

City of Keene
New Hampshire

PLANNING BOARD
MEETING MINUTES

Monday, November 13, 2023

6:00 PM

**Council Chambers,
City Hall**

Members Present:

Harold Farrington, Chair
David Orgaz, Vice-Chair
Mayor George S. Hansel
Roberta Mastrogiovanni
Armando Rangel
Kenneth Kost, Alternate

Staff Present:

Mari Brunner, Senior Planner

Members Not Present:

Councilor Michael Remy
Emily Lavigne-Bernier
Ryan Clancy
Randyn Markelon, Alternate
Gail Somers, Alternate
Tammy Adams, Alternate

I) Call to Order – Roll Call

Chair Farrington called the meeting to order at 6:00 PM and a roll call was taken.

II) Final Vote on Conditional Approvals

Senior Planner, Mari Brunner, addressed the Board and stated there are two projects ready for final approval. The first one is the Whitcomb Mills CRD Subdivision & Surface Water CUP applications, S-03-23 & SWP-CUP-02-23. This project was conditionally approved in May by the Planning Board with a number of conditions precedent. There were standard conditions that were required for this application, such as having the owner's signature on the plan; the submittal of a check for the recording fee; and the submittal of full sized copies of the plans. There was also a condition related to the inspection of lot monuments by the Public Works Director or their designee, or in lieu of that, the submittal of a security in an amount deemed satisfactory to the Public Works Director to ensure that the monuments will be set. Ms. Brunner stated that this condition precedent still has not been met; however, staff is recommending that the Planning Board still move forward with issuing final approval and making this a condition subsequent to final approval that will need to be met prior to the issuance of any sort of City permits.

She noted the cost of the security for setting monuments is pretty low compared to the security that will need to be submitted to the Public Works Department for the construction of the road, which is going to be much more expensive. The applicant is aware of this, and they are in support of this requirement.

The other conditions included the submittal of written draft documentation of any legal instruments required for this application, which shall be subject to review and approval by the City Attorney. This condition did take a while to meet, but the documents have been reviewed by our City Attorney and he is comfortable with them and feels that they are in accordance with the Planning Board's regulations, specifically in regard to the protection of the open space land. The applicant has revised the plan to indicate no cut zones on all land within 30 feet of designated surface waters and this has also been incorporated into the HOA documents.

Other precedent conditions of approval included adding a note on the plan regarding fire suppression and obtaining approval from the Keene City Council for all necessary waivers from Article 22 of the Land Development Code for the proposed new street design – this has also been completed. The last condition precedent, #9, was related to obtaining approval from the City Council for the layout of the new street and posting adequate security for the construction of the same to be approved by the City Engineer and Community Development Director and this has also been met.

A motion was made by Mayor George Hansel that the Planning Board issue final approval for S-03-23 and SWP-CUP-02-23 with the following condition subsequent to final approval:

1. Prior to commencement of site work or the issuance of any City permits associated with this project, security in an amount deemed satisfactory to the Public Works Director shall be submitted to ensure that lot monuments will be set.

The motion was seconded by David Orgaz and carried on a unanimous vote.

Ms. Brunner stated there is a second item for final approval if the Board was willing to approve it as well. This is for the Boundary Line Adjustment, S-10-23, between the Aroma Joe's site and Granite State Carwash. This application had a few precedent conditions of approval related to having the owner's signature on the plan; completing an inspection of the lot monuments or the submittal of a security to cover the cost of this inspection; the submittal of a revised BLA plan reflecting the voluntary merger of 364 West Street and 12 Pearl Street; the submittal of four full sized paper copies and two mylar copies of the final plan; and the submittal of a check to cover recording fees. All of these conditions precedent have been met.

A motion was made by Mayor George Hansel that the Planning Board issue final approval for S-10-23. The motion was seconded by David Orgaz and carried on a unanimous vote.

III) Staff Updates

Ms. Brunner stated that the Mayor will be bringing names up for the Board's consideration for individuals to serve on the Steering Committee for the Master Plan update. The committee will start meeting in early 2024 and the City is still in the process of selecting a consultant for the

project. She explained that depending upon how this process goes, it could affect the start time of the project, but that they're anticipating starting in early 2024.

IV) New Business

None

V) Next Meeting – Monday, November 27th at 6:30 pm

VI) Adjournment

There being no further business, Chair Farrington adjourned the meeting at 6:10 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Reviewed and edited by,
Megan Fortson, Planning Technician