



PLANNING BOARD  
Council Chambers, Keene City Hall  
January 23, 2023  
6:30 PM

## BOARD ACTIONS

### I. Election of Chair, Vice Chair, & Steering Committee

**Board Action:** *Voted unanimously to make Pamela Russell-Slack the Planning Board Chair, David Orgaz the Vice Chair, and Harold Farrington the third member of the Steering Committee.*

### II. Minutes of Previous Meeting – December 19, 2022

**Board Action:** *Voted unanimously to approve the minutes of the December 19, 2022 Planning Board meeting.*

### III. Final Vote on Conditional Approvals – None

### IV. Extension Request

**SPR-04-20 – Group Home – 169 Church St** - Applicant and owner Christopher Farris, proposes to construct a 5,690-sf two-story, duplex-style group home with a habitable attic and a maximum occupancy of 24 people on the vacant lot located at 169 Church Street (TMP# 574-027-000). The site is 0.58 acres in size and is located in the High Density District

**Board Action:** *Voted unanimously to grant a 1-year extension to the timeframe to achieve active and substantial development towards the construction a group home on the property at 169 Church St (TMP #574-027-000).*

### V. Public Hearings

**SPR-790, Modification #1 – Site Plan – Summit Packaging Addition, 7 Krif Ct** – Applicant Keach-Nordstrom Associates Inc., on behalf of owner Summit Packaging Systems LLC, proposes to construct a ~6,400 sf addition to the existing 6,250 sf Summit Packaging Systems building and modify the parking lot, landscaping, utilities, and stormwater management systems on the property at 7 Krif Ct (TMP #118-002-000). The parcel is 1.98 acres and is located in the Industrial District.

**Board Action:** *Voted unanimously to approve SPR-790, Mod. 1 as shown on the plan identified as “Summit Packaging Systems, LLC., Map 118 Lot 2, 7 Krif Court, Keene, New*

*Hampshire” prepared by Keach-Nordstrom Associates, Inc. at a scale of 1 in. = 20 ft. dated December 15, 2022 and last revised January 9, 2023 and the architectural elevations prepared by Lauer Architects, P.A. at a scale of 1/8 in. = 1 ft. dated January 4, 2023 with the following conditions:*

- A. Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:
  - 1. Submittal of security for sedimentation and erosion control and “as built” plans in a form and amount acceptable to the City Engineer.”*
  - 2. Submittal of five full sized paper copies and one digital copy of the final plan.**
  
- B. Subsequent to final approval and signature by the Planning Board Chair, the following condition shall be met:
  - 1. Prior to the commencement of site work, the Community Development Department shall be notified when all erosion control measures are installed and the Community Development Director, or their designee, shall inspect the erosion control measures to ensure compliance with this site plan and all City of Keene regulations.**

**Amendments to the Planning Board Subdivision Regulations** – The Planning Board proposes to amend its Subdivision Regulations in Article 19 of the City of Keene Land Development Code by amending Section 19.2.4 of Article 19, “preservation of existing features” to include additional information about the type of features that should be protected and possible requirements to protect those features; Section 19.2.8, “Utilities” to include additional requirements for lots that would not have access to City sewer; and Section 19.3.2.B, “Perimeter Building Setback” of the Conservation Residential Development Subdivision Regulations to require that existing tree canopy within the perimeter setback along external roads shall be preserved.

**Board Action:** *Voted unanimously to continue the public hearing to the next Planning Board meeting on February 27, 2023 at 6:30 pm.*