



Historic District Commission **AGENDA**

Wednesday, April 19, 2023

4:30 PM City Hall, 2nd Floor Council Chambers

1. Call to Order and Roll Call

2. Minutes of January 18, 2023

3. Adoption of 2023 Meeting Schedule

4. Advice & Comment

- a) **Apartments – 104 Emerald St** – Property owner Robert Parisi of RK Parisi Enterprises Inc., is seeking input from the HDC regarding proposed renovations to the exterior of the former KIPCO building located at 104 Emerald St (TMP #584-069-000). The property is ranked as a Contributing Resource and is located in the Downtown Growth District.

5. Public Hearing

- a) **COA-2016-01, Modification #2 – 85 Emerald St – Exterior Renovations** - Applicant and owner 85 Emerald Street LLC, proposes exterior renovations to the building at 85 Emerald St (TMP #584-072-000), including residing the building, renovating the existing entrances, and replacing the existing windows with new larger windows. The property is ranked as a Non-Contributing Resource and is located in the Downtown Growth District.
- b) **COA-2009-24, Modification #2 – 24 Vernon St – Monadnock Peer Support Exterior Renovations** - Applicant and owner Monadnock Area Peer Support Agency, proposes exterior renovations to the building at 24 Vernon St (TMP #568-058-000), including changes to the exterior siding, the creation of a new primary entrance, the replacement of all existing windows, the installation of a rooftop solar array, and a rooftop garden space. The property is 0.28 ac and is ranked as a Primary Resource in the Downtown Core District.

6. Staff Updates

7. New Business

8. Upcoming Dates of Interest:

- a) Next HDC Meeting: May 17, 2023 – 4:30 pm, TBD
- b) HDC Site Visit: May 17, 2023 – 3:30 pm (To be confirmed)

9. Adjourn

1 City of Keene
2 New Hampshire

3
4
5 HISTORIC DISTRICT COMMISSION
6 MEETING MINUTES
7

Wednesday, January 18, 2023

4:30 PM

Council Chambers,
City Hall

Members Present:

Russ Fleming, Chair
Sophia Cunha-Vasconcelos, Vice Chair
Councilor Catherine Workman
Hope Benik
Gregg Kleiner, Alternate
Peter Poanessa, Alternate

Staff Present:

Evan Clements, Planner
Jesse Rounds, Community Development
Director

Members Not Present:

Andrew Weglinski
David Bergeron, Alternate
Hans Porschitz

8 **1) Call to Order and Roll Call**
9

10 Mr. Fleming called the meeting to order at 4:30 p.m. Mr. Clements called the roll.
11

12 **2) Election of Chair and Vice Chair**
13

14 Mr. Fleming nominated himself as Chair. Mr. Poanessa seconded the nomination. The
15 Commission unanimously approved Mr. Fleming as Chair. Mr. Fleming nominated Sophia
16 Cunha-Vasconcelos as vice chair. Councilor Workman seconded the nomination. The
17 Commission unanimously approved Ms. Cunha-Vasconcelos as Vice Chair.
18

19 **3) Minutes of November 16, 2022**
20

21 Ms. Benik made a motion to adopt the minutes of the November 16, 2022 meeting. Councilor
22 Workman seconded the motion. The Commission passed the motion. Vice Chair Cunha-
23 Vasconcelos abstained, as she was not present at the November 16, 2022 meeting.
24

25 **4) Staff Updates**

26 **A) List of 2022 Minor Project Approvals as of December 31, 2022**
27

28 Mr. Clements noted he would be providing two updates that were not included on the agenda.
29

30 Mr. Clements stated that work was done on the property at 34 Court Street, including
31 tuckpointing and minor maintenance to the existing brick façade. Since he property is a Primary
32 Resource, the work required review. The owner of the property, Paragon Digital, LLC, was easy
33 to work with because they were motivated to maintain the property’s historic character. Mr.
34 Clements expressed that the work came out well.

35
36 He stated that the Diplomat Cigar Bar wanted a seasonal patio at 21 Davis Street. The Diplomat
37 was motivated to ensure the patio was a benefit to the District. The Diplomat chose materials to
38 partition the patio that considered the District’s character. Mr. Clements thought the work came
39 out well.

40
41 Mr. Clements stated that he was less familiar with the work done for the Edward Jones office at
42 43-45 Roxbury Street. The property is ranked as a Non-Contributing Resource in the Downtown
43 Core District. Existing vacant space was converted into an Edward Jones office. A condenser
44 was installed along the southern building façade and screened.

45
46 Post Offices, LLC proposed installing seven condensers on the roof of the loading area of the
47 building at 34 West Street. The mechanical equipment was screened. The property is a Primary
48 Resource.

49
50 The Monadnock Area Peer Support Agency proposed installing an outdoor seating area at 24
51 Vernon Street. As part of its conditional use permit, it was required to screen the area. A vinyl
52 stockade fence consistent with District standards was installed to screen the area.

53
54 Chair Fleming asked Mr. Clements whether the Edward Jones office was a ground floor office.
55 Mr. Clements stated he was not familiar with the project but could find out and follow up. Chair
56 Fleming stated it was not necessary, as he was just curious.

57
58 For the first new staff update, Mr. Clements stated that the Community Development
59 Department is proposing a budget for the Commission to create and mail an informational
60 pamphlet to property owners in the District. After researching the cost of such a project, staff
61 would budget an appropriate amount for the project. There would be an initial mailing to all
62 properties within District. As a property ages into the period of significance, the owner would
63 receive a mailing alerting it to its obligations to the District. As a property changes ownership,
64 the new owner would also receive a mailing.

65
66 Mr. Poanessa asked for clarification about the period of significance. Mr. Clements responded
67 that the period begins 50 years from today’s date. Chair Fleming asked whether the Commission
68 has jurisdiction over the current post office in Keene, which he recalled was built during the
69 Nixon administration. Mr. Clements stated he believes government use is exempt from zoning
70 and therefore likely to be exempt from Historic District regulation.

71

72 Chair Fleming commented positively about a suggestion made at the November Commission
73 meeting to include a cover letter with the mailing that states, “You are in the Historic District.”
74 Mr. Clements agreed.
75

76 For the second new staff update, Mr. Clements stated the certified local government (CLG) grant
77 cycle for 2024 is beginning. The Heritage Commission is working on two grants. One is for a
78 neighborhood story mapping tool through ArcMap’s story map website program. The second is
79 for a project with Cheshire County, the Recovering Black Stories program, which will kick off
80 soon. A professor and her students from Northeastern University will be collecting information
81 and weaving it together into stories about the Black community in Keene over the last 100 years
82 or so.
83

84 Mr. Clements stated that in 2011, the Historic District was extended down Gilbo Avenue, but the
85 properties were never properly inventoried. There are CLG grants available to fund historic
86 preservation activities, like conducting the inventory. Mr. Clements asked if any Commission
87 members were interested in working with staff on a grant application. He believed they would be
88 in a better position to discuss the historical significance of the area than him, as he has only been
89 with the City of Keene for about eight months. Once the application is completed, staff would
90 work on follow-up activities, such as working with a professional to conduct the inventory.
91 Councilor Workman expressed support for seeking grant funds for the inventory but indicated
92 she did not have time to work on the application. Chair Fleming expressed support for seeking
93 funds for the program. He also expressed interest in volunteering his time.
94

95 Vice Chair Cunha-Vasconcelos made a motion to undertake the grant application, which Mr.
96 Kleiner seconded. The motion passed unanimously.
97

98 **5) Discussion Items**

99 **A) Downtown Infrastructure Improvement Project Update**
100

101 Chair Fleming stated that he asked Mr. Clements to include this item on the agenda, not for the
102 Commission to debate options or take any positions, but for the Commission to be informed of
103 what is taking place in Keene. He noted WKBK asked if it was appropriate to ask questions
104 about the project at the meeting. He said it was not appropriate.
105

106 Mr. Rounds showed the City of Keene’s webpage with frequently asked questions (FAQs) about
107 the project. Commission members should direct people with questions to the page for the time
108 being. They should also direct them to a public workshop with the consultants working on the
109 conceptual design for the project, scheduled for January 30, 2023 at 5:00 p.m. at Heberton Hall
110 or to a public comment meeting with the City Council, which is the decision-making body for
111 the project, scheduled for February 21, 2023 at Keene High School’s auditorium.
112

113 Mr. Rounds showed a timeline for the project from the FAQs webpage. The issue of
114 infrastructure beneath Main Street was first raised in 2017 when the City Council was discussing

115 capital improvement plans, which the Council used to approve every year and now approves
116 every two years after public hearings. Last year, the Public Works Department requested bids for
117 a conceptual design and hired Stantec to produce conceptual designs. That was the first step in
118 what started as an infrastructure project. It became clear all of Main Street had to be torn up from
119 building-front to building-front, while respecting Central Square – not a right-of-way – to
120 complete the infrastructure work. This became an opportunity to address issues like sidewalk
121 width, accessibility, parking, and movement through the area. At its core, though, this is an
122 infrastructure project to address issues like 100-plus-year-old water lines and sewer lines
123 connected to the storm water system, which federal law no longer allows. Early in the design
124 stage, the Mayor initiated an ad hoc steering committee to review designs. In December 2022,
125 the committee voted to support a specific set of designs.

126
127 Now is the stage for public comment. January 30 and February 21 are those opportunities. This is
128 the first step. The City Council may schedule more such opportunities. The current design is very
129 conceptual. More design work will be done. Details like the type of curbing or lighting will come
130 during the next stage. The Public Works Department will want input when the time comes, after
131 the City Council decides on a design direction. Since much of the project is located in the
132 Historic District, this Commission’s input will be important during the next stage.

133
134 Mr. Rounds has heard a lot of speculation about the budget for the project. This design phase
135 was bid out for \$520,000, a tiny amount of the larger project budget. About half the budget has
136 been spent thus far. There will be more to come from Stantec, which has provided a lot of
137 information that staff has pushed out to the public as quickly as possible.

138
139 Mr. Poanessa asked whether the \$520,000 bid included engineering. Mr. Rounds stated that he
140 believed it included the initial engineering but would need to follow up to confirm whether the
141 physical engineering was included. Mr. Poanessa asked if there was a rough budget for the entire
142 project. Mr. Rounds stated he did not have the figure in his head and directed Mr. Poanessa to
143 the FAQs webpage.

144
145 Chair Fleming asked if there were slides with an overview of the conceptual designs. Mr.
146 Rounds showed renderings from about two weeks ago from the FAQs webpage. He noted the
147 green space of Central Square is unaffected in the design. He noted the addition of public space
148 from the north end of the existing greenspace to the sidewalk in front of the church. The public
149 space would remain accessible to emergency vehicles.

150
151 Mr. Rounds noted there was a lot of discussion in the technical review committees and the ad
152 hoc committee about options for the south end of Central Square. The City Council will decide
153 what makes the most sense for the intersection. Mr. Rounds showed drawings of the existing
154 intersection and a proposed mini-roundabout. The drawings indicate how long cars might be
155 backed up at the existing intersection versus the proposed mini-roundabout. He noted it was a
156 mini-roundabout and not a roundabout because a roundabout contemplates a specific geometric
157 design. Mr. Rounds stated there was a separate project website with more information, including

158 renderings of additional designs. He believed the website was still accepting comments. A link to
159 the project website is on the top of the FAQs webpage. Staff will continue to post updates on the
160 FAQs webpage up to or through the public information sessions. There is a link to the FAQs
161 webpage on keenenh.gov.

162

163 Ms. Benik asked whether proposals were sought from engineering firms other than Stantec. Mr.
164 Rounds stated there was a national search.

165

166 Chair Fleming asked what the red area on the right of the rendering was. Mr. Rounds clarified it
167 was the public space accessible to emergency vehicles. The space is meant for walking, cycling,
168 and maybe even skateboarding. The red on the rendering is not meant to indicate brick but to
169 differentiate it from the road.

170

171 Mr. Poanessa asked whether there would be a slip lane for the mini-roundabout. Mr. Rounds
172 indicated there was at least one in the rendering, but he was unsure whether the mini-roundabout
173 would end up with any. He noted a lot was still subject to change. More engineering decisions
174 would be made after the City Council decides on a direction to pursue.

175

176 **B) Neighborhood Heritage Districts**

177

178 Mr. Fleming stated that, at a recent public meeting, a woman discussed neighborhood
179 preservation districts, noting there was a publication on the subject. Mr. Rounds confirmed an
180 online publication by a preservation specialist on “neighborhood preservation districts” that
181 discussed the pros and cons of such districts, as well as the process for creating them.

182

183 Mr. Rounds explained that a neighborhood preservation district differs from a historic
184 preservation district. A neighborhood preservation district seeks to preserve the character of an
185 area rather than the specific architectural and design features of the buildings in an area. A
186 preservation district is focused on an area’s rather nebulous character or feel. A historic
187 preservation district is focused on the time significance of buildings in an area.

188

189 Mr. Rounds discussed the process for creating a neighborhood preservation district. The master
190 plan must reference the preservation of a neighborhood. A group of residents must propose a
191 neighborhood preservation district to the Commission or another body, which must then propose
192 the creation of a neighborhood preservation district to the Planning Board for approval. If
193 approved, the group of residents would draft a proposal and ordinance to be approved by the City
194 Council. If approved, the Planning Board and the neighborhood’s advisory committee would
195 work together to review and approve projects for adherence to certain criteria meant to maintain
196 the district’s character, such as the type of house. Unlike a historic preservation district, a
197 neighborhood preservation district would not be so concerned with window or door styles, for
198 example.

199

200 Chair Fleming stated that the woman at the public hearing mentioned School Street and Summer
201 Street. He noted part of Island Street is primarily an Italian neighborhood. He noted they are all
202 outside the Historic District. He noted neighborhood preservation districts are very grassroots-
203 driven but involves Planning Board approval. Mr. Rounds concurred, indicating the Planning
204 Board and the advisory committee could, for example, hold a joint public hearing.

205

206 In response to Chair Fleming's question, Mr. Rounds stated he was not aware of any
207 neighborhood preservation districts in New Hampshire and was not aware of any official
208 proposals for them in Keene. He noted New Hampshire statute allows innovative land use
209 controls, which a neighborhood preservation district would fall under. While neighborhood
210 preservation districts were often discussed, none were created in the end.

211

212 **6) New Business**

213

214 Councilor Workman stated she was getting a lot of questions about the sale of the Ramunto's
215 building and, in particular, about any changes to the existing patio area. She asked staff whether
216 any changes were in the Commission's purview. Mr. Clements stated that staff would determine
217 whether any changes would affect the site plan, and, if so, whether the Planning Board or the
218 Commission or both would be best-suited to consider the changes. As an example, Mr. Clements
219 mentioned the Commission and not the Planning Board considered the Diplomat Cigar Bar's
220 seasonal patio plans. He stated, ultimately, it would be the Community Development Director's
221 call. Councilor Workman stated the Ramunto's sale was in the news a lot lately, and she foresees
222 public concern about the property.

223

224 **7) Upcoming Dates of Interest**

225

**A) Next HDC Meeting: February 15, 2023 – 4:30 p.m. City Hall, 2nd Floor
Council Chambers**

226

B) HDC Site Visit: February 15, 2023 – 3:30 p.m. (to be confirmed)

227

228

229 Mr. Clements stated the deadline to submit applications for consideration at the February 15,
230 2023 Commission meeting is Friday, and he is not aware of any applications in the pipeline. He
231 indicated he would advise the Commission about any applications early next week. He stated he
232 is trying to be more communicative with the Commission, including about the need for a meeting
233 if there are no applications to consider.

234

235 **8) Adjournment**

236

237 There being no further business, Chair Fleming adjourned the meeting at 5:15 p.m.

238 Respectfully submitted by,

239 Wendy Chen, Minute Taker

240

241 Reviewed and edited by,

242 Evan J. Clements, AICP - Planner



HISTORIC DISTRICT COMMISSION

2023 Meeting Schedule

All meetings are on the 3rd Wednesday of each month at 4:30PM

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 21, 2023

July 19, 2023

August 16, 2023

September 20, 2023

October 18, 2023

November 15, 2023

December 20, 2023

January 17, 2024

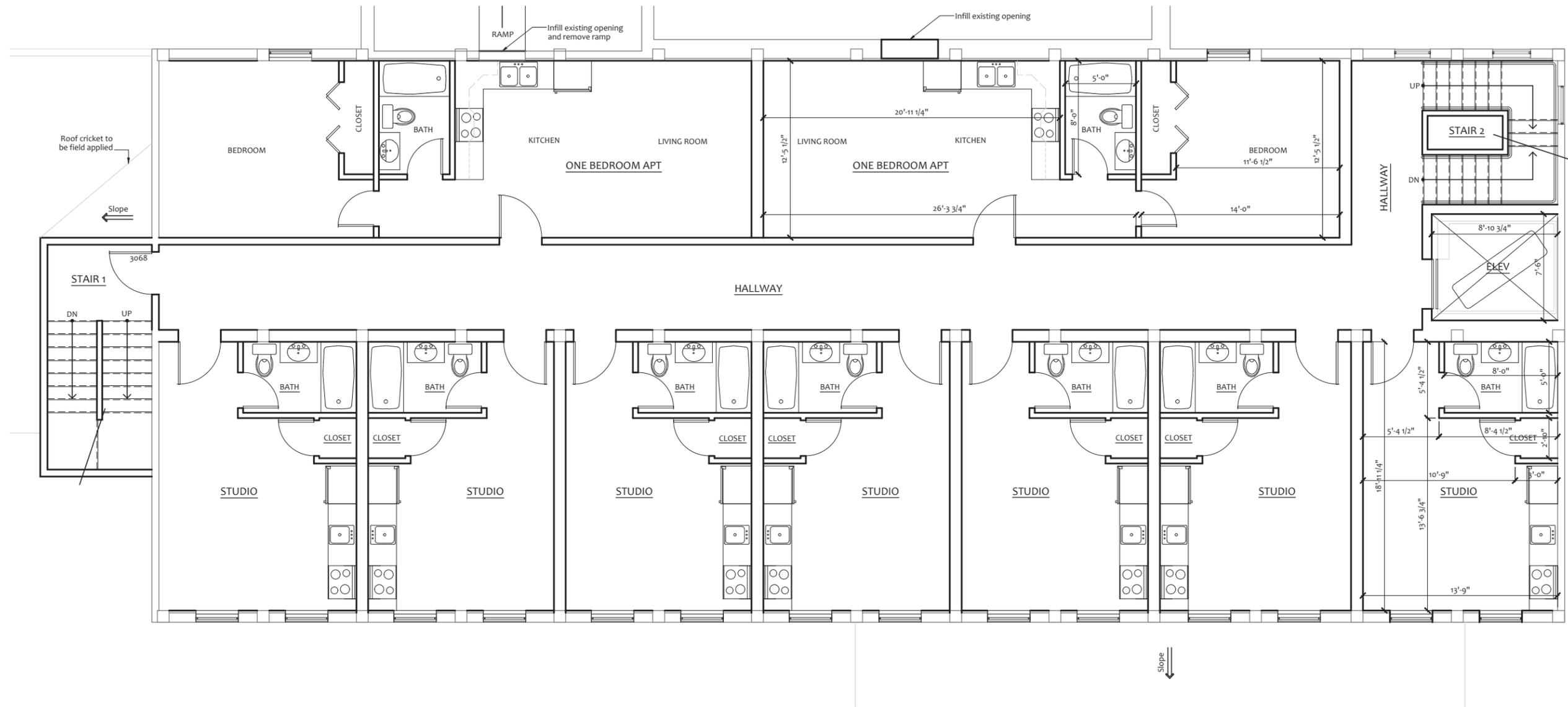
Meeting dates & times are subject to change

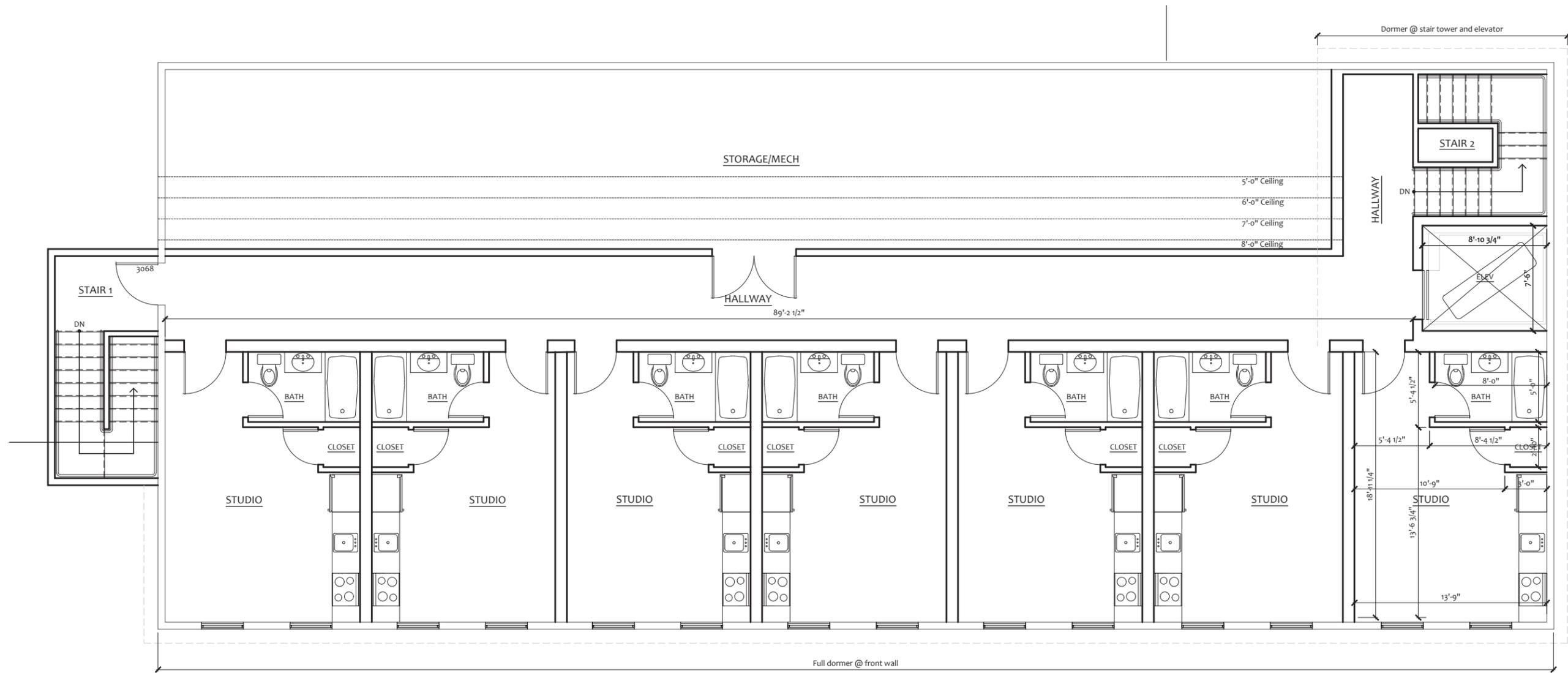
104 Emerald St. | RK Parisi Enterprises Inc.

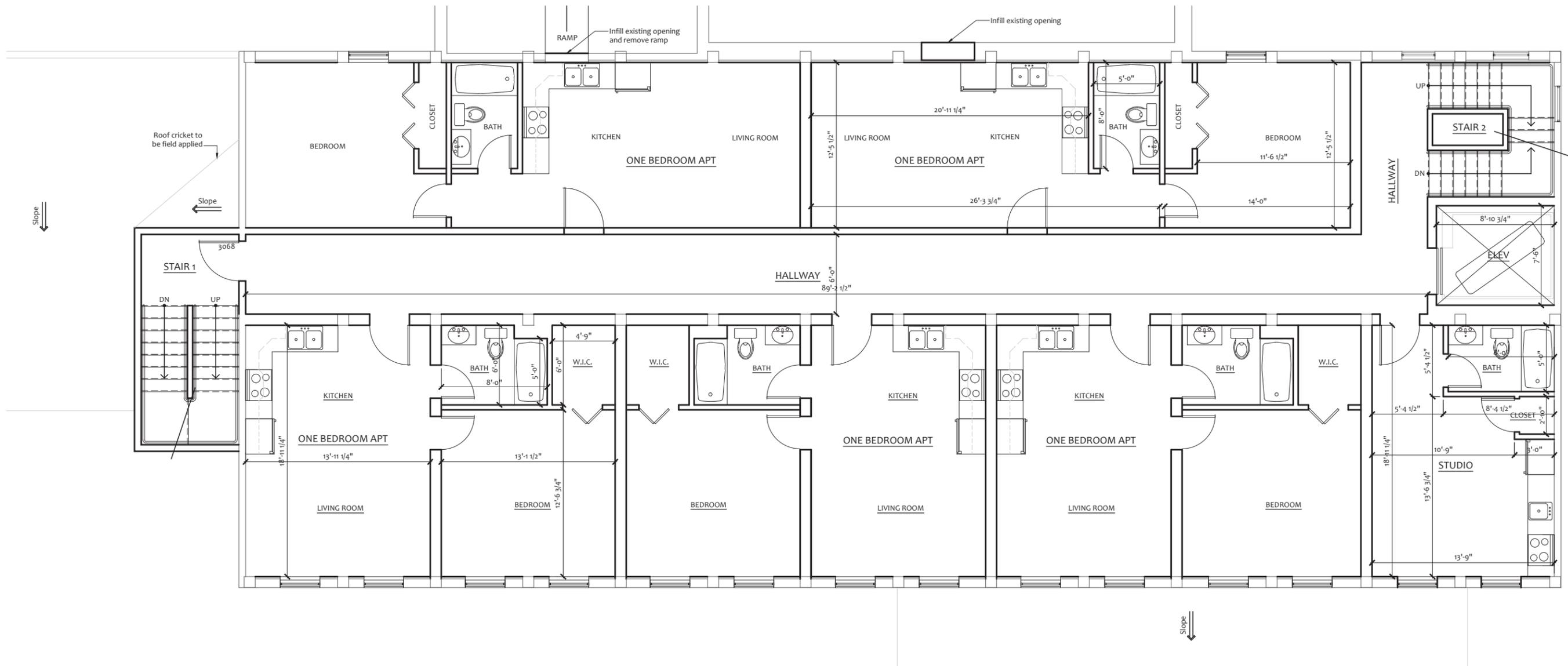
We are looking to create much needed apartment housing on the second and third floor of this historic downtown building from the 1800's. Our intention is to keep the exterior as close to the original white building images from the 1800's as possible, while making improvements to improve the thermal envelope, overall efficiency, and overall building strength.

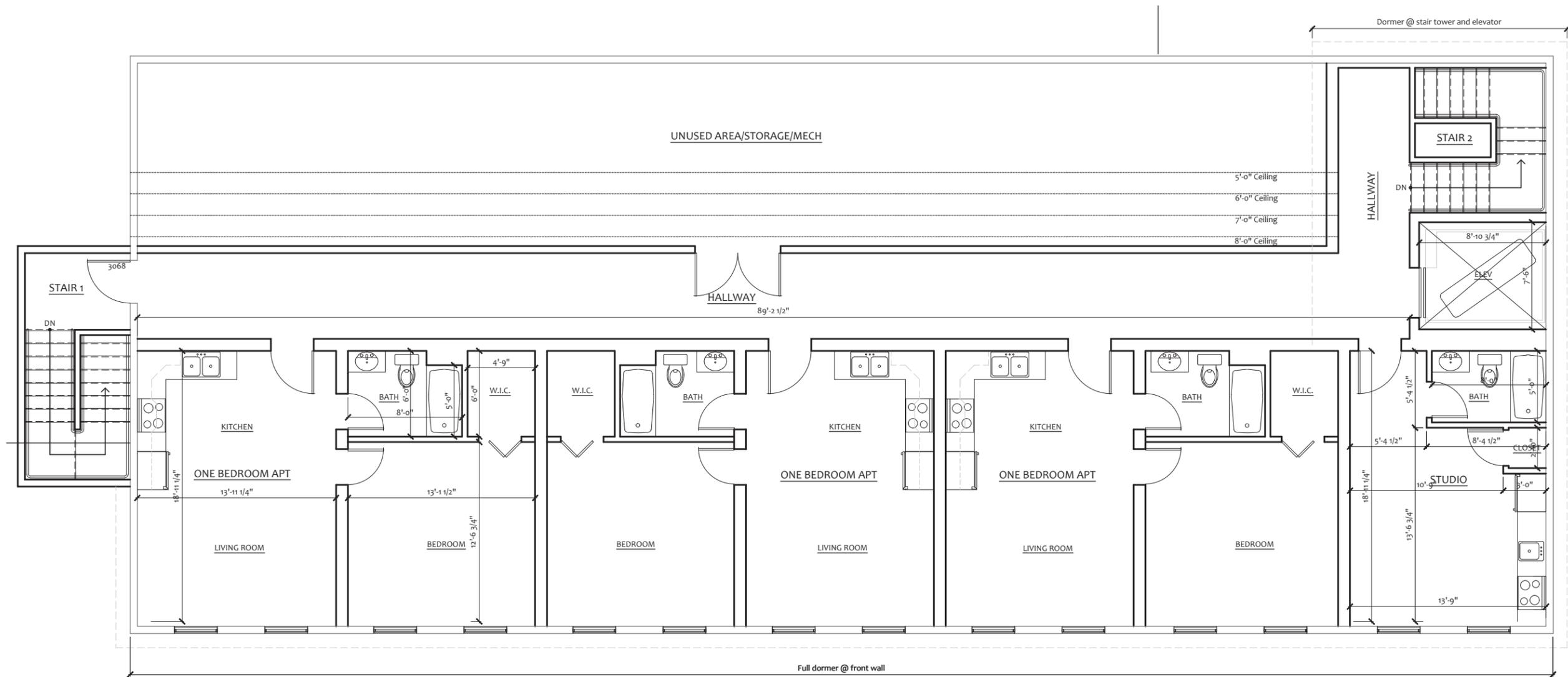


The building on the left in this image is the main body of the current three story building.









STAFF REPORT

COA-2016-01, Mod. 2 – 85 Emerald Street – Exterior Renovations

Request:

Applicant and owner 85 Emerald Street LLC, proposes exterior renovations to the building at 85 Emerald St (TMP #584-072-000), including residing the building, renovating the existing entrances, and replacing the existing windows with new larger windows. The property is ranked as a Non-Contributing Resource and is located in the Downtown Growth District.

Background:

The building at 85 Emerald Street is a 2-story cinderblock construction office building with a clapboard gable and brick façade along the Emerald Street face. The building was constructed in 1957. Originally owned by the Economy Coal and Oil company and used as office space. In 1960 a shed was added to the property and in 1976 additional lighting and a fence were installed. The parking area located to the east of the building was also paved at this time. The building is ranked as a Non-Contributing resource in the Historic District.

The building is currently utilized as a mixed-use tenant space. The applicant is proposing to upgrade the existing façade with cement clapboard, replace the windows with energy efficient options, and enlarge the window openings to allow more light into the spaces. The existing parking lot will be repaved in the same configuration. There are existing mechanical units located at the northwest corner of the building. The mechanicals will be moved to the eastern side of the building and screened from view using the same materials as the proposed façade.

Per Sections 21.4.2, table 21-3 this work is classified as a “Major Project” for review by the HDC due to the creation of new openings for windows and doors and the renovation of the building façade.

Completeness:

The applicant requests exemptions from submitting a proposed conditions plan. 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 Historic District Commission grant these exemptions and accept the application as “complete.”



Fig 1: 85 Emerald Street – Front Facade



Fig 2: 85 Emerald Street – West Facade

STAFF REPORT

Application Analysis:

Included below is an analysis of the relevant standards of the HDC Regulations.

21.6.2.A – “Materials used for siding shall be those that are common in the district. Acceptable materials include brick, stone, terra cotta, wood, metal and cement clapboard.”

The proposal will consist of the renovation of the entire façade of the building. The applicant has chosen to install cement clapboard siding throughout the façade. Metal awnings are also proposed to be installed. These are approved materials in the HDC Regulations and commonly used on commercial buildings within the district. It appears that this standard has been met.



Fig 3: 85 Emerald Street – Front Façade (Proposed)



Fig 4: 85 Emerald Street – West Façade (Proposed)

STAFF REPORT

21.6.2.D – “Alterations shall not further disrupt or detract from the established historic architectural character of the surrounding area, nor to the relationship of any existing historical resources, including site features, on the site.”

The subject property is ranked as a non-contributing resource to the Historic District. The surrounding properties are a mix of commercial strip malls and residential mixed-use buildings. The buildings vary in material and include cinder block and brick construction. The property at 80 Emerald Street, directly across the road from the subject property, is a brick construction apartment building that is within the Historic District but is currently un-ranked. The facade is notable with many large windows. The Board will need to determine if the proposed façade meets this standard.

Recommendation:

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

Approve COA-2016-01, Mod. 2, exterior renovations including residing the building, renovating the existing entrances, and replacing the existing windows with new larger windows on the property located at 85 Emerald Street, as presented in the plan set titled “Exterior Renovations for 85 Emerald St” prepared by kcs Architects, with a scale of 1/4” = 1’, and application and supporting materials received February 10, 2023 with the following condition subsequent:

1. Prior to the issuance of a building permit, a cutsheet of the proposed lighting fixture, that meets the City’s lighting site development standards, shall be submitted to the Community Development Department for review and approval.



City of Keene, NH Historic District Commission (HDC) Major Project Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keeneh.gov

SECTION 1: PROJECT INFORMATION

PROJECT NAME:

85 Emerald Street LLC Renovations

PROJECT ADDRESS(ES):

85 Emerald Street Keene NH 03431

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

NAME/COMPANY:

85 Emerald St. LLC

NAME/COMPANY:

Same

MAILING ADDRESS:

715 Hurricane Rd

MAILING ADDRESS:

Same

PHONE:

603-762-3037

PHONE:

Same

EMAIL:

debra.rivest@6mail.com

EMAIL:

Same

SIGNATURE:

Debra Rivest

SIGNATURE:

Debra Rivest

PRINTED NAME:

DEBRA RIVEST

PRINTED NAME:

Debra Rivest

AUTHORIZED AGENT

(if different than Owner/Applicant)

FOR OFFICE USE ONLY:

NAME/COMPANY:

KCS Architects Architects

TAX MAP PARCEL #(s):

584-072-000-000-000

MAILING ADDRESS:

310 Marlboro Street

PHONE:

603-439-6648

PARCEL SIZE:

0.88 acres

DATE STAMP:

EMAIL:

Katie@kcs-~~architects~~^{architects}.com

ZONING DISTRICT:

Downtown Growth

SIGNATURE:

RESOURCE RANKING:

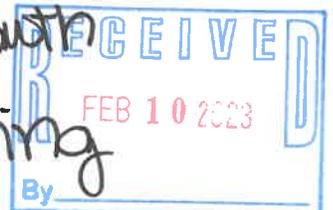
Non-contributing

PRINTED NAME:

Kathleen Sutherland

PROJECT #:

CPA-2016-01, Mod. 2



SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED BY ONE OF THE OPTIONS BELOW:

- **Email:** communitydevelopment@keeneh.gov, with "Historic District Commission" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Historic District Commission applications are outlined further in **Article 21** and **Article 25.15** of the Land Development Code (LDC). You may request an exemption from providing any of the items below, except the application fee and narrative. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

Note: Additional information may be requested by the respective decision-making authority during the review process.

GENERAL SUBMITTAL REQUIREMENTS

CERTIFIED NOTICE LIST (See **Attachment A** for more information.)

2 SETS OF MAILING LABELS (See **Attachment A** for more information.)

PROJECT NARRATIVE (See **Section 1 of Attachment B** for more information.)

FEES: Fill in the information below to calculate the total fee.

\$50 base fee
 \$62 legal ad fee
 ~~\$9.75~~ current USPS certified mailing rate x 8 abutters
 = \$150 (TOTAL FEE)

NOTE: Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

WAIVERS (See **Section 2 of Attachment B** for additional information.)

- WAIVER(S) REQUESTED**
 NO WAIVER(S) REQUESTED

ADDITIONAL SUBMITTAL REQUIREMENTS (See Attachment C for additional information.)

	SUBMITTED	EXEMPTION REQUESTED
PRODUCT SPECIFICATION SHEETS	✓	
SAMPLES OF MORTAR AND/OR BRICK		✓
COLOR REPRESENTATIONS, SIMULATIONS, OR RENDERINGS		
PHOTOGRAPHS, RENDERINGS, AND/OR LINE SKETCHES	✓	
EXISTING CONDITIONS PLAN	✓	
PROPOSED CONDITIONS PLAN:		
ELEVATIONS:		

85 Emerald Street Keene, NH 03431

Contact: Debra Rivest
715 Hurricane Road
Keene, NH 03431
603-762-3037
Debrarivest@gmail.com

March 20, 2023

Historic District Commission
Megan Fortson, Mari Evan, Evan Clements

Proposed changes to 85 Emerald Street, Keene, NH 03431

Upgrade the Exterior Siding
Installing new energy efficient windows.
Increasing the size of the widow openings, adding more glass
Pave the existing hard pack parking lot

Currently 85 Emerald Street is a 2 story, 100 feet x 60 feet cinder block building with an attached 8' x 50' loading dock. The building is over 60 years old. The windows are single pane awning windows that date back to about 1960 - 1970's. Three of the exterior doors are metal doors that have rusted and are hard to open. The main entry door is a commercial glass and aluminum door with glass side lights.

The proposed changes to 85 Emerald Street are to upgrade the exterior building materials to prevent future deterioration, increase curb appeal and increase the energy efficiency of the building. Upgrades include the following:

Increase the size of the existing window openings to add more natural light into the building and to replace the current single pane glass with energy efficient insulated glass windows.

Increase the glass coverage of the three major exterior entryways and change out the entry doors to glass doors to allow more natural light into the building.

Add siding over the current cinder block exterior.



COA-2016-01, Mod a

Top the current hard pack parking lot with asphalt paving.

Product Specification

Siding:

James Hardie Fiber Cement Siding

Color; Woodstock Brown, Monterey Taupe

Select Cedarmill, Vertical Siding, Plank Lap Siding and Smooth Trim Boards

Fixed Glass, Doors and Operable Windows:

Marvin - Aluminum Clad, Black

Fixed Glass & Operable windows & Doors

Low E2 with Argon

Exterior Renovations for 85 Emerald St

85 Emerald Street, Keene, NH 03431

SHEET LIST

- A0.0 COVER WITH PROPOSED SITE PLAN
- A2.0 SOUTH ELEVATIONS
- A2.1 WEST ELEVATIONS
- A2.2 EAST ELEVATIONS
- A2.3 NORTH ELEVATIONS
- A9.0 PERSPECTIVE VIEWS
- A9.1 PERSPECTIVE VIEWS

NOTE: BUILDING PLANS & FRAMING INFORMATION TO BE PROVIDED W/ BUILDING PERMIT APPLICATION

GRAPHIC SYMBOLS

- SECTION  SECTION NUMBER
- DETAIL  DETAIL NUMBER
- DETAIL  DETAIL NUMBER
- INTERIOR ELEVATION  SHEET NUMBER
- DOOR TAG  DOOR NUMBER
ROOM NUMBER
- WINDOW TAG  WINDOW TYPE
- LEVEL TAG  Name
Elevation
- ELEVATION TAG  ELEV-
100.00'

GENERAL NOTES

DRAWINGS DESIGNED TO MEET THE INTERNATIONAL RESIDENTIAL BUILDING CODE 2018, AND THEREIN REFERENCED INTERNATIONAL PLUMBING AND NATIONAL ELECTRIC CODE.

ALL CONSTRUCTION SHALL COMPLY WITH LOCAL AND STATE CODES THAT PERTAIN.

ALL MATERIALS AND PRODUCTS AS HEREIN DRAWN AND SPECIFIED SHALL BE TRANSPORTED, STORED, INSTALLED, FINISHED, AND MAINTAINED ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS.

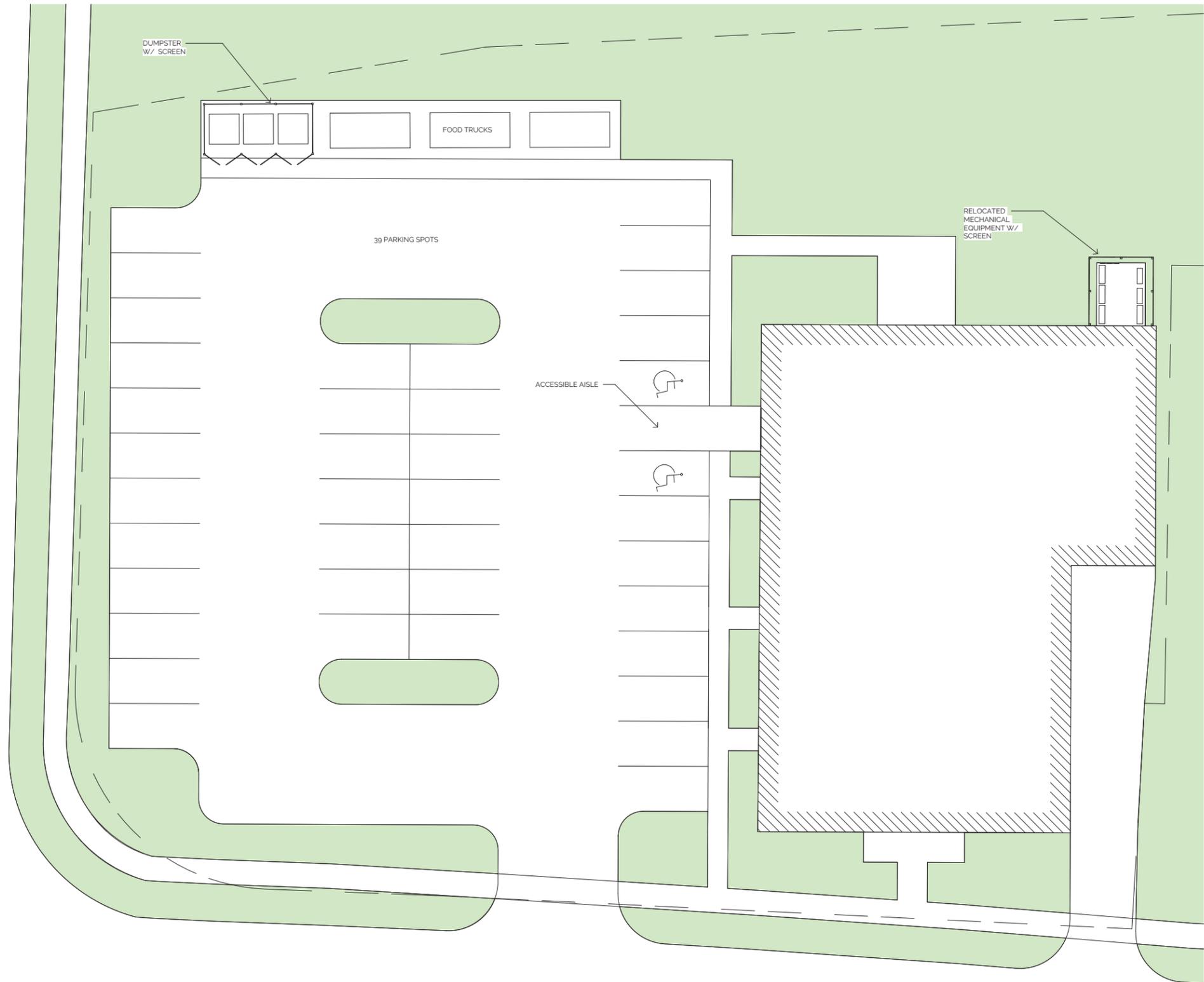
DRAWINGS ARE NOT TO BE SCALED. USE ONLY WRITTEN DIMENSIONS.

ALL WRITTEN DIMENSIONS ARE TO FRAMING, UNLESS OTHERWISE NOTED.

MECHANICAL & ELECTRICAL AND PLUMBING SYSTEMS ARE TO BE VENDOR ENGINEERED TO MEET ALL APPLICABLE BUILDING CODES.

ANY DISCREPANCIES DISCOVERED IN THE DRAWINGS AND SPECIFICATIONS SHALL BE BROUGHT TO THE ARCHITECTS ATTENTION IMMEDIATELY.

ANY CHANGES TO THESE DOCUMENTS SHALL BE BY WRITTEN CHANGE ORDER ONLY, AS PREPARED BY THE CONTRACTOR AND APPROVED BY THE ARCHITECT AND OWNER.



1 CONCEPTUAL PROPOSED SITE PLAN
3/32" = 1'-0"

kcs



CLIENT: **Das West**
ARCHITECT: **NO ARCHITECTS**
STRUCTURAL ENGINEER

Exterior Renovations for
85 Emerald St
85 Emerald Street, Keene, NH 03431

DRAWN BY: **Author**

COVER

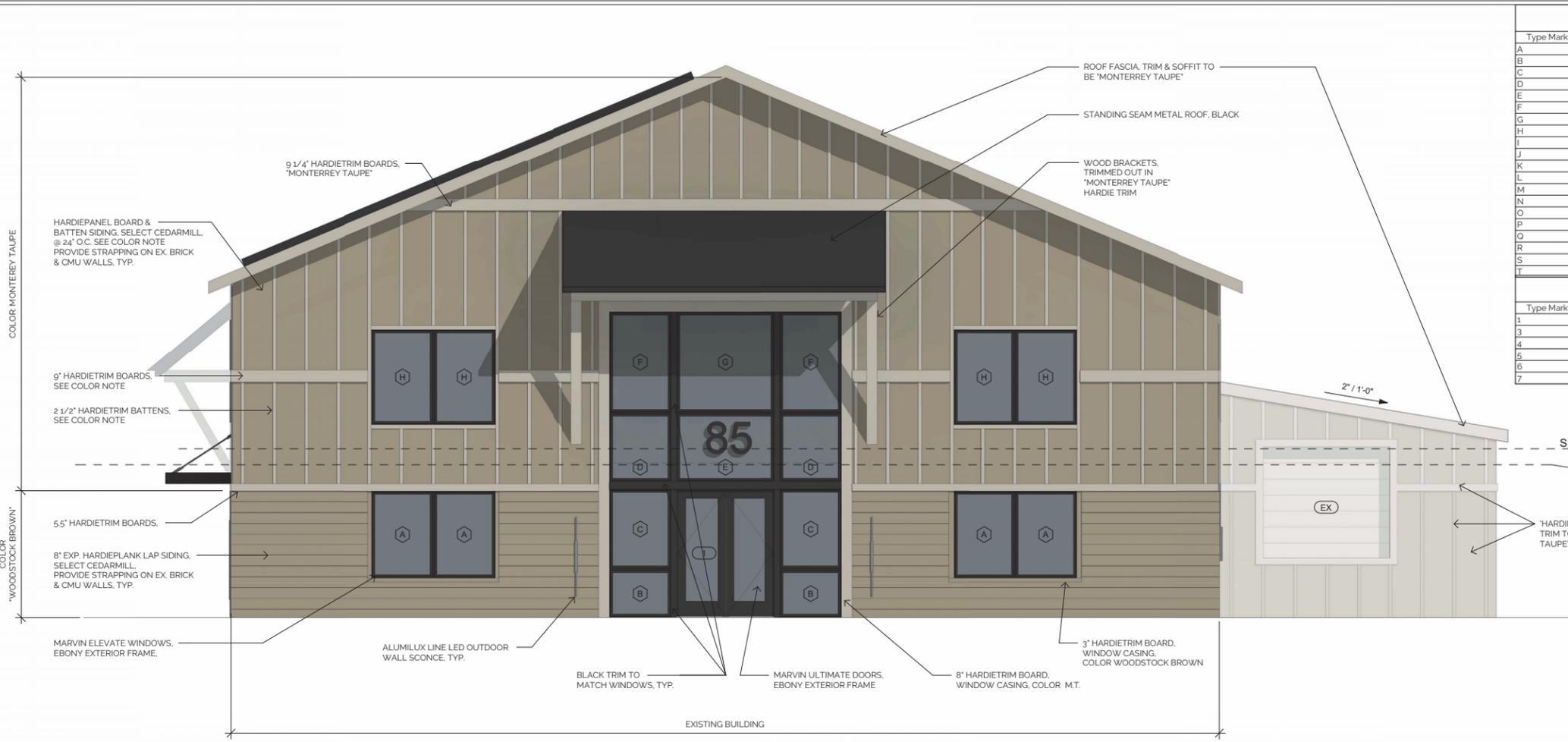
kcs ARCHITECTS
30 MARLBORO STREET, KEENE, NH 03431 (603) 439-6648

03-20-23 HDC

DATE FOR

ISSUE LOG

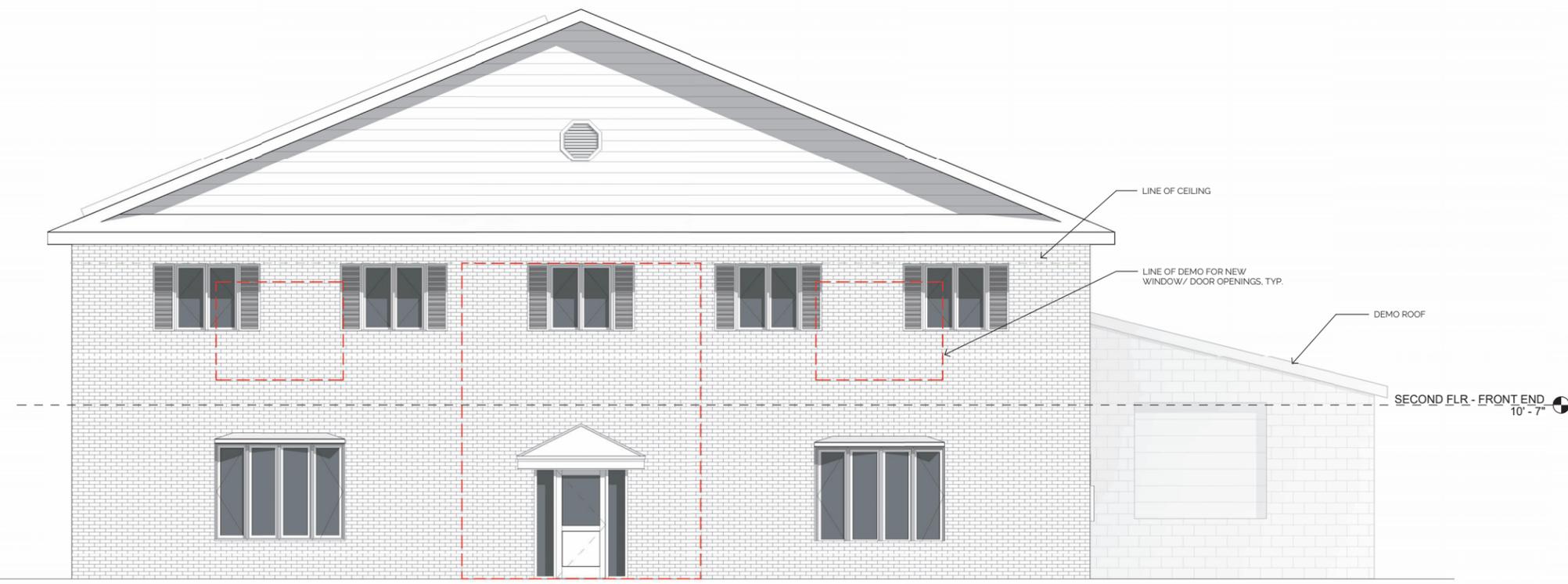
A0.0



WINDOW SCHEDULE					
Type Mark	WIDTH	HEIGHT	MANUFACTURER	OPERATION	COMMENTS
A	3' - 10 1/2"	5' - 6"	Marvin Windows and Doors		
B	3' - 10 1/2"	3' - 0 1/8"	Marvin Windows and Doors	PICTURE	TEMPERED
C	3' - 10 1/2"	5' - 0 15/16"	Marvin Windows and Doors	PICTURE	TEMPERED
D	3' - 10 1/2"	4' - 3 5/16"	Marvin Windows and Doors	PICTURE	TEMPERED
E	6' - 2 3/16"	4' - 3 5/16"	Marvin Windows and Doors	PICTURE	TEMPERED
F	3' - 10 1/2"	6' - 4 1/2"	Marvin Windows and Doors	PICTURE	
G	6' - 2 3/16"	6' - 4 1/2"	Marvin Windows and Doors	PICTURE	
H	3' - 10 1/2"	6' - 0"	Marvin Windows and Doors	PICTURE	
I	3' - 0"	3' - 0"	Marvin Windows and Doors	PICTURE	TEMPERED
J	3' - 0"	4' - 11 1/8"	Marvin Windows and Doors	PICTURE	
K	3' - 0"	4' - 11 1/8"	Marvin Windows and Doors	CASEMENT	
L	3' - 2 5/8"	8' - 11 1/16"	Marvin Windows and Doors	PICTURE	TEMPERED
M	3' - 4 1/2"	5' - 2"	Marvin Windows and Doors	PICTURE	TEMPERED
N	3' - 4"	2' - 3 1/8"	Marvin Windows and Doors	AWNING	
O	6' - 8"	2' - 11 1/2"	Marvin Windows and Doors	PICTURE	
P	2' - 0"	5' - 3 1/8"	Marvin Windows and Doors	CASEMENT	
Q	2' - 3 5/8"	7' - 11 1/2"	Marvin Windows and Doors	PICTURE	TEMPERED
R	3' - 0"	4' - 11 1/8"	Marvin Windows and Doors	PICTURE	TEMPERED
S	5' - 3 15/16"	9' - 0"	Marvin Windows and Doors	PICTURE	TEMPERED
T	6' - 0"	3' - 8 1/2"	Marvin Windows and Doors	CASEMENT	

DOOR SCHEDULE					
Type Mark	WIDTH	HEIGHT	MANUFACTURER	OPERATION	COMMENTS
1	6' - 2 3/16"	8' - 1 1/16"	Marvin Windows and Doors	OUTSWING	
3	3' - 8 3/16"	8' - 1 1/16"	Marvin Windows and Doors	OUTSWING	
4	3' - 0 5/16"	7' - 2"	Marvin Windows and Doors	FIXED	
5	3' - 0 5/16"	7' - 2"	Marvin Windows and Doors	OUTSWING	
6	3' - 0 5/16"	7' - 11 1/2"	Marvin Windows and Doors	INSWING	
7	3' - 0 5/16"	7' - 11 1/2"	Marvin Windows and Doors	OUTSWING	

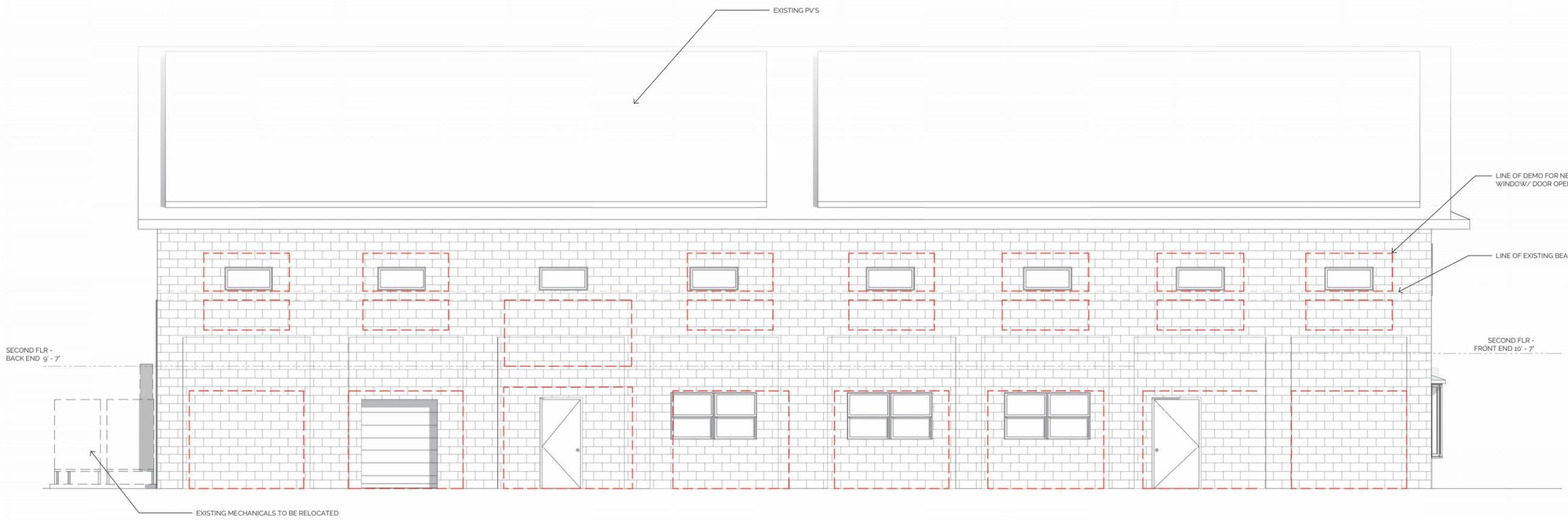
1 PROPOSED SOUTH ELEVATION
1/4" = 1'-0"



2 EXISTING SOUTH ELEVATION
1/4" = 1'-0"



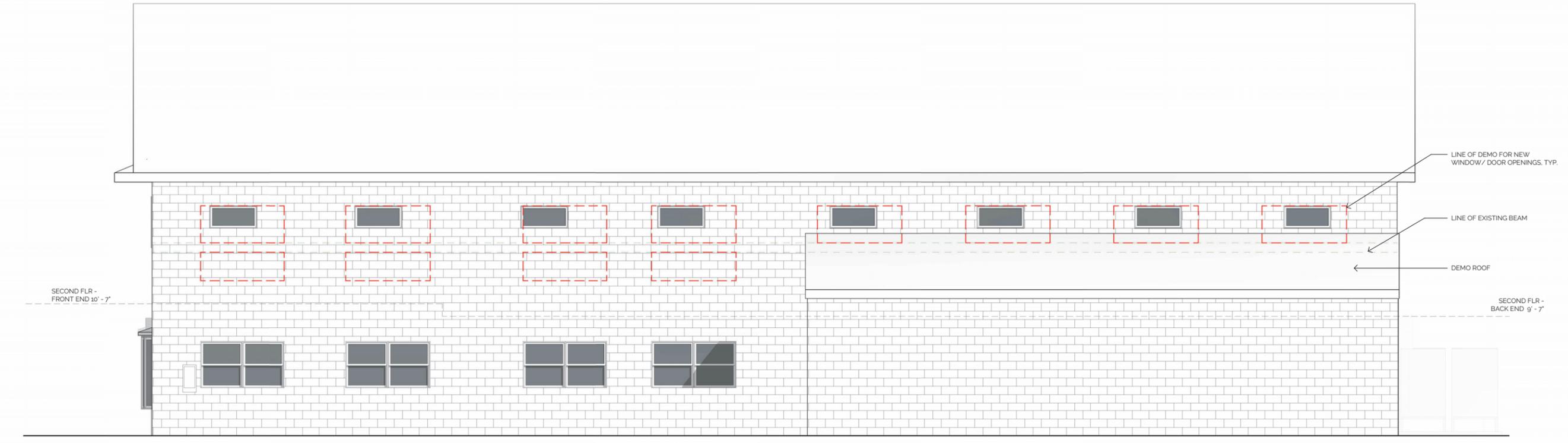
1 PROPOSED WEST ELEVATION
 1/4" = 1'-0"



2 EXISTING WEST ELEVATION
 1/4" = 1'-0"



1 PROPOSED EAST ELEVATION
 1/4" = 1'-0"



2 EXISTING EAST ELEVATION
 1/4" = 1'-0"



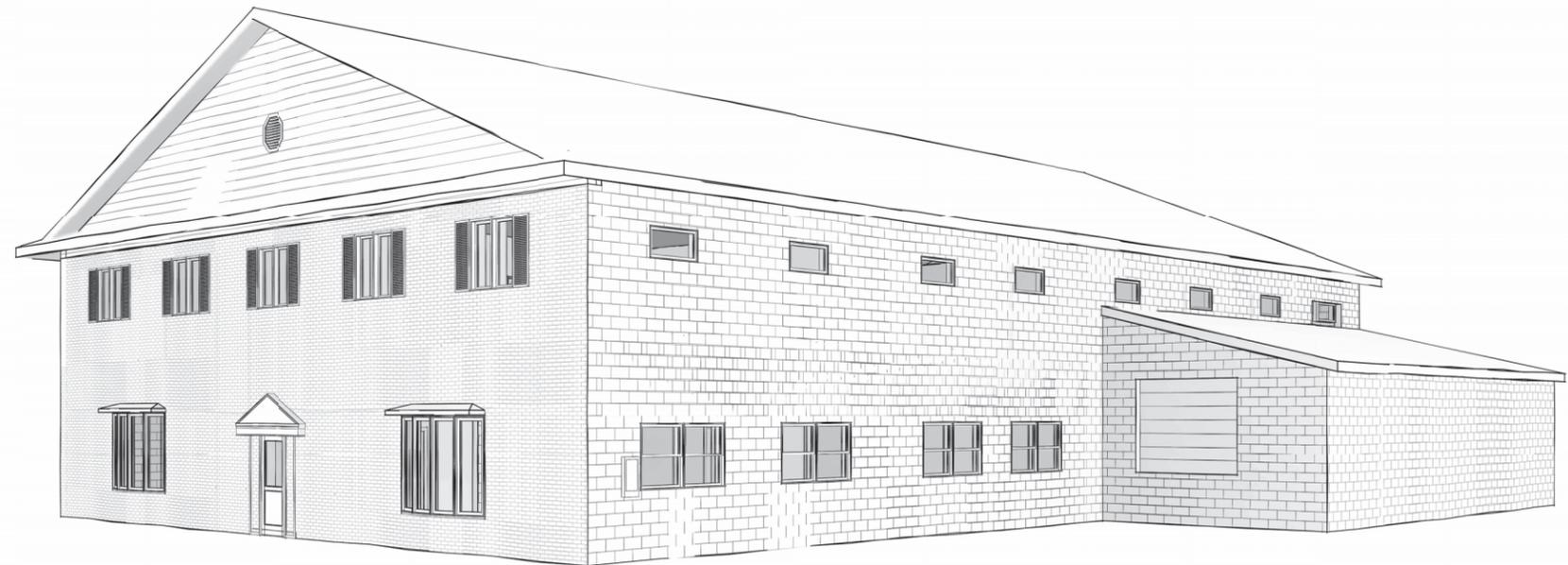
2 PROPOSED NORTH ELEVATION
 1/4" = 1'-0"



1 EXISTING NORTH ELEVATION
 1/4" = 1'-0"



PROPOSED



EXISTING

CLIENT: Deb Rivest
ARCHITECT: KCS ARCHITECTS
STRUCTURAL ENGINEER: No. 03272

Exterior Renovations for
85 Emerald St.
85 Emerald Street, Vienna, NH 03211

PERSPECTIVE
VIEWS
SCALE: DRAWN BY: Author

kcs ARCHITECTS
30 MARLBORO STREET, VIENNA, NH 03211 603.439.4548

03-20-23	HDC
DATE	FOR

ISSUE LOG



PROPOSED



EXISTING

Ingram Construction Corp. 85 Emerald - rev 031323

Quote #: R45ARTB

A Proposal for Window and Door Products prepared for:

End Customer:

Ingram Construction Corporation
917 Route 12
Westmoreland, NH 03467

Phone: (603) 357-0759

Fax: (603) 357-9426

Job Site:

03431

Shipping Address:

MILLWORK MASTERS MDG- SWANZEY
362 Flat Roof Mill Rd
Swanzy, NH 03446-2706

Project Description:

Revised per 031323 drawings

Featuring products from:



MILLWORK MASTERS



A MARVIN DESIGN GALLERY

PETER BRNGER
MILLWORK MASTERS MDG- SWANZEY
362 FLAT ROOF MILL RD
SWANZEY, NH 03446-2706
Phone: (603) 358-3038 x.103

Email: peter@millworkmasters.com

This report was generated on 3/13/2023 6:13:57 PM using the Marvin Order Management System, version 0004.01.01 (Current). Price in USD. Unit availability and price are subject to change. Dealer terms and conditions may apply.



COA-2016-01, Mod. 2

GLOBAL SPECS

The following product and option choices were designated as part of this project's Global Spec. Global Specs can be over-ridden on a line item basis. Exceptions to the specification are outlined in Line Item Quotes. Please proof all units thoroughly to ensure accuracy.

Ultimate Spec



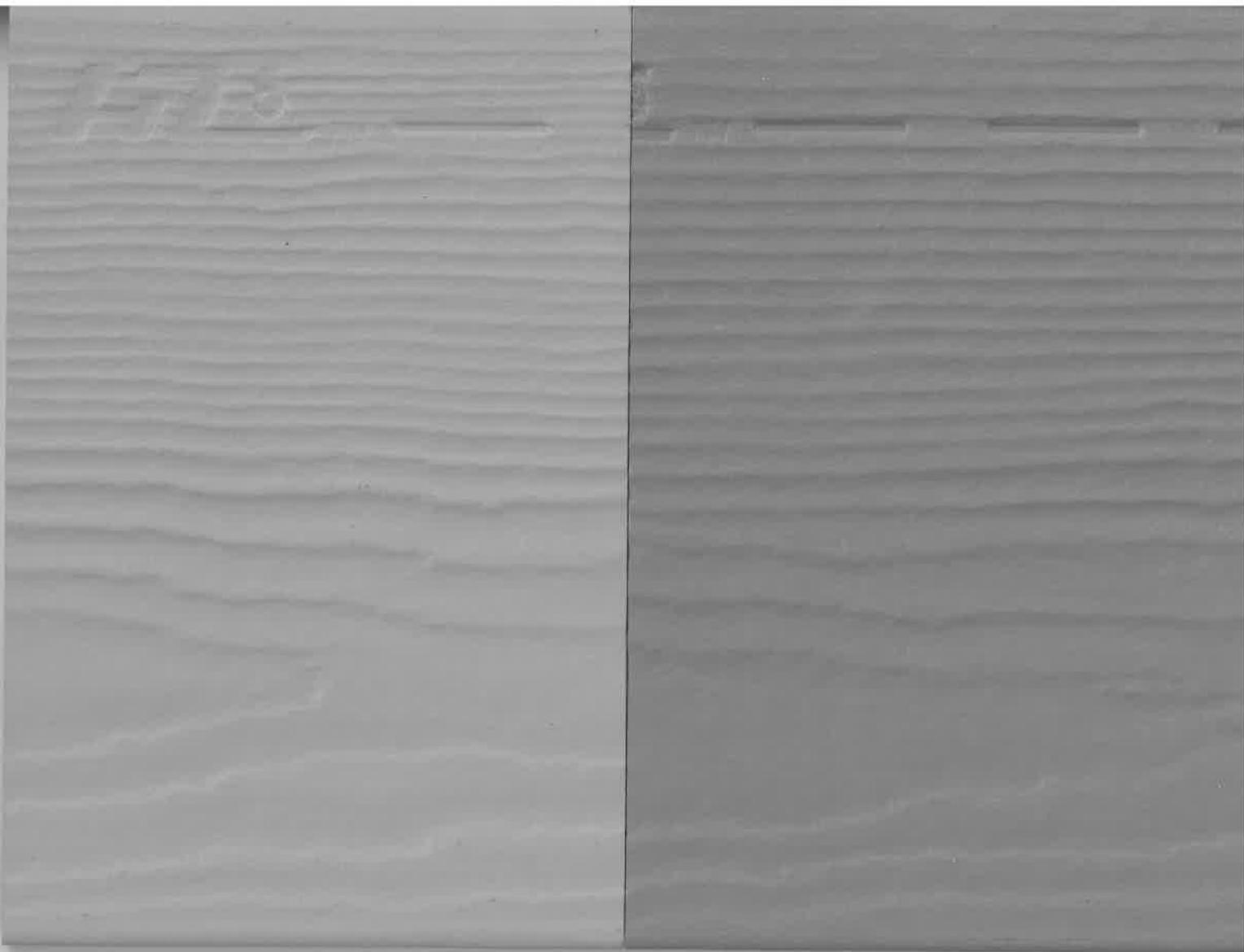
Exterior/Interior Colors/Finishes - Exterior Color	Ebony
Exterior/Interior Colors/Finishes - Species	Pine
Exterior/Interior Colors/Finishes - Interior Finish	Painted Interior Finish - Designer Black
Exterior/Interior Colors/Finishes - Back Prime	False
Window Glass Type - Glazing	IG - 3/4"
Window Glass Type - Glass Types	Low E2 w/Argon
Window Glass Type - Capillary Tube	False
Window Glass Type - Perimeter Bar Color	Black
Divided Lites - Divided Lite Type	None
Window Hardware - Window Hardware Color	Matte Black
Window Hardware - Window Control Device	False
Window Hardware - Stainless Steel Hardware	False
Window Screens - Interior Screen Type	Extruded Aluminum Screen
Window Screens - Interior Screen Surround Color	Ebony
Window Screens - Mesh Type	Bright View Mesh
Jamb - Jamb Depth	4 9/16"
Casing/Subsill - Top Casing Type	None
Casing/Subsill - Subsill	None
Assembly Accessories - Interior Accessory	None
Installation Method - Installation Options	Nailing Fin
Unit Multiplier - Unit Multiplier	False
Finish / Species Multiplier - Finish / Species Multiplier	False
Glass Multiplier - Glass Multiplier	False
Divided Lite Multiplier - Divided Lites Multiplier	False
Hardware Multiplier - Hardware Multiplier	False
Screen Multiplier - Screen Multiplier	False
Shade Multiplier - Shade Multiplier	False
Casing Multiplier - Exterior Casing Multiplier	False
Jamb Extension Multiplier - Jamb Extension Multiplier	False
Miscellaneous Options - Interior Glazing Profile Options	Ogee
Miscellaneous Options - Bottom Rail Options	Standard Bottom Rail
Miscellaneous Options - Window Weatherstrip Color	Black
Miscellaneous Options - Sash Exterior Color	Ebony
Miscellaneous Options - Sash Species	Pine
Miscellaneous Options - Sash Interior Finish	Painted Interior Finish - Designer Black

Elevate Spec



Exterior/Interior Colors/Finishes - Exterior Color	Ebony
Exterior/Interior Colors/Finishes - Interior Finish	Painted Interior Finish - Designer Black
Window Glass Type - Glazing	IG
Window Glass Type - Glazing Configuration	Standard Glazing
Window Glass Type - Glass Types	Tempered Low E2 w/Argon

Window Glass Type - Capillary Tube	False
Window Glass Type - Perimeter Bar Color	Stainless
Divided Lites - Divided Lite Type	None
Jambs - Jamb Depth	4 9/16"
Casing/Subsill - Top Casing Type	None
Casing/Subsill - Side Casing Type	None
Installation Method - Installation Options	Nailing Fin
Unit Multiplier - Unit Multiplier	False
Finish / Species Multiplier - Finish / Species Multiplier	False
Glass Multiplier - Glass Multiplier	False
Divided Lite Multiplier - Divided Lites Multiplier	False
Hardware Multiplier - Hardware Multiplier	False
Screen Multiplier - Screen Multiplier	False
Casing Multiplier - Exterior Casing Multiplier	False
Jamb Extension Multiplier - Jamb Extension Multiplier	False



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CGA-2016-01, Mod.2

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CGA-2016-01, Mod.2

ColorPlus
Technology

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STAFF REPORT

COA-2009-24, Mod. 2 – 24 Vernon Street – Exterior Renovations

Request:

Applicant and owner Monadnock Area Peer Support Agency, proposes exterior renovations to the building at 24 Vernon St (TMP #568-058-000), including changes to the exterior siding, the creation of a new primary entrance, the replacement of all existing windows, the installation of a rooftop solar array, and a rooftop garden space. The property is 0.28 ac and is ranked as a Primary Resource in the Downtown Core District.

Background:

The building located at 24 Vernon Street is a two-story building with vinyl siding and a flat roof that is connected to and behind 32-34 Washington Street. Since 32-34 Washington Street is ranked as a Primary Resource, the subject property is also considered a Primary Resource. The building was constructed in 1920 and served mainly as a space for offices. The building has multiple entrances, including a ground floor and second floor entrance off Vernon Street and a second-floor entrance accessed from an alley off Washington Street.

The applicant proposes to renovate the exterior of the building by removing the vinyl siding and installing a brick veneer that matches the surrounding buildings. A 3ft. 6 in. parapet wall is to be installed at the existing roof line and will be a grey concrete façade. The second-floor entrance on the Vernon Street side is to be removed and filled in. A window will be installed where the door used to be located. The existing windows on the building will be replaced with energy efficient options that match the existing style. An elevator bulkhead and stair tower will be installed on the roof of the building with matching brick façade. An outdoor garden area and solar panels are also proposed on the roof of the building and will be screened from view by the parapet wall.



Fig 1: 24 Vernon Street - Indicated by Red Arrow

Per Sections 21.4.2 of the Land Development Code in Table 21-3 “Changes to exterior materials and installation of renewable energy systems,” this work is classified as a “Major Project” for review by the HDC.

Completeness:

The applicant requests exemptions from submitting product specification sheets. After reviewing the 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 Historic District Commission grant these exemptions and accept the application as “complete.”

STAFF REPORT

Application Analysis:

Included below is an analysis of the relevant standards of the HDC Regulations.

21.6.3.A.3 – “All architectural changes shall be appropriate either to the original style or appearance of the building or structure (if it has not been significantly altered) or to its altered style or appearance (if it has been altered within the Period of Significance and those alterations have attained significance).”

At some point in the building’s history the façade was replaced with vinyl siding. The surrounding buildings are of brick construction. The façade of 32-34 Washington Street, which 24 Vernon Street is attached, is also brick. The applicant’s proposal to remove the existing vinyl siding and replace it with a brick veneer brings the building more in line with the visual aesthetic of the surrounding buildings in the district. It appears that this standard has been met.



Fig 2: Vernon Street Elevation

21.6.3.A.4 – “Alterations shall not disrupt or detract from the established historic architectural character of the surrounding area, nor to the relationship of any existing historical resources, including site features, on the site.”

The proposed exterior alterations, including the parapet wall, brick veneer, and window replacement appear to be consistent with the buildings in the surrounding neighborhood. The elevator bulkhead and stair tower will be clad in the same brick veneer material as the façade. The roof mounted solar energy

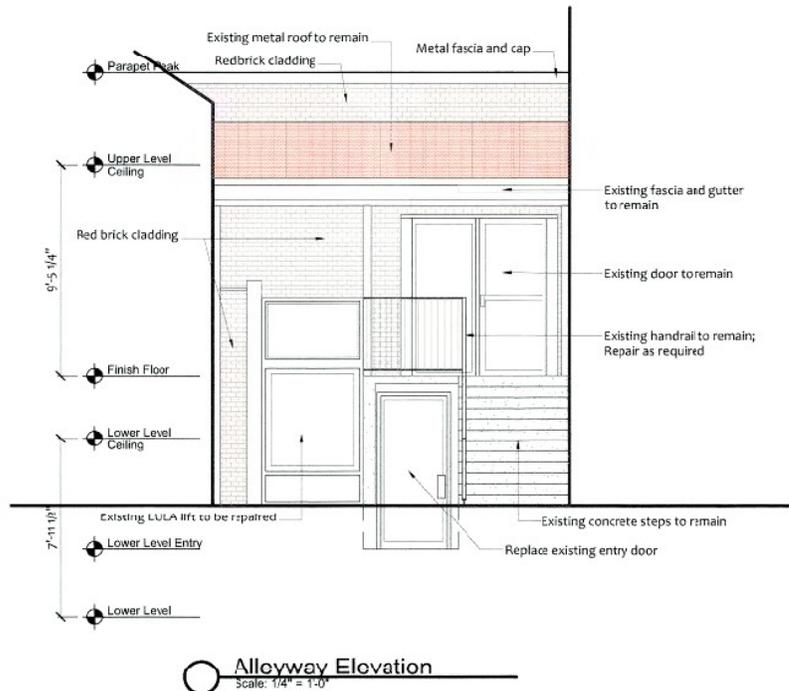


Fig 3: Alley Elevation

STAFF REPORT

system will be screened from view by the parapet wall. The Board will need to determine if this standard has been met.

21.6.3.D.1 – “Removing character-defining historic window sash shall be discouraged, unless repair is not economically feasible.”

The applicant has stated that the windows are not historic in character or material. The proposal includes the replacement of the existing windows with energy efficient options that match the existing window stock. A new window is to be introduced where the existing second-floor entrance is to be removed. It appears that this standard has been met.

21.6.3.E.1 – “Historic doors, entrances and porches, including their associated features, shall be retained or replaced in-kind. If repair is necessary, only the deteriorated element shall be repaired, through patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. If replacement is necessary, the new feature shall match the original in size, design, texture, color, and, where possible, materials. The new feature shall maintain the same visual appearance as the historic feature.”

The proposal includes the removal of the second-floor entrance on the Vernon Street façade. The dual staircase also provides an entrance to the basement.

The applicant has stated that the staircases do not meet accessibility standards, are challenging to keep clear in winter weather, and need significant maintenance. The covered entryway is vinyl siding with faux-Greek style columns that does not match the visual aesthetic of the surrounding buildings in the district. The Board will need to determine if this entrance is historic in nature, provides value to the district, and is worth preserving.



Fig 4: Existing Covered Entryway (To Be Removed)

Recommendation:

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

Approve COA-2009-24, Mod. 2, exterior renovations including changes to the exterior siding, the creation of a new primary entrance, the replacement of all existing windows, the installation of a rooftop solar array, and a rooftop garden space on the property located at 24 Vernon Street, as presented in the plan set titled “Facility Improvements” prepared by Sampson Architects, with a scale of ¼” = 1’, dated February 27, 2023 and application and supporting materials received February 27, 2023 with no conditions.



City of Keene, NH
Historic District Commission (HDC)
Major Project Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

SECTION 1: PROJECT INFORMATION

PROJECT NAME: Facility Improvement

PROJECT ADDRESS(ES): ~~32-34 Washington St~~ 24 Vernon St.

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY: Monadnock Peer Support	NAME/COMPANY: Monadnock Peer Support
MAILING ADDRESS: 32-34 Washington St Keene	MAILING ADDRESS: 32-34 Washington St
PHONE:	PHONE: 603 803 1616
EMAIL:	EMAIL: christine@monadnockPSA.org
SIGNATURE:	SIGNATURE:
PRINTED NAME:	PRINTED NAME: Christine Allen

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
NAME/COMPANY: Sampson Architects	TAX MAP PARCEL #(s): 568-058-000-000-000	
MAILING ADDRESS: 11 King Ct Suite 102 Keene	-----	
PHONE: 603 769 7736	PARCEL SIZE: 0.28 acres	DATE STAMP:
EMAIL: Tim@SampsonArchitects.com	ZONING DISTRICT: Downtown Core	
SIGNATURE: Tim P A	RESOURCE RANKING: Primary	
PRINTED NAME: Timothy Sampson	PROJECT #: COA-2009-a to Mod. a	

SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED BY ONE OF THE OPTIONS BELOW:

- **Email:** communitydevelopment@keeneh.gov, with "Historic District Commission" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Historic District Commission applications are outlined further in **Article 21** and **Article 25.15** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee and narrative. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

Note: Additional information may be requested by the respective decision-making authority during the review process.

GENERAL SUBMITTAL REQUIREMENTS

CERTIFIED NOTICE LIST (See Attachment A for more information.)

2 SETS OF MAILING LABELS (See Attachment A for more information.)

PROJECT NARRATIVE (See Section 1 of Attachment B for more information.)

FEES: Fill in the information below to calculate the total fee.

- \$50 base fee
- \$62 legal ad fee
- ~~75~~ current USPS certified mailing rate x 20 abutters

207 (TOTAL FEE)

NOTE: Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

WAIVERS (See Section 2 of Attachment B for additional information.)

- WAIVER(S) REQUESTED**
- NO WAIVER(S) REQUESTED**

ADDITIONAL SUBMITTAL REQUIREMENTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
PRODUCT SPECIFICATION SHEETS		<input checked="" type="checkbox"/>
SAMPLES OF MORTAR AND/OR BRICK	<input checked="" type="checkbox"/>	
COLOR REPRESENTATIONS, SIMULATIONS, OR RENDERINGS	<input checked="" type="checkbox"/>	
PHOTOGRAPHS, RENDERINGS, AND/OR LINE SKETCHES	<input checked="" type="checkbox"/>	
EXISTING CONDITIONS PLAN	<input checked="" type="checkbox"/>	
PROPOSED CONDITIONS PLAN:	<input checked="" type="checkbox"/>	
ELEVATIONS:	<input checked="" type="checkbox"/>	



City of Keene, NH
Community Development Department

COA-2009-24, Mod. 2

OWNER / APPLICANT AFFIDAVIT

Supplement to Planning and HDC Applications

Instructions: This form should be completed if you are submitting a Planning or HDC Application on behalf of the property owner. You may have the property owner sign the application in lieu of submitting this form. If you are not the applicant, and the applicant is different than the owner, the applicant will need to sign the application form or this affidavit form. Please call the Community Development Department at 603-352-5440 with any questions.

Property Address: 24 Vernon St.
Tax Map Parcel Number: 368-058-000-000-000
Project Name: Monadnock Peer Support Renovation

Owner Signature

By signing below, you certify that you are the owner of the property listed above and that you approve the application for the above-referenced project.

Signature: Christie Allen Date: 3/21/23
Printed Name: Christie Allen Company: Monadnock Peer Support

Applicant Signature (if different than owner)

By signing below, you certify that you are the Applicant for the project listed above.

Signature: Timothy Sampson Date: 3/21/23
Printed Name: Timothy Sampson Company: Sampson Architects

Descriptive Narrative

Type of Alteration:

This project proposes to provide new exterior cladding, new main ADA compliant entry located on the Vernon Street side of the building. An existing entry that provides access directly to both the first and the second floor will be removed. New windows will be provided in the existing openings. The windows shall match the existing.

Reason for Alteration:

The majority of the exterior of the building needs some level of repairs. The existing entry located on the Vernon Street side of the building will be removed and a new ADA compliant entry shall be provided to better serve MPS clients. The proposed project also involves interior renovations to improve accessibility for clients to both levels which were previously not connected by an interior stair.

Location of Alteration:

Alterations will occur at the both facades of the building facing public ways. There will be a limited scope at the façade facing Washington street with a more comprehensive renovation facing Vernon Street

Material Selection:

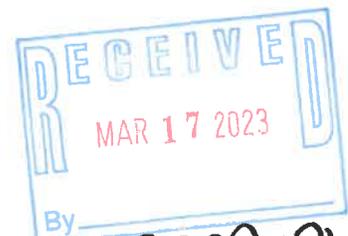
Materials will be chosen to blend with the existing building to the greatest extent possible. A brick sample has been provided with this submission. The sample chosen should blend with the adjacent buildings attempting to replicate the aged brick.

Site Features / Landscape Features:

No change to existing landscape or hardscape is being considered as part of this project.

Misc. Information:

The existing egress doors and stairs on the Vernon Street side of the building will be removed and the door openings will be replaced with windows to match. The new windows shall match existing. The new entry on the Vernon Street side of the building will provide a new accessible entrance. There is no plan to replace any exterior lighting.



COA-2009-24,
Mod. 2

