Fox Ave (TMP# 519-037-000), proposes a boundary line
81 adjustment between their two properties. The adjustment would result in a transfer of 2.4
82 ac from the 3.2 ac parcel located at 510 Washington St to the 15.8 ac parcel located at 0
83 Fox Ave. A waiver is requested from Sec. III.C.5.b of the Planning Board Regulations
84 regarding the requirement to submit a survey showing all metes and bounds of the revised
85 parcels. The 510 Washington St property is located in the Commerce and Low Density
86 Districts and the 0 Fox Ave property is located in the Rural District
87

88 **A. Board Determination of Completeness**

89 Planner Mari Brunner stated the applicant has requested exemptions from submitting grading,
90 landscaping, lighting plans and technical reports as no new development is proposed at this time.
91 She indicated staff recommends granting the exemptions and accepting the application as
92 complete. She further stated the applicant is also requesting a waiver from completing a full
93 metes and bounds survey for the 50.8 acre parcel at Fox Avenue, which is require under the
94 Board Regulations. Ms. Brunner stated the portion of the parcel at 0 Fox Avenue impacted by the
95 proposed adjustment has been surveyed and is displayed on the submitted plans along with the
96 complete metes and bounds for 510 Washington Street. She indicated that since this is a waiver
97 request, the Board will need to open the public hearing first prior to a vote on the request.

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

101 **B. Public Hearing**

102 The Chair noted the Board will need to address the Waiver Request from Standard III. C.5.b. of
103 the Site Plan and Subdivision Regulations to provide a metes and bounds survey for property
104 located at 0 Fox Avenue TMP# 519-037-000. The Chair asked the applicant to address the
105 waiver request.

106 Mr. Toby Tousley of 500 Washington Street addressed the Board and went over the waiver
107 criteria for requesting a waiver.

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

109 Mr. Tousley stated an updated survey of the properties will be required if the lots involved were
110 small and there was danger of one of the lots becoming non-conforming due to lot size or
111 setbacks. In this case 0 Fox Avenue is 16 acres in size and there is no development being
112 proposed at this time. Because of the large cost involved in surveying the parcel granting the
113 waiver will not be contrary to the spirit and intent of these regulations. Mr. Tousley recalled a
114 similar request on Wyman Road and for the Colonial Theater.

115

116

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

119 Mr. Tousley stated the area of the proposed boundary line adjustment will severely limit the
120 ability of further development. Access from Washington Street will be limited to the existing
121 retail area and there will be no further changes and thus granting the waiver will not increase the
122 potential for creating adverse impacts to abutters, the community or the environment. He noted
123 the portion being added onto Fox Avenue will have no direct access from Washington Street.

124 *c) That granting the waiver has not been shown to diminish the property values of abutting*
125 *properties.*

126 Mr. Tousley stated the area of the proposed boundary line adjustment will severely limit the
127 ability of further development. Access from Washington Street will be limited to the existing
128 retail area and there will be no further changes and thus granting the waiver will not diminish the
129 property values of abutting properties.

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

132 Mr. Tousley stated given the large cost of surveying the 16 acre parcel for this boundary line
133 adjustment and such survey is not required for the Board's review - strict conformity with the
134 regulations or Development Standards would pose an unnecessary hardship to the applicant.

135 A motion was made by Mayor George Hansel to grant the requested waiver from Standard III.
136 C.5.b. of the Site Plan and Subdivision Regulations that all metes and bounds be surveyed for
137 parcel at 0 Fox Avenue TMP# 519-037-000 for Boundary Line Adjustment S-03-21.

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

140 Mr. Tousley addressed the Board again with reference to a map and noted the locations of
141 Washington Street, June Street and Fox Avenue. He indicated the portion of the lot along
142 Washington St that he is looking to attach to the larger parcel at 0 Fox Ave. He also noted where
143 he understood June Street to extend to the property at 0 Fox Ave and indicated there are two
144 subdivisions signed by the Planning Board and recorded at the Cheshire County Registry of
145 Deeds that show access to this property from June Street. He referred to the deed for the parcel at
146 0 Fox Ave that references two monuments at the end of June Street. He noted that the survey
147 done in 1973, found those monuments still exist. Mr. Tousley stated he is not proposing any
148 development or access to this property but would like confirmation this access exists.

149 Mr. Tousley indicated that a portion of the parcel along Washington St is located in the
150 commerce zoning district but the rest is zoned residential. He felt removing the piece of the
151 parcel in the residential zoning district from the parcel along Washington St would limit
152 development of the parcel. He added the reason this property is in the commerce zone is because
153 of a mini golf course, a use that existed on this site many years ago.

154 Mr. Tousley noted the wetlands and steep slopes that exist on this site, which he stated would
155 prohibit him from being able to develop the parcel at 0 Fox Ave. He also noted this proposed
156 adjustment would have no effect on zoning.

157 This concluded the applicant's comments.

158 Staff comment were next. Ms. Brunner stated engineering did provide comments on this
159 application. Staff does not have an answer yet regarding the June Street access issue. She noted 0
160 Fox Avenue does not have frontage on a Class V Road and this boundary line adjustment would
161 not change this condition if it were approved. However, if development is proposed in the future
162 or if 0 Fox Avenue is subdivided in the future, at that time the owner of 0 Fox Avenue would
163 have to demonstrate legal access from and frontage on a Class V Road.

164 Ms. Brunner noted there were public comments on this application which have been shared with
165 the applicant and the Planning Board in advance of the meeting and those comments have also
166 been placed in the project file.

167 Ms. Brunner reviewed the standards relevant to this application. Her review is summarized
168 below.

169 Hillsides: Ms. Brunner noted that there appears to be some precautionary slopes present on the
170 back portion of the 510 Washington Street parcel within the area of land that is proposed to be
171 conveyed to 0 Fox Avenue; however, no steep slopes are present on the portion of this lot that
172 would remain after the adjustment. In addition, both precautionary and prohibitive slopes appear
173 to be present on the 0 Fox Avenue parcel. Since the size of the 0 Fox Avenue parcel would
174 increase as a result of this proposal, the boundary line adjustment would not make the 0 Fox
175 Avenue parcel non-conforming with respect to lot size. In addition, no development or site work
176 is currently proposed on either parcel. This standard appears to be met.

177 Flooding: Neither parcel is located in the 100-year floodplain or the floodway.

178 Comprehensive Access Management: There are no changes proposed to the access for either
179 parcel.

180 Wetlands & 17. Surface Waters: There are 17,757 sf of wetlands located on the back portion of
181 the 510 Washington Street parcel within the area of land that is proposed to be transferred to 0
182 Fox Avenue. There will only be a very small area of wetlands remaining on the Washington
183 Street parcel after the adjustment (146 sq ft). It is possible that some wetlands are located on the
184 0 Fox Avenue parcel as well. Because the size of the 0 Fox Avenue parcel would increase as a
185 result of this proposal, the boundary line adjustment would not make the 0 Fox Avenue parcel
186 non-conforming with respect to lot size after accounting for wetland/surface water area. In
187 addition, no development or site work is currently proposed on either parcel. This standard
188 appears to be met.

189 This concluded staff comments.

190 The Chair then asked for public comment.

191 Mr. Carter Chamberlain of 11 Fox Avenue addressed the Board and stated he heard mentioned
192 that there is a portion of land at the end of Fox Avenue that is not taxed to anyone and wasn't
193 sure if he heard that comment correctly. Ms. Brunner in response stated the city's online
194 assessing map does not show Fox Avenue extending up to 0 Fox Avenue. She indicated more
195 research is required to figure out who owns this land. Mr. Lamb added it is not uncommon for

196 older subdivisions to have portions of road dedicated for road construction that were never built
197 and could up in the situation as being described here.

198 Ms. Becky Kohler of 22 June Street was the next to address the Board. Ms. Kohler stated she had
199 submitted comments to staff in advance of the meeting. Ms. Kohler went on to say that based on
200 the documents shared by the applicant, it seems like the section the applicant anticipates access
201 to 0 Fox Ave is through their property or what they believe to be their property. She stated she
202 understands this is not an issue the Planning Board would address and the road currently does not
203 exist as indicated on the applicant's map and wanted her comment documented. The Chair
204 clarified with the Community Development Director the public communication sent in would be
205 made part of this application file. Mr. Lamb answered in the affirmative.

206 Ms. Kohler asked whether a metes and bounds survey would address this question and provide
207 more information around access. Mr. Lamb stated a surveyor can identify the location of rights-
208 of-way surrounding a property, which has been done, but a full metes and bounds will not
209 resolve the question of whether access to 0 Fox Avenue exists on June Street.

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

211 Mr. Tousley asked to address the Board again. The Chair reopened the public hearing

212 Mr. Tousley stated he would like to provide additional information on June Street. He indicated
213 the information he has is based on lengthy work done by Attorney Bradley dating back many
214 years ago. He also had an informal discussion with the Public Works Director and reviewed June
215 Street and Fox Avenue. This portion of June Street was never used so is not a Class V road. He
216 felt the Kohler property is being overly taxed on property they do not own. He stressed he has no
217 intention of accessing June Street. Mr. Lamb in response stated, staff had spoken with the Public
218 Works Director and Mr. Blomquist has the same information the Community Development
219 Department staff has and agrees with the recommendation staff is providing tonight.

220 With no other comments, the Chair closed the public hearing again.

221 Councilor Remy noted the applicant had indicated using previously approved subdivision plans
222 as a point of reference regarding June Street access and clarified that the Board at this time was
223 not voting on whether June Street extends to the property at 0 Fox Ave.

224 Mr. Lamb in response clarified what the Councilor is asking is that the Board is not taking a
225 position that the plan represents access from June Street. Councilor Remy agreed. Mr. Lamb
226 indicated adding what the Councilor is saying will add clarification of the Board's intention. Mr.
227 Lamb went on to say in his opinion, the Board is not taking a position with respect to access at
228 all.

229 Mayor Hansel stated when he makes a motion he will not be adding any language about the
230 access as he did not feel the Board had any purview over this issue and was not concerned about
231 this being used as evidence for a decision on access.

232 C. Board Discussion and Action

233 A motion was made by Mayor George Hansel that the Planning Board approve S-03-21, as
234 shown on the plan entitled "Boundary Line Adjustment Plan Between Lands of Toby Tousley
235 Tax Map Parcel No. 532-003, 510 Washington St., Keene, New Hampshire & Fox Trail Farm
236 LLC Tax Map Parcel No. 519-037, 0 Fox Ave., Keene, New Hampshire" prepared by Huntley

237 Survey and Design, PLLC at a scale of 1 inch = 40 feet on April 22, 2021 and last revised on
238 May 3, 2021 with the following condition prior to signature by Planning Board Chair:

239 1. Owners' signatures appear on plan.
240

241 The motion was seconded by Councilor Michael Remy.
242

243 The motion was unanimously approved by roll call vote.
244

245 **V) Community Development Director Report**
246

247 Mr. Lamb addressed the Board and stated staff has been working with the Steering Committee
248 to set up some training opportunities. Mr. Lamb stated he appreciated members attending the
249 training sessions offered by other agencies so far. He indicated he wanted to follow-up on
250 discussion regarding the training as well as the newly adopted land use code. Ms. Kessler stated
251 Board members will be receiving an email regarding topics they feel might be helpful as Keene
252 Planning Board members.
253

254 **VI) New Business**
255

256 None
257

258 **VII) Upcoming Dates of Interest – May 2021**
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- 260 • Planning Board Steering Committee – June 15, 11:00 AM
- 261 • Planning Board Site Visit – June 23, 8:00 AM – To Be Confirmed
- 262 • Planning Board Meeting – June 28, 6:30 PM

263 There being no further business, Chair Russell-Slack adjourned the meeting at 7:25PM.
264

265 Respectfully submitted by,
266 Krishni Pahl, Minute Taker
267

268 Reviewed and edited by,
Tara Kessler, Senior Planner

STAFF REPORT

S-04-21 – BOUNDARY LINE ADJUSTMENT – 147 & 157 Gilsum St

Request:

Applicant Monadnock Land Planning, on behalf of owners Michael Pappas and Eunice Pappas of 147 Gilsum St (TMP# 530-057-000) and Michael Pappas of 157 Gilsum St (TMP# 530-056-000), proposes a boundary line adjustment between the two properties. This adjustment would result in a transfer of 3,777 square feet (sf) from the 13,658 sf parcel located at 147 Gilsum St to the 35,817 sf parcel located at 157 Gilsum St, and a transfer of 359 sf from the 157 Gilsum St parcel to the 147 Gilsum St parcel. Both properties are located in the Low Density District.

Background:

The two properties that are the focus of this proposal are located on Gilsum Street near the intersection of Gilsum and North Streets, which is approximately 500 hundred feet north of the Keene Recreation Center. Both properties are located in the Low Density District. The parcel at 147 Gilsum St has an existing single family dwelling. The parcel at 157 Gilsum St has an existing two-family dwelling, which is a legally nonconforming use in the Low Density District.



Figure 1. Aerial view of the properties located at 147 & 157 Gilsum St, highlighted in yellow.

The request is to transfer 359 square feet from the south portion of the 157 Gilsum St property to the 147 Gilsum St property to allow for an existing fence to be located entirely on the property at 147 Gilsum St. In addition, 3,777 square feet is proposed to be transferred from the east side of the 147 Gilsum St property to 157 Gilsum St property to provide additional space for a garage to be developed at the rear of the parcel in the future.

Both parcels would continue to conform to the lot size and setback requirements of the Low Density District as a result of this proposal. The table below provides the area of each lot prior to and after the adjustment. The minimum lot area in the Low Density District is 10,000 sf.

	147 Gilsum St (TMP# 530-057-000)	157 Gilsum St (TMP# 530-056-000)
Prior to Adjustment	13,658 sf / 0.31 ac	35,817 sf / 0.82 ac
After Adjustment	10,240 sf / 0.24 ac	39,235 sf / 0.9 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: There are no steep slopes present on either parcel. 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 are wetlands present to the rear of the parcel at 157 Gilsum St. The wetland boundary is displayed on the plan titled “Existing Plan” submitted by the Applicant. If future development is proposed on this site, the owner will need to comply with the City’s Surface Water Protection Ordinance and the state’s wetland regulations.

Recommended Motion:

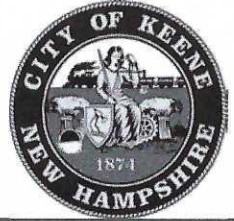
If the Board is inclined to approve this request, the following motion is recommended:

Approve S-04-21, as shown on the plan entitled “Boundary Line Adjustment of Map/Lots Map-530 Lots-56 & 576, 147 & 157 Gilsum Street, Keene, NH” prepared by Graz Engineering, LLC at a scale of 1 inch = 30 feet on July 14, 2021 and last revised on August 12, 2021, with the following condition prior to signature by Planning Board Chair:

1. Owners’ signatures appear on plan.

CITY OF KEENE | PLANNING BOARD

BOUNDARY LINE ADJUSTMENT 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 147 & 157 Gilsum St		Date Received/Date of Submission:		
	Tax Map Parcel number(s) 530 - 056 - - - - - 530 - 057 - - - - - - - - - -		Community Development Dept File #:		
Project Address: 147 & 157 Gilsum Street		A p p i c a n t	Contact Name/Company: PLEASE PRINT: Dave Bergeron - Monadnock Land Planning		
Acreage/S.F. of Parcel: 147 = 0.31 ac/13,658 sf 157 = 0.82 ac/35,817 sf			Address: 139 Old Walpole Rd, Keene, NH		
Zoning District: Low Density			Telephone: 603 209 3050 E-mail: monadnocklp@ne.rr.com		
			Signature: <i>[Signature]</i> Printed Name: DAVID BERGERON		
O w n e r # 1	Name/Company: PLEASE PRINT: Michael & Eunice Pappas		O w n e r # 2	Name/Company: PLEASE PRINT: Michael Pappas	
	Address: PO Box 575, W. Swanzey 03469			Address: PO Box 575, W. Swanzey 03469	
	Telephone: (603) 313 7107 E-mail: pappascontracting@yahoo.com			Telephone: 603 313 7107 E-mail: pappascontracting@yahoo.com	
	Signature: <i>[Signature]</i> Printed Name:			Signature: <i>[Signature]</i> Printed Name:	

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

Monadnock Land Planning, LLC

139 Old Walpole Road, Keene, NH 03431
MonadnockLP@ne.rr.com 603.209.3050

July 16, 2021

City of Keene
Planning Board
3 Washington Street
Keene, NH 03431

RE: Boundary Line Adjustment, 157 Gilsum Street, Tax Map 530-056, Michael Pappas, and 147 Gilsum Street, Tax Map 530-057, Michael and Eunice Pappas, Gilsum Street, Keene

Narrative

This application is for a proposed boundary line adjustment between 147 and 157 Gilsum Street. Both properties are owned by Michael Pappas and his wife, Eunice Pappas. The 147 Gilsum Street property is currently listed for sale, and they would like to adjust the boundary between the two properties prior to the sale.

Two property lines will be adjusted which will benefit both properties. 157 Gilsum Street has a two unit building with space to the rear where the owner would like to construct a garage. Additional land area will be added that property from 147 Gilsum Street to provide access to the rear of the property. There is an existing fence that was constructed on the 147 Gilsum Street property that is partially on the 157 Gilsum Street property. Additional land will be added to 147 Gilsum Street so that the fence is all on the property. The proposed boundary line adjustment will increase the size of 157 Gilsum Street slightly from 35,817 SF to approximately 37,199 SF. The size of 147 Gilsum Street will decrease slightly from 13,658 SF to 12,276 SF.

Both properties are in the Low Density Zone in Keene which requires a minimum of 10,000 SF. Both lots will continue to conform to the lot size and setback requirements of the zone. No additional development is proposed on either lot at this time.

Waivers Requested:

Section IV.D.2.f.4 – Grading Plan – There are no proposed site changes in grading or construction. Existing contours are shown however no new grading is proposed.

Section IV.D.2.f.5 – Landscaping Plan – there are no proposed changes to the site and no new landscaping is proposed for the property.

Section IV.D.2.f.6 – Lighting Plan – There are no proposed changes to the site and no new lighting is proposed.

Section IV.D.2.g – Technical Reports – There are no proposed changes to the site that will require a traffic study, or drainage study.

Section IV.D.2.h – Visual and Architectural Details – No new buildings are proposed.

PERFORMANCE STANDARDS:

- 1. Drainage.**
No new construction is proposed and no revisions to the on-site drainage patterns are proposed. No additional development is proposed on the lots.
- 2. Sedimentation/Erosion Control.**
No new construction is proposed at this time.
- 3. Hillside Protection.**
No construction is proposed on the steep slopes.
- 4. Snow Storage and Removal.**
No changes to the existing conditions on site are proposed.
- 5. Flooding.**
This site is not located in the 100 year floodplain. No impacts to floodplain are proposed.
- 6. Landscaping.**
No additional landscaping is proposed for the lots.
- 7. Noise.**
This project will not generate noise in excess of city standards.
- 8. Screening.**
No on-site screening is proposed.
- 9. Air Quality.**
This project will not affect air quality.
- 10. Lighting.**
No additional lighting is proposed.
- 11. Sewer and Water.**
No changes are proposed to the existing sewer and water services to the existing house.
- 12. Traffic.**
No new lots or additional units are proposed so no increase in traffic will be generated by this project.
- 13. Driveways.**
No changes are proposed for the existing driveways.
- 14. Hazardous and Toxic Materials.**

To the best of our knowledge, no hazardous or toxic materials exist on this property. This proposal does not create or involve any hazardous or toxic materials.

15. Filling/Excavation.

No filling or excavation is proposed.

16. Wetlands.

No construction is proposed on either lot. No wetlands will be impacted.

17. Surface Waters.

No construction is proposed, no surface waters will be impacted.

18. Stump Dumps.

No stump dumps will be constructed on site.

19. Architectural and Visual Appearance.

No construction is proposed.

N/F	○	NOW OR FORMER (OWNER)
IPTBS	○	PIN TO BE SET (CAPPED REBAR)
IPF	○	PIN/PIPE FOUND
DHS	○	DRILL HOLE SET (W/REBAR WITNESS)
SBF	○	STONE BOUND FOUND

LEGEND



VICINITY LOCUS NTS

REFERENCE PLANS & DEEDS

- MAP-530 LOT-56 - BOOK-2216 PAGE-292 (DEED)
CABINET-13 DRAWER-2 #163 (PLAN)
- MAP-530 LOT-57 - BOOK-3059 PAGE-798 (DEED)

NOTES

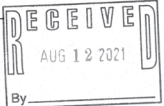
- THE PURPOSE OF THIS PLAN IS THE ADJUSTMENT OF BOUNDARIES BETWEEN MAP-530 LOTS 56 & 57. THIS ADJUSTMENT WILL TRANSFER PARCEL-A FROM LOT-57 TO LOT-56. TRANSFER PARCEL-B FROM LOT-56 TO LOT-57. BOUNDARY ADJUSTMENTS WILL NOT HAVE ANY EFFECT ON FRONTAGE OR ZONING SETBACK CONFORMITY.
- ZONING DIMENSIONAL REQUIREMENTS:
FRONT SETBACK: 15'
SIDE SETBACK: 10'
REAR SETBACK: 20'
FRONTAGE REQUIREMENT: 60'
AREA REQUIREMENT: 10,000 S.F.
LOT WIDTH: 70'
STRUCTURE PERCENTAGE: 35%
IMPERVIOUS PERCENTAGE: 45%
- THE PROPERTY LINES SHOWN HEREON FOR REFERENCE ARE THE EXISTING PROPERTY LINES OF RECORD.

APPROVED BY THE KEENE PLANNING BOARD:

DATE: _____
 CHAIRMAN: _____
 SECRETARY: _____
 CONDITIONS: _____

JOB NO. 21145

BOUNDARY LINE ADJUSTMENT
 OF
 MAP/LOTS
 MAP-530 LOTS-56 & 57
 147 & 157 GILSUM STREET
 KEENE, NH



OWNERS:
 MICHAEL PAPPAS (LOT-56)
 &
 MICHAEL S. & EUNICE J. PAPPAS (LOT-57)
 P.O. BOX 575; WEST SWANZEY, NH 03469

JULY 14, 2021

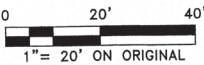
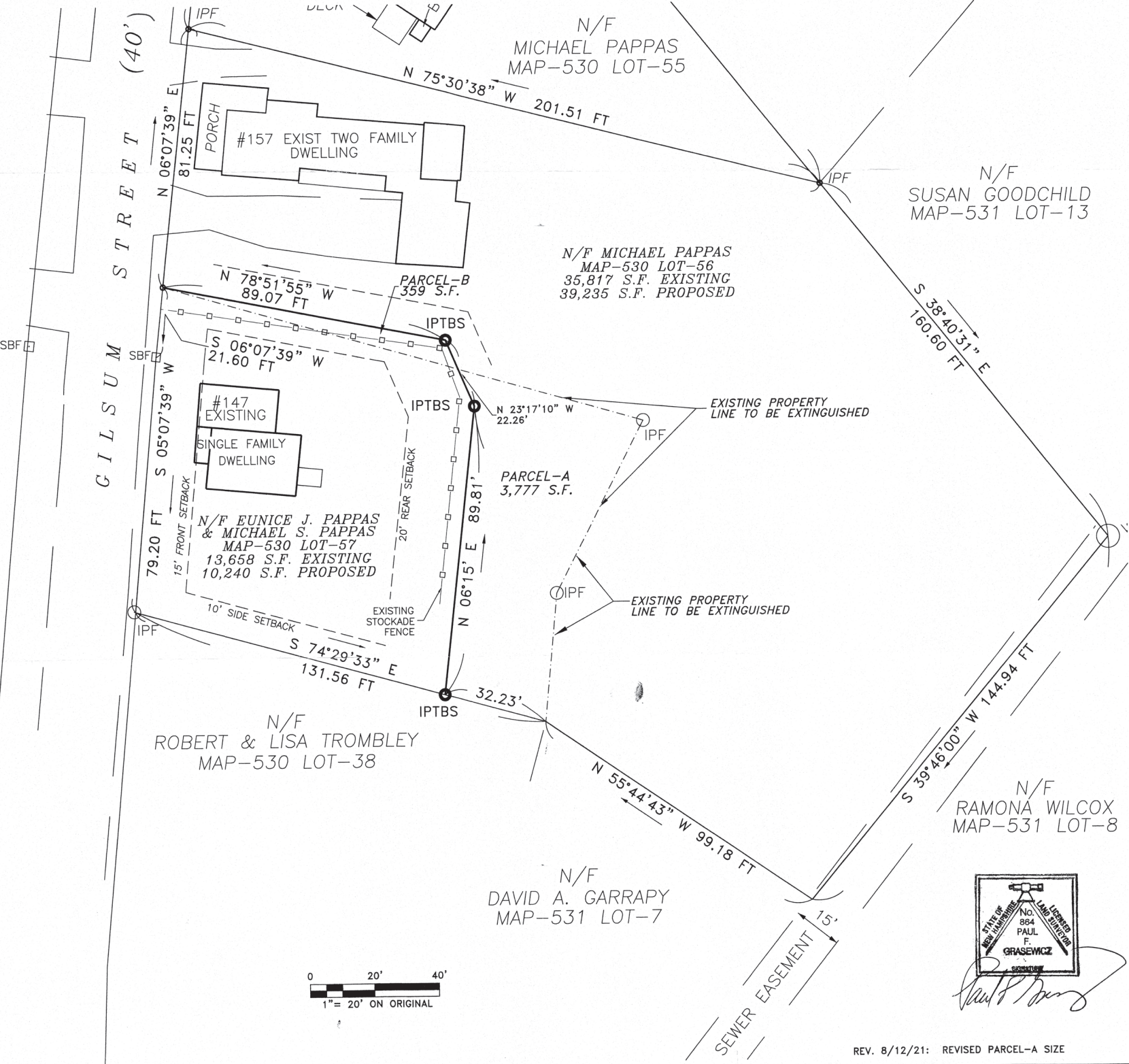
GRAZ Engineering, LLC
 323 WEST LAKE ROAD; FITZWILLIAM, NH 03447; (603) 585-6959

MAP-530 LOT-43

N/F
 ROY & OLIVE CARROLL
 MAP-530 LOT-42

N/F
 ANTHONY C MALLOY
 MAP-530 LOT-41

N/F
 GILSUM HEIGHTS, LLC
 MAP-530 LOT-40



Paul F. Grasewicz

REV. 8/12/21: REVISED PARCEL-A SIZE

STAFF REPORT

SPR-04-21 SITE PLAN REVIEW – 122 & 124 Water St Hundred Nights Homeless Shelter

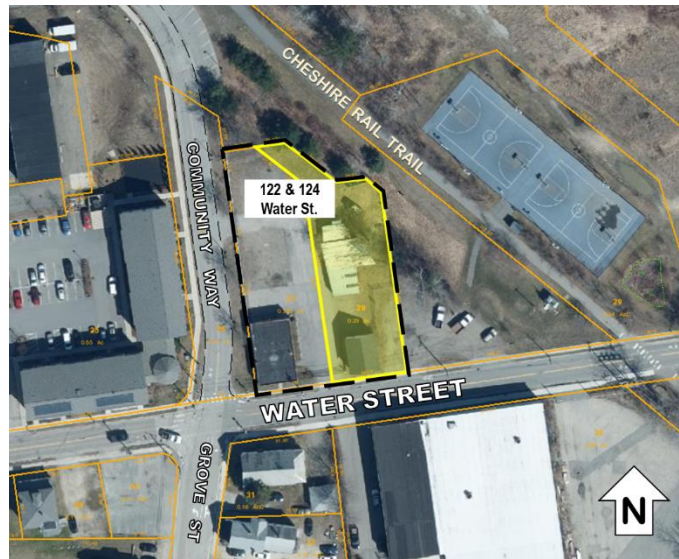
Request: Applicant Hundred Nights Inc., on behalf of owner Green Diamond Group LLC, proposes to construct a 15,000-sf building for use as a homeless shelter and other associated site improvements on the properties located at 122 Water St (TMP# 585-027-000) and 124 Water St (TMP# 585-028-000). The 122 Water St site is 0.33-ac in size. The 124 Water St site is 0.29-ac in size and is located in the Downtown Historic District. Both properties are located in the Business Growth and Reuse District, Sustainable Energy Efficient Development Overlay, and Downtown Railroad Property Redevelopment Districts.

Background:

The properties at 122 & 124 Water Street are located at the northeast corner of Water Street and Community Way in the Business Growth and Reuse Zoning District, and were most recently the site of Tom's Automotive Service. Located on the site of 122 Water Street is a former auto repair garage, which is a single story building. The site of 124 Water Street has two vacant storage buildings.

The Applicant is proposing to merge these two parcels, demolish these three buildings, and build a 3-story building with a 5,000 sf footprint and a total gross floor area of 15,000 sf. This proposed building would be used as a 48-bed homeless shelter, and would also provide space for administrative offices, a small kitchen, meeting space, and a 1,007 sf resource center, which would be accessory to the primary use of the building as a homeless shelter.

Also proposed on site is a 24-space parking area, an outdoor courtyard/green space, and a 6-ft high solid fence to screen the site from adjacent properties.



Above Image: Aerial image of the properties located at 122 and 124 Water Street (outlined in black). The 124 Water Street property, located in the Downtown Historic District, is shaded in yellow.

Since the use of homeless shelter is not currently a permitted use in the Business Growth and Reuse District, the Applicant obtained a variance from the Zoning Board of Adjustment in September of 2020 to permit a homeless shelter as a nonconforming use in this zoning district. While the adopted Land Development Code, which becomes effective on September 1, requires use standards for homeless shelters, they will not apply to this site as the use variance was obtained prior to the effective date of the new code.

The property located at 124 Water Street is located in the Downtown Historic District. Due to this designation, the Historic District Commission (HDC) reviewed and approved the proposed demolition at its July 21, 2021 meeting. In addition, the HDC reviewed and approved the design and visual appearance of the proposed 15,000 sf building. Per Section III.B.4 of the Planning Board Site Plan and Subdivision Regulations, development on property located within the Downtown Historic District shall not be subject to the requirements of Planning Board Development Standard 19 – Architecture and Visual Appearance.

Completeness:

Staff recommends that the Planning Board accept the application as “complete.”

STAFF REPORT

Departmental Comments:

Comments from staff in the Community Development, Police, Fire, and Public Works Departments on the initial application submission are included in the agenda packet for the August meeting. The Applicant provided revised plans and responses to these staff comments, which are also included in the agenda packet.

Application Analysis:

The following is a review of the Board's relevant standards in relation to the proposed application:

1. **Drainage:** The Applicant notes that the existing impervious lot coverage of the 2 properties will be decreased by 7%, from 17,609 sf to 15,701 sf, as a result of this proposal. As such, the volume of stormwater overland flow will be decreased. While the drainage report shows a 0.2 cubic foot per second increase in velocity of stormwater, this is due to the Applicant's proposal to install new catch basins that will discharge into the existing 36" city storm drain system on Water Street. The use of catch basins and drainage pipe results in a shorter time of concentration during a stormwater event, which in turn results in a higher peak flow rate than the existing condition of sheet drainage on the site. This standard appears to be met.
2. **Sedimentation and Erosion Control:** The Applicant proposes to install silt fencing around the north, west and south perimeter of the site and to install a stabilized construction entrance at the driveway on Community Way. The submitted plan also contains detailed notes related to erosion and sediment control practices during construction. This standard appears to be met.
3. **Hillside Protection:** No precautionary or prohibitive slopes are present on the site. This standard is not applicable.
4. **Snow Storage:** Snow from the parking and circulation areas are proposed to be stored on the north side of the site, while excess snow would be removed as necessary. The site plan provided by the Applicant depicts the location of this snow storage location. This standard appears to be met.
5. **Flooding:** The site is not located within the 100-year floodplain as shown on FEMA Flood Maps and is not subject to the Floodplain Regulations. However, the Flood Map shows that flooding on the adjacent land areas will occur up to elevation 475' in a 100 year flood event. Since the existing ground elevations at this site are 473' and there is a known history of flooding in this area, the Applicant has proposed to elevate the new building slab to elevation 476.1' and balance the cuts and fills on the site so that no filling will occur in the unmapped floodplain. This standard appears to be met.
6. **Landscaping:** The Applicant proposes to install 3 pin oak trees along the area of the site adjacent to Water Street and 2 pin oaks adjacent to Community Way. These trees will be installed to the front of a solid, 6-ft high cedar fence, which will serve to screen the interior of the property from the adjacent rights of way and parcels. The Applicant is proposing to install 7 shrubs/ornamental plants in the front of the proposed building along Water Street. These plant species include little princess spirea (4), gold mop cypress (2), and zebra grass (1). Within the interior of the site, the Applicant is proposing to install 10 fruit trees (3 apple, 4 peach and 3 pear), and 26 shrub/ornamental plantings including hydrangea, rhododendron, azalea, spirea, cypress and zebra grass. As the proposed parking lot is screened from view by the solid perimeter fence, no parking lot landscaping is required per zoning. This standard appears to be met.
7. **Noise:** The application states that no excess noise is expected to be generated as a result of this proposal. This standard appears to be met.

STAFF REPORT

8. Screening: The Applicant proposes to screen the entire site by the proposed building and with a new, 6-ft high solid wood fence. Within the interior of the site, the proposed dumpster will be enclosed with a 6-ft high wooden dumpster enclosure. The Applicant notes that HVAC equipment will be installed in the roof and will not be visible. This standard appears to be met.
9. Air Quality: No impact to air quality is anticipated as a result of this proposal. This standard appears to be met.
10. Lighting: The applicant proposes to install 12 pole mounted lights with LED, fully-shielded fixtures to light the courtyard and parking areas proposed on site. The average parking lot light levels will be 1.11 foot-candles with a uniformity ratio of 2.78 (the Planning Board standards requires a uniformity ratio of 4 or less). The Applicant also proposes to install a wall-mounted, LED, fully-shielded fixtures over each of the 5 passage doors at a height of 10'. The Applicant proposes for the wall-mounted fixtures to remain on after hours for security lighting around the building. A reduced lighting plan was submitted that shows the average parking lot light levels will be 0.32 foot-candles. This standard appears to be met.
11. Sewer and Water: The property is served by City water and sewer. No changes are proposed as a result of this plan. This standard appears to be met.
12. Traffic: The application provides estimated average daily vehicular trip counts for the previous and proposed uses. The estimated daily traffic for the proposed homeless shelter use is 30 vehicle trips per day, and 10 vehicle trips during the peak hour. The estimated daily traffic for the previous use as an auto repair garage is 98 vehicle trips per day with approximately 30 vehicle trips during the PM peak hour. The applicant provides more information regarding how these estimates were generated in their narrative. This standard appears to be met.
13. Comprehensive Access Management: The Applicant is proposing to close the existing driveway on Water Street, and to widen the existing driveway on Community Way from 20' to 23' and to shift its location approximately 15' to the north. The relocated driveway on Community Way would be approximately 175-ft north of the intersection with Water Street.

Within the interior of the site, there are concrete sidewalks and walkways proposed to safely route pedestrians from the parking area and off-site sidewalk system to the proposed building and courtyard. There is a gate proposed in the perimeter fence on Water Street to connect the interior of site to the adjacent sidewalk network.

To connect pedestrians to the interior of the site from Community Way, the Applicant has proposed to install a gate in the fence to the south of the driveway on Community Way, which would connect to the sidewalk on the west side of Community Way (the area adjacent to Cityside Family Housing) via crosswalk on top of a raised speed table. This crosswalk would be an uncontrolled mid-block crossing (*meaning vehicles are not required to stop in advance of the crossing via a traffic signal or stop sign*), and would be located approximately 130' to the north of the intersection of Community Way with Water Street.

City staff have shared concerns with the Applicant about pedestrian safety at an uncontrolled mid-block crossing in this area; however, staff recognize that raising the crosswalk off the ground does enhance safety by encouraging vehicles to slow down as they approach the crossing. City staff have questions regarding the appropriate regulatory process for reviewing and approving this crossing, as Community Way is a temporary right of way over City-owned land in this area. Staff will provide more guidance to the Board on this question at the August meeting.

STAFF REPORT

The Applicant is proposing to install a bike storage area near the main entrance to the building (at the north façade), which has four bike racks. The proposed site design also features a number of benches and seating areas in the outdoor courtyard.

With respect to accessibility, the Applicant is proposing to install accessible ramps to access the main entrance of the building, which is on the north façade, as well as the entrances to building facing the interior courtyard space. There is also an accessible parking space and loading area proposed in the parking area.

14. Hazardous and Toxic Materials: While this application does not propose dealing with hazardous substances, the Applicant notes that the property is a brownfields site and was discovered to contain MtBe and arsenic from an environmental study conducted in 2010. A new Phase I environmental assessment was recently completed, and a Phase II study is underway. Any future work on the site would require compliance with state and federal regulations related to contaminated soils and brownfields.
15. Filling/Excavation: The Applicant notes that material excavated and removed from the site will amount to approximately 600 cubic yards of soil, and that approximately 530 cubic yards of sand and gravel would be brought to the site to create the elevated building pad and to provide flood storage. The Applicant has noted that the truck patterns for hauling fill to/from the site will be Community Way/Water Street to Grove Street to Marlborough St to Main St to NH Route 101&12.
16. Wetlands: No wetlands are present in the vicinity of the project site. This standard is not applicable.
17. Surface Waters: There are no surface waters present affecting this application. This standard is not applicable.
18. Stump Dumps: There are no stump dumps proposed for this application. This standard is not applicable.
19. Architectural and Visual Appearance: As noted in the background section of this Staff Report, this Development Standard does not apply to this application, as it is located within the Downtown Historic District, and the Historic District Commission reviewed and approved the design and architecture of the proposed building at its meeting on July 21, 2021. However, staff have included the architectural elevations and rendering of the new, 3-story building in the agenda packet for reference. The Applicant also provides a detailed description of the proposed appearance of the building in their application narrative.

The Applicant is proposing a 3-story building, which is permitted in the Business Growth and Reuse District if the new building is constructed in accordance with green building standards. The Applicant has noted that the construction of the building would follow either the ICC 700 National Green Building Standard or the ICC International Green Construction Code. The Applicant has listed a number of the energy efficiency measures that would be implemented as part of this project including but not limited to: continuous air-barriers and weather resistant barriers installed in the building envelope; high efficiency building envelope insulation; high efficiency HVAC systems; energy recovery provided; high performance windows and doors; low flow plumbing fixtures, etc.

RECOMMENDATION FOR APPLICATION:

A recommended motion from staff on this application will be provided to the Planning Board at the August meeting.

CITY OF KEENE | PLANNING BOARD

SITE PLAN REVIEW / MODIFICATION 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 HUNDRED NIGHTS INC		Date Received/Date of Submission	
Tax Map Parcel number(s) 5 8 5 - 0 2 7 - 0 0 0 - 5 8 5 - 0 2 8 - 0 0 0 -		Date of pre-application meeting	
Project Address: 122-124 WATER STREET		O w n e r	PRINTED Name: GREEN DIAMOND GROUP LLC
Acreage/S.F. of Parcel: 0.62 AC / 27,090 +/- SF			Signature: <i>[Signature]</i>
Zoning District: BGR		A p p l i c a n t	Address: 143 CENTRE ST EAST SULLIVAN NH 03445
			Telephone\ Email:
			PRINTED Name: HUNDRED NIGHTS INC
			Signature: <i>James P. Quinn, AGENT</i>
			Address: 17 LAMSON ST KEENE NH
			Telephone\ Email: 352-5197
Modifications: Is this a modification to a previously-approved site plan: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes: SPR#: _____ Date: _____			
For those sections of the application that are not affected by the proposed modification to the previously approved site plan, you are encouraged to request exemptions in lieu of submitting required documents.			
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			

**City of Keene
SITE PLAN REVIEW**

**Proposed Hundred Nights Shelter & Resource Center
122-124 Water Street
Keene, NH**

Property Owner:
Green Diamond Group, LLC
143 Centre Street
East Sullivan, NH 03445

July 16, 2021

Narrative

This application is for a proposed new building to house Hundred Nights Shelter at 122-124 Water Street. The site is at the northeast corner of Water Street and Community Way. The property today consists of two lots which will be merged to form a 0.62 acre lot in the BGR district. The eastern half of the site is also in the Historic District, and the entire site is in the SEED district and the Downtown Railroad Property Redevelopment district. The property is currently occupied by the former Tom's Auto Service and two vacant storage buildings. This proposal will remove the existing buildings and replace them with a single three story building. The building will be 5000 sf per floor and will provide up to 48 beds for shelter residents. It will also provide administrative offices, a small kitchen, meeting space and a 1007 sf resource center for daily use by the residents of the shelter.

On-site parking for 24 cars will be provided at the rear of the building. A large open courtyard area to the east of the building will be provided with benches and tables for use by the staff and residents of the shelter. A six foot high solid wood fence will screen the property from Water Street, Community Way and the adjacent properties to the north and east.

An existing curb cut on Water Street will be closed and access to the site will be provided at Community Way. Sidewalks on the site will connect to the existing sidewalk at Water Street and to Community Way. This property is also adjacent to the Cheshire Rail Trail at the north end of the site.

The entire site is located within the 100 year floodplain and is subject to flooding to elevation 475.0. A Flood permit will be required to allow the redevelopment of the site.

DEVELOPMENT STANDARDS:

1. Drainage

The existing site is flat and is occupied by three buildings with both paved and gravel parking areas. Total lot coverage on the merged lots will be significantly reduced from 17,609 sf (65%) to 15,701 sf (58%), a 7% decrease in lot coverage. Drainage today sheet drains primarily from north to south on the lots and enters the Water Street drainage system. The re-developed lots will drain to new catch basins installed on the site and then discharge to the existing 36" storm drain system on Water Street. Because the lot coverage has been greatly reduced, the

amount of stormwater generated on site is also reduced. The estimated peak flow for a 25 year storm is 2.8 cfs, which can easily be accommodated by the existing 36" storm drain system in Water Street.

2. Sedimentation/Erosion Control.

Sediment and erosion control measures as shown on the attached plans are designed to meet the State of New Hampshire RSA 485-A:17 for control of runoff and sedimentation. Please see attached plans for more details.

3. Hillside Protection.

Not applicable.

4. Snow Storage and Removal.

Snow will be stored on site where shown on the site plan. Excess snow will be removed from the site.

5. Flooding.

This property is not mapped as in the floodplain, but it is subject to flooding to elevation 475.0 according to the 2006 FEMA Flood Study. The proposed building will be a slab on grade with a first floor elevation of 476.1. The site will be re-graded to provide 100% on-site compensatory flood storage. No loss of flood storage will result from this proposal. A Flood permit is required to allow redevelopment of this site.

6. Landscaping.

New landscaping on the site is proposed. Five pin oaks will be added along the street frontages at Water Street and Community Way. On-site, ten fruit trees will be planted including Lodi Apple, Contender Peach, and Bosc Pear trees. Shrub plantings will include Hydrangea, Rhododendron, Azalea, Spirea, Cypress and Zebra Grass. Two parking lot islands will be added to provide shade within the existing paved area. See attached landscape plan.

7. Noise.

The proposed use as a homeless shelter will not generate excessive noise.

8. Screening.

The entire site will be screened by the proposed new building and a new 6' high solid wood fence. Vinyl fence panels on the existing fencing will be replaced with cedar fencing to provide screening from Community Way. New fencing will be installed along Water Street and the east and north sides of the site to screen the property from the adjacent sites. A dumpster will be enclosed with 6' wood fencing as shown on the plan. HVAC units will be installed within the roof structure of the building and will not be visible from adjacent properties.

9. Air Quality

This project will not affect air quality.

10. Lighting.

On site lighting will be accomplished using high efficiency LED fixtures by Pemco Lighting. Five Lexington fixtures, which are similar to the downtown lighting fixtures, will be mounted on 12 foot poles adjacent to the parking area and in the courtyard area. Average light levels will be 1.11 footcandles with a uniformity ratio of 2.78. Reduced lighting levels will begin after 10:00 PM each night with an average of 0.32 footcandles. Wall mounted fixtures (Meru) will be added over all passage doors using full cutoff LED fixtures mounted at 10' height. Wall fixtures will remain on after hours for security lighting around the building. Please see attached plans and specifications for more detail. Fixture cut sheets have also been provided.

11. Sewer and Water.

The proposed new building will be served by city water and city sewer. The new building will have a fire sprinkler system. The existing city utilities in Water Street are adequate to support the proposed use.

12. Traffic.

The previous use on the site was an auto repair garage, Tom's Auto Service. The repair garage had two service bays in a 1500 sf building and operated M-F, from 8 AM to 5:30 PM. There were 5 employees and an average of 12 customers per day. With parts deliveries and vehicle road tests, this resulted in approximately 98 vehicle trips per day with approximately 30 vehicle trips during the PM peak hour.

Hundred Nights Shelter will operate 7 days per week, 24 hours per day. There will be 6 employees spread over three shifts. In addition, an average of 3 volunteer staff will be at the facility to assist with cleaning, food service, and resource center activities. The on-site resource center will be open from 7:00 AM to 9 PM for use by residents, staff and volunteers. The people staying at the shelter typically do not have vehicles, so the vehicle trips generated are primarily from staff, volunteers, counselors, and deliveries. An average of 30 vehicle trips per day are expected with 10 vehicle trips expected during the PM peak hour.

The traffic from the proposed use as a homeless shelter will not significantly affect the safety or capacity of Water Street or Community Way.

13. Driveways.

The existing property has a driveway on Water Street and a driveway on Community Way. The driveway on Water Street will be closed. The driveway on Community Way will be widened from 20' to 23' and shifted approximately 15' to the north. The grade is flat, and line of sight is excellent in both directions. The new driveway location is approximately 175 feet north of the intersection with Water Street.

14. Hazardous and Toxic Materials.

This property is a brownfields site and was discovered to contain MtBe and arsenic from an environmental study conducted in 2010. A new Phase I environmental site assessment was recently completed, and a Phase II study is now underway.

15. **Filling/Excavation.**
Excess material will be hauled from the site using Water Street to Grove Street to Marlboro Street to Main Street to Rt. 101&12. Approximately 600 CY of soil are expected to be removed and replaced with approximately 530 CY and sand and gravel to create the elevated building pad and to provide flood storage.
16. **Wetlands.**
No wetlands exist on the site.
17. **Surface Waters.**
No surface waters exist on or near the site. Beaver Brook is located approximately 500 feet east of the site. No stormwater from the site will be discharged to Beaver Brook.
18. **Stump Dumps.**
No stump dumps will be constructed on site.
19. **Architectural and Visual Appearance.**
The proposed new building for Hundred Nights Shelter is a three story 15,000sf building (5,000 sf per floor) designed with exterior elements that complement the existing adjacent buildings (particularly, the Cityside Housing building located across Community Way). Similar to Cityside, Hundred Nights Shelter will have a gable and hip roof, horizontal siding on most of the building, with some vertical siding to help break up the long elevations. We're also proposing double-hung windows, vertical and horizontal building trim and different color siding at each horizontal floor level.

The design team worked hard on creating a pleasant looking building for the neighborhood and also focused on creating a welcoming and safe interior courtyard and green space. This courtyard is located adjacent to the main entry and will have picnic tables, benches and plenty of landscaping for enjoying the outdoors. It will be enclosed on Water Street for privacy by a wooden fence.

The east elevation is where the main entry and courtyard are located. The entry doors are framed with stone veneer at the lower level and vertical board and batten wood siding at the second and third levels that extends up to a gable roof pitch. The windows are six-over-six lite double-hung windows that are aligned vertically at each floor level. The floor levels are separated horizontally by different colored clapboard siding and white horizontal trim. The lower two levels will have wood siding and wood window trim and the third level will have vinyl siding with vinyl window trim to help reduce construction costs. We're proposing to install the vinyl siding up high so that it will not be noticeable from the street level. The roof is a hip roof in design and will have solar panels installed at some point in the future.

The south elevation faces Water Street and the horizontal bands of different colored wood siding wraps the corner of the building. These colors continue from

the east elevation and continue across the south elevation. The different colors are separated by white wood trim. And as previously mentioned, the lower two levels will have wood siding and wood window trim and the third level will be vinyl siding with vinyl window trim to help save on construction cost.

The north and west elevations are similar in design in that the horizontal bands of different colored wood siding wrap the corners of the building. Each elevation has a vertical area where board and batten siding is installed to help break-up the long walls. The west elevation faces Community Way and the north elevation faces the back parking area. The windows are all six-over-six lite double-hung windows and are aligned vertically at each floor level.

The interior of building will include administrative offices, conference space, commercial kitchen, a resource center to seat approximately 65 people, donation collection and distribution space and accessible sleeping rooms on the first floor. The second floor will have sleeping rooms for women and for families, along with a staff sleeping room and office. The third floor will have sleeping rooms for men, along with a staff sleeping room and office. In total the facility will support 48 beds.

City of Keene
New Hampshire

MEMORANDUM

To: Jim Phippard, Brickstone Land Use Consultants
From: Tara Kessler, Senior Planner
Date: July 28, 2021
Subject: Comments on Site Plan Application for 122 & 124 Water St / Hundred Nights Proposal

City staff from the Keene Community Development, Engineering, Police, Fire, and Assessing Departments have conducted an initial review of the revised plan that was submitted for the site plan application for the properties referenced above. Included below are comments and questions on the submitted materials. Please, submit additional information and/or revised drawings by the revision deadline of **August 9, 2021**. Please, feel free to contact me with any questions at 603-352-5440 or tkessler@ci.keene.nh.us.

1. Please submit a letter/email from Hundred Nights that designates you as their authorized agent for this application.
2. The Drainage Report provided notes that there will be an 0.02 cfs increase in surface runoff with the proposed plan; however, this conflicts with the narrative that describes there will be a significant reduction of impervious surface/no increase in volume/velocity of stormwater offsite. Please clarify this discrepancy.
3. The pedestrian walkway that connects the site to Community Way doesn't connect to an existing sidewalk network. How will pedestrians be safely routed from the adjacent roadways to this walkway? Is there a reason why this walkway does not connect with the existing sidewalk on Water Street?
4. Based on the supplemental deed book: 250 page: 42, the Railroad Land Development LLC has the authority to grant to Green Diamond Group LLC, its successors and assigns, the non-exclusive right to access the temporary right of way (known as Community Way) across the City land at 0 Water St (TMP# 585-026-000). Please, provide evidence that demonstrates that Railroad Land Development LLC (or their successor/assigns) has granted the non-exclusive right to access the temporary right of way on Community Way to either Green Diamond Group LLC, or Hundred Nights as a successor/assign.

5. The application notes that compensatory storage will be on site and that a Floodplain Permit will need to be obtained. As this site is outside the 100-Year Floodplain, a Floodplain Permit is not required. With respect to the compensatory storage referenced, have you identified this on the plan? Is this being provided voluntarily?
6. It is difficult to see the proposed silt fencing on Sheet C-2 “Grading and Drainage.” Please make this line more visible on this plan sheet.
7. Please provide a detail for the ramp proposed at the north facade of the building.
8. With respect to the proposed truck route for fill/excavation during construction – will trucks be entering/exiting Water Street from the existing curb cut on Water Street or the Community Way driveway?
9. It appears that the proposed sidewalks/walkways on the site will be concrete with granite curbing in areas adjacent to the parking lot. However, there is a note underneath the specification for “Driveway/Parking Lot with Concrete Sidewalk” on Sheet C-3 “Construction Details” that states “Where asphalt is substituted for concrete walk; place 1” wear over 1.5” base asphalt.” Please confirm whether the sidewalk material will be concrete or asphalt.
10. Please submit a copy of the Brownfields Phase I assessment completed for this site.
11. To be eligible for a 3-story building in the BGR District, the process/standards in [Section 102-771.3](#) must be met. This section of the Zoning requires that an application be submitted to the Zoning Administrator that includes a letter of intent describing the strategies that will be employed to obtain a green building certification; the green building system and level of attainment proposed for the project; all necessary information to allow an informed decision regarding the applicant's ability to comply with the chosen rating system, and other items.



August 05, 2021

Tara Kessler, Senior Planner
City of Keene
3 Washington Street
Keene, NH 03431

Re: Hundred Nights Shelter, 122-124 Water Street, Response To Staff Comments

Dear Tara,

In response to the staff comments dated July 28, 2021, we are providing the following information, including revised site plan sheets:

1. **Authorization:** The authorization letter designating James P. Phippard and Brickstone Land use Consultants, LLC as agents for Hundred Nights, Inc for the Planning Board application on the above referenced site is attached.
2. **Drainage Report:** The existing conditions plan for this site shows that stormwater runoff from the site sheet drains across the site to the existing city storm drains in Water Street. The proposed plans call for a stormwater collection system using catch basins and drainage pipe which collects the stormwater and ultimately discharges the stormwater to the same drainage system in Water Street. The use of catch basins and drainage pipe results in a shorter Tc (time of concentration) during a stormwater event, which in turn results in a slightly higher peak flow rate than the existing sheet drainage. Overall, however, because of the reduction in lot coverage, the net volume of runoff from the site will be reduced. The 0.2 cfs increase in the peak flow rate is not significant and will have no negative effect on the storm drainage system in Water Street.
3. **Pedestrian Walkway:** The Proposed Plan shows an on-site walkway leading from the site to Community Way and also through the site to the existing sidewalk on Water Street. Since the primary travel direction for pedestrians to and from the site is to the north, we are proposing to connect to the existing sidewalk on the west side of Community Way via a new crosswalk. To address public safety, we are proposing the crosswalk be constructed as a speed table. There are two existing speed tables on Community Way to the north of our site. The existing speed tables are very effective at slowing traffic and we feel the addition of a third speed table will allow the safest operation of the crosswalk.
4. **Access to Community Way:** Community Way is a private road constructed on a City-owned right of way. In a deed recorded at Volume 2501 page 42, The City granted Railroad Land Development, LLC the rights to grant Green Diamond Group, LLC access over Community Way. In a deed recorded at Volume 2550 page 627, Railroad Land Development, LLC

granted to Green Diamond Group, LLC, its' successors and assigns, the right to pass and repass for vehicles and pedestrians. Copies of both deeds are attached.

5. **Compensatory Flood Storage:** The FEMA flood map shows this site as Zone X. However, the flood map also shows that flooding on the adjacent land areas will occur up to elevation 475.0 in a 100 year event. Since the existing ground elevations at the site are 473.0, we believe flooding will occur at this site, as it has in the past. Our proposed grading plan elevates the new building slab to elevation 476.1 and then balances the cuts and fills on site so that no filling will result in the unmapped floodplain. Since a Flood Permit is not required, we are doing this voluntarily so there will be no net loss of flood storage resulting from our project.
6. **Silt Fence:** The site plan sheet C-2 has been modified to make the silt fence line easier to see.
7. **Ramp Detail:** A detail of the north ramp has been added to sheet C-5.
8. **Truck Route:** During the fill and excavation of the site both driveways will be utilized. When the excavation work is complete and the utility installations are complete, the driveway to Water Street will be closed.
9. **Sidewalk Material:** The sidewalks on the site will be concrete.
10. **Brownfields Phase I Report:** An electronic copy of the draft Phase I report will be forwarded with this letter. A Phase II assessment is now underway.
11. **Green Building Components:** Below is a list of some of the energy efficient measures we'll be taking at Hundred Nights Shelter:
 1. Continuous air-barriers and weather-resistant barriers installed in the building envelope
 2. High Efficiency building envelope insulation installed
 3. High efficiency HVAC systems installed – electric air source heat pumps proposed
 4. Energy Recovery provided
 5. High efficiency LED lighting throughout
 6. Low-flow plumbing fixtures throughout
 7. Energy Efficient water heater installed
 8. High Performance windows and doors installed
 9. Energy Star appliances throughout
 10. Interior finishes with Low VOCs and no added urea-formaldehyde installed

We'll be following either the ICC 700 National Green Building Standard or the ICC International Green Construction Code – both of which are acceptable to the City of Keene's Green Building requirement.

Attached are revised plan sets with the changes described above. Please let me know if any additional information is required.

Sincerely,

James P. Phippard, agent

PROPOSED HUNDRED NIGHTS SHELTER

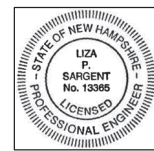
122 & 124 WATER STREET, KEENE NEW HAMPSHIRE

PROPERTY OWNER:
GREEN DIAMOND GROUP, LLC

143 CENTRE STREET
EAST SULLIVAN, NH 03445

APPLICANT:
HUNDRED NIGHTS SHELTER

P.O. BOX 833
KEENE, NH 03431

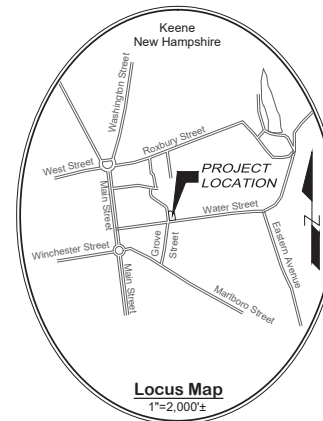


Liza Sargent 8/9/21
LIZA P. SARGENT DATE
R.C.E. NUMBER: 13365

INDEX OF PLANS

- N-1 NOTES & LEGEND
- EXISTING CONDITIONS PLAN
- D-1 DEMOLITION PLAN
- C-1 SITE PLAN
- C-2 GRADING & DRAINAGE PLAN
- C-3 CONSTRUCTION DETAILS
- C-4 CONSTRUCTION DETAILS
- C-5 CONSTRUCTION DETAILS
- LA-1 LANDSCAPING PLAN
- LT-1 LIGHTING PLAN
- LT -2 REDUCED LIGHT PLAN

APPROVED BY THE OWNER OR APPLICANT _____ DATE _____
APPROVED BY THE KEENE PLANNING BOARD ON _____ CERTIFIED BY CHAIRMAN _____



SVE PROJECT #: K2712
PREPARED BY

Architect:
Market Square Architects, PLLC
104 Congress Street
Suite 203
Portsmouth, NH 03801
PHONE (603) 501-0202

Civil Engineer:
SVE Associates
439 West River Road
P.O. Box 1818
Brattleboro, VT 05302
PHONE (802) 257-0561

Land Planner:
Brickstone
Land Use Consultants, LLC
Site Planning, Permitting and Development Consulting
185 Winchester Street, Keene, NH 03431
Phone: (603) 357-0116

Land Surveyor:
Huntley Survey & Design, PLLC
659 West Road
Temple, NH 03084
www.huntleysurvey.com
PHONE (603) 924-1669

July 16, 2021
Revised thru August 9, 2021

GENERAL CONSTRUCTION NOTES:

1. THE CONTRACTOR SHALL CALL DIG-SAFE, AT 1-888-344-7233 AT LEAST 72 HOURS BEFORE THE START OF EXCAVATION.
2. THE CONTRACTOR IS EXPECTED TO BE AWARE OF AND COMPLY WITH ALL PERMITS AND PERMIT CONDITIONS.
3. ALL TRENCHING, EXCAVATION, SHEETING, SHORING, ETC. SHALL COMPLY WITH THE MOST CURRENT OSHA REGULATIONS.
4. THE CONTRACTOR SHALL NOTIFY SVE ASSOCIATES IF FIELD CONDITIONS VARY FROM THAT SHOWN ON THE PLAN(S). THE CONTRACTOR'S WORK SHALL NOT VARY FROM THE PLAN(S) UNLESS SO AUTHORIZED BY SVE ASSOCIATES.
5. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH SITE PLANS AND SPECIFICATIONS PROVIDED OR IN ACCORDANCE WITH NH DEP'T OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION.
6. IN CASE OF CONFLICTS, THE MOST STRINGENT INTERPRETATION OF THE PLANS, SPECIFICATIONS, LOCAL OR STATE REGULATIONS, OR PERMIT CONDITIONS SHALL APPLY. THE ENGINEER SHALL BE THE DETERMINANT AS TO WHAT APPLIES.
7. ALL KNOWN SUBSURFACE UTILITIES AND STRUCTURES HAVE BEEN INDICATED ON THE PLAN(S) AS ACCURATELY AS POSSIBLE. THE EXACT LOCATION MAY VARY AND THE CONTRACTOR IS CAUTIONED TO PROCEED WITH CARE.
8. CONTRACTOR SHALL VERIFY ALL BENCH MARKS, INVERTS, PIPES AND STRUCTURES ELEVATIONS PRIOR TO START OF WORK. IMMEDIATELY NOTIFY SVE ASSOCIATES IF THE FIELD INFORMATION DOES NOT MATCH PLAN INFORMATION.
9. THE OWNER WILL PROVIDE BENCH MARKS. THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL OTHER LAYOUT AND FOR REPLACEMENT OF LAYOUT COMPLETED BY THE OWNER.
10. CONTRACTOR SHALL PROVIDE A FULL SET OF AS-BUILT DRAWINGS TO THE OWNER WITH SWING TIES OR COORDINATES, LOCATING ALL VALVES, FITTINGS, CORPORATIONS, STRUCTURES, PIPES, ETC. THE AS-BUILTS SHALL INDICATE MATERIALS, PIPE LENGTHS INSTALLED, ALL INVERTS, AND ALL STRUCTURE ELEVATIONS. ACCEPTANCE OF THE WORK IS SUBJECT TO ACCEPTANCE OF THE AS-BUILTS BY THE ENGINEER AND OWNER.
11. MONUMENTATION THAT HAS BEEN DISTURBED SHALL BE RESET BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR AT NO COST TO THE OWNER.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DE-WATERING AT NO ADDITIONAL COST TO THE OWNER.
13. ALL CASTINGS AND VALVE BOXES SHALL BE SET FLUSH IN PAVEMENT AND WALKS, UP 0.1 FEET IN VEGETATED SURFACES.
14. ALL SURFACES SHALL BE GRADED TO DRAIN.
15. THE CONTRACTOR SHALL RESTORE ALL DISTURBED SURFACES TO THEIR ORIGINAL CONDITION OR BETTER. ALL NEW AND EXISTING PIPES AND STRUCTURES SHALL BE CLEANED. ALL SIGNS SHALL BE REPLACED. ALL DAMAGED VEGETATION SHALL BE REPLACED.
16. ALL CURB SHALL BE SET SO THAT ENDS ABUT OR ARE TIPPED DOWN, 6' MINIMUM LENGTH, FLUSH WITH PAVEMENT.
17. UNLESS OTHERWISE NOTED, ALL CURB RADII TO BE FACE OF CURB.

SEDIMENT AND EROSION CONTROL

1. INSTALL ALL SEDIMENT & EROSION CONTROL MEASURES IN ACCORDANCE WITH MANUFACTURER'S DIRECTION OR DETAILS PROVIDED. PERIMETER CONTROLS MUST BE INSTALLED PRIOR TO EARTH MOVING OPERATIONS.
2. THE CONTRACTOR IS RESPONSIBLE FOR ALL EROSION CONTROL. HE SHALL TAKE ALL MEASURES NEEDED TO MINIMIZE EROSION TO THE GREATEST EXTENT POSSIBLE, AT NO ADDITIONAL COST TO THE OWNER, REGARDLESS OF DETAIL SHOWN ON THESE PLANS.
3. CONTRACTOR SHALL INSPECT AND REPAIR ALL SEDIMENT AND EROSION CONTROL MEASURES DAILY WHILE UNDER CONSTRUCTION, THEN AFTER EACH RAINFALL OF 0.5" IN 24 HOURS AND NOT LESS THAN ONCE A WEEK THEREAFTER UNTIL ALL UPHILL SOILS ARE WELL STABILIZED.
4. SEED, FERTILIZE & MULCH ALL FINISH GRADED AREAS WITHIN 72 HOURS OF FINISH GRADING. ROADWAY STABILIZED W/IN 72 HOURS OF ACHIEVING FINISH GRADE.
5. SEDIMENT CONTROLS AND/OR SILT FENCES SHALL BE REPLACED WHEN CLOGGED AND NO LONGER FUNCTIONAL.
6. SEDIMENT CONTROLS AND/OR SILT FENCES SHALL REMAIN IN PLACE UNTIL ALL UPHILL VEGETATED AREAS ARE STABILIZED.
7. ALL SOIL STOCKPILES SHALL BE SEEDED AND MULCHED IF LEFT IN PLACE MORE THAN 21 DAYS.
8. SEEDING OF ALL DISTURBED AREAS SHALL BE COMPLETED NOT LATER THAN OCTOBER 15TH.
9. STABILIZATION OF ALL WORK AREAS SHALL BE COMPLETED NOT MORE THAN 45 DAYS FOLLOWING THE START OF WORK.
10. ALL SOIL SLOPES STEEPER THAN 3:1 SHALL BE COVERED WITH EROSION CONTROL FABRIC, S150 FROM NORTH AMERICAN GREEN OR APPROVED EQUAL.
11. CONTRACTOR SHALL IMMEDIATELY REPAIR OR REPLACE SEDIMENT AND EROSION CONTROLS AS REQUESTED BY THE ENGINEER.

WINTER CONSTRUCTION REQUIREMENTS:

1. ALL PROPOSED VEGETATED AREAS THAT DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED BY SEEDING AND 1) INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, OR 2) PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH ANCHORED NETTING. THE INSTALLATION OF EROSION CONTROL BLANKETS AND NETTING SHALL NOT OCCUR OVER ACCUMULATED SNOW OR ON FROZEN GROUND AND SHALL BE COMPLETED IN ADVANCE OF SPRING THAW OR SPRING MELT EVENTS.
2. ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED TEMPORARILY WITH STONE OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITIONS.
3. AFTER OCTOBER 15th, INCOMPLETE ROAD OR PARKING SURFACES WHERE WORK HAS STOPPED FOR THE WINTER SEASON SHALL BE PROTECTED WITH A MINIMUM OF 3 INCHES OF CRUSHED GRAVEL MEETING NHDOT ITEM 304.3 SPECIFICATIONS.

PROJECT SPECIFIC NOTES:

1. ALL STORM DRAIN TO BE HIGH DENSITY SMOOTH BORE POLYETHYLENE, HANCOR OR APPROVED EQUAL, U.N.O.
2. ALL AREAS TO BE VEGETATED SHALL RECEIVE A MINIMUM OF 6" OF LOAM, SEED AND MULCH. IF PLANS OR SPECIFICATIONS HAVE CONFLICTING DEPTHS OF LOAM, 6" OF LOAM SHALL BE THE PREVAILING DEPTH USED.
3. SEEDING OF ALL DISTURBED AREAS SHALL BE COMPLETED NOT LATER THAN OCTOBER 15TH.
4. SEEDING OF ALL FINISHED AREAS SHALL BE COMPLETED NOT MORE THAN 72 HOURS AFTER FINISH GRADING.
5. STABILIZATION OF ALL WORK AREAS SHALL BE COMPLETED NOT MORE THAN 45 DAYS FOLLOWING THE START OF WORK.
6. BROOM, WASH AND APPLY TACK COAT TO BASE PAVEMENT PRIOR TO WEAR COURSE PLACEMENT.
7. ALL NEW EXTERIOR LIGHTS SHALL BE SHIELDED TO PROTECT AGAINST ADDED LIGHT POLLUTION.
8. STABILIZE ALL DRAINAGE SWALES PRIOR TO DIRECTING RUNOFF TO THEM.

SEQUENCE OF WORK

THE SEQUENCE OF WORK SHALL BE FOLLOWED WITHIN EACH PHASE OF THE PROJECT. AT NO TIME OR PLACE SHALL PROJECT PHASING SUPERCEDE SOUND SEDIMENT AND EROSION CONTROL PLANNING.

1. INSTALL SILT FENCE IN ACCORDANCE WITH MANUFACTURER'S DIRECTIONS, IN LOCATIONS DETAILED ON THIS PLAN OR AS ORDERED BY THE ENGINEER.
2. CONSTRUCT THE STABILIZED CONSTRUCTION ENTRANCE TO PREVENT TRACKING OF SEDIMENT OFFSITE.
3. CONSTRUCT AND STABILIZE THE DETENTION CONTROLS.
4. DEMOLISH EXISTING BUILDINGS.
5. INSTALL WATER MAIN FOLLOWED BY OTHER UTILITIES.
6. CONSTRUCT ACCESS DRIVE IN ACCORDANCE WITH APPROVED PLANS.
7. CONSTRUCT NEW PARKING LOT AND BUILDING.
8. LOAM AND SEED DISTURBED AREAS, STABILIZE SLOPES WITH MATTING WHERE SPECIFIED.



A.D.A. ACCESSIBILITY NOTES:

ALL CONSTRUCTION SHALL COMPLY WITH DEPARTMENT OF JUSTICE 28 CFR PART 36, A.D.A. STANDARDS FOR ACCESSIBLE DESIGN. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING REQUIREMENTS:

- PARKING SPACES AND ACCESS AISLES:**
1. PARKING SPACES AND ACCESS AISLES SHALL HAVE SURFACE SLOPES NOT EXCEEDING 1:50 (2%) IN ANY DIRECTION.
 2. MINIMUM PARKING SPACE WIDTH SHALL BE 8 FT.
 3. MINIMUM ACCESS AISLE WIDTH SHALL BE 5 FT (8 FT. FOR VAN ACCESSIBLE SPACES).
 4. ACCESSIBLE SPACES SHALL BE DESIGNATED AS RESERVED BY A SIGN SHOWING THE SYMBOL OF ACCESSIBILITY. VAN ACCESSIBLE SPACES SHALL BE FURTHER DESIGNATED AS SUCH BY APPROPRIATE SIGNAGE.

ACCESSIBLE ROUTES:

5. AT LEAST ONE ACCESSIBLE ROUTE SHALL BE PROVIDED FROM PUBLIC TRANSPORTATION STOPS, A.D.A. PARKING, PASSENGER LOADING ZONES, AND PUBLIC STREETS OR SIDEWALKS, TO AN A.D.A. BUILDING ENTRANCE.
6. AT LEAST ONE ACCESSIBLE ROUTE SHALL CONNECT A.D.A. ACCESSIBLE BUILDINGS, ACCESSIBLE ELEMENTS AND FACILITIES (MAILBOXES, TRASH RECEPTACLES, COMMON AREAS), AND A.D.A. PARKING THAT ARE ON THE SAME SITE.
7. MAXIMUM SLOPE OF SURFACES ADJACENT TO AN ACCESSIBLE ROUTE SHALL NOT EXCEED 1:20 (5%).
8. CURB RAMP FLARES SHALL NOT EXCEED A SLOPE OF 1:12 (8.33%).
9. MAXIMUM CROSS-SLOPE ALONG ANY PORTION OF THE ACCESSIBLE ROUTE SHALL NOT EXCEED 1:50 (2%).
10. TRANSITIONS FROM RAMPS AND WALKS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES.

RAMPS:

11. ANY PART OF AN ACCESSIBLE ROUTE WITH A SLOPE GREATER THAN 1:20 (5%) SHALL BE CONSIDERED A RAMP.
12. THE LEAST POSSIBLE SLOPE SHALL BE USED FOR ANY RAMP.
13. MAXIMUM SLOPE OF ANY RAMP SHALL BE 1:12 (8.33%).
14. MAXIMUM RISE OF ANY RAMP SHALL BE 30 IN. ANY RAMP HAVING A RISE GREATER THAN OR EQUAL TO 6 IN. SHALL HAVE AT LEAST ONE HANDRAIL.
15. RAMPS SHALL HAVE LEVEL LANDINGS AT BOTTOM AND TOP. LANDINGS SHALL BE AS WIDE AS THE RAMP AND AT LEAST 60 IN. LONG.
16. OUTDOOR RAMPS AND THEIR APPROACHES SHALL BE DESIGNED SO THAT WATER WILL NOT ACCUMULATE ON WALKING SURFACES.

IN THE EVENT THAT THESE REQUIREMENTS CONFLICT WITH DESIGN PLANS, OR IF FIELD CONDITIONS RENDER THESE UNATTAINABLE, CONTACT THE ARCHITECT AND/OR ENGINEER PRIOR TO BEGINNING WORK.

PERMITS REQUIRED:

1. CITY OF KEENE, SITE PLAN REVIEW
2. CITY DEMOLITION PERMIT

STABILIZATION DEFINITION:

AN AREA SHALL BE CONSIDERED STABLE IF ONE OF THE FOLLOWING HAS OCCURRED:

1. BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED;
2. A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED;
3. A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH STONE OR RIPRAP HAS BEEN INSTALLED;
4. EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.

NHDES BROWNFIELDS PROGRAM NOTE:

RANSOM CONSULTING, LLC IS CONDUCTING A PHASE II ENVIRONMENTAL ASSESSMENT, AS WELL AS A HAZARDOUS BUILDING MATERIALS INVENTORY (HBMI) FOR THIS PROJECT (NHDES SITE #200510093). ALL CONSTRUCTION AND EXCAVATION SHALL FOLLOW APPLICABLE NHDES GUIDELINES AND STANDARD PRACTICES FOR DEALING WITH CONTAMINATED MATERIALS.

SEED SPECIFICATIONS

PERMANENT SEED:

ALL MOWABLE AREAS: PARK SEED NHDOT TYPE 15 (CONSERVATION MIX ACCEPTABLE, AS APPROVED BY ENGINEER)

CREeping RED FESCUE	40 LB/AC
PERENNIAL RYEGRASS	50 LB/AC
KENTUCKY BLUEGRASS	25 LB/AC
REDTOP	5 LB/AC

TOTAL: 120 LB/AC

ALL SLOPES 5:1 OR STEEPER: SLOPE SEED NHDOT TYPE 45 (OR OTHER WILDFLOWER MIX APPROVED BY ENGINEER)

CREeping RED FESCUE	35 LB/AC
PERENNIAL RYEGRASS	30 LB/AC
REDTOP	5 LB/AC
ALSIKE CLOVER	5 LB/AC
LANCE-LEAVED COREOPSIS	5 LB/AC
OXEYE DAISY	3 LB/AC
BUTTERFLY WEED	3 LB/AC
BLACKEYED SUSAN	3 LB/AC
WILD LUPINE	3 LB/AC

TOTAL: 95 LB/AC

DUST CONTROL:

DUST CONTROL SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NEW HAMPSHIRE STORMWATER MANUAL, VOLUME 3: EROSION AND SEDIMENT CONTROLS DURING CONSTRUCTION.

1. PHASE CONSTRUCTION AND SEQUENCE EARTH DISTURBANCE ACTIVITIES TO REDUCE THE AREA OF LAND DISTURBED AT ANY ONE TIME.
2. MAINTAIN AS MUCH NATURAL VEGETATION AS IS PRACTICABLE.
3. USE TRAFFIC CONTROL TO RESTRICT TRAFFIC TO PREDETERMINED ROUTES.
4. USE TEMPORARY MULCHING, PERMANENT MULCHING, TEMPORARY VEGETATIVE COVER, PERMANENT VEGETATIVE COVER TO REDUCE THE NEED FOR DUST CONTROL.
5. APPLY WATER, OR OTHER DUST INHIBITING AGENTS OR TACKIFIERS, AS APPROVED BY THE NHDES.

SITE DATA TABLE

TAX MAP #:	585-027, 14,466 SQ. FT. ±, 0.33 ACRES
	585-028, 12,624 SQ. FT. ±, 0.29 ACRES
ZONE:	BGR (BUSINESS GROWTH & RE-USE)(BOTH LOTS) SEED OVERLAY (BOTH LOTS) DOWNTOWN HISTORIC OVERLAY (585-028) RAILROAD OVERLAY (585-028)
LOT SIZE:	AVAILABLE: 27,090 SF REQUIRED: 8,000 SF
FRONTAGE:	136 FEET ON WATER ST
LOT WIDTH:	136 FT
BLDG. HEIGHT:	PROPOSED: 3 STORIES ALLOWED: 3 STORIES
BUILDING SETBACKS:	MINIMUM FRONT: 5' MAXIMUM FRONT: 10' REAR: 20' SIDES: 10'
LOT COVERAGE:	MAXIMUM: 55% (14,900 S.F./ 0.34 AC) PAVEMENT: 65% (17,609 S.F./ 0.40 AC) TOTAL IMPERMEABLE: 65% (17,609 S.F./ 0.40 AC)
	PROPOSED: 18.8% (5,096 S.F./ 0.12 AC) 39.2% (10,605 S.F./ 0.24 AC) 58.0% (15,701 S.F./ 0.36 AC)
GREEN SPACE:	REQUIRED: 35% (9,482 S.F./0.22 AC) PROPOSED: 42% (11,389 S.F./0.26 AC)
PARKING:	REQUIRED: 1 SPACE/2 BEDS 48 BEDS/2 = 24 1
A.D.A. ACCESSIBLE:	PROPOSED: 24 TOTAL 1 OF WHICH IS ADA COMPLIANT

BASE FLOOD ELEVATION: 475'

PROPERTY OWNER:

GREEN DIAMOND GROUP, LLC
143 CENTRE STREET
EAST SULLIVAN, NH 03445

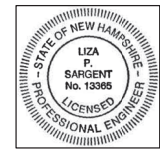
APPLICANT:

HUNDRED NIGHTS SHELTER
P.O. BOX 833
KEENE, NH 03431

LEGEND

- ⊕ HYDRANT
- ▣ EXISTING CATCH BASIN
- ▣ PROPOSED CATCH BASIN
- ◀ CULVERT END SECTION
- ⊙ SEWER MANHOLE
- ⊙ GATE VALVE
- ⊙ DRAIN MANHOLE
- ♿ HANDICAP PARKING
- ✳ LIGHT POLE
- S — SEWER LINE
- W — WATER LINE
- SD — STORM DRAIN LINE
- SF — SILT FENCE
- — 100 YEAR FLOODPLAIN BOUNDARY
- · · — WETLAND BOUNDARY
- SIGN
- U.N.O. UNLESS NOTED OTHERWISE
- N.I.C. NOT IN CONTRACT
- T.B.R. TO BE REMOVED
- O.A.E. OR APPROVED EQUAL
- S.C.E. STABILIZED CONSTRUCTION ENTRANCE
- I.C.C. INTEGRAL CONCRETE CURB
- V.C.C. VERTICAL CONCRETE CURB
- V.G.C. VERTICAL GRANITE CURB
- T.D. TIP-DOWN

REVISIONS:
8/3/21 PERMITS REQUIRED



Liza Sargent 8/9/21

LIZA P. SARGENT DATE
R.C.E. NUMBER: 13368

OWNER:
GREEN DIAMOND GROUP LLC
143 CENTRE STREET
EAST SULLIVAN, NH 03445

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

PLANNER:
Brickstone Land Use Consultants LLC
Site Planning, Permitting and Development Consulting
185 Winchester Street, Keene, NH 03431
Phone: (603) 357-0116

PROPOSED SITE
HUNDRED NIGHTS
SHELTER

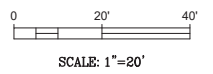
122 & 124 WATER STREET
KEENE, NH 03431

NOTES & LEGEND

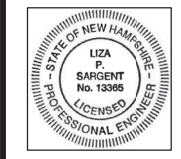
SCALE: NTS

DATE: JULY 16, 2021

SHEET N-1



REVISIONS:
8/6/21 SPEED TABLE &
CROSSWALK



Liza Sargent 8/9/21
LIZA P. SARGENT DATE
R.C.E. NUMBER: 13365

OWNER:
**GREEN DIAMOND
GROUP LLC**
143 CENTRE STREET
EAST SULLIVAN, NH 03445

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

PLANNER:
**Brickstone
Land Use Consultants, LLC**
Site Planning, Permitting and Development Consulting
185 Winchester Street, Keene, NH 03431
Phone: (603) 357-0116

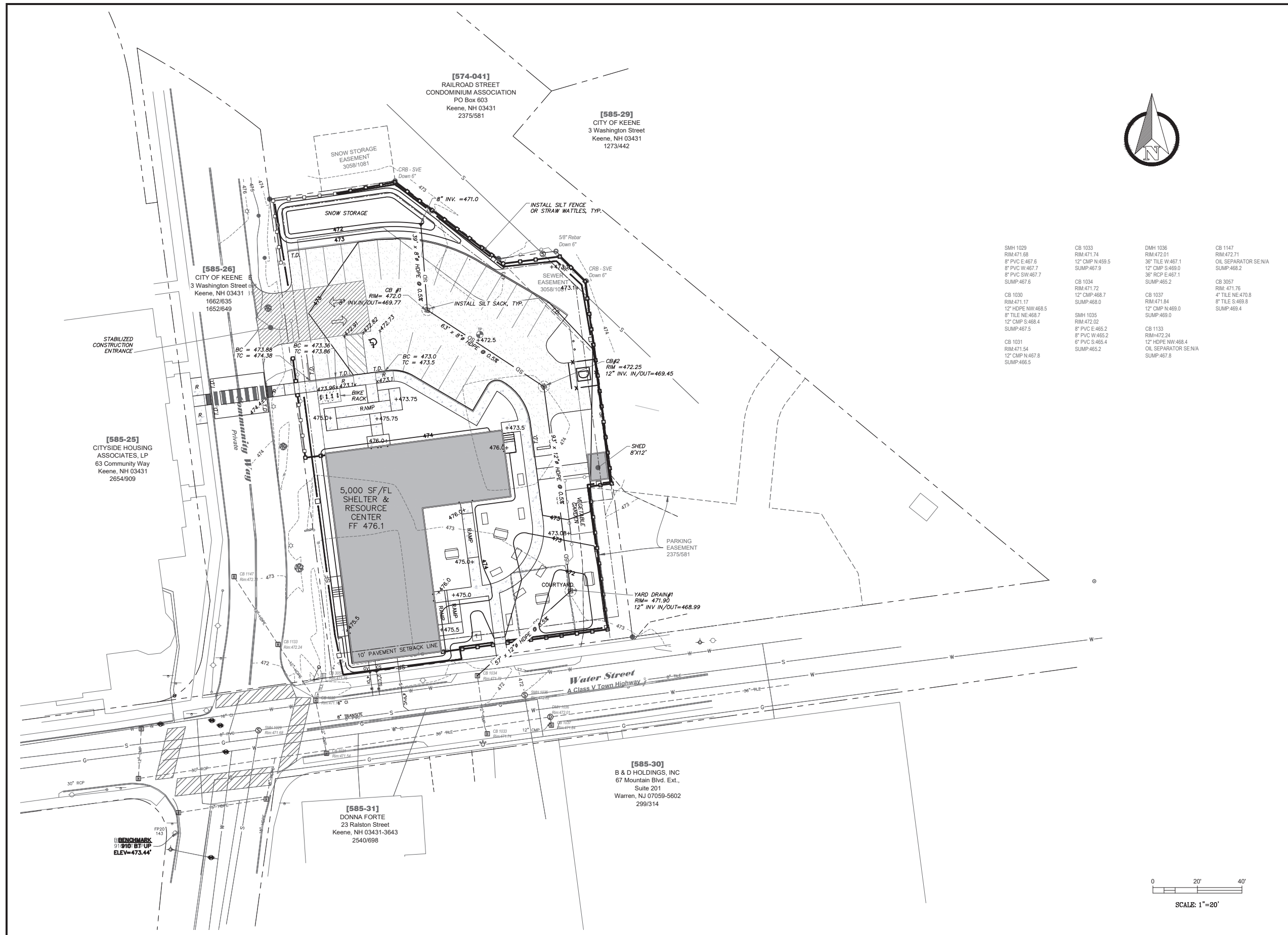
**PROPOSED SITE
HUNDRED NIGHTS
SHELTER**
122 & 124 WATER STREET
KEENE, NH 03431

SITE PLAN

SCALE: 1"=20'

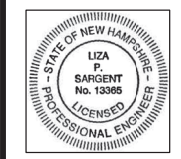
DATE: JULY 16, 2021

SHEET C-1



- | | | | |
|---|--|--|--|
| SMH 1029
RIM:471.68
8" PVC E:467.6
8" PVC W:467.7
8" PVC SW:467.7
SUMP:467.6 | CB 1033
RIM:471.74
12" CMP N:469.5
SUMP:467.9 | DMH 1036
RIM:472.01
36" TILE W:467.1
12" CMP S:469.0
36" RCP E:467.1
SUMP:465.2 | CB 1147
RIM:472.71
OIL SEPARATOR SE:NA
SUMP:468.2 |
| CB 1030
RIM:471.17
12" HDPE NW:468.5
8" TILE NE:468.7
12" CMP S:468.4
SUMP:467.5 | CB 1034
RIM:471.72
12" CMP:468.7
SUMP:468.0 | CB 1037
RIM:471.84
12" CMP N:469.0
SUMP:469.0 | CB 3057
RIM:471.76
4" TILE NE:470.8
8" TILE S:469.8
SUMP:469.4 |
| CB 1031
RIM:471.54
12" CMP N:467.8
SUMP:466.5 | SMH 1035
RIM:472.02
8" PVC E:465.2
8" PVC W:465.2
8" PVC S:465.4
SUMP:465.2 | CB 1133
RIM:472.24
12" HDPE NW:468.4
OIL SEPARATOR SE:NA
SUMP:467.8 | |

REVISIONS:
8/3/21 PB COMMENTS



Liza Sargent 8/9/21
LIZA P. SARGENT DATE
R.C.E. NUMBER: 13365

OWNER/DEVELOPER:
GREEN DIAMOND GROUP LLC
143 CENTRE STREET
EAST SULLIVAN, NH 03445

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

PLANNER:
Brickstone Land Use Consultants LLC
Site Planning, Permitting and Development Consulting
185 Winchester Street, Keene, NH 03431
Phone: (603) 357-0116

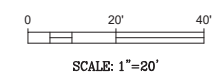
PROPOSED SITE
HUNDRED NIGHTS SHELTER
122 & 124 WATER STREET
KEENE, NH 03431

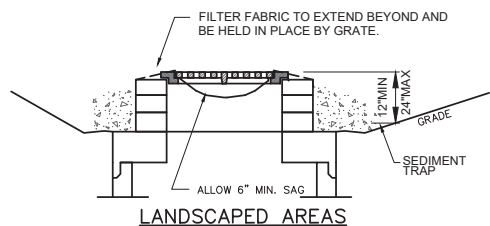
GRADING & DRAINAGE PLAN

SCALE: 1"=20'

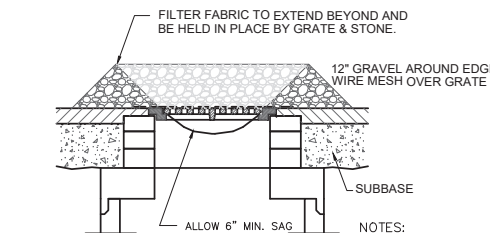
DATE: JULY 16, 2021

SHEET C-2





LANDSCAPED AREAS



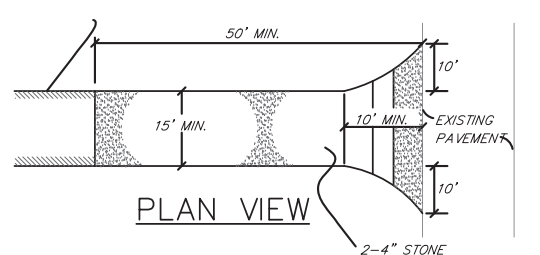
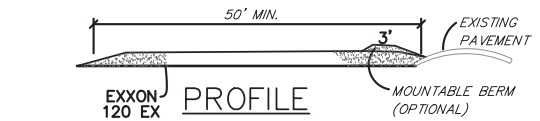
PAVED AREAS

- NOTES:
1. TEMPORARY DURING CONSTRUCTION.
 2. REMOVE AND REPLACE WHEN CLOGGED.

REGULAR MAINTENANCE, INCLUDING REPLACEMENT OF SEDIMENT & EROSION CONTROLS SHALL BE CONDUCTED IN ACCORDANCE WITH ALL PERMIT CONDITIONS, AT NO ADDITIONAL COST TO THE OWNER.

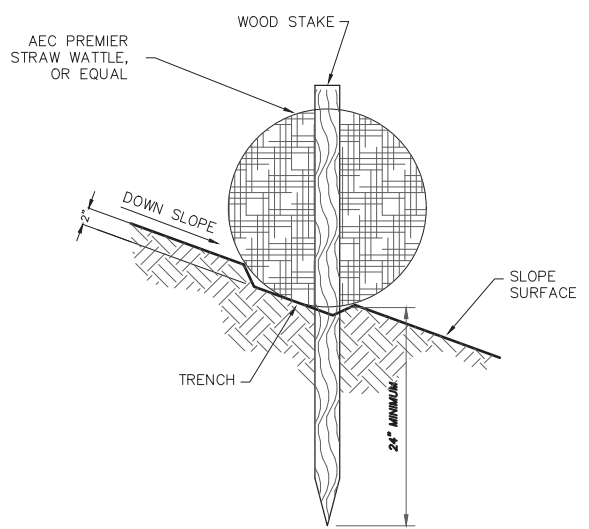
CATCH BASIN GRATE INLET FILTER

NOT TO SCALE



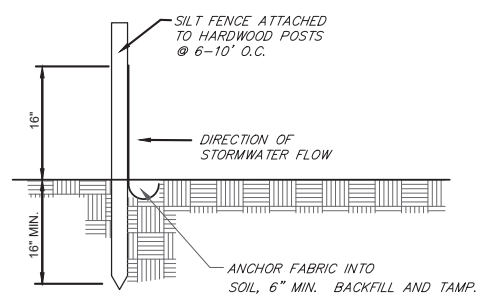
STABILIZED CONSTRUCTION ENTRANCE

NOT TO SCALE



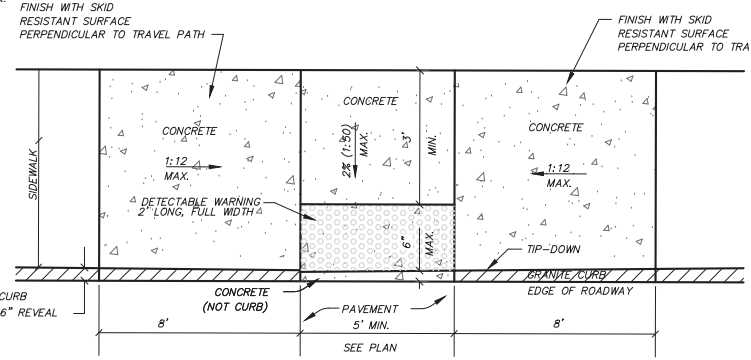
STRAW WATTLE

NOT TO SCALE



SILT FENCE

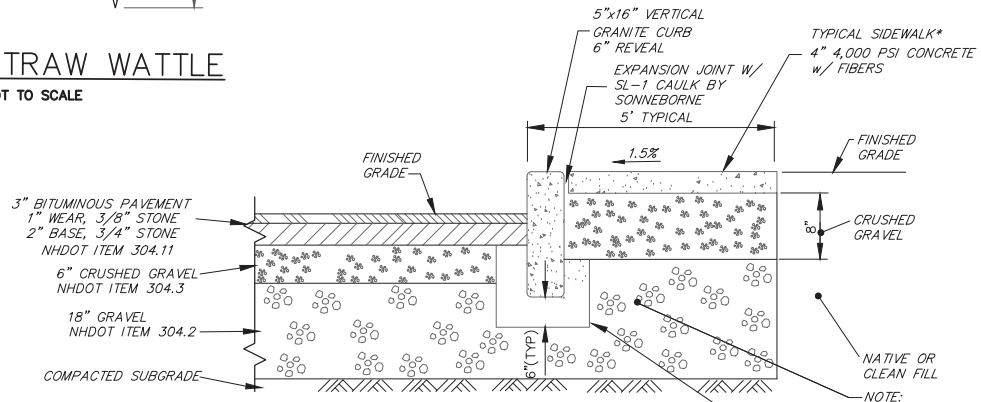
NOT TO SCALE



- NOTES:
1. DETECTABLE WARNINGS SHALL MEASURE 24 INCHES IN THE DIRECTION OF TRAVEL AND A MINIMUM OF 48 INCHES IN WIDTH. THE EDGE NEAREST TO THE CURB LINE OR EDGE OF PAVEMENT SHALL BE LOCATED 6 TO 8 INCHES FROM THE CURB LINE OR EDGE OF PAVEMENT.
 2. DETECTABLE WARNING DEVICES SHALL BE GRAY CAST IRON CONFORMING TO AASHTO M105 AND AASHTO M306 AS MANUFACTURED BY EAST JORDAN IRON WORKS, INC., 301 SPRING STREET, EAST JORDAN, MICHIGAN 49727. WWW.EJIW.COM OR NEENAH FOUNDRY COMPANY, 2121 BROOKS AVENUE, NEENAH, WISCONSIN 54956 WWW.NECCO.COM. DISTRIBUTED IN NEW HAMPSHIRE BY WASTE, INCORPORATED, ROUTE 106, CONCORD, NEW HAMPSHIRE 03301 WWW.WASTE.COM OR APPROVED EQUAL.
 3. ALL CURB RAMPS SHALL BE CONSTRUCTED OF CONCRETE TO FACILITATE INSTALLATION OF TACTILE WARNING DEVICES.

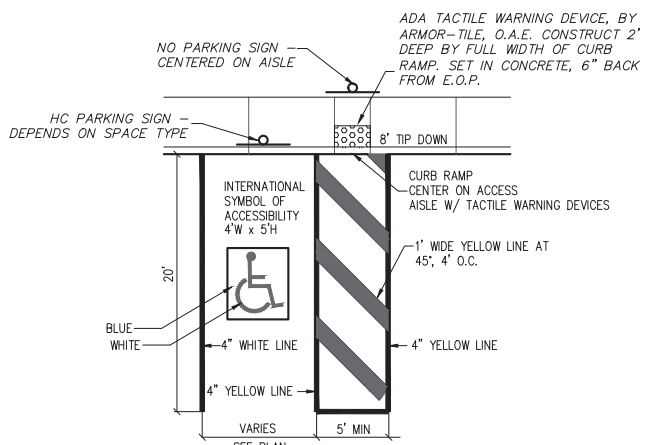
TYPICAL ADA CURB ACCESS

NOT TO SCALE



DRIVEWAY/PARKING LOT WITH CONCRETE SIDEWALK

NOT TO SCALE

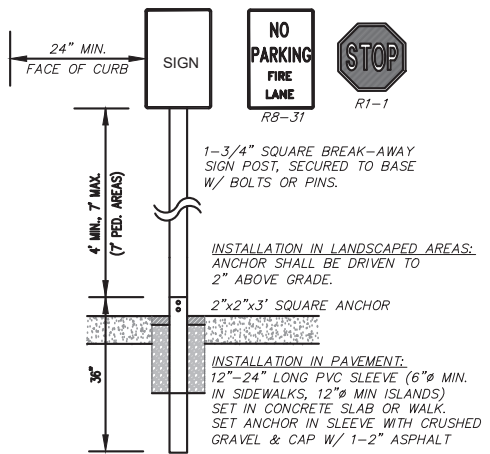


WHERE ACCESSIBLE PARKING SPACES ARE ADJACENT TO LANDSCAPED ISLANDS AND PROTECTED BY CURB, PLACE SIGN TWO FEET INSIDE BACK OF CURB.

WHERE ACCESSIBLE SPACES ARE ADJACENT TO A SIDEWALK, PLACE SIGN AT FACE OF CURB, INSIDE CONCRETE FILLED GALVANIZED STEEL BOLLARD (SEE DETAIL).

HANDICAP PARKING SPACE DETAIL

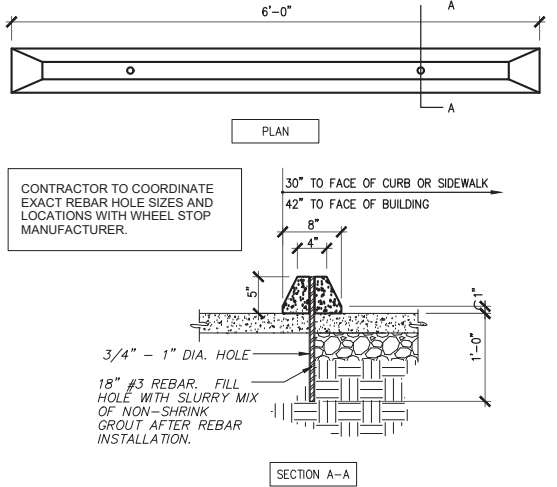
NOT TO SCALE



SIGN TYPE AND SIZE VARIES (SEE PLAN). ALL INSTALLATIONS SHALL COMPLY WITH MUTCD. ALL SIGN HARDWARE AND MATERIALS SHALL BE PROVIDED IN ACCORDANCE WITH THIS DETAIL. EXISTING SIGNS SHALL BE RELOCATED I.A.W. NH STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

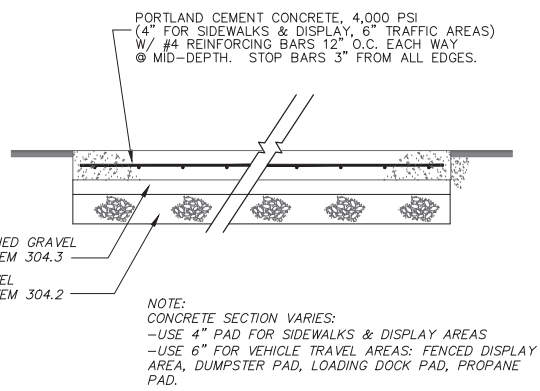
SIGN DETAIL

NOT TO SCALE



PRECAST CONCRETE WHEEL STOP

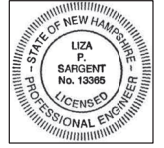
NOT TO SCALE



CONCRETE PAVEMENT SECTION

NO SCALE

REVISIONS:
8/3/21 TACTILE WARNING ON ADA CURB ACCESS DETAIL, CONCRETE SIDEWALK DETAIL NOTE



Liza Sargent 8/9/21

LIZA P. SARGENT DATE
R.C.E. NUMBER: 13365

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PROPOSED SITE HUNDRED NIGHTS SHELTER

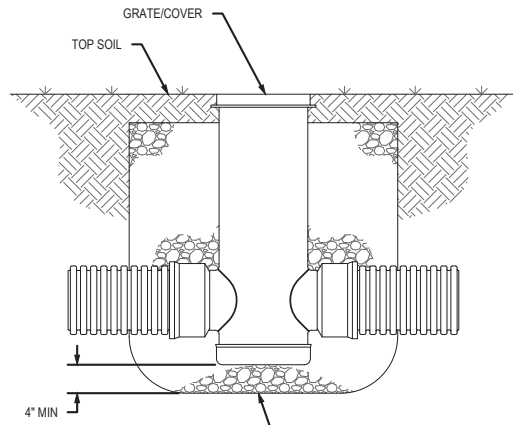
122 & 124 WATER STREET
KEENE, NH 03431

CONSTRUCTION DETAILS

SCALE: AS SHOWN

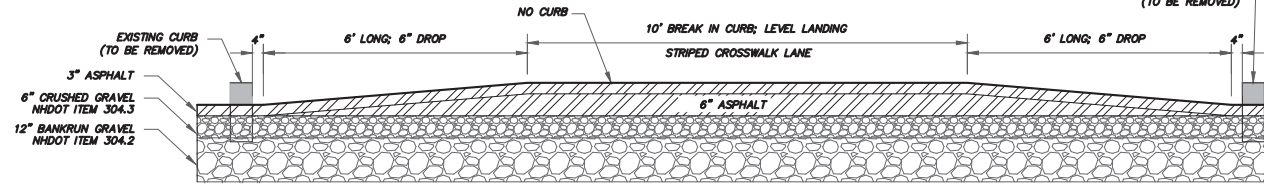
DATE: JULY 16, 2021

SHEET C-3



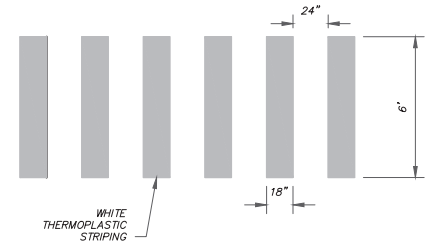
NYLOPLAST YARD DRAIN
NOT TO SCALE

THE BACKFILL MATERIAL SHALL BE CRUSHED STONE OR OTHER GRANULAR MATERIAL MEETING THE REQUIREMENTS OF CLASS I, CLASS II, OR CLASS III MATERIAL, AS DEFINED IN ASTM D2321. BEDDING & BACKFILL FOR SURFACE DRAINAGE INLETS SHALL BE PLACED & COMPACTED UNIFORMLY IN ACCORDANCE WITH ASTM D2321.

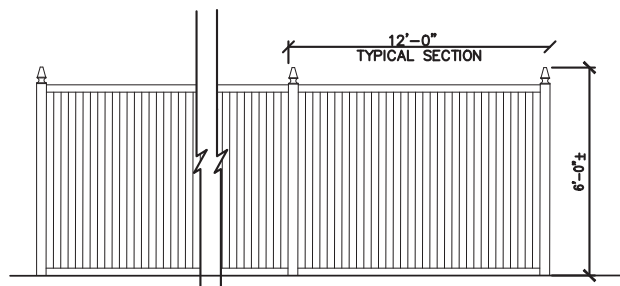


RAISED CROSSWALK-SPEED TABLE SECTION
SCALE: 1/2" = 1'

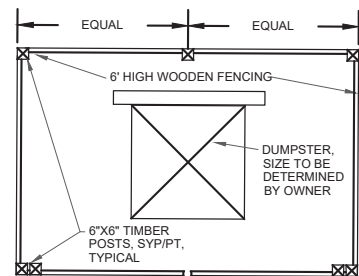
NOTES:
1. CROSS WALK TO BE STRIPED PER PLAN.
2. GRADES SHALL MATCH THOSE SHOWN ON THE GRADING PLAN.



CROSSWALK
NOT TO SCALE

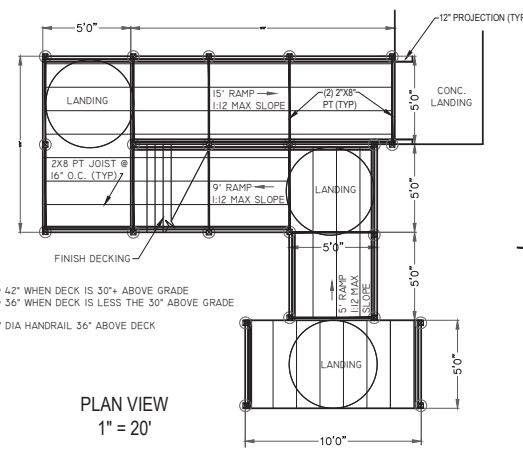


WOOD FENCE
NOT TO SCALE



NOTES:
1. ALL WOOD POSTS TO BE PRESSURE TREATED, FREE FROM EXCESSIVE CRACKS, CHIPS, WARPS OR KNOTS.
2. ALL FASTENERS TO BE HOT DIPPED GALVANIZED.
3. WOODEN SCREEN MEMBERS AND GATES TO CONFORM TO DETAIL ELEVATION AS NOTED.
4. DIMENSIONS OF ENCLOSURE TO BE DETERMINED BY OWNER PRIOR TO FABRICATION OR CONSTRUCTION.
5. PROVIDE 4' WIDE ACCESS OPENING ON SIDE, W/ A.D.A. ROUTE.

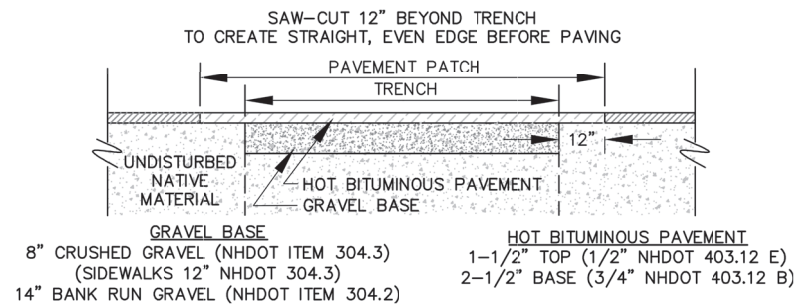
WOODEN DUMPSTER ENCLOSURE
NO SCALE



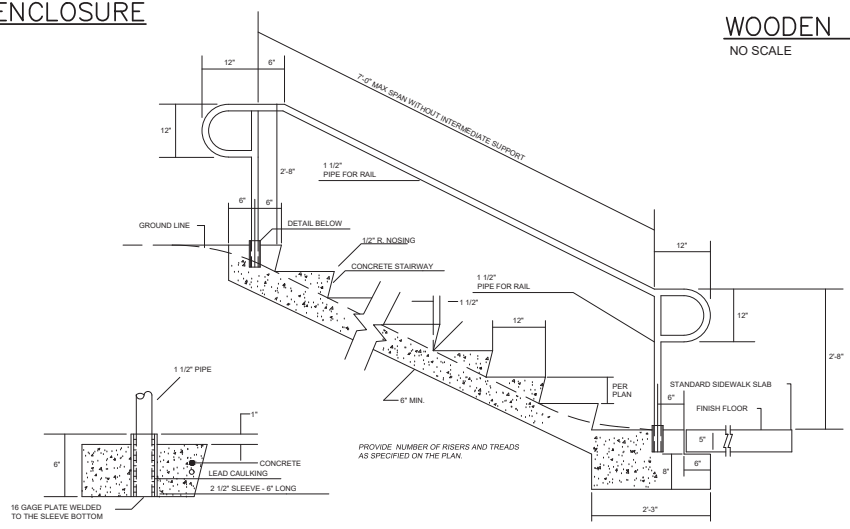
PLAN VIEW
1" = 20'

TYPICAL SECTION
1" = 20'

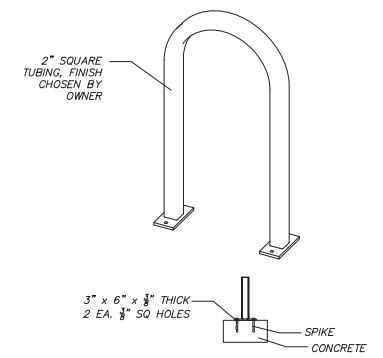
WOODEN RAMP
NO SCALE



TRENCH PATCH
NOT TO SCALE

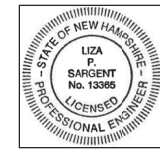


STAIRWAY ELEVATION
NOT TO SCALE



BIKE RACK DETAIL
NOT TO SCALE

REVISIONS:
8/3/21 ADDED RAMP & SPEED TABLE DETAIL



Liza Sargent 8/9/21
LIZA P. SARGENT DATE
R.C.E. NUMBER: 13365

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Phone: (603) 357-0116

PROPOSED SITE
HUNDRED NIGHTS SHELTER

122 & 124 WATER STREET
KEENE, NH 03431

CONSTRUCTION DETAILS

SCALE: AS SHOWN

DATE: JULY 16, 2021

SHEET C-5

REMOVE ALL WIRERS, NYLON ROPE, STRING, TREATED BURLAP, AND PLASTIC BURLAP ENTIRELY.

PLANT SHRUBS 2-4 INCHES HIGHER THAN THE EXISTING GROUND LINE.

CUT AND REMOVE BURLAP FROM TOP THIRD OF BALL

3" LAYER OF MULCH TEMPORARY SAUCER

6" MIN

12" MIN

DETAIL OF SHRUB PLANTING

NOT TO SCALE

DO NOT CUT LEADER OF EVERGREEN PLANTS.

PRUNE AND THIN BRANCHES AND FOLIAGE BY 1/3 OF PLANT. DO NOT CUT ALL END TIPS. RETAIN THE NATURAL SHAPE OF THAT SPECIES.

SCARIFY OR LOOSEN ROOTS OF CONTAINER GROWN PLANTS.

EXISTING GROUND LINE

COMPACTED TOPSOIL BACKFILL

LEAF COMPOST OR PEATMOSS AND TOPSOIL AT 2 : 1 MIX

UNDISTURBED EXISTING SUBSOIL

1. PRUNE 1/5 OF EXISTING LEAF AREA WHILE RETAINING THE NATURAL FORM. NEVER CUT LEADER.
2. REMOVE ALL WIRERS, NYLON ROPE, OR STRING FROM TOP QUARTER OF TREE BALL. REMOVE TREATED BURLAP AND PLASTIC BURLAP ENTIRELY.
3. DO NOT USE TREE WRAP
4. GROUND LINE TO BE SAME AS GROWN AT NURSERY. KEEP NATURAL FLARE OF THE TRUNK ABOVE THE GROUND LINE.
5. TREE GUYS: PLACE GUYS 120 DEGREES APART. WHEN THIS IS NOT POSSIBLE, THEN POSITION SHALL BE ADJUSTED TO MAXIMIZE STABILIZATION. WIRE MUST NOT TOUCH TRUNK OF TREE

CUT AND REMOVE BURLAP FROM TOP THIRD OF BALL

3" LAYER OF MULCH TEMPORARY SAUCER

6" MIN

12" MIN

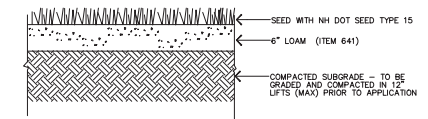
DETAIL OF TREE PLANTING AND GUYING

NOT TO SCALE

LANDSCAPE LEGEND

SYM	TYPE	QUANTITY	PLANTING SIZE	MATURE HEIGHT
HYD	ENDLESS SUMMER HYDRANGEA	4 EA	2 GAL	6'
PJM	PJM RHODODENDRON	5 EA	2 GAL	7'
AZ	AZALEAS	2 EA	2 GAL	4'
SP	LITTLE PRINCESS SPIRIA	8 EA	1 GAL	3'
CC	GOLD MOP CYPRESS	9 EA	1 GAL	3'
ZG	ZEBRA GRASS	5 EA	1 GAL	7'
CP	CONTENDER PEACH	4	5'-6"	20'
LA	LODI APPLE	3	5'-6"	15'
BP	BOSC PEAR	3	5'-6"	20'
PO	PIN OAK	5	3" CAL	60'

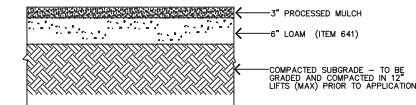
NH DOT SEED TYPE 15			
KIND OF SEED	MINIMUM PURITY %	GERMINATION %	LBS/ACRE
CREeping RED FESCUE	96	85	40
PERENNIAL RYEGRASS	98	90	50
KENTUCKY BLUEGRASS	97	85	25
REDTOP	95	80	5
TOTAL			120



1. SPREAD LOAM TO SPECIFIED DEPTH AND RAKE TO REMOVE ALL UNSUITABLE MATERIALS. ROLL LOAM TO COMPACT.
2. SPREAD LIMESTONE AT A RATE OF 80 LBS/1000 SF OF SURFACE AREA
3. FERTILIZE WITH 10-10-10 FERTILIZER AT A RATE OF 20 LBS/1000 SF
4. SEED AT 2.75 LBS/1000 SF

LOAM AND SEED DETAIL

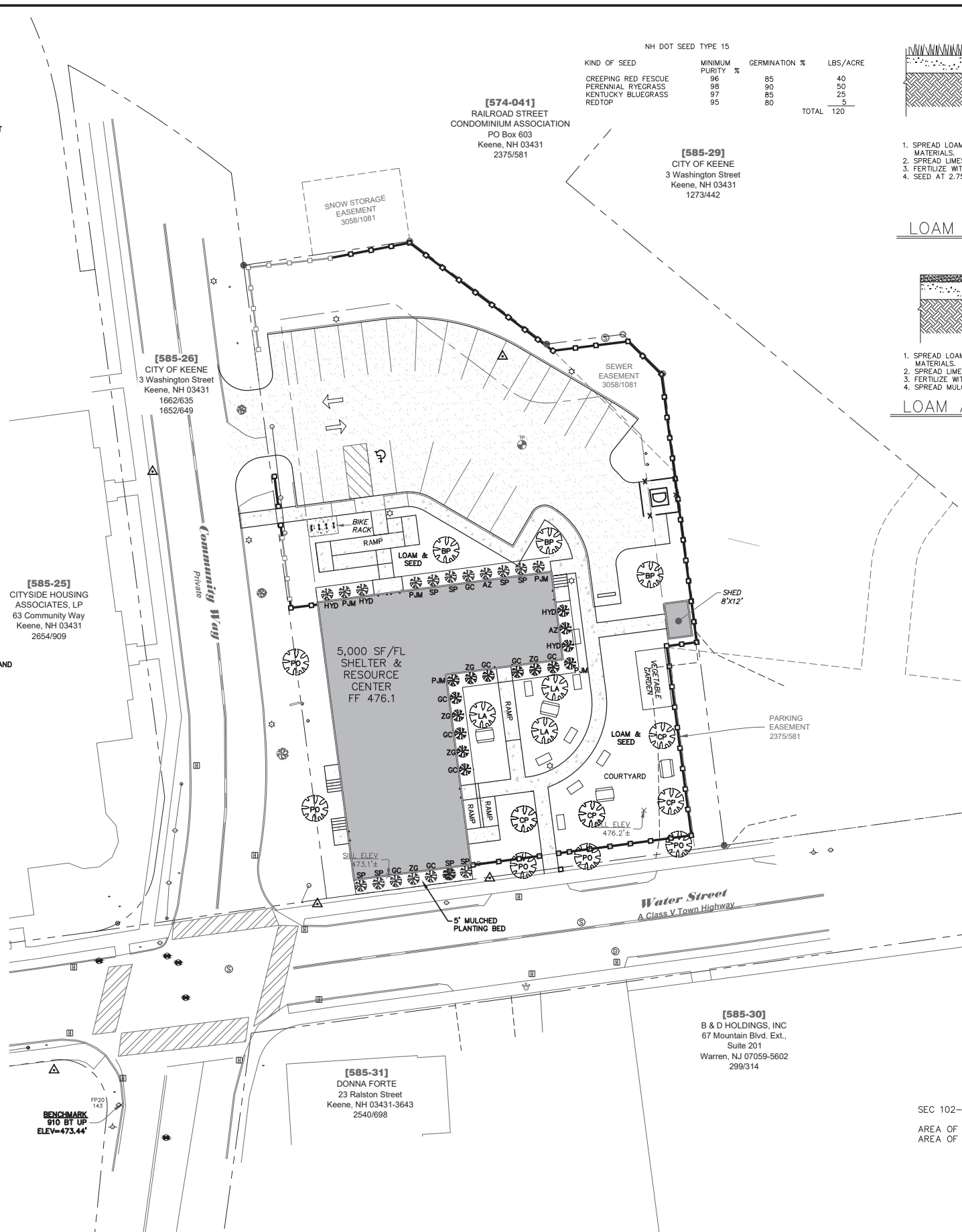
NOT TO SCALE



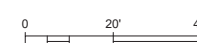
1. SPREAD LOAM TO SPECIFIED DEPTH AND RAKE TO REMOVE ALL UNSUITABLE MATERIALS. ROLL LOAM TO COMPACT.
2. SPREAD LIMESTONE AT A RATE OF 80 LBS/1000 SF OF SURFACE AREA
3. FERTILIZE WITH 10-10-10 FERTILIZER AT A RATE OF 20 LBS/1000 SF
4. SPREAD MULCH IN AREAS SHOWN ON PLAN.

LOAM AND MULCH DETAIL

NOT TO SCALE



SEC 102-1230 PARKING LOT LANDSCAPING
 AREA OF PARKING SPACES = 7,455 SF
 AREA OF LANDSCAPING = 1,262 SF = 16.9%



SCALE: 1"=20'

REVISIONS:

OWNER/DEVELOPER:
GREEN DIAMOND GROUP LLC
 143 CENTRE STREET
 EAST SULLIVAN, NH 03445

ENGINEER:
SVE
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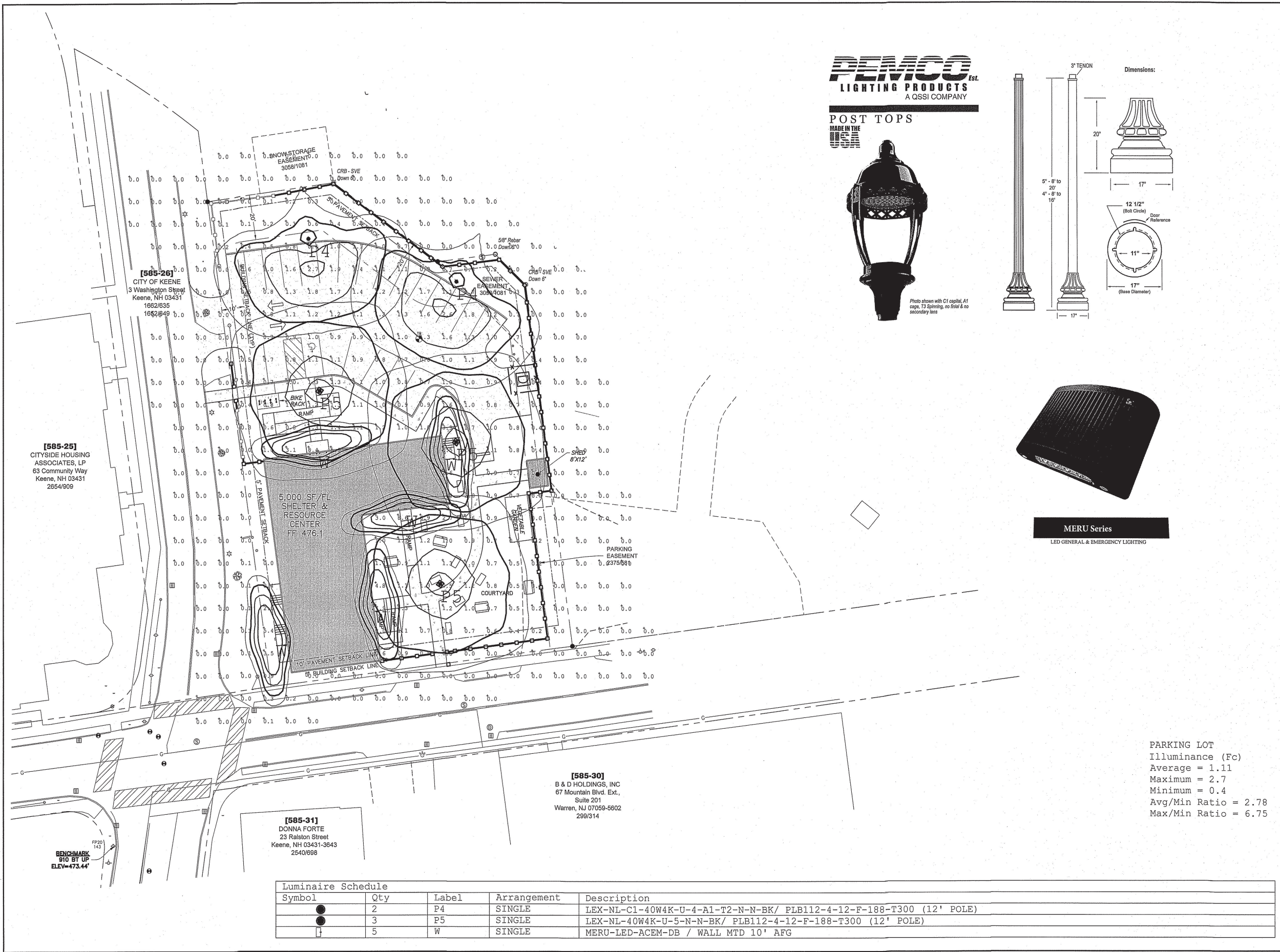
**PROPOSED SITE
 HUNDRED NIGHTS
 SHELTER**

122 & 124 WATER STREET
 KEENE, NH 03431

**LANDSCAPING
 PLAN**

SCALE: 1"=20'
 DATE: JULY 16, 2021
 SHEET LA-1

REVISIONS:

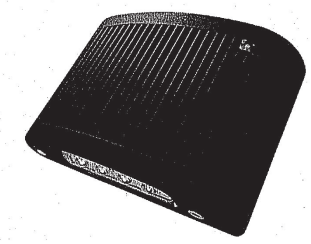
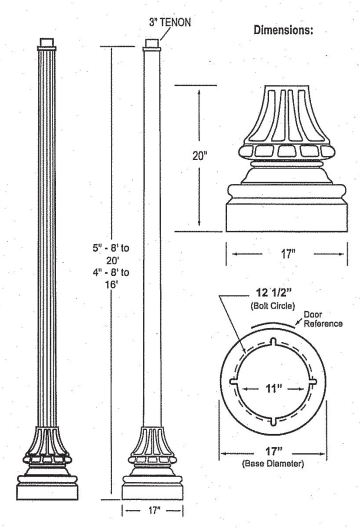


PEMCO Est.
LIGHTING PRODUCTS
A QSSI COMPANY

POST TOPS
MADE IN THE USA



Photo shown with C1 capital, A1 cage, T3 Spline, no flial & no secondary lens



MERU Series
LED GENERAL & EMERGENCY LIGHTING

PARKING LOT
Illuminance (Fc)
Average = 1.11
Maximum = 2.7
Minimum = 0.4
Avg/Min Ratio = 2.78
Max/Min Ratio = 6.75

Luminaire Schedule				
Symbol	Qty	Label	Arrangement	Description
●	2	P4	SINGLE	LEX-NL-C1-40W4K-U-4-A1-T2-N-N-BK/ PLB112-4-12-F-188-T300 (12' POLE)
●	3	P5	SINGLE	LEX-NL-40W4K-U-5-N-N-BK/ PLB112-4-12-F-188-T300 (12' POLE)
+	5	W	SINGLE	MERU-LED-ACEM-DB / WALL MTD 10' AFG

OWNER:
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143 CENTRE STREET
EAST SULLIVAN, NH 03445

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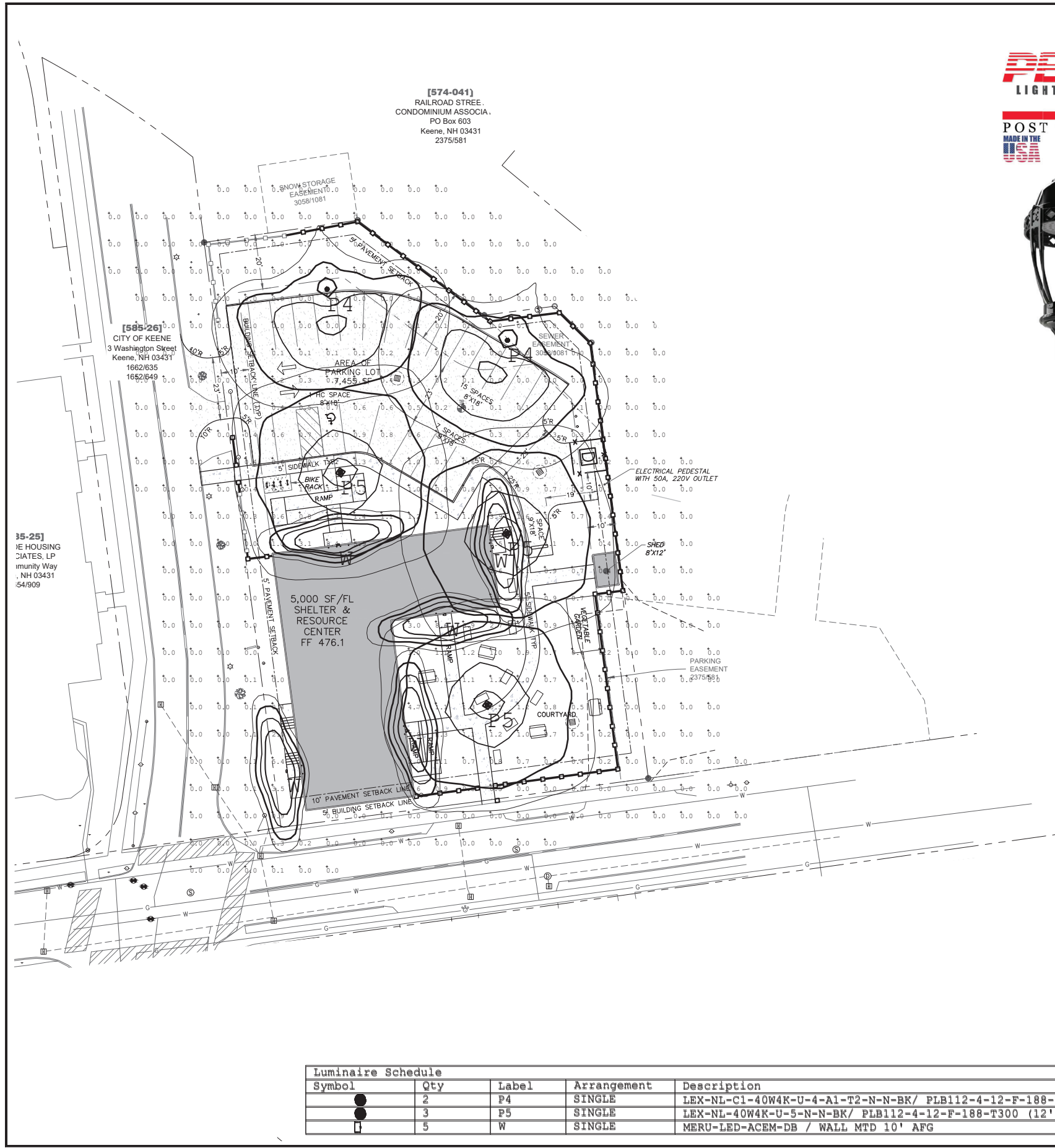
PROPOSED SITE
HUNDRED NIGHTS SHELTER
122 & 124 WATER STREET
KEENE, NH 03431

LIGHTING PLAN

SCALE: 1"=20'

DATE: JULY 16, 2021

SHEET LT-1

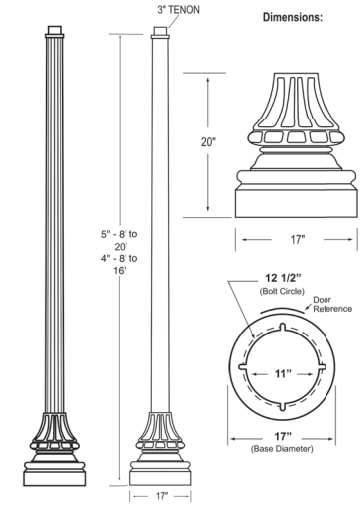


PEMCO Est.
LIGHTING PRODUCTS
 A QSSI COMPANY

POST TOPS
 MADE IN THE USA



Photo shown with C1 capitol, A1 cage, T3 spinning, no finis & no secondary lens



MERU Series
 LED GENERAL & EMERGENCY LIGHTING

PARKING LOT
 Illuminance (Fc)
 Average = 0.32
 Maximum = 1.1
 Minimum = 0.0
 Avg/Min Ratio = N.A.
 Max/Min Ratio = N.A.

Luminaire Schedule				
Symbol	Qty	Label	Arrangement	Description
●	2	P4	SINGLE	LEX-NL-C1-40W4K-U-4-A1-T2-N-N-BK/ PLB112-4-12-F-188-T300 (12' POLE)
●	3	P5	SINGLE	LEX-NL-40W4K-U-5-N-N-BK/ PLB112-4-12-F-188-T300 (12' POLE)
□	5	W	SINGLE	MERU-LED-ACEM-DB / WALL MTD 10' AFG

REVISIONS:

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PROPOSED SITE
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 122 & 124 WATER STREET
 KEENE, NH 03431

REDUCED LIGHTING PLAN

SCALE: 1"=20'

DATE: JULY 16, 2021

SHEET LT-2



2 NORTH ELEVATION
 SCALE: 3/16" = 1'-0"



1 WEST ELEVATION
 SCALE: 3/16" = 1'-0"

100 NIGHTS SHELTER

WATER STREET
 KEENE, NH

NOT FOR CONSTRUCTION

Date	
Revisions:	Description
3/16" = 1'-0"	Author
	Checker
	Project No.: 2019071
	SCHEMATIC DESIGN
	Date: 06.23.21

Title: EXTERIOR ELEVATIONS	Sheet No: 70	A2.01

100 NIGHTS SHELTER

WATER STREET
 KEENE, NH

NOT FOR CONSTRUCTION



2 SOUTH ELEVATION
 SCALE: 3/16" = 1'-0"



1 EAST ELEVATION
 SCALE: 3/16" = 1'-0"

Title: EXTERIOR ELEVATIONS	Scale: 3/16" = 1'-0"		Date:
	Drawn By:	Author:	06-23-21
4 of 70	Checked By:	Checker:	
	Project No.:	2019071	
A2.00	SCHEMATIC DESIGN		
	© 2021 Market Square Architects 6/23/2021 9:28:49 AM		



Drainage Summary

for

Hundred Nights Shelter 122 & 124 Water Street, Keene, NH

**Prepared by SVE Associates
July 16, 2021**

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

25 Year Event: 4.93 inches

OVERVIEW:

This project will consist of redeveloping the 122 & 124 Water Street property, removing the three existing buildings, removing the existing asphalt and construction of the Hundred Nights facility that includes a three-story building, associated parking, and sidewalks.

EXISTING CONDITIONS:

The existing conditions of these two properties include the three buildings, shed, dock, parking areas and driveway that have all been constructed to date. Currently the majority of the stormwater runoff sheet flows to the catch basin at the Water Street entrance. A portion of the runoff is captured in the catch basin in the southwest corner near the intersection of Community Way and Water Street.

PROPOSED CONDITIONS:

The proposed conditions, modeled in the "Post-Development" drainage model, consist of the proposed building, shed, sidewalks, parking areas and driveway. With the redevelopment, stormwater runoff will sheet flow to catch basins that are piped to the City storm drain in Water Street.

SVE Associates

Engineering * Surveying * Landscape Architecture * Planning
P.O. Box 1818, Brattleboro, VT 05302 Phone: (802) 257-0561 Fax (802) 257-0721 E-mail svek@sveassoc.com
P:\Project\NH PROJECTS\K2712 Brickstone Landuse Consul.-100 Nights\Docs\Reports\K2712 Drainage Summary PB.doc

	25 year	
	<i>Existing</i>	<i>Proposed</i>
	<i>Runoff (cfs)</i>	<i>Runoff (cfs)</i>
<i>Summary Node 100R</i>	2.6	2.8

CONCLUSION:

There will be no adverse impact to downstream abutters due to stormwater runoff from the facility. Overall, there is no significant change in stormwater runoff post development.



SVE Associates

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REMOVED TO: BRADDOCK & BECKSON

n/c

Doc # 0000443 Jan 20, 2009 4:01 PM
Register of Deeds, Cheshire County
Evelyn S. Deed



BK2550PG0627

THE SPACE ABOVE IS FOR RECORDING INFORMATION

Non-Contractual Transfer – No Transfer Tax Required

DEED WITHOUT COVENANTS

RAILROAD LAND DEVELOPMENT, LLC, a New Hampshire limited liability company, with a principal place of business at 39 Central Square, Keene, New Hampshire 03431, for consideration paid, hereby grants to **GREEN DIAMOND GROUP, LLC**, a New Hampshire limited liability company, having a principal place of business at 143 Centre Road, East Sullivan, New Hampshire, 03445, **WITHOUT COVENANTS:**

A temporary right-of-way, to be used in common with others, to pass and repass for vehicular and pedestrian traffic over a certain tract of land situated on the north side of Water Street in the City of Keene, County of Cheshire, and State of New Hampshire, shown as "Lot 2" on the plan entitled "Lot Merger & Subdivision Of Land Owned By The City Of Keene Known as Taxmap 023-02-013 & 023-02-014, 92 & 110 Water Street, City of Keene, County of Cheshire, and State of New Hampshire," prepared by Clough, Harbour & Associates, LLP, dated December 8, 2004, last revised July 13, 2005, approved by the City of Keene Planning Board on September 16, 2005, and recorded on September 21, 2005, in Cabinet 13, Drawer 1, #115 of the Cheshire County Registry of Deeds, bounded and described as follows:

Beginning at a 4" x 4" granite bound down 0.5' in the north street boundary of Water Street, an existing city street, at its intersection with the property division line between said Lot 2 on the east and lands now or formerly of the City of Keene (Lot 1) on the west as shown on said plan;

Thence along the property division line between Lot 2 and Lot 1 the following three courses and distances:

- 1) along a curve to the left with a radius of 25.00 feet for an arc length of 31.27 feet to a point, the chord bearing of said curve is N 59° 29' 43" E, a chord distance of 29.27 feet;
- 2) N 23° 44' 02" E a distance of 24.64 feet to a point;
- 3) N 08° 09' 53" E a distance of 250.28 feet to a 5/8" rebar on the property division line between said Lot 2 on the south and lands now or formerly of the City of Keene (Taxmap 023-04-027-0000) on the north;

Thence along the property division line between Lot 2 and Taxmap 023-04-027-0000 and a curve to the right with a radius of 375.00 feet for an arc length of 66.17 feet to a 1.25" iron pipe down 0.3' on the property division line between said Lot 2 on the west and lands now or formerly of Green Diamond Group, LLC on the east (Taxmap 023-02-018-0000), the chord bearing of said curve is S 40° 54' 50" E, a chord distance of 66.08 feet;

Thence along the property division line between Lot 2 and Taxmap 023-02-018-0000 the following two courses and distances:

- 1) S 08° 05' 12" W a distance of 50.92 feet to a 5" x 5" decapitated granite bound down 1.5';
- 2) S 08° 09' 53" W a distance of 197.30 feet to a 5/8" rebar on the north street boundary of Water Street;

Thence N 82° 24' 35" W along the north street boundary of Water Street a distance of 79.47 feet to the point of beginning.

Containing thirty-two hundredths (0.32) of an acre, more or less.

Subject to all rights, easements, covenants, or restrictions of record.

The above-described Lot 2 is part of the premises conveyed to the City of Keene by Tax Collector's Deed dated June 23, 1998, and recorded in Book 1652, Page 650 of the Cheshire County Registry of Deeds. See also Book 1662, Page 635 of the Cheshire County Registry of Deeds.

The above-described temporary right-of-way over Lot 2 is intended to provide access from Water Street to Tax Map Lot 23-02-018 owned by Green Diamond Group, LLC, by virtue of a deed dated July 24, 2000, and recorded in Book 1759, Page 751 of the Cheshire Registry. This private, temporary right of way is given in accordance with and subject to all the provisions of a similar temporary right of way conveyed by the City of Keene to the Grantor herein in a Supplemental Deed Without Covenants recorded August 3, 2008 at Volume 2501, Page 42 of the Cheshire County Registry of Deeds.

The above-described temporary right-of-way shall be used in common with others, including, but not limited to, the unit owners in the Railroad Street Condominium, their heirs and assigns, employees, guests and invitees.

The above-described temporary right-of-way shall terminate automatically at such time as the City of Keene exercises its discretion to accept the roadway to be constructed across Lot 2 as a City street.

WITNESS its hand this 16th day of ~~December~~, 2008. JANUARY 2009

RAILROAD LAND DEVELOPMENT, LLC
By Its Sole Member:
MONADNOCK ECONOMIC
DEVELOPMENT CORPORATION

Susan H. Whitley
Witness

By: John G. Dugan
John G. Dugan, Its President
Duly Authorized

STATE OF NEW HAMPSHIRE

COUNTY OF CHESHIRE

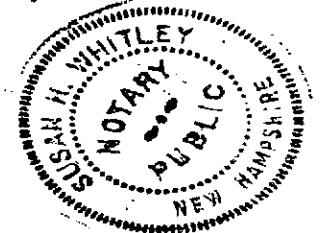
On this the 16th day of ~~December~~, 2009, before me, the undersigned officer, personally appeared John G. Dugan, who acknowledged himself to be the President of Monadnock Economic Development Corporation, a New Hampshire corporation which is the sole Member of Railroad Land Development, LLC, a New Hampshire limited liability company, and that he as such President, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of Monadnock Economic Development Corporation by himself as President and by signing the name of Railroad Land Development, LLC by himself as President of its sole Member.

In witness whereof, I hereunto set my hand and official seal.

Susan H. Whitley
Notary Public / Justice of the Peace

My commission expires:

SUSAN H. WHITLEY
Notary Public - New Hampshire
My Commission Expires December 18, 2013



ATTEST
EVELYN S HUBAL
Cheshire Register of Deeds

Ret Bradley, Faulkner Law EX

BK2501P60042

THE SPACE ABOVE IS FOR RECORDING INFORMATION

Supplemental Deed – No Transfer Tax Required

SUPPLEMENTAL DEED WITHOUT COVENANTS

The **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, New Hampshire 03431, for consideration paid, hereby grants to **RAILROAD LAND DEVELOPMENT, LLC**, a New Hampshire limited liability company, with a principal place of business at 39 Central Square, Keene, New Hampshire 03431, **WITHOUT COVENANTS**:

A temporary right-of-way to pass and repass for vehicular and pedestrian traffic over a certain tract of land situated on the north side of Water Street in the City of Keene, County of Cheshire, and State of New Hampshire, shown as "Lot 2" on the plan entitled "Lot Merger & Subdivision Of Land Owned By The City Of Keene Known as Taxmap 023-02-013 & 023-02-014, 92 & 110 Water Street, City of Keene, County of Cheshire, and State of New Hampshire," prepared by Clough, Harbour & Associates, LLP, dated December 8, 2004, last revised July 13, 2005, approved by the City of Keene Planning Board on September 16, 2005, and recorded on September 21, 2005, in Cabinet 13, Drawer 1, #115 of the Cheshire County Registry of Deeds, bounded and described as follows:

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Thence along the property division line between Lot 2 and Lot 1 the following three courses and distances:

- 1) along a curve to the left with a radius of 25.00 feet for an arc length of 31.27 feet to a point, the chord bearing of said curve is N 59° 29' 43" E, a chord distance of 29.27 feet;
- 2) N 23° 44' 02" E a distance of 24.64 feet to a point;
- 3) N 08° 09' 53" E a distance of 250.28 feet to a 5/8" rebar on the property division line between said Lot 2 on the south and lands now or formerly of the City of Keene (Taxmap 023-04-027-0000) on the north;

Thence along the property division line between Lot 2 and Taxmap 023-04-027-0000 and a curve to the right with a radius of 375.00 feet for an arc length of 66.17 feet to a 1.25" iron pipe down 0.3' on the property division line between said Lot 2 on the west and lands now or formerly of Green Diamond Group, LLC on the east (Taxmap 023-02-018-0000), the chord bearing of said curve is S 40° 54' 50" E, a chord distance of 66.08 feet;

Thence along the property division line between Lot 2 and Taxmap 023-02-018-0000 the following two courses and distances:

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- 2) S 08° 09' 53" W a distance of 197.30 feet to a 5/8" rebar on the north street boundary of Water Street;

Thence N 82° 24' 35" W along the north street boundary of Water Street a distance of 79.47 feet to the point of beginning.

Containing thirty-two hundredths (0.32) of an acre, more or less.

Subject to all rights, easements, covenants, or restrictions of record.

The above-described Lot 2 is part of the premises conveyed to the City of Keene by Tax Collector's Deed dated June 23, 1998, and recorded in Book 1652, Page 650 of the Cheshire County Registry of Deeds. See also Book 1662, Page 635 of the Cheshire County Registry of Deeds.

The above-described temporary right-of-way over Lot 2 is intended to provide access from Water Street to the land conveyed to Railroad Land Development, LLC by the City of Keene by Deed recorded in Book 2375, Page 581 of the Cheshire County Registry of Deeds. Until the time of such acceptance, the temporary right-of-way shall remain a private way which the City shall have no obligation to maintain, and Railroad Land Development, LLC, its successors and assigns, shall indemnify and hold the City harmless from any liability arising from or related to the temporary right-of-way. Railroad Land Development, LLC, its successors and assigns, may grant the non-exclusive use of this temporary right-of-way to Green Diamond Group, LLC, its successors and assigns, for access to Tax Map Lot 23-02-018 owned by Green Diamond



City of Keene

New Hampshire

NOTICE OF DECISION

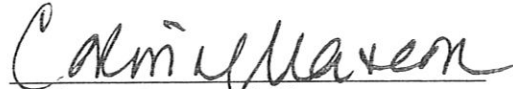
ZONING BOARD OF ADJUSTMENT

CASE NUMBER: ZBA 20-11
Property Address: 122 & 124 Water St.
Zone: Business Growth & Re-Use District
Owner: Green Diamond Group, LLC
Petitioner: Hundred Nights, Inc.
Date of Decision: September 22, 2020

Notification of Decision:

Petitioner, Hundred Nights, Inc, of 17 Lamson St., Keene, NH, request a Variance for property located at 122 & 124 Water St., Keene, owned by Green Diamond Group, LLC of 143 Centre St., East Sullivan, NH, Tax Map #585-027-000 and 585-028-000, which is in the Business Growth & Re-Use District. The Petitioner, which requested a Variance to permit a homeless shelter (lodging house) and resource center in the BGR District where a homeless shelter and resource center are not listed as permitted uses per Section 102-771.11 of the Zoning Ordinance, was approved 3-2.

Condition:


Corinne Marcou, Clerk

Any person directly affected has a right to appeal this Decision. The necessary first step, before any appeal may be taken to the courts, is to apply to the Board of Adjustment for a rehearing. The Motion for Rehearing must be filed not later than 30 days after the first date following the referenced Date of Decision. The Motion must fully set forth every ground upon which it is claimed that the decision is unlawful or unreasonable. See New Hampshire RSA Chapter 677, et seq.

cc: Planning Dept.
Assessing Dept.
City Attorney
File Copy

CITY OF KEENE
NEW HAMPSHIRE

MEMORANDUM

Date: August 11, 2021

To: Planning Board

From: Tara Kessler, Senior Planner

Re: Proposed Amendments to the Planning Board Regulations in the 2021 Land Development Code

The City of Keene Community Development Department proposes to amend the Keene Planning Board regulations related to the review of Major Site Plans to require that any Major Site Plan application for new buildings or additions to buildings, which are younger than 50 years old, that are located in the Downtown Historic District, be reviewed and commented on by the Historic District Commission prior to the Planning Board closing the public hearing on the application. This proposed amendment would affect Sections 25.1.10 and 25.12.8.B, and Table 25-1 of the adopted City of Keene Land Development Code, which will become effective on September 1, 2021.

Attached to this memorandum are the specific sections of the Planning Board Regulations within the adopted Land Development Code (effective September 1, 2021) affected by this proposed change. For ease of reference, these attachments show the text that is proposed to be added with in bold, and highlighted, and the text that is proposed to be removed with strike through. A full copy of the adopted code is available at www.keenebuildingbetter.com.

The recommendation for this proposed change came from the Historic District Commission during a public hearing held in the spring of 2021 as part of the Land Development Code adoption process. One of the major changes proposed to the Historic District Commission's regulations was to exempt buildings younger than 50 years from the requirements of the Historic District Regulations. At the time of the public hearing to adopt this and other changes, the Commission decided that it wanted to retain the opportunity to provide advisory comments on new construction of a significant scale in the Downtown Historic District to the Planning Board as part of its site plan review. Community Development staff were asked to introduce this amendment to the Planning Board regulations at a future date, since the adoption process for the Land Development Code was past the public hearing phase.

Projects that would require Major Site Plan review include new buildings that have a gross floor area of 5,000 sf or greater, or new additions that are greater than 15% of the size of the existing building to which they will be attached. Only new building or additions of this scale, which are proposed to be built within the boundaries of the Downtown Historic District, would be subject to this proposed amendment.

A public hearing will be held at the Planning Board meeting on August 23 on these proposed amendments.

ARTICLE 25. APPLICATION PROCEDURES

25.1 REVIEW BODIES & ADMINISTRATORS.....	25-2	25.12 SITE PLAN REVIEW.....	25-37
25.2 COMMON APPLICATION & REVIEW PROCEDURES.....	25-6	25.13 ADMINISTRATIVE PLANNING REVIEW.....	25-48
25.3 ZONING TEXT OR ZONING MAP AMENDMENT.....	25-12	25.14 CONDITIONAL USE PERMITS.....	25-50
25.4 LAND DEVELOPMENT CODE AMENDMENTS.....	25-15	25.15 HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS.....	25-52
25.5 ZONING VARIANCE.....	25-17	25.16 STREET ACCESS PERMIT.....	25-58
25.6 ZONING SPECIAL EXCEPTION.....	25-19	25.17 FLOODPLAIN DEVELOPMENT PERMIT.....	25-61
25.7 EXPANSION OR ENLARGEMENT OF A NONCONFORMING USE.....	25-22	25.18 SIGN PERMIT.....	25-64
25.8 EQUITABLE WAIVER OF ZONING DIMENSIONAL REQUIREMENTS.....	25-24	25.19 EARTH EXCAVATION PERMIT.....	25-66
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25.10 SUBDIVISION REVIEW.....	25-27		
25.11 PLANNING BOARD ADVICE & COMMENT.....	25-36		

25.1 REVIEW BODIES & ADMINISTRATORS

This Section describes the powers and duties of the review and decision-making authorities pursuant to this LDC.

25.1.1 Establishment

The review and decision-making authorities specified in this LDC are established by the City Code of Ordinances, including the City Charter.

25.1.2 Powers & Duties

Table 25-1 provides a summary of which authority makes recommendations or decisions on each application type.

25.1.3 Designees

Certain officials within this LDC are cited as having powers that may also be administered by a designee. The ability to direct powers to a designee applies to the actions of such officials throughout this LDC.

25.1.4 Limit of Authority

The omission of a citation in this LDC to any authority conferred upon the officials and decision-makers under the constitution or laws of the State of NH or the City Code of Ordinances, including the City Charter, shall not be construed as limiting the actions of such officials and decision-makers taken in accordance with and in reliance upon such authority.

25.1.5 City Council

In addition to other general authority by state law or the City Code of Ordinances, including the City Charter, the City Council shall have the following powers pursuant to this LDC.

- A.** To initiate, hear, and/or decide on proposed amendments to this LDC, including amendments to the zoning map or text.
- B.** To adopt and periodically update a schedule of fees for applications and permits specified in this LDC.

- C.** To hear and decide on requests for the formal layout and acceptance of public infrastructure.
- D.** To hear and decide on requests for waivers from Article 22 - "Public Infrastructure" of this LDC, except as provided for in Section 22.5.6 related to Street Access Standards.

25.1.6 Joint Committee of the Planning Board and Planning, Licenses & Development Committee

In addition to other general authority by the City Code of Ordinances, the Joint Committee of the Planning Board and Planning, Licenses and Development Committee shall have the authority to make recommendations to the City Council on proposed amendments to this LDC, including amendments to the Zoning Map or text of the Zoning Regulations.

25.1.7 Zoning Board of Adjustment

In addition to other general authority by state law or the City Code of Ordinances, the Zoning Board of Adjustment shall have the following powers pursuant to this LDC.

- A.** To hear and decide on applications for variances from the Zoning Regulations; special exceptions from the Zoning Regulations; and, applications to expand or enlarge a nonconforming use applications for an equitable waiver of dimensional requirements from the Zoning Regulations.
- B.** To hear and decide on appeals of an administrative decision of the Zoning Administrator and of decisions of the Historic District Commission in granting or denying certificates of appropriateness.
- C.** To hear and decide on requests for extensions to approvals for variances, special exceptions, or expansions or enlargements of a nonconforming use.

25.1.8 Planning Board

In addition to other general authority by state law or the City Code of Ordinances, the Planning Board shall have the following powers pursuant to this LDC.

- A. To make recommendations to the City Council on proposed amendments to this LDC, including amendments to the Zoning Map or text of the Zoning Regulations.
- B. To initiate, hear, and decide on proposed amendments to the Site Development Standards, Subdivision Regulations, and Earth Excavation Regulations of this LDC.
- C. To hear and decide on applications for major site plan review; subdivisions (including boundary line adjustments and conservation residential development subdivisions); conditional use permits; street access permits for commercial, industrial, and multifamily sites; and, earth excavation permit applications.
- D. To hear or decide on voluntary merger applications, or appoint a designee to hear or decide on such applications.
- E. To hear and grant waivers from the Site Development Standards, Subdivision Regulations and Earth Excavation Regulations, and associated application procedures in this LDC.
- F. To hear and decide on appeals of an administrative decision on street access permits, Minor Project Review Committee decision on minor site plans, or administrative planning review decision.
- G. To hear and decide on requests for extensions to major site plan, subdivision, conditional use permit, and earth excavation permit approvals.

25.1.9 Minor Project Review Committee

In accordance with NH RSA 674:43(III), the Minor Project Review Committee is hereby designated by the Planning Board to have the following powers pursuant to this LDC.

- A. To hear and decide on minor site plan review applications.
- B. To review and comment on proposed projects for site plan review or subdivision review prior to the formal submission of a site plan or subdivision application.
- C. To hear and decide on requests for extensions to minor site plan approvals.

25.1.10 Historic District Commission

In addition to other general authority by state law or the City Code of Ordinances, the Historic District Commission shall have the following powers pursuant to this LDC.

- A. To initiate, hear, and decide on proposed amendments to the Historic District Regulations in this LDC.
- B. To hear and decide on major project applications for a certificate of appropriateness.
- C. To hear and grant waivers from the Historic District Regulations.
- D. To hear and decide on appeals of an administrative decision of the Community Development Director, or their designee, on minor project applications for a certificate of appropriateness.
- E. To hear and decide on requests for extensions to certificates of appropriateness.
- F. **To provide comments and recommendations to the Planning Board on Major Site Plan applications for new buildings or additions to buildings, which are younger than 50 years old, that are located in the Downtown Historic District.**

25.1.11 Conservation Commission

In addition to other general authority by state law or the City Code of Ordinances, the Conservation Commission shall have the authority to make recommendations to the Planning Board on surface water protection conditional use permit applications and earth excavation permit applications.

25.1.12 Zoning Administrator

The City of Keene Zoning Administrator, or their designee, has the following duties and powers pursuant to this LDC.

- A. To review and make decisions on voluntary merger applications, as designated by the Planning Board.
- B. To make written interpretations of and issue administrative decisions in accordance with the Zoning Regulations of this LDC and the Zoning Map.
- C. To review and make decisions on requests to expand a nonconforming structure.
- D. To review applications for completeness for all matters decided by the Zoning Board of Adjustment.

25.1.13 Community Development Director

The Community Development Director, or their designee, shall have the following duties and powers pursuant to this LDC.

- A. To review and decide on minor modifications to previously approved site plans.
- B. To review and verify that proposals for development or redevelopment (excluding single-family and two-family dwellings), which do not meet the thresholds for site plan review, conform with the Site Development Standards prior to the issuance of a building permit.
- C. To review and decide on voluntary merger applications, in the absence of the Zoning Administrator.

25.1.14 Building & Health Official

The Building and Health Official, or their designee, shall have the following duties and powers pursuant to this LDC.

- A. To interpret, administer, and enforce the State Building Code.
- B. To review and make decisions on floodplain development permits.

- C. To enforce provisions of this LDC with respect to property outside of the right-of-way, including the authority to issue stop-work orders and fines for violations of this LDC, in accordance with Article 27 - "Enforcement" of this LDC.

25.1.15 Public Works Director

The Public Works Director, or their designee, shall have the following duties and powers pursuant to this LDC.

- A. To develop technical standards and specifications in accordance with Article 22 of this LDC.
- B. To perform engineering inspections of public infrastructure and service connections in accordance with Article 22 of this LDC, and to levy and collect fees for such inspections.
- C. To approve the street geometry, construction methods and materials of streets.
- D. To review and make decisions on service connection permits.
- E. To review and approve, and to suspend, revoke or modify permits required in accordance with Article 22 of this LDC.

25.1.16 City Engineer

- A. To review and decide on street access permit applications for single-family or two-family dwellings, agricultural uses, or temporary street access.
- B. To review and make recommendations to the Planning Board on street access permit applications.
- C. To assign street numbers for individual structures.
- D. To review applications for subdivisions, site plans, building permits, street access permits, and conditional use permits for compliance with Article 12 of this LDC, and make recommendations to the Planning Board on hillside protection conditional use permits applications.

Table 25-1: Development Applications Decision Authority

Application Type		Zoning Board of Adjustment	Planning Board	Minor Project Review Committee	City Council	Historic District Commission	Joint Committee	Conservation Commission	Zoning Administrator	Community Development Dir.	City Engineer	Floodplain Administrator
Amendments to the LDC	Articles 1-18 & 22-28				D / PH		PW					
	Articles 19 & 20		D / PH		D							
	Article 21				D	D / PH						
Zoning	Amendments to Zoning Text / Zoning Map				D / PH		PW					
	Variance	D / PH										
	Special Exception	D / PH										
	Equitable Waiver	D / PH										
	Enlarge or Expand Nonconforming Use	D / PH										
	Zoning Administrator Decision								D			
Sub-division Review	Subdivision		D / PH	PS								
	Conservation Residential Development Sub.		D / PH	PS								
	Boundary Line Adjustment		D									
	Voluntary Merger								D			
Site Plan Review	Administrative Planning Review									D		
	Minor Project			D / PH								
	Major Project		D / PH	PS		R*						
Conditional Use Permit (CUP)	Hillside Protection		D / PH	PS							R	
	Surface Water Protection		D / PH	PS				R				
	Telecommunications		D / PH	PS								
	Congregate Living & Social Services		D / PH	PS								
	Solar Energy System		D / PH	PS								
Historic District	Minor Project									D		
	Major Project			PS		D / PH						
Other Permits	Floodplain Development											D
	Sign								D			
	Street Access		D								D	
	Earth Excavation		D / PH					R				

"R" = Recommendation "D" = Final Decision "PW" = Public Workshop "PH" = Public Hearing
 "PS" = Presubmission Meeting Required

***For new buildings and additions in the Downtown Historic District**

25.12 SITE PLAN REVIEW

25.12.1 Description

Site plan review establishes a process for reviewing proposed improvements to commercial and multi-family structures to assure that such development, redevelopment, or use of land in the City occurs in a manner that is harmonious with surrounding properties, and is consistent with the City's Comprehensive Master Plan and adopted land use policies.

25.12.2 Initiation

The applicant for site plan review shall either own the fee simple interest in the property(s) that is the subject of the review or have written permission of the fee simple owner.

25.12.3 Applicability

A. Site Plan Review Thresholds. Site plan review is required for the following types of improvements described in Sections 25.12.3.A.1 (Major Site Plan) and 25.12.3.A.2 (Minor Site Plan). It shall not be required for single-family and two-family dwellings or their associated accessory uses, provided such dwellings are not attached to a mixed-use building or located on a mixed-use lot containing non-residential uses.

- 1. Major Site Plan.** Major site plan review is required for any proposal that meets or exceeds the below thresholds.
 - a.** New principal buildings or structures greater than 5,000 sf in gfa.
 - b.** Additions to existing buildings or structures that are greater than 15% of the gfa of the existing principal building.
 - c.** Change or increase of vehicle trips per day of 100, or per peak hour of 50.
 - d.** Installation of impervious surfaces (e.g. pavement or gravel) that exceeds 10,000 sf in contiguous area.
 - e.** Land disturbance that impacts 1-acre or greater of land area.

- f.** Modifications to the site or building (e.g. lighting, landscaping, façade alteration, etc.), which, at the discretion of the Community Development Director, or their designee, warrants major site plan review.
- g.** Change of use, which at the discretion of the Community Development Director, or their designee, warrants major site plan review. Such determination shall be based on an evaluation of the impacts of the proposed use on both the subject parcel and the surrounding neighborhood.

- 2. Minor Site Plan.** Minor site plan review is required for any proposal that meets the below thresholds.
 - a.** New principal buildings or structures that are between 1,000 and 5,000 sf in gfa.
 - b.** Additions to existing buildings or structures that are between 10% and 15% of the gfa of the existing principal building.
 - c.** Installation of impervious surfaces (e.g. pavement or gravel) that are 10,000 sf or less in contiguous area, which, at the discretion of the Community Development Director, or their designee, and based on the nature of the proposal, warrants minor site plan review.
 - d.** Land disturbance that impacts less than 1-acre of land area, which, at the discretion of the Community Development Director, or their designee, and based on the nature of the proposal, warrants minor site plan review.
 - e.** Modifications to the site or building (e.g. lighting, landscaping, façade alteration, etc.), which, at the discretion of the Community Development Director, or their designee, warrants minor site plan review.

review.

- f. Change of use, which at the discretion of the Community Development Director, or their designee, warrants minor site plan review. Such determination shall be based on an evaluation of the impacts of the proposed use on both the subject parcel and the surrounding neighborhood.

B. Administrative Planning Review. Proposed development or redevelopment, including change of use, associated with uses other than single-family and two-family dwellings that does not meet the thresholds for major or minor site plan review shall be reviewed by the Community Development Director, or their designee, to verify compliance with the Site Development Standards in **Article 20** of this LDC prior to the issuance of a building permit. The application and review procedures associated with Administrative Planning Review are described in **Section 25.13**.

C. Unless otherwise noted in this Section, the Community Development Director, or their designee, has the authority to determine, on a case-by-case basis, based on the nature of the proposal, whether the proposed work requires review by the Planning Board, Minor Project Review Committee, or City staff, or whether any review is necessary.

25.12.4 Authority

- A.** Major Site Plan Review. The Planning Board shall have the authority to hear and decide on applications for: major site plans; requests for waivers from the Site Development Standards in Article 20 and from the standards related to site plan review in Section 25.12; and minor site plans at the request of the applicant or where a conditional use permit or waiver is required.
- B.** Minor Site Plan Review. The Minor Project Review Committee shall have the authority to hear and decide on applications for minor site plans.

- 1.** The Community Development Director has the authority to schedule a minor site plan application to be heard by either the Planning Board or the Minor Project Review Committee.
- 2.** An applicant can request to have a minor site plan heard by the Minor Project Review Committee or the Planning Board.
- 3.** The Minor Project Review Committee cannot act on a minor site plan application where either, a conditional use permit or a waiver from the Site Development Standards in Article 20 or the site plan review standards in Section 25.12 is required.

25.12.5 Submittal Requirements

An applicant for site plan review shall submit a completed application on the appropriate form to the Community Development Department, and shall provide sufficient information to enable City staff and the respective decision-making authority to evaluate the proposal for compliance with this LDC. Submittal requirements for major and minor site plan review are included below. A completed application for major and minor site plan review shall include the following information.

- A.** A written narrative describing the type, scope and scale of the proposal including the following information.
 - 1.** Existing and proposed uses
 - 2.** An explanation of how the proposal complies with the Site Development Standards in Article 20.
- B.** A complete plan set signed and stamped by a NH licensed engineer or architect (7-copies on 22-in by 34-in paper or larger size; 1-copy on 11-in by 17-in paper; and, an electronic pdf file), which shall include the following materials.
 - 1.** A location map of the proposed improvements.
 - 2.** An existing conditions plan (at a scale of 1-in = 100-ft or a larger scale) showing all parcels affected by the proposal, and depicting the following information.

- a.** Contours of at most 5-ft intervals.
 - b.** Owner names and tax map parcel numbers for all direct abutters.
 - c.** Boundaries and acreage of the existing lot(s) subject to review.
 - d.** Surface waters, including wetland areas delineated by a NH certified wetland scientist, and any manmade waterways, ponds, ditches, etc.
 - e.** Precautionary and prohibitive slopes.
 - f.** Delineation of 100-year floodplain and floodways as shown on current FIRM maps.
 - g.** Location of any public streets, rights-of-way, and easements.
 - h.** Location of existing structures, wooded and vegetated areas, site features (e.g. fences, walls, ground-mounted equipment, utilities, stormwater facilities, wells, septic systems, stonewalls, etc.), driveways, and parking areas on the subject property, and to the extent practicable on directly abutting properties.
- 3.** A proposed conditions plan (at a scale of 1-in = 100-ft or at a larger scale) showing all parcels affected by the proposal, and depicting the following information.
- a.** Contours of at most 5-ft intervals.
 - b.** Owner names and tax map parcel numbers for all direct abutters.
 - c.** Boundaries and acreage of the lot(s) subject to review.
 - d.** Location of any existing structures or site features, public streets, rights-of-way, easements, driveways, parking areas, surface waters (including wetland areas delineated by a NH certified wetland scientist), precautionary and prohibitive slopes, 100-year floodplain and floodways delineation, and wooded and vegetated areas that are displayed on the existing conditions plan, which will not be altered or relocated.
 - e.** Location of proposed structures and site features, public streets, rights-of-way, and easements.
 - f.** Locations and design details for proposed provisions for vehicular and pedestrian traffic (e.g. parking areas, access driveways, and sidewalks, etc.).
- 4.** A grading plan (drawn at a scale of 1-in = 50-ft or at a larger scale) showing proposed erosion and sedimentation control and stormwater management facilities that will be constructed or utilized to control stormwater volume, velocity and water quality. This plan shall include the following.
- a.** Contours of at most 2-ft.
 - b.** All finish slopes that will exceed 25%.
 - c.** Surface waters (including wetland areas delineated by a NH certified wetland scientist), precautionary and prohibitive slopes, 100-year floodplain and floodways delineation, and wooded and vegetated areas.
 - d.** Location of existing and proposed structures, roads, rights-of-way, driveways, impervious surfaces, and easements (including utility or drainage).
 - e.** The location and dimensional information, as appropriate, of existing and proposed utilities (e.g. water lines, sewer lines, storm drain lines and catch basins, gas lines, gas storage tanks, fire hydrants, irrigation lines, grease traps, pump stations, ground water monitoring wells, ground water source wells, septic systems, electric lines, transformers, etc.).
 - f.** Location and design details for all proposed erosion and sedimentation

- control, and stormwater management structures, devices, and processes (e.g. catch basins and storm water lines, stormwater detention or retention ponds or devices, sediment settlement area, silt fences and other erosion control devices, flow dissipation measures, soil stabilization measures, etc.) and any other measures proposed to minimize erosion and sedimentation, and promote soil stabilization.
- g.** A note describing the procedures and timing for inspecting, maintaining, and repairing erosion and sedimentation control, and stormwater management structures, devices and processes.
 - h.** A note indicating the requirement for documenting all inspection and maintenance activities, all adverse impacts identified during inspections, and actions taken to remediate the adverse impacts.
- 5.** A landscaping plan (drawn at a scale of 1-in = 50-ft or at a larger scale) providing the following information.
- a.** The location, species and size of all landscaping materials proposed to be installed on the site.
 - b.** Plants shall be drawn to scale and shall show the drip line diameter of each plant at the time of planting and a second circle displaying the average drip line diameter at maturity.
 - c.** A table listing all plant species to be installed on the site, indicating the size (average height and width) at planting and maturity as well as the number of each species to be installed.
 - d.** A table indicating the number of trees and shrubs required and proposed to meeting landscaping or screening requirements of this LDC.
 - e.** Design details following best management practices for installing landscaping materials.
- 6.** A lighting plan providing the following information.
- a.** The location of existing and proposed structures, roads, rights-of-way, driveways, easements, lot lines, walkways, and sidewalks on the subject property and, to the extent practicable, on abutting properties.
 - b.** Location and outline of wooded and vegetated areas.
 - c.** Location of all existing and proposed exterior lighting fixtures with a notation differentiating the types of fixtures.
 - d.** Manufacturer's specifications (i.e. cut-sheets) for all proposed light fixtures, indicating the type of fixture and bulb, wattage of bulb, and height of fixture head.
 - e.** Photometric plan showing light intensity in foot candles across the site and immediately (minimum of 20-ft) beyond the perimeter of the site.
 - f.** An analysis of the minimum, maximum and average light intensity in foot candles for the site.
 - g.** A separate analysis for full lighting and security lighting shall be provided when security lighting is proposed by the applicant or required by the Planning Board.
- C.** Any technical reports prepared by a NH licensed engineer or qualified professional, which may be required or reasonably requested by the respective decision-making authority, based on the nature and scope of the proposal. Such reports may include, but are not limited to drainage, traffic, and/or soils analyses. They may also include historic evaluation, screening analysis, or architectural and visual appearance analysis.

- D. Elevations (3 color copies on 22" x 34" sized paper or larger size, 1-color copy on 11"x17" paper and an electronic pdf file) showing the visual appearance and architectural details of all proposed structures, with proposed façade height and length dimensions, construction materials, finishes, and colors clearly labeled. Landscaping should not be included on elevations.
- E. Additional color representations, simulations, or renderings of a proposed development may be required by the respective decision-making authority, during the review process.
- F. Any additional information the respective decision-making authority may reasonably deem necessary to determine compliance with the applicable regulations of this LDC.
- G. A list of abutters and others requiring notification. This list shall include the name, mailing address, street address, and tax map parcel number for: all owners of property that directly abuts and/or is directly across the street or stream from the subject parcel; all owners of property located within 200-ft of the subject parcel; and, any holders of conservation, preservation or agricultural preservation restrictions. The list shall also include the name and mailing address of the applicant.
- H. 2 sets of mailing labels for each abutter and others requiring notice, including the owner of the subject property and their authorized agent.
- I. Application fee as set forth in the LDC Schedule of Fees in Appendix B of the City Code of Ordinances, including the costs for published and mailed notice, which shall be Certified Mail.

25.12.6 Submittal Requirement Exemptions

- A. An applicant may make a request to the Community Development Director, or their designee, to exempt their application from specific submittal requirements.
- B. Any exemption granted by the Community Development Director, or their designee, shall be evaluated and approved by the respective decision-making authority during its review of application completeness. If the Planning Board or Minor Project Review Committee determines the exempted material is necessary to complete its review of the application, they may deny the exemption request and determine the application to be incomplete.
- C. If a requested exemption is not granted by the Community Development Director, or their designee, the applicant may appeal the decision to the Planning Board, in the case of major site plan applications, or the Minor Project Review Committee, in the case of minor site plan applications, prior to the respective decision-making authority's determination of application completeness.

25.12.7 Application Submittal Deadline

A. Major Site Plan Application

A completed major site plan application shall be submitted to the Community Development Director, or their designee, no later than 26 business days prior to the Planning Board meeting date at which the applicant desires the application to be reviewed.

B. Minor Site Plan Application

A completed minor site plan application shall be submitted to the Community Development Director, or their designee, no later than 9 business days prior to the Minor Project Review Committee meeting date at which the applicant desires the application to be reviewed.

25.12.8 Procedure

In addition to the common application and review procedures of this Article, the following review and approval procedures shall apply to applications for site plan review.

A. Minor Site Plan Procedure

1. Confirmation of Project Classification.

Upon receipt of a minor site plan application, the Community Development Director, or their designee, shall verify whether the request qualifies for classification as a minor site plan project in accordance with this LDC.

2. Staff Determination of Application

Completeness. Within 2 business days following the application submittal deadline, the Community Development Director, or their designee, shall complete an initial review of the application to evaluate whether the submittal requirements have been met.

3. Minor Project Review Committee Review.

Once the Community Development Director, or their designee, has made an initial determination that an application is complete, copies of the application and associated materials shall be sent to the Minor Project Review Committee for initial review at least 5 business days prior to the corresponding Minor Project Review Committee meeting date at which the public hearing on the application will be opened.

4. Site Visits. At the discretion of the Community Development Director, a formal site visit to the subject property may be scheduled prior to the Minor Project Review Committee public hearing on the application.

5. Compliance with Zoning.

a. Applications requiring approval from the Zoning Board of Adjustment shall not be noticed for public hearing until such approvals have been obtained.

b. Applications shall be in compliance with the Zoning Regulations prior to the issuance of public notice for the public hearing.

6. Notice of Public Hearing. The Community Development Director, or their designee, shall forward applications for minor site plan review to the Minor Project Review Committee for a public hearing, and shall provide published and mailed notice of this public hearing pursuant to NH RSA 675:7(l).

7. Committee Determination of Application Completeness. The Minor Project Review Committee shall vote to determine whether the application is complete prior to opening the public hearing.

a. If the Minor Project Review Committee determines that an application is incomplete, the Committee will either issue a written decision of incompleteness or, with the applicant's consent, table the application until the next meeting of the Committee.

8. Public Hearing. Upon reaching a finding that an application is complete, the Minor Project Review Committee may open the public hearing for the application.

9. Decision. The Minor Project Review Committee shall finish its review of an application within 60 calendar days of the meeting at which the Committee accepted the application as being complete.

a. If the Committee feels that more time is needed, or if the applicant requests additional time, the timeframe provided for review under NH RSA 676:4 can be extended by mutual agreement of the Committee and the applicant, so long as the applicant submits a request for the extension in writing.

B. Major Site Plan Procedure

1. **Presubmission Meeting.** Applicants for major site plan review shall attend a pre-submission meeting at least 2-weeks prior to the Planning Board submittal deadline.
2. **Staff Determination of Application Completeness.** Within 2 business days following the application submittal deadline, the Community Development Director, or their designee, shall complete an initial review of the application to evaluate whether the submittal requirements have been met.
 - a. If the missing application materials or information is necessary for proper documentation, but are not central to the initial departmental review, the applicant will be permitted to provide the required materials or information by the revision deadline of 14 calendar days prior to the corresponding regularly scheduled Planning Board meeting date.
3. **Departmental Review.** Once the Community Development Director, or their designee, has made an initial determination that an application is complete, copies of the application and associated materials shall be sent to the City's Engineering Division, Fire Department, Police Department, Zoning Administrator, and Building and Health Official for technical review.
 - a. City staff will be requested to return comments on the application to the Community Development Department within 5 business days of the distribution date.
 - b. The Community Development Director, or their designee, shall communicate departmental comments to the applicant, as soon as they are all received.
4. **Revision Deadline.** Any plan revisions or additional information requested of the applicant by City staff following

departmental review of the application shall be delivered to the Community Development Department no later than the revision deadline of 14 calendar days prior to the corresponding regularly scheduled Planning Board meeting date. The revision deadline shall not be waivable.

5. **Site Visits.** At the discretion of the Community Development Director or Planning Board Chair, a formal Planning Board site visit to the subject property may be scheduled prior to the Planning Board public hearing on the application.
6. **Compliance with Zoning.**
 - a. Applications requiring approval from the Zoning Board of Adjustment shall not be noticed for public hearing until such approvals have been obtained.
 - b. Applications shall be in compliance with the Zoning Regulations prior to the issuance of public notice for the public hearing.
7. **Historic District Commission Review.** Applications proposing to build new buildings or additions to buildings, which are younger than 50 years old, that are located in the Downtown Historic District shall be referred to the Historic District Commission for comments and a recommendation to the Planning Board before the public hearing on the application is closed.
8. **Notice of Public Hearing.** The Community Development Director, or their designee, shall forward applications for major site plan review to the Planning Board for a public hearing, and shall provide published and mailed notice of this public hearing pursuant to NH RSA 675:7(l).
9. **Board Determination of Application Completeness.** The Planning Board shall vote to determine whether the application is complete prior to opening the public hearing.
 - a. The Planning Board shall consider

advice from the Community Development Director, or their designee, in reaching a determination of application completeness.

- b. If the Planning Board determines that an application is incomplete, the Board will either issue a written decision of incompleteness or, with the applicant's consent, table the application until the next regular meeting of the Board.

- 10. **Public Hearing.** Upon reaching a finding that an application is complete, the Planning Board may open the public hearing for the application.
- 11. **Decision.** The Planning Board shall finish its review of an application within 65 calendar days of the meeting at which the Board accepted the application as being complete. If the Board feels that more time is needed, or if the applicant requests additional time, the timeframe provided for review can be extended by mutual agreement of the Board and the applicant, so long as the applicant requests the extension in writing.

25.12.9 Filing

- A. Building permits shall not be issued until approved site plans have been signed by the Chair or Vice Chair of the respective decision-making authority. Said signature shall signify that the plan has been duly approved by the decision-making authority and that all conditions precedent to plan signature have been met as specified in the approval.
- B. Prior to the signature of the Chair or Vice Chair of the respective decision-making authority on an approved site plan, the applicant shall:
 - 1. Demonstrate to the satisfaction of the Community Development Director, or their designee, that all conditions of approval have been met as specified by the respective decision-making authority; and,
 - 2. Provide complete copies of the approved plan set in a number and form as specified by the Community Development

Department.

25.12.10 Modifications to Approved Site Plans

- A. The Community Development Director may approve modifications to site plans previously approved by the Planning Board or the Minor Project Review Committee, if they determine that the proposed modifications are not substantive in nature, and are fully in compliance with the Site Development Standards in Article 20, the Zoning Regulations (Articles 2 through 18) and other regulations in this LDC. The Community Development Director may consult with the Planning Board Chair to determine if the nature of the proposed modifications are minor and do not warrant consideration by the Planning Board or the Minor Project Review Committee.
- B. The Community Development Director shall file a report with the Planning Board of the site plan modifications that have been approved administratively at the next regular meeting of the Planning Board following the Community Development Director's approval of such modifications.
- C. If the Community Development Director determines that the proposed revisions result in a major change to an approved site plan, then a new public hearing shall be required before the Planning Board in the case of major site plan applications, or the Minor Project Review Committee in the case of minor site plan applications, as required for a new application.

25.12.10 Approval Standards

All types of site plan review shall include an analysis of the potential impacts of the proposed use, development or redevelopment on the health, safety, and welfare of the community and the environment. The basis for this determination shall be the Site Development Standards in Article 20.

25.12.11 Expirations

- A. Any failure to meet the deadlines in this Section shall result in automatic expiration of Planning Board approval. This Section shall not be waivable.

B. Conditional Approvals. If an application is conditionally approved, the applicant has 180 calendar days (starting the day following the decision of the Planning Board or Minor Project Review Committee on the application) to meet any conditions that shall be met prior to signature of the Chair or Vice Chair of the decision-making authority on the plan.

1. All conditions that must be met after the plan is signed shall be satisfied within 2-years (starting the day following the decision on the application).
2. The applicant may request a reasonable extension of the time limit for satisfying the conditions prior to the Planning Board or Minor Project Review Committee granting a conditional approval.

C. Active & Substantial Development. Active and substantial development of an approved project shall be completed within 2-years, starting the day following the Board's decision to approve or conditionally approve the application. Plans approved in phases shall be subject to a determination of active and substantial development for the current phase. For purposes of this Section, active and substantial development shall include all of the following.

1. Construction of and/or installation of basic infrastructure to support the development in accordance with the approved plan, including at least 1 building foundation wall/ footing, roadways, access ways, etc., to a minimum of gravel base and utilities placed in underground conduit ready for connection to proposed buildings/structures.
2. Construction and completion of drainage improvements to service the development in accordance with the approved plans.
3. All erosion control measures (as specified on the approved plans) must be in place and maintained on the site.
4. Movement of earth, excavation, or logging of a site without completion of items 1-3 above, shall not be considered active and

substantial development.

25.12.12 Extensions

A. Prior to the expiration of an approval, an applicant may request an extension of the timeframe for meeting conditions or achieving active and substantial development from the Planning Board, in the case of major site plan approvals, or the Minor Project Review Committee, in the case of minor site plan approvals.

1. No modifications to the approved or conditionally approved plan shall be considered in conjunction with the request to extend the deadline.
2. Extension requests shall be submitted in writing to the Community Development Director, or their designee, at least 10 business days prior to the meeting of the respective decision-making authority at which the request will be considered.

B. The maximum time length for each approved extension is 6-months for meeting conditions of approval and 1-year for achieving active and substantial development. An extension of the conditional approval deadline by 6-months will automatically extend the deadline for active and substantial development by 1-year.

C. Under no circumstances shall an applicant be granted more than 3-extensions total for their application.

1. **First Extension.** The respective decision-making authority shall grant a first extension of the approval, if the applicant demonstrates the necessity of the extension and provides an update about the nature of the project and its status.
2. **Second Extension.** Prior to expiration of the first extension, the respective decision-making authority may grant the application a second extension, if said applicant demonstrates the necessity of the second extension and summarizes what changes, if any, have since occurred to applicable state law or City regulations.

- a. The respective decision-making authority shall consider whether any changes identified by the applicant would have influenced the Planning Board's or Minor Project Committee's initial decision with respect to the project.
 - b. If the respective decision-making authority finds that substantive changes to applicable state law or City regulations have been adopted that would have resulted in either modification of the project, the imposition of additional or different conditions in the approval, or disapproval of the project, then the extension request shall not be granted.
3. **Third Extension.** Prior to expiration of the second extension period, an applicant may request a third extension.
- a. Such extension shall only be granted by the respective decision-making authority where an applicant can demonstrate that there are extraordinary circumstances that warrant a third extension of the deadline. Extraordinary circumstances may include, but not be limited to, litigation that is entered into after the conditional approval is granted and which prevents the applicant from completing conditions required for signature or from completing active and substantial development.
 - b. If the extension request is denied by the respective decision-making authority, prior to expiration of the approval, the applicant may submit an application for modification of the conditional approval to address concerns leading to the denial of the extension.

25.12.13 Security

- A. The Planning Board and the Minor Project Review Committee shall have the authority to require applicants post a security deposit for the following.
 - 1. Public improvements, including but not limited to roads, sidewalks, parks, and utilities, and for performance of site improvements as specified by the respective decision-making authority at the time of approval.
 - 2. All landscaping installed on a site to ensure its survival for 1 full growing season after installation (a minimum of 1-year)
 - 3. Erosion and sedimentation control to assure that erosion control provisions are working, and required technical inspections take place.
 - 4. "As Built" plans signed and stamped by a NH licensed surveyor or engineer that include the exact location, size, and materials of sewer, water, gas, drainage and any underground utilities (e.g. phone, electric, cable) as well as catch basins, hydrants, compensatory wetlands or flood storage areas, sidewalks, drainage basins, edge of pavement, edge of buildings, and other improvements as may be indicated by the Community Development Director, or their designee.
 - a. After a project is completed and prior to release of any security, applicants shall digitally provide the complete set of "As-Built" plans on 22-in by 34-in paper or larger size and as an electronic file in .dwg, .dxf, .shp or geodatabase format.
 - b. All digital plans shall be named using the following convention: "[Insert Project Name]_As-Built".
 - c. All data should be provided in the NAD 1983 StatePlane New Hampshire FIPS 2800 (US Feet) coordinate system.
 - d. All CAD data should contain all

assignment files to be plotted and projected appropriately.

- e. Any missing or un-openable files will result in rejection of the submission.
- 5. Other elements of the project to ensure that they function concurrent with and subsequent to construction.
- B. The security shall be in a form acceptable to the Community Development Director, or their designee, and shall be either a certified check made out to the City of Keene or a letter of credit.
 - 1. Performance Bonds shall not be an acceptable form of security.
 - 2. The Planning Board or the Minor Project Review Committee may require a written security agreement that specifies when various improvements will be completed. Such agreement may be required to link the completion of phases of improvement with the issuance of building permits or certificates of occupancy.

25.12.14 Waivers

- A. Unless otherwise set forth in this LDC, the Planning Board may grant a waiver from strict compliance with provisions of the Site Development Standards in Article 20 or site plan review standards in Section 25.12, on a case-by-case basis on a case-by-case basis, so long as the Board finds, by majority vote, that:
 - 1. Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or,
 - 2. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.
 - 3. In granting a waiver, the Planning Board may require any mitigation that is reasonable and necessary to ensure that the spirit and intent of the standard being waived will be preserved, and to

ensure that no increase in adverse impacts associated with granting the waiver will occur.

- B. Any waiver request shall be in writing and shall cite the specific regulation or standard a waiver is requested from and the reason(s) it cannot be met.
- C. Waiver requests shall be submitted following the same process and timeframe as is required for formal applications to the Planning Board.

CITY OF KEENE
NEW HAMPSHIRE

MEMORANDUM

Date: August 11, 2021
To: Planning Board
From: Tara Kessler, Senior Planner
Re: Minor Project Review Committee Member Designation

The City of Keene Land Development Code adopted in May 2021, effective September 1, 2021, establishes a Minor Project Review Committee in accordance with NH RSA 674:43(III). This Committee has the authority to:

- Hear and decide on minor site plan review applications (see attached handout outlining the activities that would be classified as minor site plans)
- Review and comment on proposed projects for site plan review or subdivision review prior to the formal submission of a site plan or subdivision application.
- Hear and decide on requests for extensions to minor site plan approvals.

Per RSA 674:43(III), the Planning Board has the authority to designate members of this Minor Project Review Committee and such members shall be “technically qualified administrators...from the departments of public works, engineering, community development, planning, or other similar departments in the municipality.”

The following individuals are proposed to serve as regular and alternate members on the Minor Project Review Committee.

Regular Members:

1. John Rogers, Building / Health Official
2. Rhett Lamb, Community Development Director / Assistant City Manager
3. Don Lussier, City Engineer
4. Lt. John Bates, Fire Prevention Officer
5. Med Kopczynski, Economic Development Director

Alternates:

1. Michael Hagan, Plans Examiner
2. Kurt Blomquist, Public Works Director
3. Tara Kessler, Senior Planner

MINOR PROJECT REVIEW COMMITTEE

- RSA 674:43, III allows Planning Board to delegate site plan authority for minor projects
- As of Sep. 1, minor site plans will be reviewed & acted on by Minor Project Review Committee
- Composed of City Staff with experience reviewing site plans
- Shorter timeframe for application review
- Public notice / abutter notice will be required

MAJOR SITE PLAN

MINOR SITE PLAN

New buildings or structures greater than 5,000 sf gross floor area	New buildings or structures between 1,000 - 5,000 sf in gross floor area
Additions greater than 15% of the gross floor area of existing building	Additions between 10-15% of the gross floor area of existing building
Increase of 100 vehicle trips per day or 50 per peak hour	
Installation of impervious surfaces exceeding 10,000 sf in area	Installation of impervious surfaces 10,000 sf or less in area (as determined by Community Development Director based on proposed impacts)
Land disturbance that impacts 1-acre or greater of land	Land disturbance that impacts less than 1-acre or greater of land (as determined by Community Development Director based on proposed impacts)
Modifications to site or building that warrant major site plan review (as determined by Community Development Director based on proposed impacts)	Modifications to site or building that warrant major site plan review (as determined by Community Development Director based on proposed impacts)
Change of use (as determined by Community Development Director based on proposed impacts)	Change of use (as determined by Community Development Director based on proposed impacts)