



City of Keene Planning Board

AGENDA

Monday, May 23, 2022

6:30 PM

City Hall, 2nd Floor Council Chambers

I. **Call to Order** – Roll Call

II. **Minutes of Previous Meeting** – April 25, 2022

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 third 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.

IV. **Public Hearings:**

S-04-22 – Conservation Residential Development Subdivision & SPR-04-22 – Site Plan – 0 Drummer Road – Applicant and owner Christopher Farris proposes to subdivide the 13.1-ac parcel located at 0 Drummer Rd (TMP #515-015-000-000-000) into 6 lots with a shared private driveway and construct 5 multi-family buildings. Four of the lots are proposed to be developed into 5-unit multifamily residences, one lot is proposed to be developed as a 6-unit multifamily residence, and the remaining lot would be conserved as open space. The developable lots vary in size from 0.3 to 1.2 acres, and the open space lot is 9.5 acres. Waivers are requested from Section 25.10.8.B.2 of the Land Development Code regarding the requirement to prepare a survey that shows all metes and bounds of the revised parcels and Section 20.14.3.D regarding the requirement that all off-street parking be located to the side or rear of buildings. The site is in the Low Density District.

V. **Staff Updates**

VI. **New Business**

VII. **Upcoming Dates of Interest – April 2022**

- Joint Committee of the Planning Board and PLD – June 13, 6:30 PM
- Planning Board Steering Committee – June 14, 11:00 AM
- Planning Board Site Visit – June 22, 8:00 AM – To Be Confirmed
- Planning Board Meeting – June 27, 6:30 PM

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

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

8 **Monday, April 25, 2022**

6:30 PM

**Council Chambers,
City Hall**

Members Present:

Pamela Russell Slack, Chair
David Orgaz, Vice Chair
Mayor George S. Hansel
Councilor Michael Remy
Roberta Mastrogiovanni
Armando Rangel

Staff Present:

John Rogers, Acting Community
Development Director
Mari Brunner, Senior Planner
Evan Clements, Planner

Members Not Present:

Gail Somers
Tammy Adams, Alternate
Harold Farrington
Emily Lavigne-Bernier

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11 **I) Call to Order**

12 Chair Russell Slack called the meeting to order at 6:30 PM and a roll call was taken.
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14 **II) Minutes of Previous Meeting – March 28, 2022**

15 A motion was made by Mayor George Hansel that the Planning Board approve the March 28,
16 2022 meeting minutes. The motion was seconded by Councilor Michael Remy and was
17 unanimously approved.
18

19 **III. Public Hearings**

20 **S-05-22 – Subdivision – 2-lot Subdivision – 63 Meadow Rd** – Applicant Russ Huntley,
21 on behalf of owners Travis & Whitney Fafard, proposes to subdivide the 0.33-acre parcel at 63
22 Meadow Rd (TMP #109-015-000-000-000) into a 0.168-acre lot and 0.162-acre lot. The site is
23 located in the High Density District.
24

25 **A. Board Determination of Completeness**

26 Senior Planner Mari Brunner stated the Applicant requests exemptions from providing separate
27 existing and proposed conditions plans, a grading plan, a lighting plan, a landscaping plan and

28 technical reports. Staff have determined that the requested exemptions would have no bearing on
29 the merits of the application, and recommend the Board accept the application as complete.

30
31 A motion was made by Mayor George Hansel that the Board accept the application as complete.
32 The motion was seconded by Councilor Remy and was unanimously approved.

33
34 B. Public Hearing

35 Mr. Russ Huntley of Temple NH addressed the Board on behalf of the applicants. Mr. Huntley
36 stated this was a simple subdivision which meets all zoning criteria. There is an existing house
37 on one lot and a buildable lot on the other. Both lots have a little over 59.5 feet of frontage. Both
38 lots will be approximately 7,000 square feet in size. This concluded Mr. Huntley's comments.

39
40 Staff comments were next. Ms. Brunner stated as Mr. Huntley indicated this is a two-lot
41 subdivision. The existing lot has one single family home on it. This site is located at 63 Meadow
42 Road and is 0.33-acres in size. The proposal is to subdivide the site into two lots and create a
43 buildable lot for another residential property. The parcel is in the High Density District, and both
44 lots would be conforming with this District's dimensional standards if subdivided as proposed.
45 Ms. Brunner noted there is no development being proposed at this time and many of the Board's
46 development standards don't relate to this application.

47
48 However, she went over some of the pertinent standards:

49 Sewer and Water - This site has access to City sewer and water, so if new development was to
50 occur they could connect to City water and sewer.

51
52 Traffic & Access Management - The proposed subdivision would not affect traffic generation to
53 the site at this time, no new driveway is being proposed at this time.

54
55 Surface Waters & Wetlands - There are no wetland areas or surface waters located on or within
56 30 feet of this site. The site also lies outside of the floodplain. This concluded staff comments.

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58 The Chair asked for public comment, with no comment from the public, the Chair closed the
59 public hearing.

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61 The Mayor felt this was a straightforward application and might allow for some density in the
62 area.

63
64 C. Board Discussion and Action

65 A motion was made by Mayor George Hansel that the Planning Board approve S-05-22 for a 2-
66 lot subdivision of the parcel located at 63 Meadow Rd (TMP# 109-015-000), as shown on the
67 plan identified as "2 Lot Subdivision, Land of Travis D. & Whitney P. Fafard located at Tax
68 Map 109 Lot 015, 63 Meadow Road, Cheshire County, New Hampshire" prepared by Huntley
69 Survey & Design, PLLC at a scale of 1 inch = 10 feet, dated March 2, 2022 and revised on April
70 1, 2022 with no conditions.

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72 The motion was seconded by Councilor Remy and was unanimously approved.

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SPR-02-22 – Site Plan – Aroma Joe’s – 0 West St – Applicant Brickstone Land Use Consultants, on behalf of owner Judy L. Williams, proposes to construct an 800 sf, drive-thru only Aroma Joe’s coffee shop and install a second curb cut on the property located at 0 West St (TMP# 577-025- 000-000-000). A waiver is requested from Sec. 20.6.2.C.1.a of the Land Development Code regarding screening standards for roof-mounted equipment. The site is 0.22 ac in size and is located in the Commerce District.

A. Board Determination of Completeness

Planner Evan Clements stated the applicant requests exemptions from submitting a soils analysis and an historic evaluation. After reviewing each request, staff has determined that exempting the applicant from submitting this information would have no bearing on the merits of the application and recommends that the Planning Board grant these exemptions and accept the application as complete.

A motion was made by Mayor George Hansel to recommend the Board accept Application SPR-02-22 as complete. The motion was seconded by Councilor Harold Farrington and was unanimously approved.

B. Public Hearing

Mr. Phippard addressed the Board representing the applicant. He indicated this site is currently a non-conforming lot located on the south side of West Street. The lot is zoned commerce. During the initial zoning in the 1920’s, 4,000 square feet was what was required to be a legal lot size. This lot is approximately 9,738 square feet in size and in the Commerce District the current minimum lot size requirement is 15,000 square feet. The applicant applied for a variance from the Zoning Board which was approved by the Zoning Board for this lot to be a building lot.

This site is proposed to be an Aroma Joe’s Coffee Shop. The site will utilize the existing curb cut on the west side of the site and make it a one way enter only. The curb cut width will be narrowed down to 12 feet. Mr. Phippard stated this building fits perfectly on the lot and meets all the dimensional requirements for the Commerce zone.

Drainage – A couple of test pits were done on site. There will be an infiltration system constructed at the rear portion of the site. There are two catch basins to treat the runoff before it is fed into the infiltration system. This plan prevents runoff from getting onto adjacent properties. The pavement will also be surrounded with granite curbing so that all run off will be captured and directed to the catch basins and into infiltration system. The system is designed for a 25 year design storm.

Sedimentation and Erosion Control – Mr. Phippard stated because of the shape of the lot it is very easy to control with silt fencing around the perimeter of the lot to keep everything on site.

Snow Storage – There is adequate room for snow storage. Because the site meets the pavement setback, snow can be plowed to the sides and temporarily stored at the rear and then trucked off site.

120 Parking – The site meets the minimum requirements for parking (4 spaces per 1,000 square feet).
121 One space is handicap accessible. Mr. Phippard also referred to the handicap accessible route at
122 the rear area of the building. Mr. Phippard stated this is an unusual building as the only access in
123 and out of the building is at the rear and this is because there is no public entry; there is no public
124 seating inside the building or on the site. If someone wants to walk up to the window and place
125 an order there is a walk up window. The crosswalk from City sidewalk to the site also meets
126 handicap access requirements.

127
128 Landscaping – The residential areas that abut the site will be screened with six foot solid fencing
129 on three sides of the property. Arbor vitae will be used on the west and east sides. There will be
130 additional shrubs and ornamental grass on the front of the property. There will be a bike rack
131 located next to the walk up window. Staff requested curbing around the landscape areas at the
132 front. There is an existing concrete wall along the front of the property next to the sidewalk
133 which the applicant will retain and landscaping will be located behind that wall. A new sign will
134 also be located in that area.

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136 Lighting – The applicant will only be using 12 foot light poles (full cut off fixtures) in the
137 parking lot. In the Commerce District 30 foot poles are permitted. Mr. Phippard indicated the
138 reduced height is to reduce impact on adjacent properties and with the six foot fencing that
139 completely cuts off light trespass on to adjacent properties. There will also be two wall packs to
140 light the area.

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142 Mr. Phippard stated there were questions about circulation on the lot. He indicated this was a
143 challenge because of the size of the lot. A traditional rubbish truck will not be able to fit on this
144 site. Hence, the applicant is contracting with a private trash hauler who will use a pickup truck to
145 pick up trash from the site. With respect to fire trucks, they don't like to get within 50 feet of a
146 burning building and would end up having to park on West Street. There was a concern raised by
147 the Fire Department and the applicant recognizes that concern that this will be the only way to
148 fight a fire.

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150 Mr. Phippard noted that passenger vehicles and pickup trucks can be adequately handled on this
151 site. There was a question from staff regarding the internal turn lane. Mr. Phippard stated this is
152 something that is in place at other sites and used the Savings Bank of Walpole on West Street as
153 an example. He indicated he has seen cars go through a drive up but circulate back to the site and
154 in this case did not want to force cars onto West Street to make that turn.

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156 Screening – Mr. Phippard felt the site has been adequately screened with the arbor vitae and the
157 six foot fence. The plan is to save the existing large trees that exist on the south and east side of
158 the properties; Cherry and Maple. There is Japanese Knotweed that is growing on the site which
159 is going to be removed and properly disposed of.

160
161 Mr. Phippard addressed lighting again. He noted the lights will be turned off by 9 pm. The two
162 wall mounted lights will stay on for security purposes but they are at a much lower height so this
163 should not be an issue to the neighbors. The overall light levels are going to be less than two foot
164 candles and when the lights are reduced they will be at 0.4 foot candles. Mr. Phippard indicated

165 the concerns raised by the neighbors were the Japanese Knotweed, Lighting, Drainage, and Trees
166 and those concerned have all been addressed.

167
168 This site is on City water and sewer. The plan was to save the services used by the former duplex
169 that was on this site but those services were installed in 1930's, as a result new services are going
170 to be added by connecting to West Street.

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172 Traffic – Mr. Phippard felt the numbers in the ITE Manual were too low. He noted the numbers
173 in the traffic report are much greater compared to what is outlined in the ITE Manual. Mr.
174 Phippard noted this type of use relies on pass by traffic (90%), it is not often new traffic. The
175 new trips estimated by the traffic engineer are eight trips in the morning peak hour and two in the
176 afternoon peak hour, Mr. Phippard felt these were not significant numbers as they are vehicles
177 already on West Street.

178
179 Mr. Phippard next referred to architectural elevations. The building is only 18 feet wide, the
180 HVAC units (two) are being located in the center of the building but will only be eight feet from
181 the edge. According to development standards it is required to be 10 feet, hence a waiver is being
182 requested. There is a two story elevation in front of the building which will adequately screen
183 anything on the roof behind them. There will be painted lattice along the east, west and south to
184 provide additional screening.

185
186 Mr. Phippard stated there was a question about deliveries. Mr. Phippard stated the other Aroma
187 Joe facilities work with Sysco who have smaller vehicles and are willing to schedule their
188 deliveries during specific time periods. Wednesday afternoons at 2 pm is the slowest time based
189 on other stores and this would be the time scheduled for deliveries. The truck will come down
190 West Street, back into the exit lane and at that time there will be a barrier placed indicating the
191 site is closed for delivery for 20 minutes.

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193 Surface Waters and Wetlands – There are no wetlands on site and the site will have no impact on
194 Ashuelot River which is located about 300 feet east of this site. The site is also not located in the
195 flood plain.

196
197 The site will not generate a lot of noise. There is an order board customers can use and place an
198 order face to face and will have no need to yell into an automated box.

199
200 Mr. Phippard referred back to building elevation. This building will have clap board siding, with
201 brick veneer treatment at the bottom of the building. The site will also have shingled roof. Mr.
202 Phippard stated the only unusual element for Keene would be the blue trim.

203
204 Mr. Phippard felt a left turn can be safely accommodated at this location. The reason for that is
205 there are still traffic lights east of the site at the Island Street intersection and west of the site at
206 the Shopping Plaza which will create gaps in traffic. He stated he does not see the need for right
207 turn only. This concluded Mr. Phippard's comments.

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209 Mayor Hansel referred to the interior sidewalk closest to West Street and asked whether it was
210 going to be striped. Mr. Phippard answered in the affirmative. The Mayor asked what the size

211 limit would be for vehicles to be able to make the turn. Mr. Phippard stated 30 feet would be the
212 limit which is larger than most passenger cars and pickup trucks. Any other vehicle could also
213 make the turn by driving in, backing up and driving forward etc.

214
215 Ms. Mastrogiovanni clarified only nine vehicles could fit on this site and noted Dunkin Donuts
216 has an area where cars can back up and asked what the plan was if there were more than nine
217 cars on site. Mr. Phippard stated he had asked the traffic engineer to address this issue; they
218 looked at what is called the 95th percentile as it relates to how long it takes to process an order.
219 Relying on existing Aroma Joe sites, they have changed the menu and the goal is always a
220 minute. Mr. Phippard stated when he visited one of these sites he was on the property for two
221 minutes. The 95th percentile is nine cars and this can be easily accommodated on the site.

222
223 Councilor Remy asked whether there was a way to estimate traffic if this was to be right and left
224 turn and asked if it would be 50% each way. Mr. Phippard stated he had discussed this with the
225 traffic engineer. In the morning, there is heavy traffic, cars turn right in and right out as they are
226 continuing towards downtown. In the afternoon, it is busy in the other direction. Mr. Phippard
227 stated the fast turnaround is the secret to Aroma Joe's success.

228
229 Vice-Chair Orgaz asked when a vehicle is exiting the site and is turning left whether there was
230 room for a vehicle to also go right. Mr. Phippard stated the width of the exit is 17 feet and how it
231 is exited would depend on the driver whether they want to move father to the left when going left
232 so someone can also exit to the right. He added it is not purposely designed for two exit lanes.

233
234 Chair Russell Slack stated she uses this road a lot; she uses Starbucks, Dunkin Donuts and
235 Savings Bank of Walpole and all these businesses can go right and left and felt this was because
236 of the lights as was mentioned, there is the break in traffic. The Chair added there is a plan by the
237 City to upgrade West Street and stated she agrees with what Mr. Phippard has stated.

238
239 The Chair asked for staff comments. Planner Evan Clements addressed the Board. Mr. Clements
240 stated the proposal before the Board is to construct an approximately 42 foot by 18 foot, single
241 story building with various site improvements to accommodate a walk-up / drive-thru coffee
242 shop with no indoor or outdoor seating. He indicated the property was recently the subject of a
243 variance request to permit a building lot consisting of 9,738 square feet in the Commerce District
244 where 15,000 square feet is required. This variance was approved.

245
246 Mr. Clements went on, stating that Mr. Phippard had adequately described the drainage on the
247 site with the proposed infiltration system and two catch basins to be able to handle a 25 year
248 storm with an estimated total rainfall of 4.92 inches of rain in a 24 hour period.

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250 The grading and drainage plan shows siltation control in the form of silt fencing to be installed
251 along the perimeter and downslope portion of the site. Matting and a temporary construction is
252 also being proposed.

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254 Snow Storage and Removal – There is plenty of room around the perimeter of the site for
255 temporary storage and any excess snow will be removed from the site.

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257 Landscaping includes 16 arborvitaes to be located along the east and west of the property and a
258 six foot fence around the southern, eastern and western borders along the residential properties.
259 There is also a selection of approximately 43 perennial, shrubs and grass to be installed as well.
260 Temporary construction fencing is to be used to protect the root system of these trees during
261 construction.

262
263 With reference to the Waiver, Mr. Clements stated the building is 18 feet wide and the
264 requirement is that rooftop equipment will be installed ten feet from the edge of the building and
265 this is a challenge for the applicant to meet. Mr. Clements went over the waiver criteria the
266 Board will need to consider. They are as follows:

267 *1. Strict conformity would pose an unnecessary hardship to the applicant and the waiver*
268 *would not be contrary to the spirit and intent of the regulations; or,*

269 *2. Specific circumstances relative to the site plan, or conditions of the land in such site*
270 *plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.*

271 *3. In granting a waiver the Planning Board may require any mitigation that is reasonable*
272 *and necessary.”*

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274 Lighting – The Lighting Plan shows the installation of three, 12 foot tall pole mounted lights and
275 two wall mounted fixtures. Mr. Clements indicated one minor issue with the lighting plan is that
276 full cut sheets for the fixtures were not provided so the proposed color temperature could not be
277 evaluated, hence a condition of approval on this item will be required.

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279 Water and Sewer – As mentioned a new 1” water service line and 4” sewer service line is being
280 proposed for this development.

281
282 With reference to delivery operations, Mr. Clements noted even though it makes real-world
283 sense considering the constraints of the site, however, Section 20.9. 2.B does say “*Wherever*
284 *possible, the number of curb cuts or driveways on public streets shall be limited to ensure safe*
285 *navigation around the site”*

286
287 Filling and Excavation – Mr. Clements indicated as Mr. Phippard had stated there is no
288 significant plan for regrading work but estimate 200 cubic yard of material to be removed or
289 brought to the site during site development which assumes 20 trips in a ten yard truck. Trucks
290 will haul material from NH Rt. 12 to West Street to the building site. Mr. Clements noted this
291 does not trigger the threshold for additional review and it appears that this standard has been met.

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293 Noise - The applicant states that no excessive noise will result from this proposal.

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295 Hazardous or Toxic Materials - The applicant states they are not aware of any hazardous or toxic
296 materials located on site.

297
298 Surface Waters & Wetlands – There are no wetlands on the property and the site is sufficiently
299 away from the Ashuelot River, hence this standard appears have been met.

300
301 This concluded staff comments.

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303 Councilor Remy asked whether there was handicap accessible parking on site. Community
304 Development Director John Rogers stated the accessible parking is meant for employees as there
305 are no vehicular parking being invited on site. There is an allowance within the code that the
306 accessibility parking is meant for employees. The Councilor referred to the lattice screening that
307 was discussed for the three sides, which was discussed but is not included in the plans and asked
308 whether this needs to be included in the plan. Ms. Brunner stated how staff will handle this is
309 when there are details for screening it would be saved with the project folder and reviewed after
310 construction. If the standard is not meant, the applicant would be required to come before the
311 Board for a waiver. She indicated it could also be included as a condition of approval, in that
312 case the applicant would need to submit the screening requirements within the 180 days for when
313 they need to get the plan signed.

314
315 Mayor Hansel asked whether the lighting temperature needs to be included as a condition of
316 approval. Mr. Clements stated it is recommended as a condition of approval. Mr. Clements
317 referred to the letter that was submitted by an abutter and Mr. Phippard did address those
318 concerns. The Board has a copy of that letter. The Chair stated she was satisfied with the
319 concerns addressed by Mr. Phippard in reference to the letter.

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321 The Chair asked for public comments next. Ms. Bardis of 21 Richardson Court addressed the
322 Board. Ms. Bardis stated her only concern is the bus stop located on Pearl Street where the bus
323 makes stops twice a day and was concerned about the added traffic in this area. She walks with
324 her small child along West Street to the bus stop twice a day. Mr. Phippard was invited to
325 address this concern. Mr. Phippard stated the bus pulls off West Street onto Pearl Street and
326 students discharge the bus at that time. He indicated as long as the students are on the sidewalk
327 they should be ok. Mayor Hansel added to this comment and asked how tall the planting in this
328 area was, which is the only thing he could see as causing an issue. Mr. Phippard stated they are
329 proposing smaller plantings on purpose so as not to obscure the sign of the business. The Mayor
330 asked whether same would be true for the perimeter of the site. Mr. Phippard agreed – 16 inches
331 would be the mature height for Junipers proposed for this location and this is mostly a year round
332 cover. Councilor Remy stated he was more concerned about the overlap between the peak AM
333 hours and people walking from Richardson Court to Pearl Street and drivers turning left into the
334 lot driving in quickly trying to make the gap in traffic and was inclined to make it right turn only
335 even if it was just for the morning.

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

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339 The Chair felt it did not need to be right turn only as she has traveled this route a lot and there are
340 many businesses that make this turn regularly. Vice-Chair Orgaz agreed there were several
341 businesses who make this turn. Mayor Hansel stated for him it is whether this site is different to
342 other sites in the area who are allowed to make a left and right turn. With respect to the concern
343 raised by the member of the public, he felt this site was going to be set back far enough where
344 visibility will not be an issue.

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346 Councilor Remy felt a restriction for right turn only during the morning peak hour would be his
347 preference. The Chair stated she hesitates placing such a burden just on one business. The
348 Councilor noted the CVS Plaza has a right turn only restriction.

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C. Board Discussion and Action

A motion was made by Mayor George Hansel that the Planning Board grant a waiver from Section 20.6.2.C.1.a of the Land Development Code and approve SPR-02-22, as shown on the plan identified as “Aroma Joe’s 0 West Street, Keene, New Hampshire” prepared by SVE Associates and Brickstone Land Use Consultants at a scale of 1 in =10 ft, dated March 18, 2022 and last revised April 5, 2022, and on the architectural elevations received on March 18, 2022 and prepared by Reprise Architecture, Inc. of Burnsville, MN at a scale of 1/4in = 1 ft, with the following conditions prior to signature of Planning Board Chair:

1. Owner’s signature appears on plan.
2. Submittal of full cut sheets for the proposed light fixtures.
3. Submittal of security for landscaping, sedimentation and erosion control, and “as built” plans in a form and amount acceptable to the City Engineer.
4. Submittal of a revised building elevation sheet that includes the following information:
 - a. Name of the firm that created the elevations.
 - b. All relevant dates, including all revision dates.
 - c. All measurements should be from grade and not an elevation set at 100 feet.

The motion was seconded by Councilor Remy.

Councilor Remy amended the motion to include the following item:

Submittal of a revised site plan that displays the exit from the site restricted to a “Right Turn Only” from 7 am to 9 am.

The amended motion was seconded by Mayor George Hansel.

The motion to amend failed on a 2-4 vote with Mayor Hansel, Chair Russell Slack, Vice-Chair Orgaz and Armando Rangel voting in opposition.

The original motion carried on a unanimous vote.

IV. Staff Updates

Ms. Brunner stated staff is working on updating Rules of Procedure which they will bring to Board at an upcoming meeting. At this time staff is unsure if the Board will need to meet in May. The Chair asked whether staff anticipates many changes to the Rules of Procedure. Ms. Brunner stated because the Rules of Procedure date back to 1990 there are some items that need to be addressed, such as how Alternates are able to participate and vote. The Chair asked if this item is long that the agenda be split.

V. New Business

None

395 **VI. Upcoming Dates of Interest** – April 2022

- 396 • Joint Committee of the Planning Board and PLD – May 9, 6:30 PM
397 • Planning Board Steering Committee – May 10, 11:00 AM
398 • Planning Board Site Visit – May 18, 8:00 AM – To Be Confirmed
399 • Planning Board Meeting – May 23, 6:30 PM

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401 There being no further business, Chair Russell Slack adjourned the meeting at 7:42 PM.

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403 Respectfully submitted by,
404 Krishni Pahl, Minute Taker

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406 Reviewed and edited by,
407 Mari Brunner, Senior Planner

May 4, 2022

Mr. John Rogers
Community Development, City of Keene
3 Washington Street
Keene, NH 03431

Re: SPR-01-18 The Summit Athletic Center Site Plan Approval Extension Request

Dear John,

Hillsborough Capital, LLC dba The Summit Athletic Center is requesting an extension for the Site Plan Approval for the project located at 809 Court St, Keene, NH which was approved by the Planning Board on April 23, 2018 and required substantial completion of the project within twenty-four (24) months of the signed approval. At its meeting on May 24, 2021, the Planning Board voted to extend the deadline for another twelve (12) months for achieving active and substantial development of the site plan. The rationale for this subsequent extension request is outlined below.

We were required to shut-down operations for over 2 months from March 18th, 2020 to June 1, 2020 due to the COVID-19 Pandemic. Once the business re-opened, we adhered to all applicable guidelines and mandates for capacity control, cleaning protocols, and social distancing. The impact of the shut-down, increased expenses, and reduced capacity restricted our ability to scale profitability per our original projections. Since the prior renewal approval, we have experienced an increase in demand and reprojected our growth, revenue, and capital plans. Still, ongoing increases in utility costs, unforeseen facility repairs, labor shortages, and a lack of comfort for clients to train indoors, has slowed down our progress. We are currently assessing strategic alternatives for the facility and the business overall. This includes evaluating the overall building expansion plans and site approvals as contemplated in the approved Site Plan. Given the unanticipated circumstances that the pandemic created, we continue to work diligently to meet timelines, but it continues to take longer than originally expected. This extension is requested to ensure the conditional Site Plan approval:

1. Does not lapse while the plans are finalized;
2. We can continue occupying and operating the facility temporarily as approved during the Planning Board meeting on December 18, 2018; and
3. We still have the authorization to commence execution of the Site Plans approved on April 23, 2018.

We appreciate your consideration of our extension request. Please do not hesitate to reach out to me if you have any questions or need additional information.

Sincerely,



Stephen L. Holland
steveh@reachmysummit.com
603-785-5488

cc: Mari Brunner- City of Keene
Chad Branon- Fieldstone Land Consultants, PLLC

Tim Sampson- Sampson Architects