



City of Keene Planning Board

AGENDA - AMENDED

Monday, November 27, 2023 6:30 PM City Hall, 2nd Floor Council Chambers

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meeting** – October 23, 2023
- III. **Final Vote on Conditional Approvals**

IV. Extension Request

1. **S-04-22 & SPR-04-22 – Conservation Residential Development Subdivision and Site Plan – 0 Drummer Rd** – Applicant Fieldstone Land Consultants, on behalf of owner C. Eric Farris, requests a second extension to the deadline to satisfy the precedent conditions of approval for the proposed 6-lot subdivision of the property located at 0 Drummer Rd (TMP # 515-015-000) and construction of four, 5-unit multifamily residences and one, 6-unit multifamily residence. The property is 13.1 acres and is located in the Low Density District.

V. Boundary Line Adjustment

1. **S-11-23 – Boundary Line Adjustment & Street Access Permit – 143 & 147 Main St & 0 Davis St** – Applicant Brickstone Land Use Consultants, on behalf of owners 143 Main LLC & 147-151 Main Street LLC, proposes to merge the 0.12-ac parcel at 0 Davis St (TMP# 584-059-000) with the existing 0.15-ac parcel at 143 Main St and the 0.19-ac parcel at 147 Main St (TMP#s 584-061-000 & 584-060-000) and adjust the common lot line between these two parcels. A new curb cut is also proposed along Main St to access the parcel at 143 Main St. All parcels are located in the Downtown Core District.

VI. Public Hearing

1. **CLSS-CUP-03-23 – Congregate Living & Social Services Conditional Use Permit – Keene Serenity Center, 24 Vernon St** - Applicant Keene Serenity Center, on behalf of owner Monadnock Area Peer Support Agency, proposes to operate a group resource center on the property at 24 Vernon St (TMP #568-058-000). The site is 0.28 ac and is located in the Downtown Core District.

VII. Master Plan Steering Committee

VIII. Staff Updates

IX. **New Business**

X. **Upcoming Dates of Interest**

- Joint Committee of the Planning Board and PLD – December 11th, 6:30 PM
- Planning Board Steering Committee – December 5th, 11:00 AM
- Planning Board Site Visit – December 13th, 8:00 AM – To Be Confirmed
- Planning Board Meeting – December 18th, 6:30 PM

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

3
4
5 **PLANNING BOARD**
6 **MEETING MINUTES**
7

8 **Monday, October 23, 2023**

6:30 PM

**Council Chambers,
City Hall**

Members Present:

Harold Farrington, Chair
David Orgaz, Vice Chair
Roberta Mastrogiovanni
Councilor Michael Remy
Armando Rangel
Ryan Clancy
Randyn Markelon, Alternate
Kenneth Kost, Alternate

Staff Present:

Mari Brunner, Senior Planner
Evan Clements, Planner
Jesse Rounds, Community Development
Director

Members Not Present:

Mayor George S. Hansel
Gail Somers, Alternate
Tammy Adams, Alternate
Emily Lavigne-Bernier

9
10 **I) Call to Order – Roll Call**
11

12 Chair Farrington called the meeting to order at 6:30 PM and a roll call was taken.
13

14 **II) Minutes of Previous Meeting – September 25, 2023**
15

16 A motion was made by Councilor Michael Remy that the Planning Board approve the September
17 25, 2023 meeting minutes. The motion was seconded by David Orgaz and was unanimously
18 approved.
19

20 **III) Final Vote on Conditional Approvals**
21

22 The Chairman stated this is a new standing agenda item in response to the recent “City of Dover”
23 decision issued by the NH Supreme Court. As a matter of practice, the Board will now issue a final
24 vote on all conditionally approved plans after all of the “conditions precedent” have been met.
25 This final vote will be the final approval and will start the 30-day appeal clock.
26

27 Ms. Brunner stated there is one application ready for a final vote – a subdivision application, S-
28 06-23, for a 2-lot subdivision of the property at 800 Park Avenue. There were five conditions
29 precedent for this application including having the owner’s signature appear on the plan; the

30 inspection of lot monuments by the Public Works Director or their designee or posting a security
31 for the inspection of the lot monuments; submitting a copy of the draft of pass and repass easement
32 document for the City Attorney’s review; the submittal of four full size paper copies, two mylar
33 and a digital copy of the final plan set; and the submittal of a check in the amount of \$51 to cover
34 recording fees.

35 Ms. Brunner noted that all these conditions precedent have been met. A motion was made by
36 Councilor Michael Remy that the Planning Board issue final approval for S-06-23. The motion
37 was seconded by David Orgaz and was unanimously approved.

38
39 **IV) Extension Requests**

40
41 **1. S-03-23 & SWP-CUP-02-23 – Conservation Residential Development Subdivision &**
42 **Surface Water Protection Conditional Use Permit – Whitcomb’s Mill Estates, 19**
43 **Whitcomb’s Mill Rd – Applicant and owner Sandra R. Henry Trust requests an**
44 **extension to the deadline to satisfy the precedent conditions of approval for the CRD**
45 **subdivision & Surface Water CUP applications, S-03-23 & SWP-CUP-02-23, for the**
46 **proposed subdivision of the 12.42 ac parcel at 19 Whitcomb’s Mill Rd (TMP #237-018-**
47 **000) into 9 lots, including 8 residential building lots ranging in size from 0.38 to 0.77 ac**
48 **and one open space lot that is 6.83 ac in size. The parcel is located in the Low Density 1**
49 **District.**

50
51 Mr. Jim Phippard addressed the Board on behalf of the property owner and stated this is a first
52 request for an extension to the timeframe to satisfy the precedent conditions of approval for this
53 application. He explained that there were nine conditions precedent, two of which required the
54 applicant to go before the City Council, which is a lengthy process. He stated that almost all of the
55 conditions of approval are completed; however, he noted that they are still waiting for a letter of
56 credit from the bank. He indicated they hope to have everything submitted to the Community
57 Development Department in a week. Mr. Phippard stated they are requesting a six-month
58 extension.

59
60 A motion was made by Councilor Michael Remy that the Planning Board extend the deadline to
61 meet the precedent conditions of approval by 180 days for S-03-23 & SWP-CUP-02-23. The
62 motion was seconded by David Orgaz and was unanimously approved.

63
64 **2. SPR-06-23 – Site Plan – Roosevelt School Housing – 438 Washington St – Applicant**
65 **Monadnock Affordable Housing, on behalf of owner Community College System of**
66 **New Hampshire, requests an extension to the deadline to satisfy the precedent**
67 **conditions of approval for the Major Site Plan application, SPR-06-23, for the proposed**
68 **renovations to the former Roosevelt School building and the construction of a new**
69 **~12,646 sf 2-story building with associated site improvements to create a 60 unit multi-**
70 **family housing development on the property at 438 Washington St (TMP #531-054-**
71 **000). The site is 2.4 ac and is located in the Low Density District.**

72

73 Ms. Sandy Clark, Facilities Director for Keene Housing, explained that they need more time to
74 address the retaining wall issue for Woodbury Street, so they are requesting a six-month extension
75 for this application.

76
77 A motion was made by Councilor Michael Remy that the Planning Board extend the deadline to
78 meet the conditions of approval by 180 days for SPR-06-23. The motion was seconded by David
79 Orgaz and was unanimously approved.

80
81 **V. Public Hearings**

82
83 **1. S-09-23 – Subdivision – 284 West Surry Rd: Applicant Huntley Survey & Design**
84 **PLLC, on behalf of owners Corbet & Colline Cook, proposes to subdivide the ~9.19-ac**
85 **parcel at 284 West Surry Rd (TMP #206-025-000) into three lots ranging in size from**
86 **~2 ac to ~5.16 ac. The parcel is located in the Rural District.**

87
88 **A. Board Determination of Completeness**

89
90 Evan Clements, Planner, addressed the Board and stated the Applicant has requested exemptions
91 from providing a drainage report, traffic analysis, soil analysis, and other technical reports. Staff
92 have determined that the requested exemptions would have no bearing on the merits of the
93 application and recommend that the Board accept the application as complete.

94
95 A motion was made by Councilor Remy to accept the subdivision application, S-09-23, as
96 complete. The motion was seconded by David Orgaz and was unanimously approved.

97
98 **B. Public Hearing**

99
100 Mr. Russ Huntley of Huntley Survey and Design addressed the Board and explained that this
101 property has a little over nine acres and the property owner is seeking approval for a three-lot
102 subdivision. He explained that there is an existing house with a septic system, well, and driveway
103 on the parcel and indicated that the property owner would like to create two more building lots.
104 One would be north of the existing house and one west of the existing house.

105
106 The one to the north would be the minimum two-acre lot size with plenty of frontage. The existing
107 house would also be on a two acre lot with frontage on both Darling Road and West Surry Road.
108 The remaining five plus acres would have frontage on Darling Road. Test pits have been
109 completed, a survey has been done, and all zoning criteria have been met and staff requirements
110 have been addressed.

111
112 Staff comments were next. Mr. Clements stated the subject parcel is an existing 9.19-acre lot
113 located on the corner of Route NH 12A, also known as West Surry Road and Darling Road, with
114 Bretwood Golf Club directly to the east and the Keene/Surry town line approximately 1,300 feet
115 to the north. There is an existing 1,152 square foot single-family residence with a detached garage
116 on the property. The applicant proposes to subdivide the parcel to create two new residential
117 building lots. Lot 1 will have access off of West Surry Road and will be 2.02-acres in size with
118 254 feet of frontage. Lot 2 will be a 2-acre corner lot with 165 feet of frontage on West Surry Road

119 and 233 feet of frontage on Darling Road. This lot will contain the existing single-family residence.
120 Lot 3 will be a 5.16-acre lot with 512 feet of frontage on Darling Road.

121
122 With reference to the “*Character of Land for Subdivision*” – Mr. Clements stated the subject parcel
123 is characterized by a level open field along the roadways with a tree line deeper onto the property.
124 Further onto the property, the land begins to slope away from the road in a northwesterly direction.
125 A large wetland area exists at the low point of the property in the northwestern corner of the lot.
126 There appears to be sufficient level land in this area for future residential development, if there
127 was some tree clearing done. Test pit data has been submitted as part of this application. The data
128 reveals that the soil composition is mostly sandy with few clumps, with an estimated seasonal
129 high-water observed at no greater than 50 inches and no ledge observed. The site appears to be
130 suitable for septic.

131
132 Mr. Clements went on to say that the existing development pattern of the area along Darling Road
133 consists of two-acre residential parcels. The proposed two-acre lots appear to fit in with the existing
134 developed parcels. The proposed Lot 3 will contain the majority of the existing wetland system
135 and is proposed to be larger as a result. It appears that this standard has been met.

136
137 With reference to the “*Preservation of Existing Features*” - The two proposed undeveloped lots,
138 Lots 1 & 3, contain areas of open field as well as wooded areas. Tree clearing will most likely be
139 required for the future development of Lot 3 (Lot 1 appears to be clear already). The 75-foot
140 wetland buffer is shown on the plan for all three lots and will provide protection for the existing
141 wetlands system. The Board may wish to consider a subsequent condition of approval related to
142 the wetlands buffer being flagged prior to the commencement of any site development in the future
143 on Lots 1 and 3. It appears that this standard has been met.

144
145 “*Special Flood Hazard Areas*” - The subject parcel is not located within a special flood hazard
146 area.

147
148 “*Fire Protection and Water Supply*” - The applicant states in the narrative that fire protection
149 service will be consistent with the other residences constructed in the neighborhood, but did not
150 provide specific information initially. Following staff’s conversation with the applicant, they have
151 agreed to add a note to the plan regarding individual sprinkler systems. Mr. Clements stated staff
152 did not recommend adding this note, but it is something the applicant has agreed to add to the plan.

153
154 He further explained the note will also state that if any future development of these lots comes
155 forward and the applicant does not want to install a sprinkler system, they have the option to come
156 back before the Board to discuss other fire protection options suitable to meet the intent of the
157 Board’s regulations.

158
159 During the review of this application, it was also discovered that at the turnaround point of Darling
160 Court (2,000 feet from the subject parcel), there is private fire cistern. Mr. Clements stated it is
161 unlikely the Fire Department would utilize this cistern during an emergency.

162
163 “*Utilities*” - All three lots will be serviced by private well and septic systems. The subdivision
164 plan shows sufficient room on each lot to accommodate the 75-foot wellhead protection radius and

165 a 4k septic area. NH DES subdivision approval will be required for Lot 1 as it is less than five
166 acres in size. It appears that this standard has been met.

167
168 Mr. Clements went over the recommended motion. This concluded staff comments.

169
170 Councilor Remy asked whether language needs to be included in the motion regarding fire
171 protection or whether that has already been included. Mr. Clements stated the conversation he had
172 with Mr. Huntley regarding the note was after the staff report was drafted. He explained that the
173 legislation regarding this item has changed, hence staff is hesitant to bring it up to the Board
174 because it is clear the Board can't require or necessarily accept it. Staff believe because it is being
175 voluntarily offered at this time by the applicant that it should be sufficient, and it allows staff to
176 deal with it on an individual level at this time.

177
178 Mr. Clancy clarified that the lot that has the house was a two-acre lot and not five acres. Mr.
179 Clements agreed it was two acres and that the lot to the west was five acres.

180
181 The Chairman asked for public comment next.

182
183 Ms. Sylvie Singh-Lamay of 45 Darling Road asked what the purpose is of the 75-foot protective
184 well radius. Mr. Clements explained this meant that a wellhead would be installed in the center of
185 the circle shown on the plan and explained that a leech field or septic system could be installed
186 within this 75 foot area.

187
188 With no other comments from the public, the Chair closed the public hearing.

189
190 Mr. Clements addressed regional impact as it pertains to this application. He indicated that after
191 reviewing the application, staff has made a preliminary evaluation that the proposed subdivision
192 does not appear to have the potential for regional impact. He added the Board would need to make
193 a final determination about whether the proposal could have the potential for regional impact, if
194 approved.

195
196 Councilor Remy asked whether the Board wanted to include language regarding wetlands flagging.
197 Ms. Markelon felt it made sense to have the area flagged.

198
199 C. Board Discussion and Action

200
201 A motion was made by Councilor Michael Remy that the Planning Board approve S-09-23 as
202 shown on the plan set identified as "Three Lot Minor Subdivision" prepared by Huntley Survey &
203 Design at a scale of 1 inch = 40 feet, dated August 31, 2023 and last revised on October 3, 2023
204 with the following conditions:

- 205
206 1. Prior to final approval and signature by the Planning Board Chair, the following
207 conditions precedent shall be met:
208 A. Owner's signature appears on the plan.

- 209 B. Inspection of lot monuments by the Public Works Director or their designee
- 210 following their installation or the submittal of a security in an amount deemed
- 211 satisfactory to the Public Works Director to ensure that the monuments will be set.
- 212 C. Subdivision approval from the New Hampshire Department of Environmental
- 213 Services shall be obtained.
- 214 D. Submittal of four (4) full sized paper copies, two (2) mylar copies, and a digital
- 215 copy of the final plan set.
- 216 E. Submittal of a check in the amount of \$51.00 made out to the City of Keene to
- 217 cover recording fees.

- 218
- 219 2. Subsequent to final approval and signature by the Planning Board Chair, the following
- 220 conditions shall be met:
- 221 A. Prior to the issuance of a building permit for new residential construction, a
- 222 stormwater management plan shall be submitted to the Community Development
- 223 Department for review and approval by the City Engineer.
- 224 B. At the Community Development Director's discretion, the 75-ft. wetland buffer
- 225 shall be flagged and inspected by the Community Development Director or their
- 226 designee prior to site development.
- 227

228 The motion was seconded by David Orgaz.

229

230 Councilor Remy stated he agrees with staff that there is no regional impact from this project.

231

232 The Chair felt the applicant has met the Board's development standards and was in favor of

233 approving the application.

234

235 The motion made by Councilor Remy was unanimously approved.

236

237

238 **2. S-10-23 & SPR-02-22, Modification #1 – Boundary Line Adjustment & Site Plan –**

239 **Aroma Joe's & Granite State Carwash, 348 & 364 West St – Applicant Brickstone Land**

240 **Use Consultants, on behalf of owners, proposes a boundary 1 of 57 line adjustment that**

241 **would transfer ~0.022 ac of land West Street AJ's LLC and A&B LLC from the ~0.598-**

242 **ac Granite State Carwash site at 364 West St (TMP #577-026-000) to the ~0.224-ac**

243 **Aroma Joe's site at 348 West St (TMP #577-025-000). Modifications to the layout of the**

244 **existing queuing area on the Aroma Joe's site are also proposed. Both properties are**

245 **located in the Commerce District.**

246

247 A. Board Determination of Completeness

248

249 Mr. Clements addressed the Board and stated this item consists of two separate applications (a

250 boundary line adjustment and a site plan modification) that will be discussed concurrently, but

251 noted that there will be two separate motions at the end.

252

253 With reference to completeness, Mr. Clements stated the applicant requests exemptions from

254 providing a traffic analysis, soil analysis, historic evaluation, screening analysis, architectural &

255 visual appearance analysis, lighting plan, elevations, and other technical reports. Staff have
256 determined that the requested exemptions would have no bearing on the merits of the application
257 and recommend that the Board accept the application as complete.

258
259 A motion was made by Councilor Remy to accept S-10-23 & SPR-02-22, Modification #1 as
260 complete. The motion was seconded by David Orgaz and was unanimously approved.

261
262 B. Public Hearing

263
264 Mr. Jim Phippard addressed the Board on behalf of West Street AJ's LLC and A&B LLC. He
265 addressed the boundary line adjustment first. He explained the boundary line adjustment would
266 occur along the common boundary line between the Aroma Joe's parcel and the carwash property.
267 The purpose of the boundary line adjustment is to add an eight foot strip of land to the entire length
268 of the Aroma Joe's western property boundary. Mr. Phippard stated that the Aroma Joe's property
269 is an existing non-conforming lot because it is less than the minimum lot size required in the
270 Commerce District and noted that this adjustment will make it more conforming.

271
272 The carwash site is 0.6 acres in size and is a conforming lot. The purpose of adding this strip of
273 land is so that the Aroma Joe's lot can be widened and a second entry lane can be added into the
274 queuing area. Mr. Phippard talked about the success Aroma Joe's has had since its construction
275 last April, more so than was expected. There is a single entry lane that loops around the building
276 and there was adequate queuing around the property. Ten cars will bring you right up to the
277 sidewalk on West Street. The applicant's traffic assessment was based on traffic at their other
278 locations and indicated that a ten car queuing area would be sufficient for an area the size of Keene.
279 However, that was not the case and traffic often backed on to West Street blocking traffic from
280 both directions. The Police were called to the site on numerous occasions to move traffic along
281 and it was requested that this problem be fixed.

282
283 Mr. Phippard went on to say the applicant provided for a temporary fix. Employees were not
284 permitted to park in the four spaces on the site to lengthen the queuing lane and were requested to
285 park on the carwash site. This still did not solve the problem, which is why this proposal is before
286 the Board today. Mr. Phippard added that this boundary line adjustment does not change the site
287 plan for the carwash site, it just changes their property line slightly. However, he did note that they
288 had to go before the Zoning Board for two variances for these properties. The variances were to
289 allow for a pavement setback less than eight feet along the common property line. He added that
290 there will be a fence between the two properties to keep the line of traffic separated.

291
292 After coming to the Board last month, he asked the property owner to monitor the number of cars
293 waiting to turn left and they have indicated that they have not seen any issues. He noted that the
294 two traffic signals on West Street create a gap in traffic, which helps with left turns. They also
295 simplified the traffic circulation to eliminate traffic conflicts by closing the curb cuts on the
296 carwash site along West Street. There are now no curb cuts between Aroma Joes and the Pearl
297 Street intersection, which provides for an excellent line of sight. Mr. Phippard stated the owner
298 feels that prohibiting left hand turns is not necessary and would inconvenience customers. He felt
299 that the current proposal will resolve the issues the site is currently experiencing.

300

301 Mr. Phippard went on to say that in regard to the recommended conditions of approval, he would
302 request that I.C. not be required, which asks for cars exiting the site to be limited to a right turn
303 only. This concluded Mr. Phippard's presentation.

304
305 Councilor Remy asked whether the same traffic engineer completed the traffic study for the
306 carwash site as well. Mr. Phippard answered in the affirmative.

307
308 Mr. Orgaz asked whether there would be signage at the second entrance to Aroma Joe's. Mr.
309 Phippard stated there would be signage.

310
311 Mr. Kost asked if cars trying to make a left turn when exiting the site could be a cause of the traffic
312 issues. Mr. Phippard stated that traffic has been able to turn left out of the site without too many
313 issues and added that he contributes this to the gaps created by the lights at the two intersections
314 on West Street. Mr. Phippard stated he drives on West Street every day and looks for issues with
315 traffic making left turns out of other businesses and has not noticed any issues.

316
317 Mr. Clancy stated his concern is that there is no exit for queuing traffic to get out safely. Mr.
318 Phippard stated when he did the site plan application for Walpole Savings Bank, he left out the
319 turn in front of the building, but he was asked to put that back in. Aroma Joe's is not looking for
320 this type of traffic circulation. Mr. Clancy stated he had raised this concern during the Advice &
321 Comment session last month and wonders if there could be a connector lane to the carwash site,
322 so traffic could exit via the carwash property. Mr. Phippard stated he would not want to encourage
323 another car to enter a site that already has two lanes coming in and merging, which he felt could
324 cause a safety hazard.

325
326 Ms. Mastrogiovanni asked whether any consideration could be given to a double exit lane. Mr.
327 Phippard stated the applicant did not feel that would be necessary. Ms. Mastrogiovanni stated two
328 exit lanes make it easier for someone who wants to turn right but is behind a car that is trying to
329 make a left. Mr. Phippard stated there is room to add a second exit by moving the landscaping and
330 the ramp, but noted that he did not feel this was necessary. He noted adding the second exit comes
331 at a considerable expense. He added if the owners feel it is necessary, they will come back before
332 the Board with a site plan modification. Ms. Mastrogiovanni felt it would make more sense to put
333 the change in place now rather than having to come back. Mr. Phippard stated he does understand
334 what Ms. Mastrogiovanni is saying but to change the plan now would require this process to be
335 stopped. He would have to come up with a modification to the plan, submit it to staff, have Public
336 Works review the plan, and hope to be back at the November meeting – which would cause the
337 applicant to lose this construction season, so they wouldn't even be able to install the second entry
338 lane or complete any construction until April. He stated he would like it to be left for a future
339 consideration rather than delay this process any further.

340
341 Staff comments were next. Mr. Clements addressed the Board and stated the boundary line
342 adjustment which consists of a land transfer of 0.022 acres from the Granite State Carwash
343 property to the Aroma Joe's property. At the time the boundary line adjustment was submitted, a
344 voluntary merger between 12 Pearl Street and 364 West St (the two parcels that make up the
345 carwash site) had not been finalized. Hence, the boundary line adjustment shows that merger as
346 part of the proposal for this application. There is a precedent condition of approval recommended

347 to effectively eliminate that from the boundary line adjustment plan, as it has already been
348 finalized.

349
350 As part of the site plan, Engineering Staff is looking for a Grading and Erosion Control Plan to be
351 submitted for the proposed site work.

352
353 With respect to drainage, the applicant states in their narrative that the existing drainage patterns
354 on the site will be maintained. Stormwater will be directed to the rear of the lot and into the existing
355 stormwater management system and this system has sufficient capacity to collect any stormwater
356 from this site. It appears that this standard has been met.

357
358 Sediment & Erosion Control - The applicant states in their narrative that sediment and erosion
359 control will be achieved by utilizing silt fencing during construction. A Grading & Erosion Control
360 Plan will be reviewed and approved by the City Engineer.

361
362 Snow Storage will be achieved by storing snow around the perimeter of the drive-thru lane and
363 removing any excess snow from the site. This standard has been met.

364
365 Landscaping - There are seven existing arborvitaes along the west side of the property that will be
366 relocated to the southwest corner of the lot to accommodate the expanded drive-thru isle. A six
367 foot tall fence is being proposed along the common property line. There are also some daylilies
368 that will be relocated to make room for the new drive-thru lane. This standard has been met.

369
370 Filling & Excavation - The applicant states in their narrative that minor filling and excavation will
371 be necessary, and they are estimating that 50 cubic yards of material will be necessary for this
372 project. Mr. Clements noted that they have direct access from Route 12 to the site. It appears that
373 this standard has been met.

374
375 Traffic & Access Management – As Mr. Phippard indicated, the applicant has done some
376 preliminary analysis, and they don't believe restricting the exit to right turn only is necessary. Staff
377 from both Public Works and Community Development feel the site in general is very different
378 than when it was proposed as the Aroma Joe's site. The activity at the Pearl Street intersection that
379 is going to be generated from the carwash site is going to be significantly greater than when it was
380 initially proposed. Staff feel restricting the exit to be a right turn only movement will increase
381 traffic flow through the Aroma Joe's site and reduce potential future traffic impacts of cars turning
382 from the Pearl Street intersection after utilizing the carwash as well as reducing impacts of cars
383 turning onto Pearl Street.

384
385 Mr. Clements then outlined the recommended conditions of approval. This concluded staff
386 comments.

387
388 Mr. Orgaz asked whether the employee parking will be brought back to the Aroma Joe's site. Mr.
389 Phippard stated employee parking is back.

390
391 Chair Farrington asked whether the Police Department has reviewed this plan. Ms. Brunner stated
392 that when s these applications are sent out for staff review the Fire Department, Police Department,

393 Engineering, Public Works, Zoning and Building Staff are all included in the review process. She
394 indicated that typically the Police Department doesn't have comments on site plan applications
395 and no comments were received on this application. The Chair asked whether what was shared
396 with them was the right turn only proposal. Mr. Clements stated they receive the complete
397 submittal, but the plan was not discussed with them directly. The Chair clarified all businesses in
398 the area are aware of this application. Mr. Clements stated a legally complying public notice was
399 sent to all abutters.

400
401 The Chair asked for public comment next. With no comment from the public, the Chair closed the
402 public hearing.

403
404 Councilor Remy stated he does not see any regional impact from this application.

405
406 **B. Board Discussion and Action**

407
408 A motion was made by Councilor Michael Remy that the Planning Board approve S-10-23 as
409 shown on the plan set identified as "Lot Line Adjustment Plan" prepared by Huntley Survey &
410 Design at a scale of 1 inch = 20 feet, dated September 15, 2023 with the following conditions:

411
412 1. Prior to final approval and signature by the Planning Board Chair, the following conditions
413 precedent shall be met:

- 414 A. Owner's signature appears on the plan.
- 415 B. Inspection of lot monuments by the Public Works Director or their designee
416 following their installation or the submittal of a security in an amount deemed
417 satisfactory to the Public Works Director to ensure that the monuments will be set.
- 418 C. Submittal of a revised BLA plan that reflects the voluntary merger of 364 West
419 Street and 12 Pearl Street.
- 420 D. Submittal of four (4) full sized paper copies, two (2) mylar copies, and a digital
421 copy of the final plan set.
- 422 E. Submittal of a check in the amount of \$51.00 made out to the City of Keene to
423 cover recording fees.

424
425 The motion was seconded by David Orgaz and was unanimously approved.

426
427 A motion was made by Councilor Michael Remy that the Planning Board approve SPR-02-22,
428 Mod. 1, as shown on the plan identified as "Site Plan Modification Aroma Joe's 0 West Street,
429 Keene, New Hampshire" prepared by SVE Associates and Brickstone Land Use Consultants at a
430 scale of 1 in =10 ft, dated September 12, 2023 with the following conditions: 1. Prior to final
431 approval and signature by the Planning Board Chair, the following conditions precedent shall be
432 met:

- 433
434 A. Owner's signature appears on plan.
- 435 B. Submittal of a Grading & Erosion Control Plan to the Community Development
436 Department to be reviewed and approved by the City Engineer.
- 437 C. Submittal of five (5) full sized paper copies and a digital copy of the final plan set.

438

439 The motion was seconded by David Orgaz.

440

441 The Councilor stated he excluded condition C: Submittal of a revised site plan that restricts the
442 exit from the site to a “Right Turn Only” vehicle movement, but noted that he was open to an
443 amended motion to add the item back in. He referred to the Savings Bank of Walpole site, which
444 can be challenging because of the two exit lanes. However, the Starbucks site seems to work fine.

445

446 The Chair stated he agrees with Councilor Remy in that there are sites on West Street that have a
447 right turn only exit and some that exit right and left. He added that absent data he did not want to
448 impose this restriction on the applicant. He felt the applicant has been accommodating in turning
449 this item around and have identified the problem themselves and have addressed it accordingly.

450

451 Mr. Clancy stated he agrees with Councilor Remy’s comment and added in the future when the
452 Board looks at projects such as this, they will look more closely at safety and dual exit lanes for
453 queueing lanes. He stated he was concerned about emergency vehicle access.

454

455 The motion made by Councilor Remy was unanimously approved.

456

457 **VI. Advice & Comment**

458

459 **1. Potential Conservation Residential Development (CRD) Subdivision, 0 Old**
460 **Walpole Rd – Applicant and owner Monadnock Habitat for Humanity Inc., is seeking**
461 **input from the Planning Board regarding a potential CRD Subdivision of the 7.1-ac**
462 **parcel at 0 Old Walpole Rd (TMP #503-005-000). The parcel is located in the Rural**
463 **District.**

464

465 Mr. Michal Conway, a volunteer for Monadnock Habitat Humanity, stated they acquired this
466 property through a donation and would like to make the best use of it and provide for affordable
467 workforce housing. He noted the property is located in the Rural Zone, is 7.1 acres in size and is
468 eligible to be subdivided into three lots. Each lot would be in excess of two acres and would
469 become developable lots for three single-family dwellings. He indicated what they are proposing
470 is an alternative to that; a CRD Development with an optional bonus density incentive for owner-
471 occupied workforce affordable housing. He stated their proposal would require a waiver from the
472 Planning Board. He added that what they wish to construct would require two waivers.

473

474 The development would consist of two lots each in excess of 32,000 square feet each with a modest
475 duplex on them. Each duplex would have two units of approximately 1,150 square feet each.

476

477 The first waiver is to allow this project to be reviewed as a CRD subdivision. Per the City’s Land
478 Development Code, a parcel in the Rural District must have a minimum lot size of 10 acres to be
479 eligible for a CRD and this parcel is only 7.1 acres in size.

480

481 He added that their proposal involves a turning a portion of the parcel into a perpetual conservation
482 area, which would set aside an excess of five acres of land and would satisfy the minimum
483 requirements that would exist if this were a ten acre lot.

484

485 The second waiver is for the proposed construction of a shared driveway as opposed to the creation
486 of an interior road. He explained that they are looking for Board input before they spend their
487 limited funds on professional services.

488
489 Councilor Remy asked how the owner-occupied concept would work, given that they are
490 proposing two lots with duplexes. Mr. Conway stated it would be a condominium and it would be
491 a requirement outlined in the lease. The Councilor asked why it needs to be a shared driveway
492 versus a road. Ms. Brunner stated staff would be in support of this waiver because this proposal is
493 just for the construction of two duplexes. She explained that the construction of an entire street
494 that would become a public right-of-way is complicated and there are maintenance issues that go
495 along with it. The City feels a shared driveway should be encouraged when it makes sense, and
496 this is one of those instances. Mr. Conway felt that the construction of a street would cause
497 environmental disturbance and would encroach into the conservation area.

498
499 Councilor Remy referred to the wooded open space toward Old Walpole Road and asked whether
500 the applicant would have an issue in leaving this as a no cut zone and leaving it as a wooded area.
501 Mr. Conway stated they will be honoring this requirement.

502
503 Mr. Kost stated he appreciates this concept of providing more workforce housing. He stated he
504 wanted to make sure the shared driveway would have spaces for emergency vehicle access.

505
506 Mr. Clancy stated he prefers this proposal compared to the one presented by the applicant
507 previously. He stated his focus is also on emergency vehicle access.

508
509 Chair Farrington stated there is workforce housing and affordable housing and asked what the plan
510 was for this proposal. Mr. Conway explained Habitat for Humanity helps construct homes. The
511 partner families also participate in the construction of the house, so there is some sweat equity
512 invested in the house. If they are unable to help with construction, they can have people help with
513 construction on their behalf, but it is a requirement. When they are ready to move in, there is a
514 mortgage so anyone who wants to purchase the home would need to have an income. What makes
515 it affordable is that the construction of the house is done largely by volunteer labor and much of
516 the materials are donated.

517
518 He added that Habitat for Humanity is a certified charity, and they structure a no interest mortgage.
519 However, there are strings attached so that somebody can't sell the house and make a profit. The
520 City's requirement to get the density bonus is to provide for workforce or affordable housing.
521 Chair Farrington asked for other examples of homes constructed by Habitat for Humanity. Mr.
522 Conway referred this question to the President for Habitat for Humanity, Matt Keenan. Mr. Keenan
523 stated they have been around since 1991 and have built 16 homes in the greater Monadnock area.
524 They have all been single-family homes until now and the challenge has been finding affordable
525 land.

526
527 Chair Farrington clarified these properties will have well and septic. The applicants agreed and
528 added that access to sewer is at a distance; however, City water is at close proximity, and this could
529 still be a possibility.

530

531 Mr. Clements asked how ownership of each duplex was going to be handled. Mr. Conway stated
532 they would be owned separately, but the underlying lot will be shared.

533
534 Chair Farrington felt this plan was much more acceptable than what was presented previously. Mr.
535 Conway asked how the Board felt about the two waivers. Councilor Remy stated he was in support
536 of the CRD proposal on this acreage and agreed with the shared driveway concept.

537
538 Ms. Markelon felt because this site abuts a low density area the CRD concept would make sense.

539
540 Councilor Remy stated when the plan is ready to be presented, he would like to see a view from
541 the road of what this plan would look like. Chair Farrington encouraged that they should maintain
542 as many trees as possible and reminded the applicant of the public's concern from last month
543 regarding drainage. Mr. Conway stated the impervious surface being introduced to this site is way
544 below the maximum required in the rural zone (10%). Mr. Keenan stated that a Keene State
545 College sophomore class will be assisting with the design for this project.

546
547 Councilor Remy asked if public comment is taken for Advice & Comment. Ms. Brunner stated
548 this would be entirely up to the Chair. The Chair asked for public comment.

549
550 Mr. David Bergeron, an abutter to this parcel, stated that he was in support of this project.

551
552 Mr. Stefan Mayhew of Elm Street stated he was happy to see Habitat for Humanity veering away
553 from single-family homes and looking into duplexes and triplexes.

554
555 **VII. Staff Updates**

556
557 Ms. Brunner stated with reference to a master plan, the City is currently in the process of selecting
558 a consultant. There is an RFQ that has been sent out and a roster will be available in time for the
559 November meeting to assign a Steering Committee. She explained that the hope is to have the
560 process started in early 2024.

561
562 **VIII. New Business**

563
564 None

565
566 **IX. Upcoming Dates of Interest**

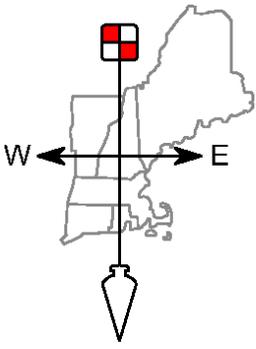
- 567
- 568 • Joint Committee of the Planning Board and PLD – November 13th, 6:30 PM
 - 569 • Planning Board Steering Committee – November 14th, 11:00 AM
 - 570 • Planning Board Site Visit – November 22nd, 8:00 AM – To Be Confirmed
 - 571 • Planning Board Meeting – November 27th, 6:30 PM

572 There being no further business, Chair Farrington adjourned the meeting at 8:00 PM.

573
574 Respectfully submitted by,
575 Krishni Pahl, Minute Taker

576

577 Reviewed and edited by,
578 Megan Fortson, Planning Technician



FIELDSTONE

Surveying ♦ Engineering
Land Planning ♦ Septic Designs

LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

November 16, 2023

City of Keene Planning Board

Attn: Mari Brunner, Senior Planner
City Hall - 4th Floor
3 Washington Street-
Keene, NH 0343

**RE: S-04-22 and SPR-04-22
Timberlane Woods CRD Subdivision
Extension Request Letter**

Dear Planning Board,

Fieldstone Land Consultants, on behalf of Christopher E. Farris, is hereby submitting this letter to request a second 6-month extension to satisfy the precedent conditions of approval. Additional time is needed to finalize the legal documents for a formal submission to the City. We look forward to the completion of the conditions of approval in the near future.

Best Regards,
FIELDSTONE LAND CONSULTANTS, PLLC

Chad E. Branon, PE
Project Engineer

STAFF REPORT

S-11-23 – Boundary Line Adjustment & Street Access Permit – 143 & 147 Main St, 0 Davis St BLA

Request:

Applicant Brickstone Land Use Consultants, on behalf of owners 143 Main LLC & 147-151 Main Street LLC, proposes to merge the 0.12-ac parcel at 0 Davis St (TMP# 584-059-000) with the existing 0.15-ac parcel at 143 Main St and the 0.19-ac parcel at 147 Main St (TMP#s 584-061-000 & 584-060-000) and adjust the common lot line between these two parcels. A new curb cut is also proposed along Main St to access the parcel at 143 Main St. All parcels are located in the Downtown Core District.

Background:

The subject properties are located at the northwest corner of Main Street and Davis Street with Athen's Pizza abutting to the north and the Cumberland Farms Gas & Convenience across Main Street to the east. The property at 143 Main Street contains an historic, mixed-use commercial and residential building with street access from Davis Street via the 0 Davis Street property. The property at 147-151 Main Street used to contain a two story, brick construction mixed-use building known as the Cobblestone building; however, the lot is currently vacant after a fire forced the demolition of the building. The property at 0 Davis Street is a gravel parking area.

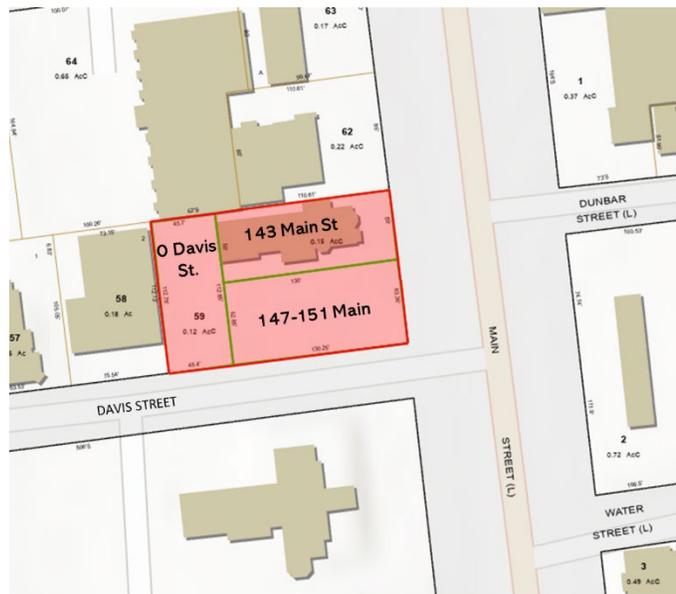


Figure 1. Location of 143 Main St, 147-151 Main St, and 0 Davis St parcels.

The purpose of this BLA application is to adjust the common lot line between 143 Main Street and 147-151 Main Street and merge the 0 Davis Street into the two Main Street properties, eliminating the 0 Davis Street property. This proposal will remove the existing site access for 143 Main Street. A Street Access permit application for 143 Main Street has been submitted concurrently with the boundary line adjustment application to propose a new site access point on Main Street.

The Street Access permit application for 143 Main Street proposes to install a new 12' paved driveway along the south side of the existing building. The location of the proposed street access and driveway is in the approximate location of a former driveway that was discontinued by the previous property owner in 2007, in conjunction with the reconstruction of this portion of Main Street. The existing crosswalk will be relocated, by the applicant, to the south of the proposed new street access.

Table 1 provides the area of each lot before and after the proposed merger and lot line adjustment. The Downtown Core District has no minimum lot size.

STAFF REPORT

<i>Table 1. Area of Land Affected by Proposed Boundary Line Adjustment</i>			
	143 Main St. (TMP# 584-061-000)	147-151 Main St. (TMP# 584-060-000)	0 Davis St. (TMP# 584-059-000)
Prior to Adjustment	0.15 acres	0.19 acres	0.12 acres
After Adjustment	0.21 acres	0.25 acres	0 acres

Determination of Regional Impact:

After reviewing the application, staff have made a preliminary evaluation that the proposed subdivision does not appear to have the potential for “regional impact” as defined in RSA 36:55. The Board will need to make a final determination as to whether the proposal, if approved, could have the potential for regional impact.

Completeness:

The Applicant requests exemptions from providing a drainage report, traffic analysis, soil analysis, and other technical reports. Staff have determined that the requested exemptions would have no bearing on the merits of the application and recommend that the Board accept the application as “complete.”

Departmental Comments:

Engineering: The proposed street access point will need to meet all pertinent City regulations including:

1. Ramp details shall comply with City Standards and the PROWAG (Public Right-of-Way Accessibility Guidelines).
2. Pavement markings shall be “continental” style with bars arranged parallel to traffic (not perpendicular to the crosswalk).

Application Analysis: The following is a review of the Planning Board development standards relevant to this application.

19.2.2 Character of Land: The applicant states in their narrative that the subject properties are existing commercially developed properties. The 143 Main Street property is already developed, and the 147-151 Main Street property was previously developed and has no steep slopes, surface waters, or floodplain areas. It appears that this standard has been met.

19.2.3 Scattered or Premature Development: The applicant states in their narrative that the subject parcels are located in a heavily developed area and have access to city services including water and sewer service and frontage on Main Street and Davis Street. It appears that this standard has been met.

19.2.4 Preservation of Existing Features: There are no significant natural features on the properties. The applicant states in their narrative that the existing brick house at 143 Main Street will be retained with minor changes to accommodate a new driveway and site access. This

STAFF REPORT

building is located in the Downtown Historic District and is ranked as a “Primary Resource,” which means it contributes to the District’s sense of time and place and historical development in a particularly distinctive manner. Any changes to this historic resource may require review and approval by the Historic District Commission. The Planning Board should not approve any plan or proposal that would alter the structure located at 143 Main Street unless and until approval by the Historic District Commission has been granted for those alterations.

19.2.5 Monumentation: The applicant states in their narrative that new pins will be set to mark the proposed new boundary lines. It appears that this standard has been met.

19.2.6 Special Flood Hazard Area: The applicant states in their narrative that the subject parcels do not lie within the 100-year floodplain.

19.2.7 Fire Protection and Water Supply: The applicant states in their narrative that the properties are serviced with city water and that fire hydrants exist on Main Street and Davis Street. It appears that this standard has been met.

19.2.8 Utilities: City water and sewer service serve the subject properties. It appears that this standard has been met.

20.2 Drainage: The applicant states in their narrative that drainage from the proposed driveway will be collected and directed to a new infiltration system that will be installed with the planned future re-development of 147-151 Main Street. It appears that this standard has been met.

20.3 Sediment & Erosion Control: The applicant states in their narrative that silt fence will be installed during the construction of the driveway to prevent any sediment from leaving the site. It appears that this standard has been met.

20.5 Landscaping: The applicant states in their narrative that the lawn area at the front of 143 Main Street will be preserved and that new landscaping will be proposed with the future site plan application for the re-development of 143 Main Street. No new landscaping is proposed with this application. It appears that this standard has been met.

20.9 Traffic & Access Management: The applicant has submitted a Street Access Permit application for 143 Main Street to demonstrate that the property will still have street access after the proposed merger and lot line adjustment. The applicant is proposing a 12’ paved driveway that will provide access to a proposed parking area located to the rear of the property. At the time of this staff report, the plan included a note that indicates that three feet will be “trimmed” from the southern porch on the 143 Main Street property. Any proposed changes to this porch, which is listed as a character-defining feature on the property inventory form, will need to be reviewed and approved by the Historic District Commission before the Planning Board can approve the application. If the plans are not revised prior to the Planning Board meeting, staff recommend that the Board continue this application to allow the applicant time to either revise the plans to

STAFF REPORT

avoid impacting the historic brick building, or alternatively, obtain HDC approval for the proposed alterations.

The applicant proposes to shift the existing crosswalk and associated pedestrian features to the south of the proposed street access area. The future re-development of 147-151 Main Street will use street access from Davis Street and is not under consideration with this application. A full Site Plan application will be submitted for the Planning Board to review the proposed re-development at a later date.

Recommended Motion:

Staff will provide a recommended motion at the Planning Board meeting.



City of Keene, NH

Planning Board

Boundary Line Adjustment (BLA) 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: 3 Lot Boundary Line Adjustment	NUMBER OF PARCELS AFFECTED: 3
PROJECT ADDRESS(ES): 143 Main St, 147-151 Main St & O Davis St	

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER #1	PROPERTY OWNER #2
NAME/COMPANY: 143 Main LLC	NAME/COMPANY: 147-151 Main St LLC
MAILING ADDRESS: PO Box 575 West Swanzey Ntt 03469	MAILING ADDRESS: PO Box 575 West Swanzey Ntt 03469
PHONE:	PHONE:
EMAIL:	EMAIL:
SIGNATURE: 	SIGNATURE:
PRINTED NAME: MICHAEL PAPPAS	PRINTED NAME: MICHAEL PAPPAS

APPLICANT / AUTHORIZED AGENT	FOR OFFICE USE ONLY:
------------------------------	----------------------

NAME/COMPANY: James Phypard / Brickstone Land Use Consultants	TAX MAP PARCEL #(s): 584-059-000-000-000 = 20.12ac. 584-061-000-000-000 = 20.15ac. 584-060-000-000-000 = 20.19ac.
MAILING ADDRESS: 185 Winchester St Keene NH 03431	
PHONE: 603-357-0116	

EMAIL: jphypard@ne.rr.com	PARCEL SIZE: see above	DATE STAMP:
SIGNATURE: 	ZONING: Downtown Core	
PRINTED NAME: James P Phypard	PROJECT #: 8-11-23	



City of Keene, NH

Street Access (Driveway) Permit Application

If you have questions about how to complete this form, please contact the Public Works Department at (603) 352-6550.

SECTION 1: PROJECT INFORMATION

PROPERTY ADDRESS:

143 Main Street

PARCEL SIZE:

0.15 ac

ZONING DISTRICT:

DT-C

TAX MAP PARCEL #(s):

584-061-000-000-000

PERMIT TYPE:

- RESIDENTIAL STREET ACCESS PERMIT (for single-family & two-family homes)
 COMMERCIAL & MULTI-FAMILY STREET ACCESS PERMIT
 TEMPORARY STREET ACCESS PERMIT

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

(If different than property owner.)

NAME/COMPANY:

143 Main LLC

NAME/COMPANY:

MAILING ADDRESS:

PO Box 575 West Swanzey NH 03469

MAILING ADDRESS:

PHONE:

PHONE:

EMAIL:

EMAIL:

SIGNATURE:

SIGNATURE:

PRINTED NAME:

MIKE PAPPAS

PRINTED NAME:

SECTION 3: SUBMITTAL REQUIREMENTS

LOCATION MAP: This map should show the general location of the property. The City of Keene's [GIS Database \(axisgis.com/keenenh/\)](http://axisgis.com/keenenh/) can be used to generate a map.

DRIVEWAY DIAGRAM: This diagram should show the dimensions and drainage of the proposed driveway.

FEES: There is a \$50 fee for Driveway Permit Applications. Checks should be made payable to the City of Keene. Credit card payments are accepted in-person or by calling 603-352-5440.

DESCRIPTION OF PROJECT: The proposed design of a driveway will need to comply with the standards outlined in the [Land Development Code \(LDC\)](#) under Section 9.3, Section 22.5.4, and Section 20.9.2 (for commercial/multi-family driveways only). These standards are attached to this application form.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED DRIVEWAY LOCATION, DIMENSIONS, SURFACE MATERIAL, AND GRADING/ DRAINAGE MECHANISM (IF NOT INCLUDED ON THE DRIVEWAY DIAGRAM).

Boundary Line Adjustment Project Narrative

**Land of
143 Main LLC and 147-151 Main Street LLC
143 & 147 Main Street and 0 Davis Street
Keene, NH**

October 20, 2023

This is an application to amend the boundaries between three existing properties at the corner of Main Street and Davis Street in Keene. The lot at 0 Davis Street will be eliminated and the lots on Main Street will be made larger.

0 Davis Street is a 0.12 acre lot in the DT-C district. It is tax map 584-059-000 and is owned by 143 Main LLC.

143 Main Street is a 0.15 acre lot in the DT-C district. It is tax map 584-061-000 and is owned by 143 Main LLC.

147-151 Main Street is a 0.19 acre lot in the DT-C district. It is tax map 584-060-000 and is owned by 147-151 Main Street LLC.

The owner wishes to eliminate 0 Davis Street and add the land area to the lots which front on Main Street. They will also be adjusting the line between 143 and 147 Main Street. The changes will result in 143 Main Street becoming a 0.21 acre lot and 147-151 Main Street becoming a 0.25 acre lot. Both reconfigured lots will comply with zone dimensional requirements.

The reconfigured 143 Main Street will have access over the former driveway location on Main Street. A 12' wide driveway will be constructed leading from Main Street to a parking area at the rear of the reconfigured lot.

The reconfigured 147-151 Main Street will have access from Davis Street.

Exemptions are requested for items not being changed or not applicable.

Boundary Line Adjustment Narrative

**Land of
143 Main LLC and 147-151 Main Street LLC
143 Main Street, 0 Davis Street, and 147-151 Main Street
Keene, NH**

October 20, 2023

Subdivision Standards

19.2.1 Lots- Three lots in the DT-C district will be affected by the proposed boundary line adjustment. Lot 584-059-000 is a 0.12 acre lot on Davis Street which will be eliminated. The land area will be divided and added to the lots which front on Main Street. Lot 584-061-000 is a 0.15 acre lot at 143 Main Street. It will increase in size to 0.21 acres. Lot 584-60-000 will increase in size to 0.25 acres. Each revised lot will meet all zone dimensional and frontage requirements.

19.2.2 Character of Land – These are existing commercially developed properties with one building and on-site parking. The BLA will move the common boundary between the properties.

19.2.3 Scattered or Premature Development – These are existing developed commercial lots in the downtown area and are serviced by city sewer and city water. The existing properties have frontage on Main Street and Davis Street.

19.2.4 Preservation of Existing Features – The existing brick house at 143 Main Street will be retained with very minor changes to accommodate a driveway from Main Street to the rear of the lot. 147-151 Main Street is the former site of a mixed use building which burned. The site is planned for a new building.

19.2.5 Monumentation – New pins will be set to mark the proposed new boundary lines.

19.2.6 Special Flood Hazard Areas – These properties do not lie within the 100 year floodplain.

19.2.7 Fire Protection and Water Supply- The properties are serviced with city water. City fire hydrants exist on Main Street and Davis Street.

19.2.8 Utilities – City water and city sewer service both existing sites. No changes are proposed.

20.2 Drainage & Stormwater Management- Drainage from the existing sites currently sheet drains to existing catch basins located in Main Street and Davis Street. The proposed BLA will not affect drainage on either site.

20.3 Sediment/Erosion Control – Silt fence will be utilized during the construction of the driveway at 143 Main Street to prevent any sediment from leaving the site.

20.4 Snow Storage & Removal – Snow is stored around the perimeter of the paved areas. Excess snow will be removed from the site after each snowstorm as needed.

20.5 Landscaping – The lawn area at the front of 143 Main Street will be preserved. New landscaping will be proposed when the lots are redeveloped.

20.6 Screening – N/A

20.7 Lighting – N/A

20.8 Sewer & Water – No changes to the existing sewer and water services are proposed.

20.9 Traffic & Access Management – The driveway access from Mian Street into 143 Main Street will provide access to the rear parking area. 147-151 Main Street will have access from Davis Street and will be identified in a plan for the redevelopment of the site.

20.10 Filling & Excavation – N/A

20.11 Surface Waters & Wetlands – N/A
affect Black Brook.

20.12 Hazardous or Toxic Materials – The applicant has no knowledge of hazardous or toxic materials at this site.

20.13 Noise – No excessive noise will result from this proposal.

20.14 Architecture & Visual Appearance – N/A

Driveway Narrative

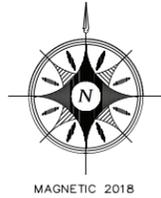
**Land of
143 Main LLC
143 Main Street
Keene, NH**

November 13, 2023

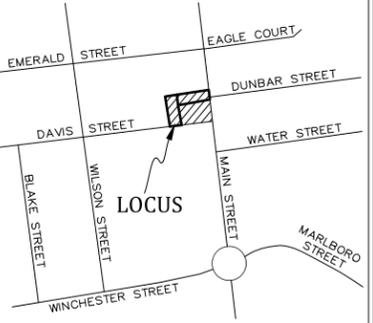
The existing building at 143 Main Street is a historic brick building which was formerly a single family residence. The owner is proposing to renovate the building to be an office space with multiple residential rooms. The commercial use of this building is permitted in the DT-C district. Four parking spaces for use by the occupants will be provided at the rear of the site with access from a driveway to be constructed from Main Street.

The proposed driveway will be a paved driveway 12 feet wide and will be located along the south side of the existing building. The street access point is the former driveway location at Main Street. A pedestrian crosswalk was added at this location back in 2008 (+/-). In order to have a safe access driveway at this location the existing pedestrian crosswalk must be relocated. The applicant proposes to relocate the crosswalk to the south of its' existing location as shown on the attached plan.

Drainage from the paved driveway will be collected and directed to the rear of the site where a new infiltration system will be installed. Final design details will be provided on a site plan to be filed with Community Development in the near future.



LOCUS MAP
NOT TO SCALE



NOTES

- THE PURPOSE OF THIS PLAN IS TO ADJUST THE BOUNDARY LINES BETWEEN LOTS 584-059-000, 584-060-000 AND LOT 584-061-000.
- OWNERS OF RECORD:

LOT 584-059-000	LOT 584-060-000
LOT 584-061-000	147-151 MAIN STREET LLC
143 MAIN LLC	PO BOX 575
PO BOX 575	WEST SWANZEY, NH 03469
WEST SWANZEY, NH 03469	VOL. 3203 PG. 1337
- MAP AND LOT NUMBERS REFER TO THE CITY OF KEENE TAX MAPS.
- CURRENT ZONING: DOWNTOWN CORE (DT-C)

MIN. LOT AREA - NONE
MIN. LOT WIDTH - NONE
MIN. FRONTAGE - 80 FEET

 SETBACKS:

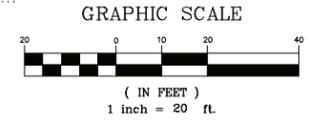
FRONT - 0 FEET
SIDE - 0 FEET
REAR - 0 FEET
- LOTS 584-059-000, 584-060-000 AND 584-061-000 ARE NOT WITHIN THE 100 YEAR FLOOD PLAN.

DISCLAIMERS

- THE PARCEL MAY BE SUBJECT TO OTHER EASEMENTS AS THEY EXIST OF RECORD OR IN FACT. CARDINAL SURVEYING AND LAND PLANNING DOES NOT INTEND OR REPRESENT THAT ALL RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY ARE SHOWN. A SPECIFIC TITLE EXAMINATION IS SUGGESTED TO DETERMINE THE NATURE AND EXTENT OF RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY.
- THE LOCATION OF ANY UTILITY INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE. CARDINAL SURVEYING & LAND PLANNING MAKES NO CLAIMS TO THE ACCURACY OR COMPLETENESS OF THE UTILITIES SHOWN. FIELD VERIFICATION IS REQUIRED PRIOR TO ANY EXCAVATION ON THE SITE.
- MAGNETIC BEARINGS SHOWN HEREON ARE BASED ON A COMPASS OBSERVATION TAKE IN JULY, 2018 AND ARE FOR REFERENCE ONLY AND SERVE TO PROVIDE AN ANGULAR RELATIONSHIP BETWEEN LINES. VARIATIONS IN MAGNETIC BEARINGS MAY BE AFFECTED BY A CONSTANTLY CHANGING MAGNETIC DECLINATION AND LOCAL ATTRACTION.

REFERENCE PLANS

- "BOUNDARY SURVEY PLAN, PREPARED FOR ROBERT A. EADES & ATHENS PIZZA HOUSE, INC., EMERALD STREET & MAIN STREET, KEENE, N.H."; PREPARED BY DAVID A. MANN; DATED OCTOBER 9, 2004; REVISED THROUGH 10-23-2004; SCALE 1"=20'; RECORDED AT CCRD CABINET 12 DRAWER 10 NUMBER 97.
- "PROPERTY OF BESSIE F. BERGERON ESTATE, DOROTHY HARRIS, LEGATEE"; PREPARED BY THOMAS W. FLAVIN JR.; DATED FEBRUARY 6, 1986; SCALE 1"=20'; RECORDED AT CCRD PLAN BOOK 53 PAGE 53.
- "PLAT OF HELEN CAROLINE & ANSEL NILS ANDERSON, SUBDIVISION, 21 & 29 DAVIS ST., KEENE, N.H."; PREPARED BY THOMAS W. FLAVIN JR.; DATED DECEMBER 5, 1984; SCALE 1"=10'; RECORDED AT CCRD CABINET 6 DRAWER 0 NUMBER 40.



OWNER CERTIFICATION

I, MICHAEL PAPPAS, CERTIFY THAT I AM THE AGENT FOR 143 MAIN LLC AND 147-151 MAIN STREET LLC OWNER OF MAP 584-059-000, 584-060-000 AND 584-061-00 AND APPROVE OF THIS BOUNDARY LINE ADJUSTMENT.

AGENT _____ DATE _____

SURVEYOR'S CERTIFICATION

THIS SURVEY IS THE RESULT OF A RANDOM TRAVERSE USING AN ELECTRONIC TOTAL STATION AND MEETS THE MINIMUM REQUIREMENTS OF AN URBAN SURVEY AS SPECIFIED IN NH LAN TABLE 500.1.

I HEREBY CERTIFY THAT THIS PLAT CONFORMS TO ALL APPLICABLE LOCAL ZONING ORDINANCES AND RULES.



NO.	DATE	REVISION	BY

BOUNDARY LINE ADJUSTMENT
LOTS 584-059-000, 584-060-000
& 584-061-000
MAIN STREET & DAVIS STREET
KEENE, NH 03431

DATE: SEPT 28, 2023 SCALE: 1"=20'

PREPARED FOR:
 MICHAEL PAPPAS, 143 MAIN LLC &
 147-151 MAIN STREET LLC

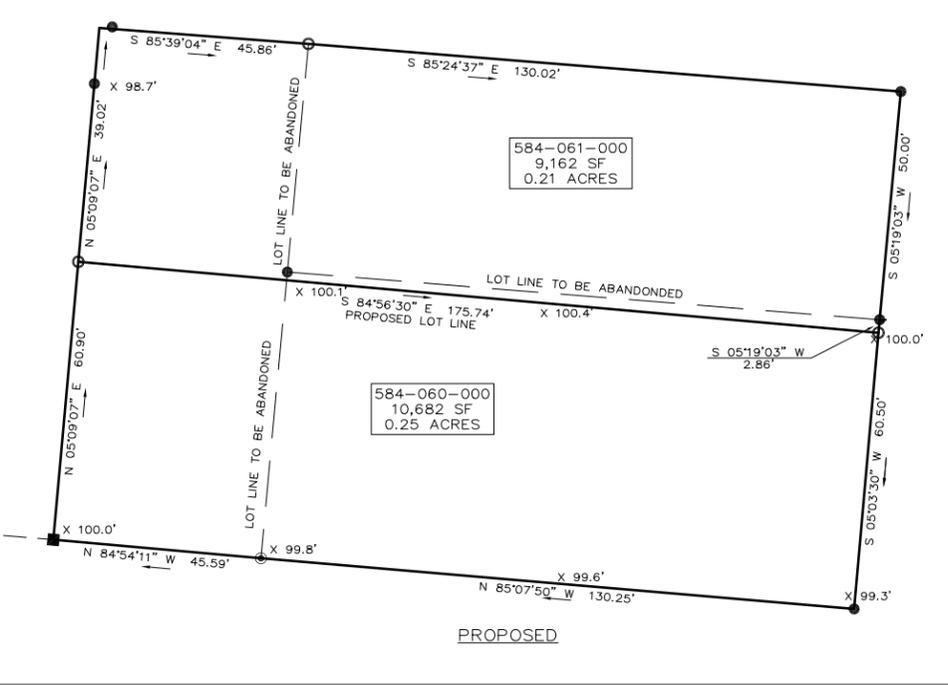
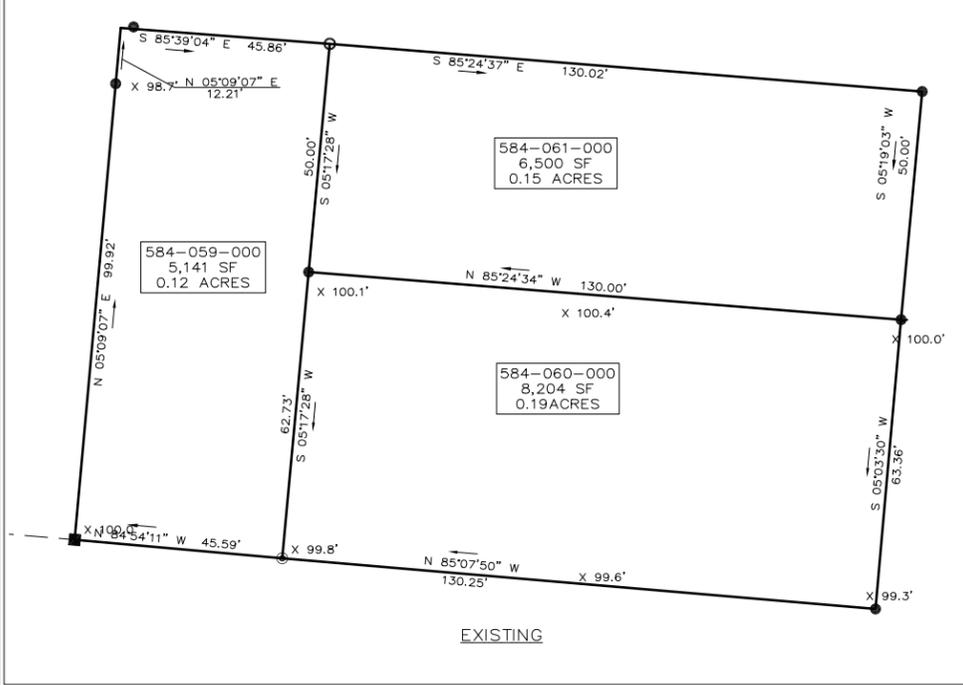
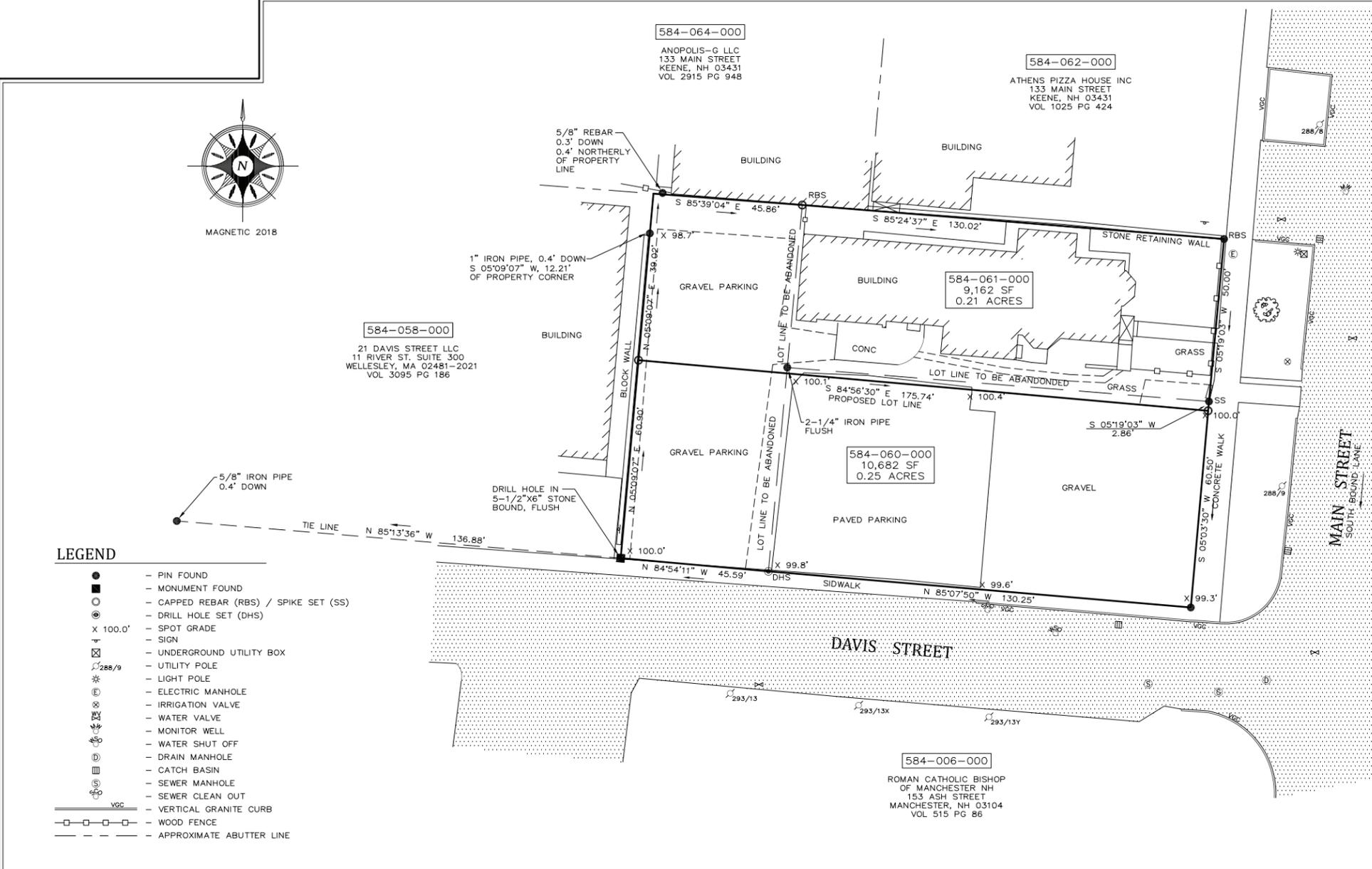
CARDINAL SURVEYING & LAND PLANNING
 Sullivan, New Hampshire 03445
 Tel. (603) 209-1989

JOB NO. 45A SURVEY DATE: 07-18 FEB. 6/75

SHT 1/1

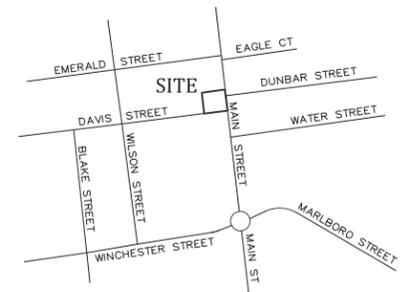
LEGEND

- - PIN FOUND
- - MONUMENT FOUND
- - CAPPED REBAR (RBS) / SPIKE SET (SS)
- ⊙ - DRILL HOLE SET (DHS)
- x 100.0' - SPOT GRADE
- - SIGN
- ⊠ - UNDERGROUND UTILITY BOX
- ⊡ - UTILITY POLE
- ⊙ - LIGHT POLE
- ⊙ - ELECTRIC MANHOLE
- ⊙ - IRRIGATION VALVE
- ⊙ - WATER VALVE
- ⊙ - MONITOR WELL
- ⊙ - WATER SHUT OFF
- ⊙ - DRAIN MANHOLE
- ⊙ - CATCH BASIN
- ⊙ - SEWER MANHOLE
- ⊙ - SEWER CLEAN OUT
- - VERTICAL GRANITE CURB
- - WOOD FENCE
- - - - - APPROXIMATE ABUTTER LINE

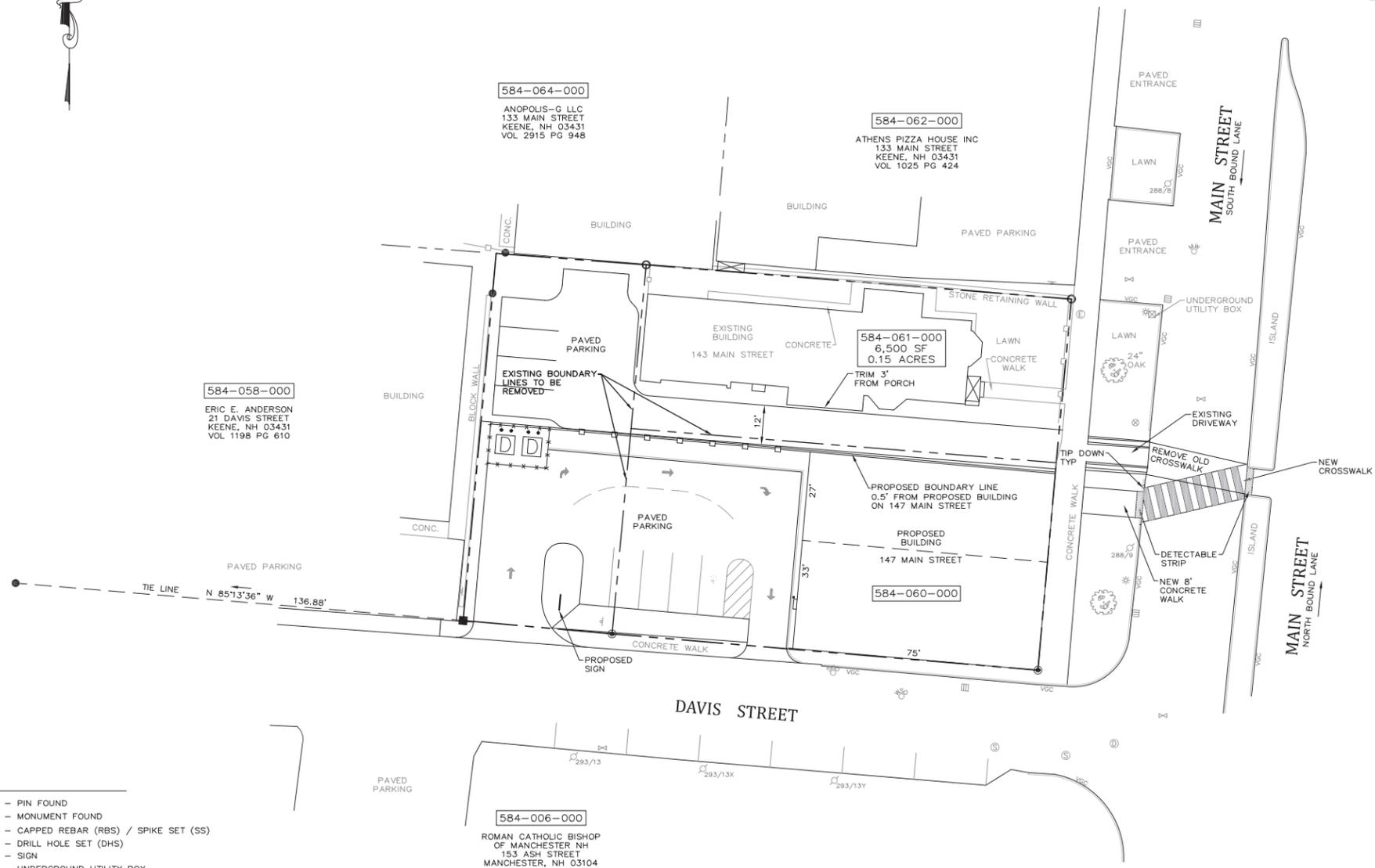


EXISTING

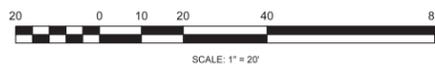
PROPOSED



REVISIONS:



- LEGEND**
- - PIN FOUND
 - - MONUMENT FOUND
 - - CAPPED REBAR (RBS) / SPIKE SET (SS)
 - ⊙ - DRILL HOLE SET (DHS)
 - ⊕ - SIGN
 - ⊗ - UNDERGROUND UTILITY BOX
 - ⊕_{288/9} - UTILITY POLE
 - * - LIGHT POLE
 - ⊕ - ELECTRIC MANHOLE
 - ⊕ - IRRIGATION VALVE
 - ⊕ - WATER VALVE
 - ⊕ - MONITOR WELL
 - ⊕ - WATER SHUT OFF
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 - ⊕ - SEWER MANHOLE
 - ⊕ - SEWER CLEAN OUT
 - ⊕ - VERTICAL GRANITE CURB
 - - WOOD FENCE
 - - - - - APPROXIMATE ABUTTER LINE



OWNER/DEVELOPER:
143 MAIN LLC & 147-151 MAIN STREET LLC
 PO BOX 575
 WEST SWANZEY, NH 03469

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

143 MAIN STREET,
 147 MAIN STREET &
 0 DAVIS STREET
 KEENE, NH

DRIVEWAY PLAN

SCALE: 1"=20'

DATE: NOVEMBER 14, 2023

SHEET 1



October 3, 2023

Brickstone Land Use Consultants LLC
c/o: Mr. James Phippard
185 Winchester Street
Keene, NH 03431

RE: Written Zoning Interpretation for 143 Main Street

Dear Mr. Phippard,

Article 25.9 of the City of Keene's Land Development Code provides anyone with the ability to request a written interpretation of the Zoning Regulations. The owner of the parcel at 143 Main Street and you, as their representative, have submitted a request for an interpretation of dimensional standards impacting potential development on the property.

The subject parcel is 0.15 acres in size and is located at 143 Main Street (TMP #584-061-000) in the Downtown Core (DT-C) Zoning District. The existing two-story structure on the property with an attached barn was constructed in the 1700s as a single-family home and is currently unoccupied. A parking area at the rear of the lot is accessed by crossing an abutting parcel to the west at 0 Davis St (TMP #584-059-000). Both of these parcels are owned by the same entity, 143 Main LLC. The owner of these lots and another adjacent lot is proposing to reconfigure the lot lines to create two separate lots where there are currently three lots. As a result, the owner would like to establish a driveway at 143 Main Street that would allow access onto the lot from Main Street. This would result in a driveway and parking surface with no setback from the property line between the properties at 143 and 147 Main Street.

Article 9 of the Land Development Code (LDC) sets parking and travel surface setbacks throughout the city. With an approximate parking area of under 10,000 square feet, the setback from the front, side, and rear property lines would be set at 8 feet (See Article 9.4.2 and Table 9.2). The proposed access and parking area for 143 Main Street would have no setback from the side or rear property lines, so the applicant is requesting an interpretation of the Zoning Code to determine whether the dimensional requirements of Article 9.4.2 apply in the DT-C Zoning District.

The DT-C district is one of the districts within the City's downtown that shifted from traditional zoning to form-based zoning with the adoption of the Land Development Code. This change was intended to increase flexibility for proposed uses while still protecting the character of the downtown. Form-based codes provide specific dimensional and design requirements to protect form without impacting uses. In the LDC, the DT-C District standards are outlined in Article 4.2 with Article 4.2.1 providing the dimensional requirements for this district. For every building dimension, the LDC either requires or allows a 0-foot setback; however, there is no dimension given in this section for parking areas or drive aisles.

Prior to the adoption of the LDC, the property was located within the Central Business-Limited District. At the time the drive aisle and parking area setback was 5 feet. With the introduction of the LDC, previous dimensional standards no longer apply.



3 Washington Street
Keene, NH 03431

(603) 352-5440
KeeneNH.gov

Due to the intent of form-based codes and the existing dimensional requirements in the Land Development Code, it is my interpretation that no setback is required for either the parking area or drive aisles at 143 Main Street. While the LDC includes guidance in Article 9.4.2, applying these dimensional standards to the DT-C would be overly restrictive to development of the character expected in this district.

Sincerely,



John Rogers
City of Keene Building Official, Zoning Administrator, Health Official

CC: 143 Main LLC
Jesse Rounds Community Development Director
Mari Brunner, Senior Planner

STAFF REPORT

Determination of Regional Impact:

After reviewing the application, staff have made a preliminary evaluation that the proposed subdivision does not appear to have the potential for “regional impact” as defined in RSA 36:55. The Board will need to make a final determination as to whether the proposal, if approved, could have the potential for regional impact.

Application Analysis: The following is a review of the criteria for granting a Congregate Living and Social Services conditional use permit.

A. The nature of the proposed application is consistent with the spirit and intent of the Zoning Regulations, this LDC and the City's Comprehensive Master Plan, and complies with all the applicable standards in this LDC for the particular use in Section 8.3.4.

This property is located in the Downtown Core (DT-C) district, which is one of 6 form-based zoning districts in the downtown. The intent of this district is to accommodate the highest intensity of development in the City and promote a mix of uses. The applicant proposes to create a group resource center as a principal use in the leased space provided by the property owner, which is an allowed use within this district. This site is also within the Downtown Historic District; however, no changes are proposed to the exterior of the building or site and thus no impacts to the historic district are anticipated at this time.

Section 8.3.4 of the LDC includes the following use standards for a Group Resource Center:

1. No group resource center shall be constructed or operate without first having obtained a congregate living and social services conditional use permit from the Planning Board in accordance with Article 15.
2. Annually, a group resource center shall obtain a congregate living and social services license from the City Council as set forth in Chapter 46 of the City Code of Ordinances.

The applicant is aware that a congregate living and social services license will need to be obtained and renewed on an annual basis. This requirement has been included as a condition of approval in accordance with Section 15.3.C of the LDC.

B. The proposed use will be established, maintained, and operated so as not to endanger the public health, safety, or welfare.

The applicant states in their narrative that they are a day program only that operates Monday – Friday from 9:00am to 5:00pm. There are occasional evening and weekend trainings and groups that typically do not last more than two hours. Members will have access to Monadnock Area Peer Support Agency facilities located on the property.

Staff consist of four full time and one part time employees. The program does not include beds or overnight support. Staff will be on-site during business and activity hours. Members utilize on-street public parking or alternative modes of transportation to get to the facility. The existing site includes lighting on the Vernon Street side of the building to enhance pedestrian safety to navigate the site.

STAFF REPORT

- C. *The proposed use will be established, maintained, and operated so as to be harmonious with the surrounding area and will not impede the development, use, and enjoyment of adjacent property. In addition, any parking lots, outdoor activity area, or waiting areas associated with the use shall be adequately screened from adjacent properties and from public rights-of-way.***

This site is located in a densely populated area of the downtown. Adjacent uses include a mix of commercial, multi-family, office, institutional, and social service uses. The existing outdoor activity area is screened from the public right of way and adjacent properties. Both the parking area and outdoor activity area existed prior to this proposed use and are not proposed to be altered or expanded as part of this application.

- D. *The proposed use will be of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.***

The proposed use will be located entirely inside the existing building. It is not expected that it will generate noise, odors, glare, or vibration that would adversely affect the surrounding area.

- E. *The proposed use will not place an excessive burden on public infrastructure, facilities, services, or utilities.***

No changes to the existing water and sewer access for the building are proposed, and City engineering staff did not express any concerns about the capacity of the City's sewer and water facilities to accommodate the additional load from the proposed use.

In regard to City services, this site is located in a dense area that is well-served by both fire and police. Neither department raised any concerns related to this application.

- F. *The proposed use will not result in the destruction, loss, or damage of any feature determined to be of significant natural, scenic, or historic importance.***

There are no features of natural or scenic importance on this site. This existing building is considered to be historic and is located in the Downtown Historic District; however, no modifications are currently proposed to the exterior of the building.

- G. *The proposed use will not create a traffic safety hazard or a substantial increase in the level of traffic congestion in the vicinity of the use.***

The application submitted an ITE traffic trip generation estimate for a small office building use. The estimate was based on the ITE Traffic Generation Manual 11th edition and estimated 14.39 vehicle trips per 1,000-sf of gross floor area. With 3,500-sf of gross floor area the estimated trip generation for the proposed use is ~50 vehicle trips per day. This is less than the Planning Board threshold of 100 trips for a full traffic study. The application also noted that the actual number of vehicle trips would be significantly lower since many of their care seekers use alternative modes of transportation to get to the site.

STAFF REPORT

H. The proposed use will be located in proximity to pedestrian facilities (e.g. multiuse trails and sidewalks), public transportation, or offer transportation options to its client population.

This site is located in an area that is easily accessed by multiple modes of transportation, including walking, bicycling, and public transportation. There are sidewalks, bicycle lanes, and public transportation stops immediately adjacent to the site. The Applicant notes in the project narrative that program participants rarely drive to the site, and instead utilize one of the alternative transportation modes listed above.

Recommended Motion:

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

Approve Conditional Use Permit CLSS-CUP-03-23 for a group resource center as depicted in the application materials received October 20, 2023 with the following conditions:

- 1. Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:***
 - A. The Applicant shall obtain a Congregate Living and Social Services License, which shall be renewed annually in accordance with Chapter 46 of the City Code of Ordinances.***



City of Keene, NH

Congregate Living & Social Service Conditional Use Permit (CUP) 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: Keene Serenity Center

PROJECT ADDRESS(ES): 24 Vernon Street, Keene NH 03431

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY: Monadnock Area Peer Support Agency Monadnock Peer Support Agency	NAME/COMPANY: Keene Serenity Center
MAILING ADDRESS: 24 Vernon Street, Keene NH 03431	MAILING ADDRESS: 24 Vernon Street, Keene NH 03431
PHONE: 603-352-5093	PHONE: 603-283-5015
EMAIL: david@monadnockpsa.org	EMAIL: sam.lake@kscrecovery.org
SIGNATURE:	SIGNATURE:
PRINTED NAME: David Ports	PRINTED NAME: Samuel Lake

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
NAME/COMPANY:	TAX MAP PARCEL #(s): 968 058 000 000 000	
MAILING ADDRESS:	-----	
PHONE:	PARCEL SIZE: 0.28ac	DATE STAMP: By _____
EMAIL:	ZONING DISTRICT: Downtown Cove	
SIGNATURE:		
PRINTED NAME:	PROJECT #: CLASS-CUP-03-23	

CUP application- Narrative- Attachment B

Description of the existing and proposed uses.

We are a Recovery Community Organization (RCO) that offers peer support for those experiencing substance use disorder, including family members and support staff. We offer recovery coaching by individuals that either have been state certified as Certified Recovery Support Workers (CRSW) or trained peers as Peer Recovery Support Specialist (PRSS). Coaches are required to complete extensive training along with 500 voluntary hours under supervision of an approved supervisor. Engagements can be one on one, telehealth or in group sessions depending on the request of those being served. Our facility is set up to allow support type groups to use our space such as mutual aid groups (alcoholics anonymous, all recovery and the like). Some of our groups are volunteer created and lead such as crafting in recovery or meditations groups. We host a transportation program called Road to Recovery (RTR) that started as volunteers loaning time and personal vehicles and now has moved to operating our own vehicle that was donated by a supporting partner business. We currently offer more than 80 rides per week; many are to support individuals getting medicated assisted treatment. The basic criteria to utilize our program is simply- does this support your recovery? We help with many doctors' appointments, trips to and from treatment or housing opportunities. We operate a harm reduction program called GROW SSP (guerilla recovery support worker) (syringe service program). The program supports people by offering education and supplies that reduce the risk of overdose or the spread of disease and injury. Our participants take the education about harm reduction out into the community and share with peers. We partner with all other SSP's throughout the state and are part of NH Harm Reduction Coalition. We are non-clinical and refer those in need of clinical care to an appropriate partner, often the Doorway at Cheshire Medical. We do not offer any housing or overnight services outside of referrals to qualified organizations.

Description of the size and intensity of the use. (including information about: the estimated number of occupants including residents, clients, staff, visitors, etc.; hours of operation; size and scale of existing and proposed buildings or structures on the site; and, size of outdoor areas associated with the use)

We lease approximately 3,500 sq ft of space in the lower level of 24 Vernon Street. The remainder of the building is housed by our landlord- Monadnock Peer Support (MPS). Our space consists of 2 large, shared offices and a good-sized space that is used for groups, training, and activities. The center of the space acts as hallway and common area. We have 2 bathrooms. Our participants have full access to resources at MPS which is an amazing asset as they have a larger meeting space, a gym and 2 housing support programs. We are a day program only, with no beds or overnight support. We currently have 4 full-time staff and 1 part-time. We utilize several volunteers that offer peer support, facilitate groups, or support our other programs. Our general hours of operation are M-F from 9-5:00 however we do have groups or training that may take place evenings or weekends- most are under 2-hour time frames. We do not have any real outdoor space other than shared use at MPS.



□ Description of any proposed development or redevelopment. (including but not limited to: the construction of new buildings or structures or additions to buildings or structures; interior renovations; installation of parking areas or paved surfaces and associated screening; installation of fences or walls; and/or any change of use)

NA- We use the leased space and have no plans to alter the building or structure.

□ Description of the physical and architectural characteristics of the site and the surrounding neighborhood.

The building is in the downtown area with buildings that house businesses as well as residential housing. The building at 24 Vernon Street is said to be historic and the owners have been approved for a block grant to assist with restoration. This is outside the scope of Keene Serenity Center as tenant.

□ Description of how the site and/or use is designed to address the safety & security of its client population.

Keene Serenity Center occupies a leased space at 24 Vernon Street, Keene, N.H. 03431. The lessor holds responsibility for offering a legal space to conduct business. Our landlord is.

Monadnock Peer Support

24 Vernon Street, Keene NH 03431

www.monadnockpsa.org Office: 603. 352.5093

The space has fire extinguishers, sprinkler system and alarm system that is inspected on a yearly basis. Documentation is kept on each extinguisher.

All emergency exits have an escape plan diagram that includes a meeting spot outside the facility. (corner of Elm and Vernon)

All staff are trained in emergency response.

We ensure that 1 or more staff/ volunteers are always present in the facility.

□ Description of the size and location of indoor and/or outdoor waiting or intake areas, if applicable.

You enter our space from the parking lot at 24 Vernon, which is off street and enter our space through commercial style glass doors to a landing where there is enough space for a podium that allows for visitor sign ins (required) and 2 chairs. The landing space leads to a set of stairs consisting of 8 steps with handrails on both sides, leading down into our space. There is an intake desk directly in front of the entry that is used as a greeter station.

An analysis of estimated traffic generation associated with the proposed use.* (must utilize the most current edition of the Institute of Transportation Engineers (ITE) Traffic Generation Manual or data provided by a NH licensed traffic engineer) *This can be submitted in the form of a separate traffic study.

Will utilize data generated from the most current addition of the ITE Traffic Generation Manual. Need to make an appointment at City of Keene Public Works Department to pull report.

Information about the estimated parking demand for the proposed use & the number of parking spaces to be provided on -site.

Currently our leased space includes 1 (One) parking space on site which is designated for our company owned vehicle. All staff, volunteers or visitors utilize available city parking on Vernon Street, Washington Street or in the municipal lot on Elm and Mechanic Streets.

Description of the staffing of the facility, including the number of on-site managers, if any.

We currently have 3 full time staff, 1 part time staff and 1 on-site manager (Executive Director). We utilize many volunteer support people that are always under supervision of an employee.

Information about the proximity of the facility to other known congregate living and social service uses within 750-ft. (measured from the property line)

The property owner and our landlord operate Monadnock Peer Support and have a current CUP and CLSS out of 24 Vernon Street.

For congregate living uses, the average length of stay for residents/occupants of the facility.

We are a day use program only and do not have any overnight occupancy. Most of our participants utilize our facility for an hour or less at a time. Our staff is on site, however much of the work they do is off site doing advocacy, outreach, or meeting with peers off site.

Description of the services provided to the clients or residents of the facility.

The primary use or purpose of our organization is to offer independent coaching for individuals. We also offer space for support-type groups (generally under 12 participants).

Our center is the hub for our outreach programs, such as RTR- Road to Recovery transportation services and GROW SSP- our outreach syringe service program.

□ An explanation of how the proposal complies with the Site Development Standards in Article 20 of the LDC: 20.2 Drainage & Stormwater Management 20.3 Sediment & Erosion Control 20.4 Snow Storage & Removal 20.5 Landscaping 20.6 Screening 20.7 Lighting 20.8 Sewer & Water 20.9 Traffic & Access Management 20.10 Filling & Excavation 20.11 Surface Waters & Wetlands 20.12 Hazardous & Toxic Materials 20.13 Noise 20.14 Architecture & Visual Appearance

We are using the leased space only on the lower right level of 24 Vernon Street. Keene Serenity Center does not expect to substantially increase the load on above demands as the majority of our peers are sharing services with Monadnock Peer Support at same address.



Keene Serenity Center

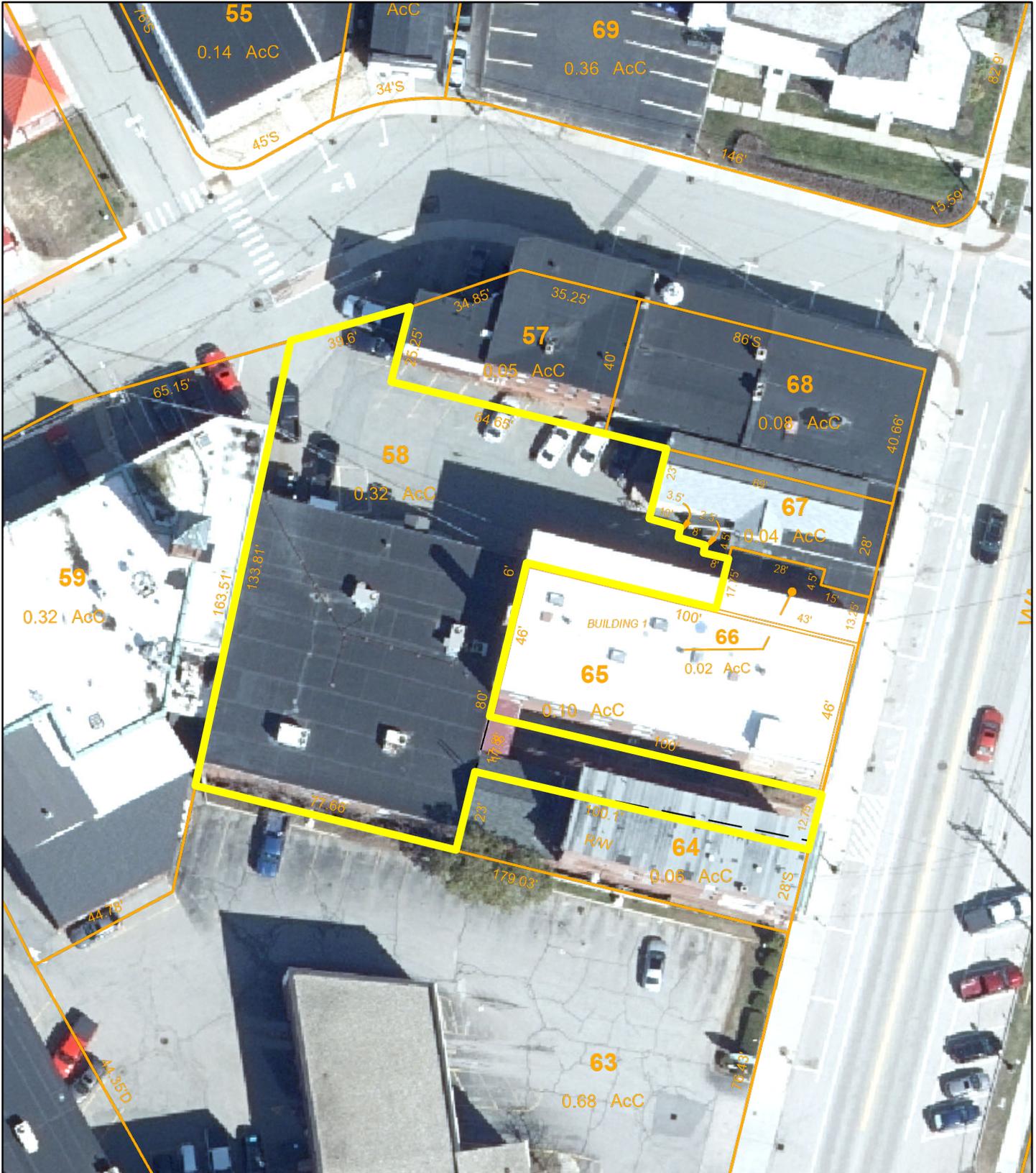
24 Vernon St, Keene, NH

1 inch = 40 Feet



www.cai-tech.com

October 24, 2023



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



November 20, 2023

TO: City of Keene Planning Board
FROM: Mari Brunner, Senior Planner
THROUGH: Jesse Rounds, Community Development Director
SUBJECT: Master Plan Steering Committee

Recommendation:

To appoint a Master Plan Steering Committee to guide and assist with updating the City of Keene 2010 Comprehensive Master Plan.

Background:

The City of Keene Comprehensive Master Plan is a long-range planning document that provides guidance for city-wide growth and development patterns, investments, and initiatives. State Statute recommends that communities update their Master Plans every 5-10 years; however, Keene’s current Master Plan was last updated in 2010. It is now 13 years later, and many aspects of our economic, environmental, and social context have changed. The City Council has appropriated funds in the City’s Capital Improvements Program (CIP) to update the Master Plan over the next two years. Per NH State Statute (RSA 674:2), it is the duty of the Planning Board to “prepare and amend from time to time a master plan to guide the development of the municipality.” Staff recommend that the Planning Board create a Steering Committee to help guide the Master Plan update project and appoint the following individuals to serve on the Committee, who have been nominated by Mayor Hansel:

- | | |
|------------------------|---------------------------|
| 1. Harold Farrington | Regular Member, Slot 1 |
| 2. Armando Rangel | Regular Member, Slot 2 |
| 3. Mike Remy | Regular Member, Slot 3 |
| 4. Joe Walier | Regular Member, Slot 4 |
| 5. Cody Morrison | Regular Member, Slot 5 |
| 6. Marc Doyon | Regular Member, Slot 6 |
| 7. Josh Meehan | Regular Member, Slot 7 |
| 8. Alex Henkel | Regular Member, Slot 8 |
| 9. Beth Wood | Regular Member, Slot 9 |
| 10. Jay Kahn | Regular Member, Slot 10 |
| 11. Sparky Von Plinsky | Regular Member, Slot 11 |
| 12. Phil Wyzik | Alternate Member, Slot 12 |
| 13. Judy Rogers | Alternate Member, Slot 13 |
| 14. Ken Kost | Alternate Member, Slot 14 |
| 15. Phil Jones | Alternate Member, Slot 15 |
| 16. Catt Workman | Alternate Member, Slot 16 |



November 20, 2023

TO: City of Keene Planning Board
FROM: Mayor George S. Hansel
COPY: Jesse Rounds, Community Development Director
SUBJECT: Nominations, Planning Board Master Plan Steering Committee

Background: I hereby nominate the following individuals to serve on the Planning Board Master Plan Steering Committee:

- | | |
|------------------------|---------------------------|
| 1. Harold Farrington | Regular Member, Slot 1 |
| 2. Armando Rangel | Regular Member, Slot 2 |
| 3. Mike Remy | Regular Member, Slot 3 |
| 4. Joe Walier | Regular Member, Slot 4 |
| 5. Cody Morrison | Regular Member, Slot 5 |
| 6. Marc Doyon | Regular Member, Slot 6 |
| 7. Josh Meehan | Regular Member, Slot 7 |
| 8. Alex Henkel | Regular Member, Slot 8 |
| 9. Beth Wood | Regular Member, Slot 9 |
| 10. Jay Kahn | Regular Member, Slot 10 |
| 11. Sparky Von Plinsky | Regular Member, Slot 11 |
| 12. Phil Wyzik | Alternate Member, Slot 12 |
| 13. Judy Rogers | Alternate Member, Slot 13 |
| 14. Ken Kost | Alternate Member, Slot 14 |
| 15. Phil Jones | Alternate Member, Slot 15 |
| 16. Catt Workman | Alternate Member, Slot 16 |