



City of Keene Planning Board

AGENDA - AMENDED

Monday, April 22, 2024

6:30 PM

City Hall, 2nd Floor Council Chambers

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meeting** – March 25, 2024
- III. **Extension Request**
 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 the Monadnock Area Peer Support Agency, requests a first extension to the timeframe to satisfy the precedent conditions of approval for the Congregate Living & Social Services Conditional Use Permit application, CLSS-CUP-03-23, for the operation of a group resource center on the property at 24 Vernon St (TMP #568-058-000). The parcel is 0.28 ac and is located in the Downtown Core District.
- IV. **Final Vote on Conditional Approvals**
- V. **Public Hearings**
 1. **S-09-23, Modification #1 – Subdivision – 284 West Surry Rd** - Applicants and owners Corbet & Colline Cook, propose to modify the 3-lot subdivision, S-09-23, of their property at 284 West Surry Rd (TMP #206-025-000) that received final approval from the Planning Board in January 2024 to remove a note related to fire protection from the approved subdivision plan. The parent parcel is ~9.19 ac and the new parcels range in size from ~2 ac to ~5.16 ac. All land is located in the Rural District.
 2. **SPR-12-17, Modification #2 – Site Plan – Archway Farm, 183 Arch St** - Applicant Don Scott LA Design, on behalf of owners Mark & Alona Florenz, proposes to construct an ~512-sf addition to the existing Archway Farm kitchen and store building and make associated site modifications, including the relocation of an existing curb cut, the installation of new lighting and landscaping, and the creation of additional parking on the property at 183 Arch St (TMP #107-001-000). The parcel is ~53 ac and is located in the Agriculture District.
- VI. **Changes to Planning Board Application Fee Schedule:** The City of Keene Community Development Department proposes to amend sections of Article 25, “Application

Procedures” of the Land Development Code and Chapter 100 of Appendix B of the City Code of Ordinances to change the certified mailing requirement to a “Certificate of Mailing”; create a fee for Cottage Court Overlay Conditional Use Permit applications; and establish fees for Earth Excavation Permit applications.

VII. **Discussion Topic**

VIII. **Master Plan Update**

- a. Project Updates

IX. **Staff Updates**

X. **New Business**

XI. **Upcoming Dates of Interest**

- Joint Committee of the Planning Board and PLD – May 13th, 6:30 PM
- Planning Board Steering Committee – May 7th, 11:00 AM
- Planning Board Site Visit – May 15th, 8:00 AM – To Be Confirmed
- Planning Board Meeting – May 20th, 6:30 PM

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

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

8 **Monday, March 25, 2024**

6:30 PM

**Council Chambers,
City Hall**

Members Present:

Harold Farrington, Chair
Roberta Mastrogiovanni, Vice Chair
Sarah Vezzani
Armando Rangel
Ryan Clancy
Kenneth Kost
Michael Hoefler, Alternate
Randyn Markelon, Alternate

Staff Present:

Evan Clements, Planner
Megan Fortson, Planning Technician
Jesse Rounds, Community Development
Director

Members Not Present:

Mayor Jay V. Kahn
Councilor Michael Remy
Gail Somers, Alternate
Tammy Adams, Alternate

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10 **I) Call to Order – Roll Call**

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12 Chair Farrington called the meeting to order at 6:30 PM and a roll call was taken.
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14 **II) Minutes of Previous Meeting – February 26, 2024**

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16 Chair Farrington offered the following changes:
17 Line 675: Indicate Karen Grey gave the presentation
18 Line 760: Add the word “he” after the word “that”
19 Line 766: Replace the word “out” with the word “put”
20 Line 812: Replace the word “flushing” with the word “fleshing”
21

22 A motion was made by Roberta Mastrogiovanni to approve the February 26, 2024 minutes as
23 amended. The motion was seconded by Kenneth Kost and was unanimously approved.
24

25 **III) Final Vote on Conditional Approvals**

26 Chair Farrington stated that as a matter of practice, the Board will now issue a final vote on all
27 conditionally approved plans after all of the “conditions precedent” have been met. This final vote
28 will be the final approval for the application and will start the 30-day appeal clock. He asked if

29 there were any applications tonight that are ready for a final vote. Planner Evan Clements stated
30 there were no applications ready for final approval.

31

32 **IV) Extension Request**

33

- 34 **1. SPR-06-23 – Site Plan – Roosevelt School Housing, 438 Washington St – Applicant**
35 **Monadnock Affordable Housing, on behalf of owner the Community College**
36 **System of NH, requests a second extension to the deadline to satisfy the precedent**
37 **conditions of approval for the Site Plan Application, SPR-06-23, for the proposed**
38 **renovations to the former Roosevelt School building and the construction of a new**
39 **~12,646-sf 2-story building with associated site improvements to create a 60-unit**
40 **multi-family housing development on the property at 438 Washington St (TMP**
41 **#531-054-000). The site is 2.4 ac and is located in the Low Density District.**

42

43 Ms. Sandy Clark, Facilities Director for Monadnock Affordable Housing/Keene Housing,
44 addressed the Board and stated that this extension request is the same as the last request. The City
45 of Keene and the property owners are still working on figuring out issues related to the retaining
46 wall on the property. It is her understanding that bids for the project were sent out last week.

47

48 A motion was made by Roberta Mastrogiovanni that the Planning Board grant a 180-day extension
49 to the timeframe to satisfy the precedent conditions of approval for the site plan application, SPR-
50 06-23. The motion was seconded by Kenneth Kost and was unanimously approved.

51

52 **V. Continued Public Hearings**

53

- 54 **1. PB-2024-01 – Surface Water Protection Conditional Use Permit – 186 Gunn Rd -**
55 **Applicants and owners Ashley & Peter Greene request a reduction in the Surface**
56 **Water Protection buffer from 75’ to 30’ to allow for the future subdivision and**
57 **development of the parcel at 186 Gunn Rd (TMP #205-013-000). The parcel is 11 ac**
58 **and is located in the Rural District.**

59

60 **A. Public Hearing**

61 Ms. Ashley Greene, applicant and owner, addressed the Board and stated she is before the Board
62 again to address the concerns raised by staff at last month’s meeting. The first item to address is
63 why the proposed mitigation measures should be considered “extraordinary.” The second is to
64 address the wildlife study that was submitted to address the final wildlife-related concerns. The
65 third is to further investigate other potential lot locations on this property. She indicated that she
66 was going to turn the presentation over to their wetlands scientist to address the first two items.

67

68 Mr. Jason Bolduc from Meridian Land Services addressed the Board next. Mr. Bolduc stated after
69 the last meeting they looked into the proposed mitigation measures. Essentially, the definition of
70 “extraordinary” is “going beyond what is usual, regular or customary.” He stated they feel that
71 they have met this definition by proposing three strategic mitigation measures, including the
72 construction of infiltration trenches along the driveway, the use of drywells and infiltration
73 trenches; and installing spruce plantings along the proposed wetlands buffer. He added that these

74 are extraordinary measures because a typical single family home does not need to install any of
75 these measures.

76
77 He noted that the proposed driveway meets all City requirements. Mr. Bolduc stated that there
78 were concerns regarding potential runoff from the driveway, which is why they proposed the
79 installation of drywells to collect runoff. They even created a maintenance requirement for the
80 drywells to ensure their effectiveness. This information was obtained from the state website and
81 has been added to the plan and is designed to be specific to this site. He noted this information is
82 outlined on page P1 of the plan set.

83
84 To reiterate what was stated at the last meeting, the spruce plantings were added to aid in soil
85 stabilization and to act as natural marker for the wetlands buffer. These will be smaller spruce trees
86 but along the edge, where there are mature trees, markers can be added there as well.

87
88 There was also concerns raised at the Conservation Commission regarding the presence of wildlife
89 on the property. He noted that information has been provided to staff from a search done on the
90 NH Natural Heritage Bureau Endangered and Threatened species website, which not only looks at
91 the subject area, but a buffer around the subject area as well. There were no “hits” for a threatened
92 or endangered species recorded for this parcel.

93
94 Mr. Bolduc stated he has also included a Wildlife Action Plan map from the state depicting the
95 supporting landscape in the area where the house is proposed to be located. He pointed out that
96 they are not proposing to impact a high-value wildlife habitat. They would potentially be impacting
97 supporting areas around that highest value wildlife habitat, which typically acts as a buffer. The
98 proposed building lot cannot support those wildlife species, but this type of land typically acts as
99 a buffer for the highest value wildlife habitats. He referred to another map showing wildlife
100 corridors and an approximate area where the new lot is located (approximately 400 feet behind the
101 building area).

102
103 Mr. Bolduc stated there was additional concerns raised regarding spotted salamanders, deer, and
104 hemlock. He indicated that he has provided documents to staff from the UNH website and the
105 Fish and Game website, to demonstrate that those three species are widespread and secure in the
106 State of NH.

107
108 Ms. Greene addressed the third action item staff mentioned at the previous meeting, which was to
109 evaluate the entire property for other potential subdivision locations. She indicated that if the Board
110 were to approve this application to move forward as a pilot case, Meridian would do a full
111 topographical survey of the entire parcel at a cost of approximately \$5,000 to \$6,000. Since the
112 last meeting, Meridian was able to provide an aerial map outlining where a potential lot line could
113 fall on the west side of the property. Th map shows that this other potential lot location overlaps
114 with two areas on the property that the owners use on a regular basis. One is a grass road that they
115 use for sugaring maples, and the other is a rock wall and a clearing they use for their nature program
116 for home schooling. Hence, this their method od demonstrating that there are no other suitable
117 areas for subdividing and developing on that side of their property. This concluded the applicant’s
118 comments.

119

120 Mr. Clancy asked in terms of the buffer zone whether there was any thought given to adding an
121 understory to the spruces, moss, ferns, stone, or rhododendrons. Mr. Bolduc stated they had not
122 looked into this, but agreed that this is something that could be done. He felt that rhododendrons
123 would probably do quite well. Installing stone wall could potentially impact wildlife movement.

124
125 The Chair asked for staff comments next.

126
127 Mr. Clements addressed the Board. He stated that he first wanted to reiterate the role of the
128 Planning Board, which is to review applications and make sure they meet the Board's standards.
129 Some applications are black and white and some applications are more subjective. This application
130 is both. He noted that applicants work with staff behind the scenes to craft an application that staff
131 feels meets the Board's standards to the best of their ability.

132
133 This application is harder because it is a Conditional Use Permit (CUP). CUPs are located in the
134 zoning ordinance and so there has to be strict adherence to what is written in that article in the
135 zoning ordinance. To deviate from that any of the CUP regulations would require seeking a
136 variance from the Zoning Board of Adjustment.

137
138 Mr. Clements stated the two issues that they have been working on the most with this application
139 have been siting the future development area on the property. The standard most related to the
140 review of this is Section 11.6.2.A of the Land Development Code (LDC), which states that, "*the*
141 *proposed use or activity cannot be located in a manner to avoid encroachment into the Surface*
142 *Water Protection Overlay District.*" Mr. Clements stated that without understanding all of the site
143 features of the entire parcel, it is his belief that it is impossible to determine if this standard has
144 been met.

145
146 Mr. Clements went on to say that the other standard in question is related to the buffer reduction
147 request and what constitutes the definition of the "*extraordinary mitigation measures.*" He felt
148 that the applicant has tried to find a good middle ground for the appropriate level of mitigation. He
149 stated that ultimately it is the Board's responsibility to decide if these two standards have been
150 met. He added that as the applicant had mentioned, a full topographic survey of the entire property
151 will be completed before they come back for a subdivision. Mr. Clements felt it is not out of the
152 realm of reasonableness for the Board to ask for that information before granting a CUP.

153
154 Mr. Clements referred to another document included in the Board's agenda packet, which was an
155 email from Councilor Andrew Madison, Vice Chair of the Conservation Commission, clarifying
156 the prior letter that was sent from the Conservation Commission. Councilor Madison clarified that
157 that they were recommending the denial of this application. The provisions they included at the
158 end of the letter were additional mitigation recommendations, if the Planning Board decided to
159 ignore their recommendation and approve this application.

160
161 Mr. Clements then explained how the Board should discuss the merits of this application as well
162 as its decision. The common practice with Land Use Boards in Keene is that the motion is made
163 in the affirmative with conditions. If that motion does not pass, then that is a denial.

164
165 Mr. Clements went over the recommended conditions of approval, which included the following.

- 166 1. *“Prior to final approval and signature by the Planning Board Chair, the following conditions*
167 *precedent shall be met:*
- 168 A. *Owner’s signature appears on the plan.*
 - 169 B. *Submittal of four (4) full sized paper copies and a digital copy of the final plan set.*
170
- 171 2. *Subsequent to final approval and signature by the Planning Board Chair, the following*
172 *conditions shall be met:*
- 173 A. *Prior to the issuance of a driveway permit or building permit for the proposed lot, a*
174 *Stormwater Management Plan for site development shall be submitted to the*
175 *Community Development Department for review and approval by the City Engineer.*
 - 176 B. *Prior to the issuance of a building permit for new construction on the proposed lot,*
177 *submittal of a financial security for the proposed landscaping in a form and amount*
178 *acceptable to the City Engineer shall be submitted.*
 - 179 C. *Prior to site development, the wetland buffer shall be flagged by a certified soils*
180 *scientist licensed in the State of New Hampshire and verified to be in place by the*
181 *Community Development Director, or their designee, during a pre-construction*
182 *meeting.*
 - 183 D. *Prior to the issuance of a Certificate of Occupancy for new construction, the wetland*
184 *buffer shall be re-flagged by a certified soils scientist licensed in the State of New*
185 *Hampshire and verified to be in place by the Community Development Director, or*
186 *their designee, to ensure that site development did not impact the wetland buffer in*
187 *excess of the approved buffer impact.*
 - 188 E. *Prior to the issuance of a Certificate of Occupancy for new construction, a year 0*
189 *landscape inspection shall be conducted by the Community Development Director, or*
190 *their designee, to ensure that the required landscaping has been installed as depicted*
191 *in this application.”*
192

193 Mr. Clements stated that following the initial landscaping inspection, there needs to be a one-year
194 follow up inspection to ensure that all plantings are in good health. Any plantings that might have
195 died will need to be replaced and then reevaluated again one year later before the full bond can be
196 released. This is an additional cost to the end user of this new lot and additional staff time at the
197 taxpayers’ expense to manage this single-family residence far in excess of what is normally is done
198 for a typical single family-residence within the City of Keene.
199

200 He went on to say the Certificate of Occupancy for new homes often becomes time sensitive.
201 Generally, a contractor might not be aware of any pending conditions of approval created by the
202 Planning Board. Landscaping complicates this issue because if a Certificate of Occupancy is ready
203 for issuance in November, the property would not be able to install landscaping until the spring
204 before they can sell the house. Mr. Clements added these extra steps are what concerns staff.
205

206 Mr. Clancy referred to the Conservation Commission’s response to the Board and stated that it
207 seems like a summary instead of a clarification of what the Board was asking. Mr. Clements
208 referred to the two sentences stating that, *“the Conservation Commission does not recommend that*
209 *this application be approved for the reason stated in the letter and the decision was a vote of five*
210 *to two.”* Mr. Clements stated the recommendation was very much to deny this application. He
211 added the original letter was ambiguous and so is the follow up email.

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The Chair asked for public comment. With no public comment, the Chair closed the public hearing.

The Chairman asked for a motion on this application.

A motion was made by Roberta Mastrogiovanni that the Planning Board approve, PB-2024-01, as shown on the plan set identified as “Surface Water Protection Conditional Use Permit Exhibit” prepared by Meridian Land Services, Inc at a scale of 1 inch = 60 feet, dated December 14, 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. Owner’s signature appears on the plan.
 - b. Submittal of four (4) full sized paper copies and a digital copy of the final plan set.
2. Subsequent to final approval and signature by the Planning Board Chair, the following conditions shall be met:
 - a. Prior to the issuance of a driveway permit or building permit for the proposed lot, a Stormwater Management Plan for site development shall be submitted to the Community Development Department for review and approval by the City Engineer.
 - b. Prior to the issuance of a building permit for new construction on the proposed lot, submittal of a financial security for the proposed landscaping in a form and amount acceptable to the City Engineer shall be submitted.
 - c. Prior to site development, the wetland buffer shall be flagged by a certified soils scientist licensed in the State of New Hampshire and verified to be in place by the Community Development Director, or their designee, during a pre-construction meeting.
 - d. Prior to the issuance of a Certificate of Occupancy for new construction, the wetland buffer shall be re-flagged by a certified soils scientist licensed in the State of New Hampshire and verified to be in place by the Community Development Director, or their designee, to ensure that site development did not impact the wetland buffer in excess of the approved buffer impact.
 - e. Prior to the issuance of a Certificate of Occupancy for new construction, a year 0 landscape inspection shall be conducted by the Community Development Director, or their designee, to ensure that the required landscaping has been installed as depicted in this application.

The motion was seconded by Kenneth Kost. Ms. Vezzani stated she has heard what the Conservation Commission requested and felt the applicant has done what has been requested of them. She clarified that if the applicant addresses what is requested by the Conservation Commission, but staff indicates that the applicant might not get a Certificate of Occupancy, she wondered if this was really an issue for the Planning Board to address. She stated that she understands that the Conservation Commission indicated that the Board should only approve this application if the applicant was willing to meet the four conditions outlined in the original letter, but she felt that they have not clarified anything additional. They reiterated again that this is what they are recommending and the applicant is indicating they are willing to meet those conditions.

257 Mr. Clancy agreed that the Conservation Commission had not given any clarifying information,
258 so he had reviewed their minutes to see how the two individuals who voted in favor of the
259 application had felt. Mr. Therriault was in favor and did not see an issue with the wetlands and
260 was happy with the drywell and swales to help with the driveway runoff. He noted Mr. Therriault
261 has an engineering background and felt that if he believes this is considered an extraordinary
262 mitigation measure, at least for the driveway runoff, which the Commission had concerns with,
263 then he agreed with his recommendation that the applicant's plan is sufficient. Ms. Richter voted
264 against the application, but it wasn't due to the presence of the wetlands. She saw them as wetlands
265 that didn't have any flood retention or filtration value. He stated that these two comments stood
266 out to him.

267
268 Mr. Hoefer noted one of the Board's tasks is to decide if they think extraordinary mitigation
269 measures are being proposed. He stated that he was satisfied with the measures proposed by the
270 property owners, including the drainage swales and dry wells. He felt that the combination of those
271 mitigation measures to collect runoff goes above and beyond what a normal single-family home
272 would need in an ideal lot situation.

273
274 In looking at the surface water buffer zones and the regulations, it seems part of the reason this
275 discussion is happening is because of the zoning district this property is located in. He referred to
276 the municipal code posted online as a reference. Mr. Clements stated the Article 11 of the Land
277 Development Code, which outlines the Surface Water Protection Overlay requirements, is what
278 Mr. Hoefer should be referencing. Mr. Hoefer clarified whether in different districts this buffer
279 can be reduced. Mr. Clements answered in the affirmative and noted that in an urbanized area the
280 buffer is already reduced. In the Rural Zone, it is 75' and can be reduced to 30'. The property owner
281 is requesting a buffer reduction to 30'.

282
283 Ms. Markelon felt a lot of work has been put into this application, but noted that she is not
284 comfortable with the reduction from 75 feet to 30 feet. She felt that when someone has a large
285 piece of property and you want to develop that lot you look at the parcel as a whole.

286
287 Mr. Kost added that he too feels that a lot of work has gone into this application. He stated one
288 issue that stands out for him is the recommendation from the Conservation Commission and the
289 fact that no added clarification was provided by them. He went on to say that when this land was
290 purchased, the Surface Water Protection Ordinance was already in place, which should have made
291 this a known limitation of the property. He commended the effort of the landowners to try and
292 construct a house on this property.

293
294 Mr. Rangel stated he too is concerned about the proposed siting of the subdivision. The idea of the
295 topographical survey of the whole site really makes sense in order to determine the best place to
296 build and subdivide a new lot. He felt the owners have done a lot of work in terms of looking into
297 mitigation efforts, but expressed concern about the amount of work placed on potential buyers of
298 the property and what they would have to maintain in perpetuity. He questioned if this could be a
299 prohibitive type of situation in terms of a sale.

300
301 Ms. Mastrogiovanni stated she agrees with what everyone has said and noted that she felt a survey
302 of the entire parcel to determine whether the proposed lot is the only developable portion of the

303 site is important. She stated she is concerned about the runoff that already happens from Gunn Rd,
304 which is detrimental to many property owners.

305
306 Ms. Vezzani stated she is always concerned about runoff. She noted the applicant knew the buffer
307 existed when they purchased the property, but noted that rules do change. She felt this property is
308 a small piece of land being developed on a sparsely occupied road compared to the acres of land
309 that have been developed over the years in the city. Ms. Vezzani agreed this property could be a
310 burden for buyers, but this market is burdensome for buyers. However, this is something a buyer
311 would be aware of.

312
313 Mr. Hoefler clarified that the runoff would go towards the house and hence would not have any
314 impact on Gunn Road. Mr. Bolduc stated the road is higher and the house and driveway are lower.
315 There is a brook 400 feet downslope through a heavily vegetated forest. Mr. Hoefler asked whether
316 requiring a full topographical survey was in the purview of the Board. He felt this would be the
317 best location to build based on the effort put forward by the applicant and asked whether the Board
318 could determine if there is a better location for this home. Chair Farrington stated his understanding
319 of the Surface Water CUP regulations is that there can't be a better location for potential
320 development on the property when the rest of the lot is compared to the area where the owners are
321 proposing to develop, so he felt that asking for a full survey was under the purview of the Board.

322
323 Mr. Clancy stated that he had raised this issue last month – the runoff would be flowing away from
324 Gunn Road towards the property and into the woods. Based on the conversation at the
325 Conservation Commission regarding the current house and proposed lot, the pole barn site is a
326 worse location for development than what is being proposed with respect to road frontage and
327 driveway location.

328
329 Mr. Kost stated he wasn't absolutely sure there were no other areas on this lot that the applicant
330 could build on, but it could be based on the case from engineering and other environmental
331 impacts. There are, however, other locations not looked at for development due to other reasons,
332 such as family privacy, etc. He added that how one chooses to use their land is certainly the
333 landowners' prerogative.

334
335 Chair Farrington stated his obstacle for approval is that the code requires an exhaustive process of
336 eliminating other pieces of the total parcel. He stated he understands the reasons that were given
337 for eliminating other potential building sites, but those were not strictly for reasons aligning with
338 the Land Development Code, but rather, were based on the owners' use of the property.

339
340 The Chairman further stated these types of applications are required to go to before the
341 Conservation Committee for a reason and their recommendation is to not to approve this the plan.
342 This is another factor for him to consider as well.

343
344 Mr. Clancy clarified that the applicants still have to go through the subdivision process, so this
345 project will need to come before the Board again. The Chair agreed. Mr. Clancy asked if that was
346 the case won't the concerns being raised be addressed in that setting as well. Mr. Clements stated
347 the subdivision application would require a survey of the entire 11-acre parcel; however, if the
348 Surface Water CUP is approved this evening, the Board is approving the proposed site that the

349 applicant has brought before them. They will come back with a subdivision application for the lot
350 that they have already presented to the Board this evening. The Chairman clarified if the
351 application is approved tonight, the Board has given up on the opportunity to explore the best
352 development location on the entire property. Mr. Clements answered in the affirmative and noted
353 the Board is determining that this proposed site meets the CUP standards, which state that the
354 “*proposed use and our activity cannot be located in a manner to avoid encroachment into the*
355 *Surface Water Protection Overlay District.*”

356
357 Ms. Greene asked for permission to address what they had asked Meridian to do in terms of looking
358 at the overall property. She explained that Meridian was not asked not to look at the remaining
359 property. What they were asked to provide was a conceptual map of all the possible lots that could
360 be developed. They provided two other possible locations other than where there proposed home
361 is currently located. She noted there is only one other possible location because of the frontage and
362 the pie-wedge shape of the land. She stated they know where the possibilities are and this was the
363 only location they would be able to subdivide. Mr. Bolduc stated they have not done any survey
364 on that section of the property due to the homeowner just wanting to work on the east side based
365 on how they currently use the parcel.

366
367 Mr. Clancy stated he would like to add a few more conditions to the motion before it is voted on.
368

369 A motion was made by Ryan Clancy to amend the motion. The motion for amendment was
370 seconded by Michael Hoefler. A motion was made Roberta Mastrogiovanni to table the original
371 motion. The motion to table was seconded by Michael Hoefler and was unanimously approved.
372

373 A motion was made by Ryan Clancy to amend the original motion to add the Conservation
374 Commission’s recommendation of implementing the action plan recommended by Mr. Bolduc,
375 which would include the following:
376

- 377 1. *The installation of infiltration trenches around the dwelling.*
- 378 2. *Native plantings along the driveway.*
- 379 3. *Annual maintenance as depicted on the driveway exhibit.*
- 380 4. *Adding an understory to the buffer perimeter, which could include moss, ferns and*
381 *rhododendrons, or other species so that the buffer zone is a complete vegetation buffer not just*
382 *trees spread out.*
- 383 5. *Revised exhibit plan as to a no cut zone*
- 384 6. *Prohibiting fertilizers and herbicides.*

385
386 The motion was seconded by Sarah Vezzani and carried on a 6-2 vote with Kenneth Kost and
387 Roberta Mastrogiovanni voting in opposition.
388

389 A motion was made by Roberta Mastrogiovanni that the Planning Board approve PB-2024-01 as
390 shown on the plan set identified as “Surface Water Protection Conditional Use Permit Exhibit”
391 prepared by Meridian Land Services, Inc at a scale of 1 inch = 60 feet, dated December 14, 2023
392 with the following conditions:
393

- 394 1) Prior to final approval and signature by the Planning Board Chair, the following conditions
395 precedent shall be met:
396 a. Owner’s signature appears on the plan.
397 b. Submittal of four (4) full sized paper copies and a digital copy of the final plan set.
398 c. Submittal of a revised landscaping plan that includes an understory and a complete
399 vegetative buffer.
400 d. Revised exhibit plan with a note that the buffer shall be considered a no cut area and
401 prohibiting the use of fertilizers and herbicides on the property.
402
- 403 2. Subsequent to final approval and signature by the Planning Board Chair. The following
404 conditions shall be met:
405 a. Prior to the issuance of a driveway permit or building permit for the proposed lot,
406 a stormwater management plan for site development shall be submitted to the
407 Community Development Department for review and approval by the City
408 Engineer.
409 b. Prior to the issuance of a building permit for new construction on the proposed lot
410 submittal of a financial security for the proposed landscaping in a form and amount
411 acceptable to the City Engineer shall be submitted.
412 c. Prior to site development, the wetland buffer shall be flagged by a certified soil
413 scientist licensed in the state of New Hampshire and verified to be in place by the
414 Community Development Director or their designee during a pre-construction
415 meeting.
416 d. Prior to the issuance of a Certificate of Occupancy for new construction, the
417 wetland buffer shall be re-flagged by a certified soils scientist licensed in the State
418 of New Hampshire and verified to be in place by the Community Development
419 Director, or their designee, to ensure that site development did not impact the
420 wetland buffer in excess of the approved buffer impact.
421 e. Prior to the issuance of a Certificate of Occupancy for new construction, a year 0
422 landscape inspection shall be conducted by the Community Development Director,
423 or their designee, to ensure that the required landscaping has been installed as
424 depicted in this application.
425 f. The annual maintenance of stormwater systems as depicted on the driveway exhibit
426 shall be required.
427

428 The motion was seconded by Kenneth Kost. It was a 4-4 vote – the motion did not carry. The
429 Chairman expressed his appreciation to the applicant for all their work on this application.
430

- 431 **2. SPR-01-13, Modification #3 – Site Plan – Cheshire County Shooting Sports Education**
432 **Foundation, 19 Ferry Brook Rd - Applicant SVE Associates, on behalf of owner the**
433 **Cheshire County Shooting Sports Education Foundation, proposes several site**
434 **modifications, including the relocation of the previously approved stormwater**
435 **management system, on the property at 19 Ferry Brook Rd (TMP #214-021-000). The**
436 **parcel is 55 ac and is located in the Rural District.**
437

438 The Chairman recused himself from this application as he is a member of the applicant’s
439 organization. He turned the item over to Vice-Chair Mastrogiovanni.

440

441 A. Public Hearing

442 Ms. Liza Sargeant of SVE Associates addressed the Board representing the Cheshire County
443 Shooting Sports Education Foundation. She stated that the applicant had site plan approval in 2020
444 and there were several items that were not installed to match that site plan, so the applicant is trying
445 to address those items today. The outstanding issues include the installation of a bike rack, the
446 relocation of a light pole, the relocation of the accessible parking space, and the improper
447 installation of the drainage system. Ms. Sargeant stated that during the City's site inspections, they
448 noticed that the large gravel berm located on the southwestern portion of the site was not included
449 on the previously submitted site plan.

450

451 She referred to the site plan showing where those items are going to be located. She explained that
452 originally, the stormwater treatment area was proposed to be located on top of the hill. However,
453 during construction, they found a large boulder right where the stormwater treatment system was
454 going to be located. They are now proposing to install the stormwater treatment system down at
455 the bottom of the slope. She also pointed to where the bike rack and light pole are going to be
456 located. Ms. Sargeant stated that in the 2020 application, the trailer located at the rear of the club
457 house building that is currently used for classes was not included on the proposed conditions plan.
458 The applicant is proposing to retain the trailer and will need a building permit in order for it to
459 become a permanent structure on the site. They are proposing to screen it with a 10' tall stockade
460 fence.

461

462 She noted that within the surface water protection buffer, there is currently a stockpile of topsoil
463 and some boulders. She explained that due to the fact that these are within the buffer, they will
464 need to be removed. The berm that was not included on the prior site plan has been shown on the
465 updated site plan, but it needs to be seeded and loamed to be stabilize it. She noted that they are
466 also proposing to install silt fencing around the berm while it is being stabilized.

467

468 Mr. Kost asked about the stormwater system being moved down the slope and asked whether more
469 runoff would now be coming into it. Ms. Sargeant stated the hydrology has been adjusted to
470 accommodate the new location. Mr. Kost asked what happens to the stockpile. Ms. Sargeant stated
471 it would be up to the applicant to decide where this pile is going to be moved to. Mr. Kost also
472 noted that in the architectural part of the application, it mentioned the use of concrete masonry unit
473 block for the building exterior, but vinyl siding was actually installed. Ms. Sargeant referred this
474 question to the applicant. Mr. Otto Busher, Board President of the shooting range, in response
475 stated that this is a block perimeter wall filled with solid concrete and vinyl was installed around
476 the outside of the building. The solid wall serves to prevent projectiles and will dampen the sound.

477

478 Mr. Hofer noted that this is Modification #3 to the approved site plan and asked whether this site
479 plan has been previously approved. Planning Technician, Megan Forston, stated she would address
480 this during her review of the staff report.

481

482 Staff comments were next. Ms. Forston stated the subject parcel is an existing 55-acre lot and is
483 the site of the Cheshire County Shooting Sports Education Foundation. The site includes several
484 different features related to the operation of the club, including outdoor and indoor shooting ranges
485 and a clubhouse. To address Mr. Hofer's question, Ms. Forston stated this parcel has undergone

486 site plan review previously. The initial Major Site Plan application came before the Planning Board
487 for review in 2013 for the expansion of their recreational operation to include an 26,000-sf indoor
488 shooting range. This application was conditionally approved in February 2014, but subsequently
489 amended as part of another Site Plan application. The updated application came before the Board
490 as Modification #1 and expired prior to the commencement of any work. The applicant then filed
491 a second modification that was conditionally approved by the Board in August 2020 for the
492 construction of a 3,300-sf indoor shooting range and the construction of this project was
493 subsequently completed.

494
495 During site visits from January-November 2022, City staff noted that there were several deviations
496 from the most recently approved site plan modification. Today the applicant is before the Board
497 for a third modification, which was addressed by Ms. Sargeant. This proposal adds the items
498 observed during the site visits to the approved site plan for the property, including the installation
499 of the updated stormwater management system, the change to the exterior finish materials for the
500 clubhouse and indoor shooting range, and adding the trailer that is used for classroom space to the
501 plan.

502
503 Ms. Forston stated that in terms of regional impact, staff has made a preliminary evaluation that
504 the proposed site plan does not appear to have the potential for regional impact, but it will be up
505 to the Board to make a final determination.

506
507 In regards to the Board's Site Development Standards:

508
509 **Drainage:** In the narrative and plans for this project, the Applicant states that the stormwater level
510 spreader will be relocated from the top of the slope to the west of the clubhouse/indoor shooting
511 range to the bottom of the slope any stormwater will sheet flow to the proposed level spreader at
512 the bottom of the slope. Included in the proposed motion it is recommending that the Board may
513 want to consider making the submittal of a letter stamped by a Professional Engineer licensed in
514 the State of NH confirming that the level spreader has been installed and is functioning properly
515 as a subsequent condition of approval.

516
517 **Sediment & Erosion Control:** The narrative states that the engineered berm on the western portion
518 of the property was constructed using surplus materials from the site and has historically been used
519 by the shooting range as an overflow shooting range and space for approximately six public events
520 per year. The Applicant has indicated they would like to continue using the berm for the same
521 purpose moving forward and plan on seeding and mulching the berm to stabilize it. Ms. Forston
522 noted that as was indicated by Ms. Sargeant, the site plan indicates there is a topsoil pile, boulder
523 pile, and portion of the berm within the 75' surface water buffer.

524
525 The Applicant proposes to remove these encroachments from the buffer area. Staff is
526 recommending to the Board including a subsequent condition of approval requiring that the surface
527 water buffer be flagged by a soil scientist licensed in the State of NH and that the Community
528 Development Director, or their designee, inspect the site after removal of these materials from the
529 buffer. She added that the Board may also want to consider adding a precedent condition of
530 approval requiring the submittal of a security to cover the cost of sediment and erosion control
531 while the new stormwater management system is being installed.

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Snow Storage and Removal: The narrative states that snow will be stored on site. This standard appears to be met.

Landscaping: No landscaping changes are being proposed as part of this application. This standard is not applicable.

Screening: The narrative and plan indicate that a 10'-tall stockade fence is going to be installed along the west and south sides of the trailer used as a classroom to obscure it from view of vehicles entering the site along the driveway to the south. Because this trailer will not be visible from any public right-of-way this standard appears to be met.

Lighting: The only change proposed for lighting is the relocation of one of the parking lot lights, hence this standard is not applicable.

Sewer & Water: The site is served by on-site well and septic. No changes are proposed - this standard is not applicable.

Traffic & Access Management: The bike rack will be located in the same location as was indicated in Modification #2. Staff is recommending that the Board require documentation showing that the bike rack was installed in the appropriate location as a subsequent condition of approval.

Filling & Excavation: The narrative states that there will be fill added to the site for the emergency spillway that will be located to the southwest corner of the proposed level spreader. Construction vehicles entering the property could access the site using Route 9, which is the closest highway to the south. The Board may wish to ask the Applicant to clarify how much fill is proposed to be added to the site and if a construction vehicle plan is necessary. The Board will need to determine if this standard has been met.

Surface Waters & Wetlands: The proposed conditions plan shows that the topsoil, boulder piles and engineered berm are located within the 75' wetlands buffer. The topsoil and boulder piles are proposed to be removed. The Board may want to consider adding the recommended subsequent condition of approval related to a site inspection to confirm these materials have been removed. If it is not removed within the 75' wetlands buffer the applicant would need to obtain a Surface Water Conditional Use Permit (CUP).

Hazardous & Toxic Materials: This standard is not applicable.

Noise: No changes are being proposed noise level - this standard appears to be met.

Architecture & Visual Appearance: As was indicated previously, the only change that was made was from a painted red concrete masonry unit finish to tan horizontal siding. It would be up to the Board to determine whether or not that meets the Board's standards.

This concluded staff comments.

578 Mr. Clancy noted that two years ago staff noticed these issues. A year and four months ago, the
579 City started the process of enforcement. He asked for clarification on what the last year and four
580 months of enforcement has looked like. Ms. Forston stated the City first issued a notice of violation
581 in December of 2022; notifying the Board President at the time that the City had conducted site
582 visits on November 16th and 17th of the property and had noticed several deviations from the
583 approved site plan. The noted deviations from the approved site plan included the lack of a bike
584 rack on the property, lighting installed in different locations from what was shown on the approved
585 plan, the relocation of the accessible parking space the fact that the space wasn't delineated
586 properly.

587
588 The drainage system required by the Planning Board as part of the previous site plan approval had
589 not been designed and installed as approved, which in the estimation of the City Engineer meant
590 that it couldn't function properly. The site plan also did not include the trailer located behind the
591 clubhouse building or the large, engineered berm. She went on to say that in September 2023, a
592 letter to the shooting range was sent stating that in July and November of 2022, the City conducted
593 site inspections and there were still several discrepancies noticed on the site and requested they
594 respond to the City by October 6, 2023 as to when they were going to rectify the issues on the site.
595

596 In November 2023, a courtesy letter was sent indicating that the applicant either needed to bring
597 this site into compliance by March 21st or they needed to submit an updated site plan application
598 by November of last year. Mr. Clements added that enforcement is a slow process and involves a
599 significant amount of back and forth between City Staff and the violator in an attempt to achieve
600 compliance in the most effective manner possible. He added that at certain points, the applicant
601 was just looking to make corrections to bring the site into conformance with the existing approval,
602 but for a variety of reasons that option was not viable. At the present time, the applicant is ready
603 to make the necessary changes and get the property back into compliance.
604

605 Ms. Sargeant added there was also some back and forth between various directors at the shooting
606 range and different consultants, which also contributed to the delay. Mr. Clancy asked whether
607 there was any response from the applicant between December 2022 and September 2023.
608 Community Development Director, Jesse Rounds, stated he did not recall that there was any
609 response, but added that he believes in encouraging compliance rather than issuing violations.
610 There were many courtesy letters sent, which he stated was his choice in an attempt to bring this
611 site into compliance.
612

613 Mr. Busher addressed the Board and stated three Chairpersons ago is when this project started and
614 many of the correspondence from the City went to a previous Board President and did not make it
615 to his desk. He stated that he has been working on this item since last fall and the winter delayed
616 the project. He stated they are before the Board in good faith to address the issues and to get back
617 into compliance.
618

619 The Vice-Chair asked for public comment. With no comment from the public, the Vice-Chair
620 closed the public hearing.
621

622 A. Board Discussion and Action

623 A motion was made by Ryan Clancy that the Planning Board approve SPR-01-13, Mod. 3, as
624 shown on the plan set identified as “Cheshire County Shooting Sports Education Foundation, 19
625 Ferry Brook Rd, Keene, New Hampshire” prepared by SVE Associates at a scale of 1 inch = 20
626 feet on January 15, 2024 and last revised on February 9, 2024, with the following conditions:
627

- 628 1. Prior to final approval and signature by the Planning Board Chair, the following conditions
629 precedent shall be met:
- 630 a. Owner’s signature appears on the title page and Sheet C-1 of the plan set.
 - 631 b. Submittal of a security for sediment and erosion control in a form and amount
632 acceptable to the Community Development Director and City Engineer.
 - 633 c. Submittal of five full-size paper copies and a digital PDF copy of the final plan set.
634
- 635 2) Subsequent to final approval and signature by the Planning Board Chair, the following
636 conditions subsequent shall be met:
- 637 a. Prior to the commencement of site work, the Community Development Department
638 shall be notified when all erosion control measures are installed and the Community
639 Development Director, or their designee, shall inspect the erosion control measures to
640 ensure compliance with this site plan and all City of Keene regulations.
 - 641 b. Within three months of the date of final approval for this application, the bike rack will
642 be placed in the approved location and a photo will be sent to Community Development
643 save in the project folder to document the installation.
 - 644 c. Within six months of the date of final approval for this application, the topsoil, boulder
645 piles, and portion of the berm within the 75’ surface water will be removed. The buffer
646 will then be flagged by a soil scientist licensed in the State of NH and subject to an
647 inspection by the Community Development Director, or their designee, to confirm that
648 the materials have been sufficiently removed to ensure compliance with the Surface
649 Water Protection Ordinance.
 - 650 d. Within three months of the installation of the level spreader and other stormwater
651 management mechanisms, a letter stamped by a Professional Engineer licensed in the
652 State of NH shall be submitted to the Community Development Department stating that
653 the stormwater management systems were installed and function appropriately.
654

655 The motion was seconded by Kenneth Kost and was unanimously approved.
656

657 A motion was made by Ryan Clancy that the Planning Board finds there is no regional impact
658 from this project. The motion was seconded by Kenneth Kost and was unanimously approved.
659

660 The Chairman rejoined the Board.
661

662 **VI. Boundary Line Adjustments**

663

- 664 1. **PB-2024-02 – Boundary Line Adjustment – 194 & 216 Marlboro St - Applicant**
665 **Brickstone Land Use Consultants, on behalf of owners Noah & Michael Crawford**
666 **Bange & 216 Marlboro Street LLC, proposes a boundary line adjustment that would**
667 **transfer ~4,131-sf of land from the ~0.28-ac lot at 194 Marlboro St (TMP #589-015-**

668 **000) to the ~0.94-ac lot at 216 Marlboro St (TMP #589-016-000). Both parcels are**
669 **located in the Neighborhood Business District.**

670
671 A. Board Determination of Completeness
672 Ms. Forston stated the Applicant has requested exemptions from submitting a drainage report,
673 traffic analysis, and soil analysis. Staff have determined that the requested exemptions would have
674 no bearing on the merits of the application and recommend that the Board accept the application
675 as complete.

676
677 A motion was made by Roberta Mastrogiovanni that the Board find the application, PB-2024-02,
678 to be complete. The motion was seconded by Kenneth Kost and was unanimously approved.

679
680 B. Public Hearing
681 Mr. Jim Phippard of Brickstone Land Use Consultants addressed the Board on behalf of Noah &
682 Michael Crawford Bange & 216 Marlboro Street LLC. He stated that the two properties in question
683 are located on the north side of Marlboro Street and are both non-conforming lots. The proposal is
684 a boundary line adjustment to transfer approximately 4,000 square feet from the rear portion of
685 194 Marlboro Street to 216 Marlboro. He noted that no new non-conformities would be created as
686 a result of this land transfer. He noted that the existing house at 194 Marlboro St is within the front
687 setback and the detached garage is within the side setback. Removing 4,000 square feet from 194
688 Marlboro St will still leave the lot with 8,000 sf, which meets the minimum lot size requirements
689 in the Neighborhood Business District.

690
691 He went on to explain that the parcel 216 Marlboro St is another non-conforming lot for a number
692 of reasons. The existing pavement near the northeastern corner of the site, which has been there
693 for many years, encroaches into the wetlands setback. At some point, there was asphalt added at
694 the rear of the property. When you calculate the lot coverage for the site, it is over the allowed
695 65% maximum impervious surface coverage limit by 0.3%. No one knows when exactly this
696 asphalt was added. Either way, the owner has decided he wants his lot to conform as much as
697 possible, so he removed a little over 800 square feet of that pavement. Hence, that encroachment
698 no longer exists and the lot coverage drops back under 65%, which meets the zoning requirements
699 for lot coverage. Mr. Phippard stated this is a straightforward boundary line adjustment and no
700 new non-conformities are being created. This concluded his comments.

701
702 Mr. Hofer asked whether the southeast corner was also in noncompliance and some adjustments
703 have been made here as well. Mr. Phippard answered in the negative.

704
705 Staff comments were next.

706
707 Ms. Forston addressed the Board and stated the subject properties are located in southeast Keene
708 on the northern side of Marlboro Street. There are residential uses that abut the parcels to the north,
709 northwest, and southwest and commercial uses lie adjacent to the south, east, and northeast. Beaver
710 Brook is located directly to the east and forms the eastern property boundary for 216 Marlboro
711 Street. Both parcels are located in the Neighborhood Business District, which requires a minimum
712 lot size of 8,000 sf and a maximum impervious surface coverage of 65%. The parcel at 216
713 Marlboro Street is currently at 66% lot coverage on the site. The purpose of this boundary line

714 adjustment is to adjust the common lot line between the parcels to transfer approximately 4,131
715 square feet of land from the northern portion of 194 Marlboro Street to 216 Marlboro Street. This
716 will bring the property at 216 Marlboro into compliance with impervious surface requirements. In
717 addition to this, 810 square feet of pavement was removed from the northeastern portion of the
718 216 Marlboro Street site just adjacent to Beaver Brook. Both of these adjustments will reduce the
719 lot coverage on the Bergeron Mechanical (216 Marlboro Street) site to a maximum of 58% lot
720 coverage.

721
722 Ms. Forston then went over the subdivision regulations. The first item she addressed was
723 lots. As was indicated by Mr. Phippard, 194 Marlboro Street is currently out of compliance with
724 zoning due to the presence of the single-family home within the 5-10' front setback required in the
725 Neighborhood Business District. Staff consider this to be an existing non-conformity that will not
726 be altered by this application. The parcel at 216 Marlboro Street has 66% lot coverage, which is
727 1% over the allowed maximum lot coverage in the Neighborhood Business District. The proposed
728 lot line adjustment and the removal of pavement will bring the lot into compliance with the zoning
729 requirements. Hence, this standard appears to be met.

730
731 In terms of the "*Character of Land*," both parcels are existing developed properties – one with an
732 existing house and detached garage at 194 Marlboro St and one with an existing building with
733 paved parking at 216 Marlboro Street. The eastern portion of the parcel at 216 Marlboro Street is
734 within the floodway as well as the 100-year flood zone. No new development is proposed as part
735 of this application and given that 810 square feet of pavement is proposed to be removed, this
736 standard appears to be met.

737
738 Ms. Forston then addressed "*Scattered or Premature Development*." Because these are existing
739 developed lots served by both City sewer and water with frontage along Marlboro Street – this
740 standard is not applicable.

741
742 In terms of the "*Preservation of Existing Features*" - there are no other changes proposed other
743 than relocation of the common boundary line. This standard is not applicable.

744
745 *Monumentation*: Pins have already been set by a surveyor and they were inspected by Public
746 Works Department on March 19th. This standard has been met and does not need to be included
747 part of the conditions of approval for the application.

748
749 In terms of the "*Special Flood Hazard Area*" – Ms. Forston stated the land being transferred is
750 outside of the floodplain and there are no impacts to the proposed area of the parcel at 216
751 Marlboro St that is within the floodplain. This standard appears to be met.

752
753 *Fire Protection and Water Supply*: Both parcels are serviced by existing City water and sewer.
754 The applicant noted in their submittal items that there are fire hydrants present on Marlboro Street
755 near the lots. This standard appears to be met.

756
757 With respect to "*Utilities*" - Both sites are served by City water and sewer and no changes to the
758 existing utilities are proposed. This standard appears to be met.

759

760 With respect to the Board's Site Development Standards:

761

762 **Drainage & Stormwater Management** - The submittal states that stormwater on the properties
763 currently sheet drains to vegetated areas on the sites and there are no changes proposed to these
764 existing patterns. This standard is met.

765

766 **Sediment & Erosion Control** – The only applicable item is the removal of 810 square feet of
767 pavement at 216 Marlboro Street which appears to be within the 30' surface water buffer. In lieu
768 of having this area evaluated by a wetlands scientist, the property owner decided to remove the
769 pavement in the area to delete the need for submittal of a Surface Water Protection Conditional
770 Use Permit. This standard appears to be met.

771

772 **Snow Storage & Removal:** Snow is stored around the perimeter of the paved areas and removed
773 from the site as needed. This standard appears to be met.

774

775 **Traffic & Access Management:** There are no changes proposed to on-site traffic circulation. This
776 standard appears to be met.

777

778 **Surface Waters & Wetlands:** The easternmost portion of the parcel at 216 Marlboro Street is
779 within the floodway and the removal of pavement negates the need for a Conditional Use Permit.
780 This standard appears to be met.

781

782 Ms. Forston noted there was a recommended motion included in the staff report with conditions
783 of approval, including getting the Owners' signatures on the plans; the performance of a lot
784 monument inspection; the submittal of four paper copies and a digital copy of the final plans; and
785 the submittal of recording fees. She noted that Mr. Bergeron and Mr. Phippard have already
786 addressed these conditions, so staff's recommendation to the Board is that they issue final approval
787 for the application at the meeting tonight with no conditions of approval.

788

789 Ms. Forston stated staff does not feel this application meets the threshold for regional impact. The
790 Chairman asked whether regional impact is something that needs to be voted on each time. Mr.
791 Clements stated there was a recent State Supreme Court decision that states if the Board doesn't
792 make a determination of regional impact, it could render a decision void. By including this in the
793 staff report and reminding the Board to indicate that an application meets regional impact it
794 protects Board decisions from potential challenges in the future. He added the language needs to
795 be part of the deliberation.

796

797 With reference to public comments, the Chairman stated this was not a public hearing, but asked
798 if there was anyone from the public who wanted to comment on this application. With no public
799 comment, the Chair closed the public hearing.

800

801 C. Board Discussion and Action

802 A motion was made by Roberta Mastrogiovanni that the Planning Board issue final approval on
803 the boundary line adjustment between the properties at 194 & 216 Marlboro St, as shown on the
804 plan identified as, "Plan Showing Boundary Line Adjustment Between Properties of 216 Marlboro
805 St, LLC; 216 Marlboro Street; Keene, NH 03431; Parcel Number 589-016; And; Noah Crawford

806 Bange; 194 Marlboro Street; Keene, NH 03431; Parcel Number 589-015” prepared by DiBernardo
807 Associates, LLC at a scale of 1 inch = 20 feet on January 17, 2024 and last revised on March 11,
808 2024 with no conditions.

809
810 The motion was seconded by Kenneth Kost. Ms. Markelon stated this application does not appear
811 to have any regional impact. The motion made by Roberta Mastrogiovanni and was unanimously
812 approved.

813
814 **2. PB-2024-03 – Boundary Line Adjustment – 2 & 12 Gilbo Ave - Applicant Huntley**
815 **Survey & Design PLLC, on behalf of owner the City of Keene, proposes a boundary**
816 **line adjustment that would result in the transfer of ~216-sf of land from the City-**
817 **owned right-of-way known as 12 Gilbo Ave (TMP #575-014-000) to the ~1,204-sf**
818 **parcel at 2 Gilbo Ave (TMP#575- 013-000) and transfer ~434-sf of land to the Main**
819 **St & Gilbo Ave public right-of-way. All land is located in the Downtown Core District.**

820
821 Ms. Mastrogiovanni recused herself from the review of this application.

822
823 A. Board Determination of Completeness
824 Ms. Forston stated the Applicant has requested exemptions from submitting a drainage report,
825 traffic analysis, and soil analysis. Staff have determined that the requested exemptions would have
826 no bearing on the merits of the application and recommend that the Board accept the application
827 as complete.

828
829 A motion was made by Randyn Markelon that the Board find the BLA application, PB-2024-03,
830 to be complete. The motion was seconded by Armando Rangel and was unanimously approved.

831
832 B. Public Hearing
833 Mr. Russ Huntley of Huntley Survey and Design addressed the Board. He stated that Ms.
834 Mastrogiovanni had hired him to survey her business, the Corner News Store, which is located at
835 the corner of Main Street and Gilbo Avenue, as well as the land beneath and around it so she could
836 enter into negotiations with the City to purchase the land beneath her building. Mr. Huntley
837 provided some background on this property.

838
839 He indicated that all the land located under both parcels was originally owned by the B&M
840 Railroad. In the mid-1930sm they started dispensing all their properties. In 1958, they sold a fairly
841 significant sized parcel to the City. This land goes under Gilbo Avenue and down the street and
842 also includes some of Saint James Street and the Gilbo Ave parking lot. He referred to an area
843 shown in blue on the map that was not included in the initial sale of land. In 1961, that portion was
844 also sold to the City of Keene. In 1984, the City of Keene sold the building shown in the blue area
845 to one of Ms. Mastrogiovanni’s predecessors, which is the present Corner News Building. In 1987,
846 B&M Railroad also sold the same plot of land, so now we have this building partly on a parcel
847 owned by the City of Keene.

848
849 He indicated the proposal is for Mastrogiovanni to be able to buy the land beneath her building
850 and the land in the fenced in area behind the building. The City could then just add the remainder
851 of the parcel to the public right-of-way. Mr. Huntley stated that in talking with the City Engineer

852 it was discovered that the land behind the Corner News building is part of the Gilbo Avenue public
853 right-of-way layout. He stated that what they are trying to do is to redesign this area so the blue
854 portion could be sold to Ms. Mastrogiovanni, so she can own the land her building is located on.
855 He stated the issue is trying to convey this information on a plan because there so many layers to
856 this history of this parcel. However, he noted that he still felt that this is a pretty simple boundary
857 line adjustment. This property is located in the Downtown Core District where there are no
858 dimensional setbacks and no frontage requirements. This concluded Mr. Huntley's presentation.

859
860 City Engineer, Don Lussier, stated what they are trying to accomplish is very simple; to add the
861 land beneath the building and make it one parcel again. He noted that, however, the history of this
862 site is long and winding. What appears on the records is that when City Council laid out the road
863 as a public road, it simply took the acquisition it received from B&M Railroad, including the
864 Corner News and Transportation Center sites, and indicated that everything the City acquired from
865 B&M Railroad was now part of the public right-of-way. As a result of this, the land under the
866 buildings is part of the highway, by definition. The follow up step to this boundary line adjustment
867 is going to be a City Council process to update the actual defined public right-of-way to just include
868 the land outside those buildings. He added that staff does not see any regional impact from this
869 boundary line adjustment and felt it is in everyone's best interest to move forward.

870
871 Mr. Clancy asked whether this was the only property in the City that has this type of issue. Mr.
872 Lussier stated it probably is not, but that it seems like the worst case he has seen since starting with
873 the City eight years ago. He said that most of these property issues are around the Railroad land.
874 Mr. Kost asked whether there will still be some portion of land between Corner News and the
875 Transportation Center that will be public land. Mr. Huntley responded by saying the land that
876 would go to Corner News is what is already enclosed by a chain link fence.

877
878 Staff comments were next.

879
880 Ms. Forston stated the subject properties are located in downtown Keene along the west side of
881 Main Street directly north of the Margaritas Mexican restaurant. Commercial uses abut in all
882 directions and the Cheshire Rail Trail is located directly to the south. The approximately 1,200
883 square foot parcel at 2 Gilbo Avenue is owned by the City of Keene and is located at the corner of
884 Main Street and Gilbo Avenue. There is an existing approximately 744-sf building located on top
885 of this land that houses the Corner News shop. All properties involved in this proposal are located
886 in the Downtown Core District, which has "build-to lines" in place of setbacks and does not have
887 a maximum impervious surface coverage or minimum lot size.

888
889 She stated the purpose of this lot line adjustment is to transfer about 216-square feet of land from
890 the City-owned property known as 12 Gilbo Avenue to the property at 2 Gilbo Avenue. An
891 additional 434 square feet of land will be transferred from 2 Gilbo Avenue and will become part
892 of the public right-of-way that includes Gilbo Avenue and Main St. The City's ultimate intent is
893 to convey this land to Ms. Mastrogiovanni. She noted that there will be three easements created
894 following the boundary line adjustment to allow for passing and re-passing over the City-owned
895 bike trail directly to the south.

896
897 In terms of regional impact, staff does not believe this application has any regional impact.

898
899 Ms. Forston then addressed the Subdivision Regulations. She stated that because there are not
900 dimensional requirements outlined in the zoning for the Downtown Core District, the “Lot”
901 standard is not applicable.

902
903 In terms of the “*Character of Land*,” the land involved in this proposal is already developed. This
904 standard is not applicable.

905
906 *Scattered or Premature Development* – This standard is not applicable.

907
908 *Preservation of Existing Features* - There are no changes proposed to the site itself. This standard
909 is not applicable.

910
911 *Monumentation* – Staff recommends the inclusion of the typical lot monument inspection as a
912 precedent condition of approval that will need to be met prior to the signature of the final plans by
913 the Planning Board Chair.

914
915 *Special Flood Hazard Area* – This property is not within a special flood hazard area. This standard
916 is not applicable.

917
918 *Utilities* – The property has access to City water and sewer. This standard appears to be met.

919
920 With reference to the Site Development Standards:

921
922 *Drainage & Stormwater Management*: This standard is not applicable.

923
924 *Sediment & Erosion Control*: This standard is not applicable.

925
926 *Sewer & Water*: This property is serviced by City water and sewer and no changes are proposed
927 to the existing utilities. The standard appears to be met.

928
929 *Traffic & Access Management*: Although portion of the land is going to be transferred to the Gilbo
930 Avenue right-of-way, there is no impact on traffic or access management. This standard appears
931 to be met.

932
933 *Surface Waters & Wetlands*: No surface waters or wetlands present on or adjacent to this land.
934 This standard is not applicable.

935
936 Ms. Forston stated there is a recommended motion included in the staff report for this application.

937
938 Mr. Kost clarified that the Board is voting on a lot line adjustment and sometime in the future the
939 City will undertake land transfer negotiations with Ms. Mastrogiovanni and the City Council. Staff
940 agreed.

941
942 C. Board Discussion and Action

943

944 A motion was made by Kenneth Kost that the Planning Board approve PB-2024-03 for a boundary
945 line adjustment between the properties at 2 & 12 Gilbo Ave and the public right-of-way, as shown
946 on the plan identified as, “Proposed Conditions, Boundary Line Adjustment” prepared by Huntley
947 Survey & Design PLLC at a scale of 1 inch = 5 feet on February 15, 2024 with the following
948 conditions:

- 949
- 950 1) Prior to final approval and signature by the Planning Board Chair, the following conditions
951 precedent shall be met:
 - 952 a) Owners’ signatures appear on the plan.
 - 953 b) Inspection of the lot monuments by the Public Works Director or their designee following
954 their installation or the submittal of a security in an amount deemed satisfactory to the
955 Public Works Director to ensure that the monuments will be set.
 - 956 c) Submittal of four (4) full sized paper copies, two (2) mylar copies, and a digital copy of
957 the final plan set.
 - 958 d) Submittal of a check in the amount of \$51.00 made out to the *City of Keene* to cover
959 recording fees.
 - 960 e) Submittal of draft easement documents shall be submitted for review by the City Attorney’s
961 Office.
 - 962
 - 963 2) Subsequent to final approval and signature by the Planning Board Chair, the following
964 condition shall be met:
 - 965 a. Copies of the recorded easement documents shall be submitted to the Community
966 Development Department.

967
968 The motion was seconded by Randyn Markelon, who also stated that this application does not have
969 any regional impact. Mr. Clancy stated he finds this application fascinating and hopes the
970 housekeeping issue gets resolved. The motion was unanimously approved.

971
972 Roberta Mastrogiovanni rejoined the Board.

973
974 **VII. Changes to Planning Board Application Fee Schedule: The City of Keene Community**
975 **Development Department proposes to amend sections of Article 25, “Application**
976 **Procedures” of the Land Development Code and Chapter 100 of Appendix B of the City**
977 **Code of Ordinances to change the certified mailing requirement to a “Certificate of**
978 **Mailing”;** create a fee for Cottage Court Overlay Conditional Use Permit applications;
979 **and establish fees for Earth Excavation Permit applications.**

980
981 Mr. Clements stated the City is proposing to change the fee schedule for all Land Use Boards in
982 the City. At the present time, the City is charging applicants a Certified Mailing rate to meet the
983 statutory requirement that abutters are notified by verified mail. The Post Office offers a product
984 called a “Certificate of Mailing” that the City Attorney believes also meets the statutory
985 requirement. When you deliver the letters to the post office, the post office gives you a receipt that
986 they have received the letters and that meets the statutory requirement and is much cheaper than a
987 certified mailing.

988

989 Mr. Clements added that the City also needs to add a Conditional Use Permit application fee for
990 the Cottage Court Overlay CUP, which the City is hoping to have on its books by May. He added
991 that the City Clerk’s office considers fee schedule amendments to be part of the Rules of Procedure
992 process. He explained that the proposed change to the Rules of Procedure needs to first be
993 discussed at a public meeting and then at the next Planning Board meeting, the Board can vote to
994 adopt those changes. He further stated that because the fee schedule is also in the City Code of
995 Ordinances, it will need to go before Council for approval as an ordinance change. The Cottage
996 Court overlay application fee will be \$100, which is in line with the existing Hillside, Surface
997 Water, Congregate Living and Solar Energy CUP application fees.

998
999 Mr. Clements stated the state RSAs related to earth excavation permits for gravel pits has some
1000 language in it indicating that a municipality cannot charge more than \$50.00 for an excavation
1001 permit. The fee schedule is also proposed to be changed to include a \$50.00 Earth Excavation
1002 Permit fee. There is proposed to be a separate application fee be added to cover the cost of some
1003 of the work that is required for the review of these types of applications. These changes can be
1004 voted on at the next Planning Board meeting on April 22nd.

1005
1006 **VIII. Master Plan Update**

1007
1008 a. Project Updates

1009 The Chair stated the that Master Plan Steering Committee met for the second time on March 12th.
1010 The project consultant, Future IQ, attended the meeting in person and laid out a project plan. The
1011 plan is to have the update completed by June/July 2025.

1012
1013 The next big item is to identify nearly 100 stakeholders in the community for consultants to
1014 interview. There will also be opportunity for general population interviews and workshops.

1015
1016 Mr. Clancy asked if because these meetings are not recorded whether the Board could get a copy
1017 of the draft minutes before their next meeting. Mr. Rounds agreed this could be done.

1018
1019 **IX. Staff Updates**

1020 Mr. Rounds stated he had promised some training, which is forthcoming. He added that staff
1021 appreciates the work that went into reviewing the 186 Gunn Rd CUP application. The Chair noted
1022 that the state offers training webinars that Board members can access through the State Office of
1023 Planning & Development.

1024
1025 **X. New Business**

1026 Mr. Clancy asked whether other communities are also paying attention to the regional impact issue
1027 and whether Keene gets any information when we are impacted by a potential project in another
1028 community. Mr. Clements stated that other community are statutorily obligated to notify us of
1029 these types of project, but noted that the City can’t force other Planning Boards to run their business
1030 in a particular way.

1031
1032 He added that staff does try to keep themselves informed as to what is going on in other
1033 communities. For example, there was a recent project in Swanzey for contractor storage bays on
1034 the Swanzey side of Base Hill Road. He noted that the proposal was similar to the Blackbrook

1035 Road contractor bays that were approved last year. He indicated staff learned about this project
1036 and reached out to the planner in Swanzey and informed them that this could be considered a
1037 development regional impact and recommended that they should probably be treated as such. Mr.
1038 Rounds stated he attended two of the meetings where this project was discussed, and the town was
1039 in the process of transitioning between planners and hoped the issue would be fixed in the future.
1040 Mr. Rounds stated Mr. Clancy is correct in that most of these communities are not aware of the
1041 impact that some of their developments would have on other municipalities. He added it is difficult
1042 for staff to pressure other communities unless staff becomes aware of particular projects.
1043

1044 **XI. Upcoming Dates of Interest**

- 1045
- 1046 • Joint Committee of the Planning Board and PLD – April 8th, 6:30 PM
 - 1047 • Planning Board Steering Committee – April 9th, 11:00 AM
 - 1048 • Planning Board Site Visit – April 17th, 8:00 AM – To Be Confirmed
 - 1049 • Planning Board Meeting – April 22nd; 6:30 PM

1050

1051 The Chairman adjourned the meeting at 9:05 pm

1052

1053 Respectfully submitted by,
1054 Krishni Pahl, Minute Taker

1055

1056 Reviewed and edited by,
1057 Megan Fortson, Planning Technician

From: [Sam Lake](#)
To: [Megan Fortson](#); [Jesse Rounds](#)
Cc: [TJ O'Brien](#); [Ryan Lawliss](#); [Richard Wood](#); [Corinne Marcou](#)
Subject: Re: Serenity Center - Next Steps
Date: Thursday, April 11, 2024 10:33:04 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Outlook-gpqw3cpl.png](#)

Hello Megan,

We will need to ask for an extension for our CUP and CLSS application.

We are waiting on the permit confusion with the many City Departments and our landlord (Monadnock Peer Support) to be cleared up before we can proceed with our renewal.

I will bring a check today for \$25.00

Sam

Samuel L. Lake

Executive Director



24 Vernon Street, Keene N.H. 03431

sam.lake@kscrecovery.org

O- (603) 283-5015

C- (603) 903-5903

Website: <https://www.kscrecovery.org/>

STAFF REPORT

S-09-23, MODIFICATION #1 – 3-LOT SUBDIVISION MODIFICATION – 284 WEST SURRY RD

Request:

Applicants and owners Corbet & Colline Cook, propose to modify the 3-lot subdivision, S-09-23, of their property at 284 West Surry Rd (TMP #206-025-000) that received final approval from the Planning Board in January 2024 to remove a note related to fire protection from the approved subdivision plan. The parent parcel is ~9.19 ac and the new parcels range in size from ~2 ac to ~5.16 ac. All land is located in the Rural District.

Background:

The ~9.19-ac parcel at 284 West Surry Rd is located in the Rural District and is currently owned by Corbet & Colline Cook. In January 2024, the owners received final approval from the Planning Board for the subdivision application, S-09-23, to subdivide their property into three lots ranging in size from ~2 ac to ~5.16 ac. One lot will serve as the site for the existing single-family home and detached garage while the other two lots will be available for future development.

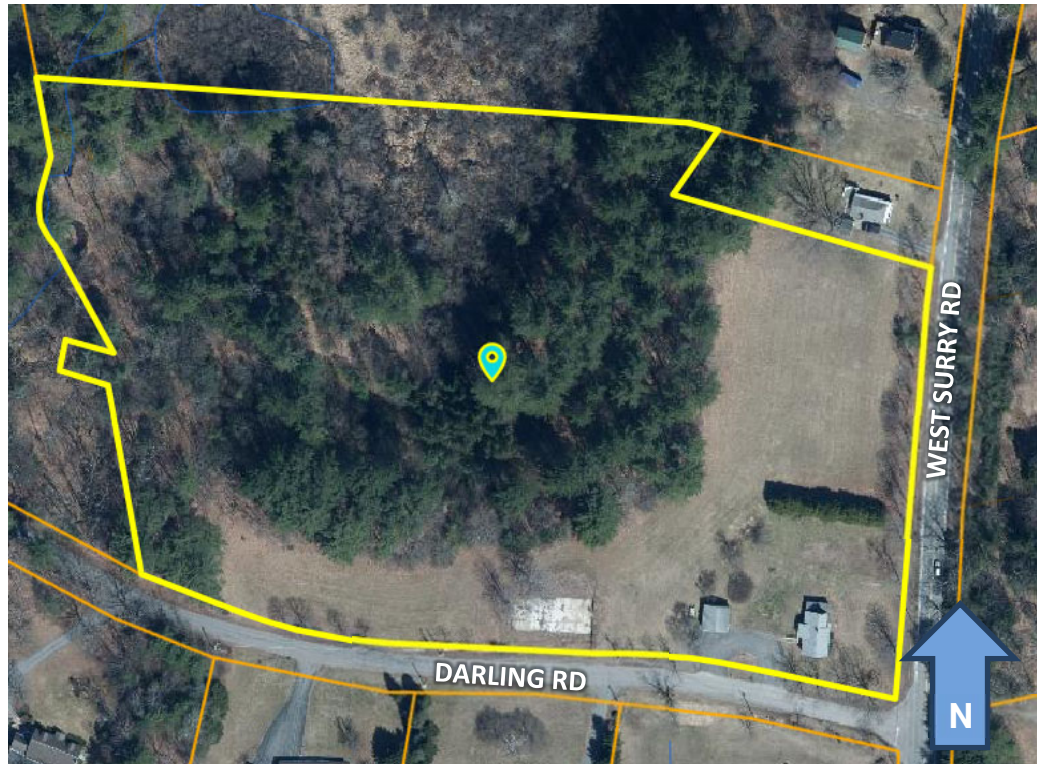


Figure 1. Aerial imagery of parent parcel at 284 West Surry Rd.

In order to meet the intent of NH RSA 674:36, the State's statute on subdivision regulations, and the fire protection and water supply regulations outlined in Section 19.2.7 of the City's Land Development Code (LDC), their surveyor, Russ Huntley, added a note to the proposed subdivision plan related to fire protection. This note stated that the "Installation of individual residential sprinkler systems meeting the standards of [the National Fire Protection Association regulations] NFPA 13D or NFPA 13R or another means of fire protection approved by the Keene Planning Board shall be required for each lot shown on the plan."

Prior to the legislative change of NH RSA 674:36 in 2023, applicants for subdivisions relied on the allowance to offer sprinkler systems as a way to meet the Planning Board's subdivision regulations related to water supply and fire protection in rural areas. After the change to NH RSA 674:36, this was no longer allowed as the provision for a developer to offer sprinklers was

STAFF REPORT

removed. This application was caught in the middle of this legislative change and the note was added to meet the intent of the Planning Board's regulations and provide flexibility to the future property owners to either install the sprinklers or come back to the Planning Board with an alternative solution.

After discussions between Community Development & Fire Department Staff, it has been determined that the Fire Department has sufficient capacity to provide fire protection services to this subdivision in the event of a fire emergency. The property owner and applicant had decided to request the removal of the note on the plan as it is no longer needed. This proposed modification to the approved subdivision plan meets the threshold for formal review by the Planning Board as a modification to the original subdivision approval.

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 Applicants have requested exemptions from submitting a location map, an existing conditions plan, a drainage report, a traffic analysis, and a soil analysis. 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:

- **Fire Department:** The comments memo from the Fire Department dated March 26, 2024 is included as an attachment to this staff report.

Application Analysis: A complete review of the standards applicable to the original subdivision application can be found on the Planning Board website in the agenda packet for the October 23, 2023 Planning Board meeting. The analysis below is focused on the subdivision standard most relevant to this application.

19.2.7 – Fire Protection & Water Supply: The project narrative states that the note included on the original subdivision plan related to the installation of residential sprinkler systems for fire protection was added due to the fact that the parent parcel is located in the Rural District where no municipal water is available. The narrative goes on to state that fire protection for the two undeveloped lots will be consistent with the other residences in the neighborhood. NH RSA 674:36, IV has been updated by the State Legislature in the 2023 session to state that Planning Boards cannot require or adopt any regulations requiring the installation of sprinklers as a means of fire protection. The update included the removal of the provision that allowed a Planning Board to accept sprinklers if an applicant offered to include them in a subdivision approval.

Section 19.2.7 of the LDC states that, "*All subdivisions shall be provided with an adequate supply of water for fire protection purposes at the owner's expense.*" Following this statement, the code offers a number of ways in which fire protection can be provided, including through existing fire hydrants near the proposed lots or via private fire protection water supply systems. These types of systems would include underground cisterns, dry hydrants, individual sprinkler systems that

STAFF REPORT

meet the standards of NFPA 13D or NFPA 13R, or any other fire protection water supply system that is approved by the Fire Chief and determined by the Planning Board to provide a similar or greater level of fire protection as the other options listed above. The Fire Department has indicated that no additional water supply or fire prevention methods are necessary for this subdivision. It appears that this standard has been met.

Recommended Motion:

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

“Approve S-09-23, Modification #1 as shown on the plan identified as, “Three Lot Minor Subdivision” prepared by Huntley Survey & Design, PLLC at a scale of 1 inch = 40 feet on August 31, 2023 and last revised on February 22, 2024 with the following conditions subsequent to final approval:

- 1. All of the subsequent conditions of approval for the original subdivision application, S-09-23, which received final approval from the Planning Board on January 22, 2024 remain in full force and effect.”***



City of Keene, NH

Planning Board

Subdivision Application


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

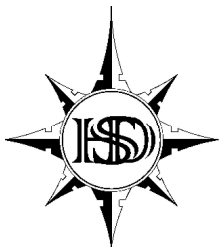
SECTION 1: PROJECT INFORMATION

PROJECT NAME: Three Lot Subdivision for Cory Cook	NUMBER OF LOTS PROPOSED: 3
PROJECT ADDRESS(ES): 284 West Surry Road, Keene, NH	

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY: Corbet & Colline Cook	NAME/COMPANY: Corbet & Colline Cook
MAILING ADDRESS: 56 Hilltop Drive, Keene, NH 03431	MAILING ADDRESS: 56 Hilltop Drive, Keene, NH 03431
PHONE: (603) 313-0996	PHONE: (603) 313-0996
EMAIL: corbet.cook@engelberth.com	EMAIL: corbet.cook@engelberth.com
SIGNATURE: Cory Cook <small>Digitally signed by Cory Cook DN: C=US, E=corbet.cook@engelberth.com, O=Engelberth Construction, Inc., CN=Cory Cook Date: 2024.03.11 10:22:44-04'00'</small>	SIGNATURE: Cory Cook <small>Digitally signed by Cory Cook DN: C=US, E=corbet.cook@engelberth.com, O=Engelberth Construction, Inc., CN=Cory Cook Date: 2024.03.11 10:22:51-04'00'</small>
PRINTED NAME: Corbet Cook / Colline Cook	PRINTED NAME: Corbet Cook / Colline Cook

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:
NAME/COMPANY:	TAX MAP PARCEL #(s): 206025 - 000 000 000
MAILING ADDRESS:	-----
PHONE:	-----
EMAIL:	PARCEL SIZE: 9.2 ac
SIGNATURE:	ZONING: Rural
PRINTED NAME:	PROJECT #: S-09-23, Mod. 1
	DATE STAMP: 



Huntley Survey & Design, PLLC

New Hampshire & Vermont - Land Surveying * Wetlands Delineation & Permitting * Septic System Design

Subdivision Plan Alteration
Land of Corbet & Colline Cook
284 West Surry Road, Keene, NH

April 1, 2024

Project Narrative

Cory and Colline Cook recently had a 9.194-acre parcel of land, tax map parcel 206-025-000, located at 284 West Surry Road in Keene subdivided into 3 lots. As part of the original subdivision there was a requirement for a residential sprinkler system on any new construction to be noted as part of the plan due to the subject property being located in the Rural Zone. The Cook's look to have this note removed.

The Cooks retained Huntley Survey & Design to perform the necessary boundary & topographic surveys, wetland delineation, test pits, percolation tests for the project. Huntley Survey & Design has prepared the updated subdivision plan. The subdivision has been monumented with 5/8" rebar with aluminum caps at each new corner and all existing, unmarked corners.

The buildable portion of land lies on a sandy terrace above a lowland swamp. The proposed building areas are well drained and open. No development is proposed into the wetland area, and a 75' buffer is marked and will be maintained around the wetlands. The proposed lots are distant from and well above any natural flood hazard areas. There isn't currently municipal water serving the area and fire protection service will be consistent with the other residences in the neighborhood.

The original subdivision approval was contingent upon the development of a stormwater management plan for review prior to a building permit and the 75' wetland buffer being flagged onsite. The stormwater management plan is being developed and will be submitted to the City Engineer prior to a building permit being issued. The 75' wetland buffer has been flagged by Huntley Survey & Design.

659 West Road, Temple, New Hampshire 03084 * (603) 924-1669 Office * (603) 381-3227 Cell
Email: Russ@huntleysurvey.com

[https://engelberth-my.sharepoint.com/personal/corbetc_engelberth_com/Documents/Cory Documents/284 West Surry Rd/Building Information/Subdivision/City Submission Documents/2nd Submission/4-1-2024 H23-042 Cook Sub Project Narrative.docx](https://engelberth-my.sharepoint.com/personal/corbetc_engelberth_com/Documents/Cory%20Documents/284%20West%20Surry%20Rd/Building%20Information/Subdivision/City%20Submission%20Documents/2nd%20Submission/4-1-2024%20H23-042%20Cook%20Sub%20Project%20Narrative.docx)

Site Development Standards

The City of Keene Site development standards will be met for the proposed subdivision. The parcel with the existing residence will continue as it has and not contribute any detrimental effects to any of the standards.

Article 20.1 – General

In general, subdivision into legal building lots does not require or include site development and so the standards following apply if future construction occurs. If the lots are developed, the development will be minimal, providing a single-family residential structure and will be done in accordance with the City of Keene Development Standards.

Article 20.2 – Drainage & Stormwater Management

During construction of driveways and buildings, best practices will be employed to meet Stormwater Management Standards.

Article 20.3 – Sediment and Erosion Control

During construction of driveways and buildings, best practices will be employed to meet Erosion Control Standards.

Article 20.4 – Snow Storage & removal

Lots will be single family residential uses and snow removal and storage will be on-site and meet this standard.

Article 20.5 – Landscaping

Lots will be single family residential uses and landscaping will be per the lot owner's discretion. Per RSA 430:54 invasive species shall not be allowed.

Article 20.6 – Screening

Lots will be single family residential uses and screening is not required. Any screening utilized in the future will be required to meet the standards of this article.

Article 20.7 – Lighting

Not applicable to this subdivision. No Lighting is proposed.

Article 20.8 – Sewer & Water

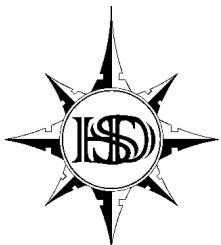
On site water and sewer are covered by State Regulations and will meet the standards of Art.20.8.

Article 20.9 – Traffic and Access Management

The proposed driveway onto Darling Road will require a Permit from the City of Keene. Traffic will be consistent with residential uses and add minimal increase. The permits required are such that they will meet the standards of this article.

Huntley Survey & Design, PLLC

New Hampshire & Vermont ~ Land Surveying * Wetlands Delineation & Permitting * Septic System Design
659 West Road, Temple, New Hampshire 03084 * (603) 924-1669 Office * (603) 381-3227 Cell
Email: Russ@huntleysurvey.com



Article 20.10 Filling and Excavation

Filling and excavation do not apply, as no commercial use is proposed, and no wetlands will be affected.

Article 20.11 – Surface Water and Wetlands

There are no wetlands or surface water within the proposed building site areas and a 75’ wetland buffer is part of the subdivision where there are wetlands. Wetlands will not be impacted.

Article 20.12 – Hazardous and Toxic Materials

This standard does not apply as this subdivision is for single family residential uses and hazardous or toxic materials are not typical to a residential use.

Article 20.13 – Noise

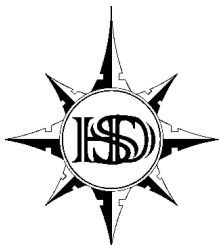
Noise levels will be consistent with residential uses. The subdivision in itself will not create any noise impacts and meet the standards of the article.

Article 20.14 – Architectural and visual appearance

Does not apply Residential structures must comply will all building codes.

Huntley Survey & Design, PLLC

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659 West Road, Temple, New Hampshire 03084 * (603) 924-1669 Office * (603) 381-3227 Cell
Email: Russ@huntleysurvey.com



Recorded Final Subdivision Plan (From Original Application - S-09-23)

PROJECT #: 24009

Plan References

- REFERENCES INCLUDE ALL INFORMATION REFERRED TO ON ANY OF THE FOLLOWING PLANS
- PROPOSED SUBDIVISION PLAN, LAND OF ANTHONY F. CERSOSIMO & RANGER CURRAN, Jr., DATED MARCH 23, 1983, BY ADDISON MINOT, SOUTHER VERMONT ENGINEERING (SVE) (Cab 04 Dr.00 No.0169 CCRD)
 - LOT LINE ADJUSTMENT FOR ROBERT E. & MARILYN M. JARVIS, WEST SURRY ROAD, KEENE, NH, DATED JANUARY 1992, BY TIMOTHY W. NOONAN (Cab.11 Dr.06 No.0792 CCRD)

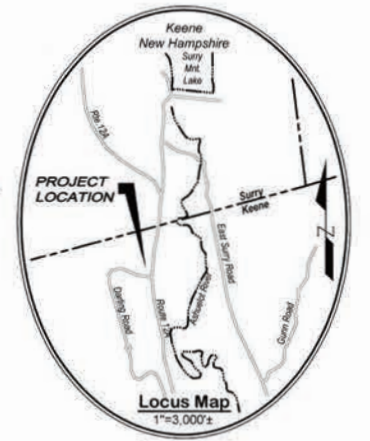
[206-027]
LAWRENCE H. PIPER
 306 West Surry Road
 Keene, NH 03431
 1655135
 Plan Ref. No.2

Zoning Districts

- R (Rural)**
REQUIREMENTS
- MAX HEIGHT: 2 STORIES/35'
 - LOT SIZE: 2 ACRES
 - FRONTAGE: 50'
 - LOT WIDTH AT BUILDING: 200'
 - BUILDING SETBACKS: FRONT 50', SIDE 50', REAR 50'
 - MAX BUILDING COVERAGE: 10%
 - MAX IMPERMEABLE COVERAGE: 20%

Overlay Districts

- Surface Water Protection District:**
 75' SETBACKS FROM SURFACE WATERS
- Hillside Protection District:**
 PRECAUTIONARY - SLOPES BETWEEN 15 & 25% - 20,000 SF MAXIMUM DISTURBANCE
 PROHIBITIVE - SLOPES 25% OR GREATER - NO BUILDING OR IMPROVEMENTS
- SEE CITY OF KEENE LAND DEVELOPMENT CODE CONCERNING ADDITIONAL REQUIREMENTS PERTAINING TO PARCEL



Notes

- THE BEARINGS SHOWN ON THIS PLAN ARE REFERENCED TO NAD83 NH STATE PLANE GRID, BASED ON A STATIC GPS SURVEY PERFORMED IN AUGUST 2023 USING AN IGS3 GNSS RECEIVER.
- THE BOUNDARY LINES SHOWN ON THIS PLAN WERE CALCULATED FROM DEEDS, RECORD PLANS & PHYSICAL EVIDENCE FOUND DURING THE FIELD SURVEY.
- THE EXISTING DWELLING UTILIZES AN INDIVIDUAL SEWAGE DISPOSAL SYSTEM AND PRIVATE DRILLED WELL. THE PROPOSED LOTS WILL BE SERVICED BY THEIR OWN SEWAGE DISPOSAL SYSTEMS AND WELLS.
- THE PARCEL(S) SHOWN ARE LOCATED IN ZONE X AND ARE NOT IN A SPECIAL FLOOD HAZARD AREA PER FEMA PANEL 33005C0252E EFFECTIVELY DATED MAY 23, 2003.
- A STREET ACCESS PERMIT FROM THE CITY OF KEENE PUBLIC WORKS DEPARTMENT SHALL BE REQUIRED FOR THE CONSTRUCTION AND/OR ALTERATION OF A DRIVEWAY ON LOTS 2 & 3. A DRIVEWAY PERMIT FROM NHDOT SHALL BE REQUIRED FOR LOT 1.
- NHDES APPROVAL # LOTS 1 & 2: **eSA2024010302**
- INSTALLATION OF INDIVIDUAL RESIDENTIAL SPRINKLER SYSTEMS MEETING THE STANDARDS OF NFPA 13D OR NFPA 13R OR ANOTHER MEANS OF FIRE PROTECTION APPROVED BY THE KEENE PLANNING BOARD SHALL BE REQUIRED FOR EACH LOT SHOWN ON THE PLAN.
- JURISDICTIONAL WETLANDS WERE DELINEATED BY HUNTLEY SURVEY & DESIGN DURING THE MONTH OF JULY, 2023 USING THE THREE PARAMETER APPROACH DESCRIBED IN TECHNICAL MANUAL Y-87-1, THE CORPS OF ENGINEERS 1987 WETLAND DELINEATION MANUAL AND SUPPLEMENTED BY THE JANUARY 2012 REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL, NORTH-CENTRAL AND NORTHEAST REGION U.S. ARMY CORPS OF ENGINEERS, V.2.

Soils Key

- 15 SEARSPORT MUCKY PEAT
- 526A CAESAR LOAMY SAND 0-3% SLOPES
- 526E CAESAR LOAMY SAND 15-50% SLOPES

Owner Certification

WE CERTIFY THAT WE ARE THE CURRENT OWNERS OF THE TRACTS SHOWN HEREON AND THAT I APPROVE OF THE SUBDIVISION.

[Signature] 11/1/2024
 OWNER'S SIGNATURE DATE

[Signature] 11/1/2024
 OWNER'S SIGNATURE DATE

APPROVED BY THE KEENE PLANNING BOARD

BY *[Signature]* CHAIRMAN
 AND *[Signature]* SECRETARY
 ON 1-22-24

Surveyor's Certification

PURSUANT TO RSA 876: 15 III AND RSA 672: 14, I CERTIFY THAT THIS SURVEY AND PLAT WERE PRODUCED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION AND DATA COLLECTOR TRAVERSE WITH A POSITION TOLERANCE THAT MEETS OR EXCEEDS NH LAN 500 AND THE ALLOWABLE RELATIVE POSITIONAL ACCURACY REQUIRED BY THE STATE OF NEW HAMPSHIRE IN TABLE 500.1, "ACCURACY MEASUREMENTS, LOCAL ACCURACY OF CONTROL SUPPORTING THE SURVEY," AND IS BASED ON INFORMATION RECORDED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS AS REFERENCED HEREON, INFORMATION PROVIDED BY THE CLIENT AND PHYSICAL EVIDENCE FOUND.



FOR PLANNING BOARD REVIEW - NOT FOR RECORDING -

Three Lot Minor Subdivision

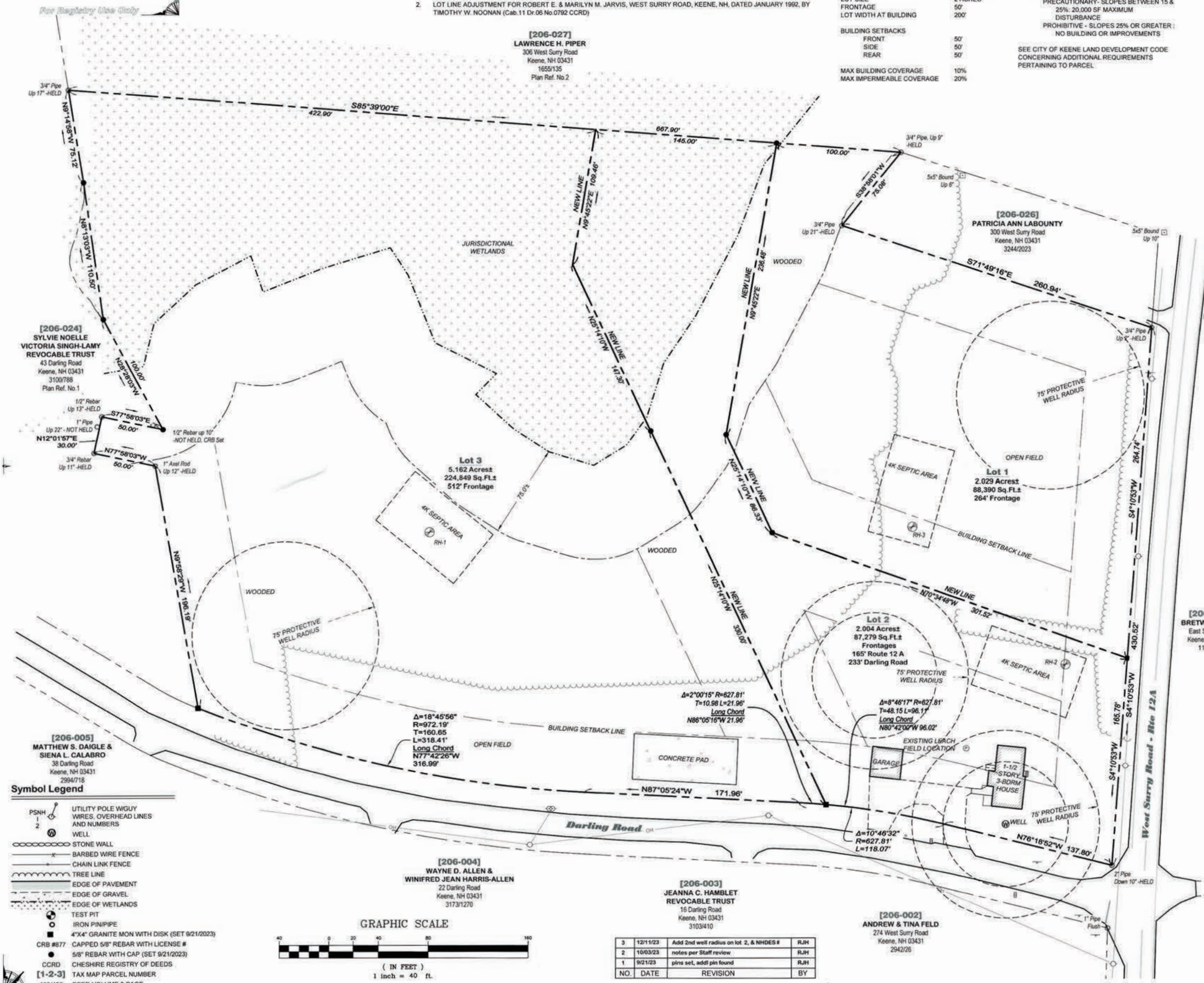
LAND OF
Corbet R. & Colline D. Cook

located at
 Tax Map 206 Lot 025
 284 West Surry Road, Keene, Cheshire County, New Hampshire
 Book 3001, Page 1145

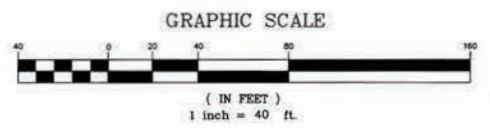
FINAL

Surveyed 08/2023 Plan prepared 08/31/2023
 Project No. H23-042 Cad File No. H23-042 Sub.dwg

Huntley Survey & Design, PLLC
 NH & VT Land Surveying, Wetlands & NH Septic System Design
 659 West Road, Temple, NH 03084 (603) 924-1669 www.huntleysurvey.com



- ### Symbol Legend
- PSNH 1, 2 UTILITY POLE W/IGUY WIRES, OVERHEAD LINES AND NUMBERS
 - WELL
 - STONE WALL
 - BARBED WIRE FENCE
 - CHAIN LINK FENCE
 - TREE LINE
 - EDGE OF PAVEMENT
 - EDGE OF GRAVEL
 - EDGE OF WETLANDS
 - TEST PIT
 - IRON PIPE/PIPE
 - 4"x4" GRANITE MON WITH DISK (SET 8/21/2023)
 - CAPPED 5/8" REBAR WITH LICENSE #
 - 5/8" REBAR WITH CAP (SET 8/21/2023)
 - CCRD CHESHIRE REGISTRY OF DEEDS
 - [1-2-3] TAX MAP PARCEL NUMBER
 - 123/456 DEED VOLUME & PAGE



NO.	DATE	REVISION	BY
3	12/11/23	Add 2nd well radius on lot 2, & NHDES #	RJH
2	10/03/23	notes per Staff review	RJH
1	9/21/23	pins set, add pin found	RJH

Plan References

- REFERENCES INCLUDE ALL INFORMATION REFERRED TO ON ANY OF THE FOLLOWING PLANS
- PROPOSED SUBDIVISION PLAN, LAND OF ANTHONY F. CERSOSIMO & RANGER CURRAN, JR., DATED MARCH 23, 1983; BY ADDISON MINOT, SOUTHER VERMONT ENGINEERING (SVE) (Cab.04 Dr.00 No.0169 CCRD)
 - LOT LINE ADJUSTMENT FOR ROBERT E. & MARILYN M. JARVIS, WEST SURRY ROAD, KEENE, NH, DATED JANUARY 1992, BY TIMOTHY W. NOONAN (Cab.11 Dr.06 No.0792 CCRD)

Zoning Districts

R (Rural)
REQUIREMENTS

MAX HEIGHT 2 STORIES/35'
LOT SIZE 2 ACRES
FRONTAGE 50'
LOT WIDTH AT BUILDING 200'

BUILDING SETBACKS
FRONT 50'
SIDE 50'
REAR 50'

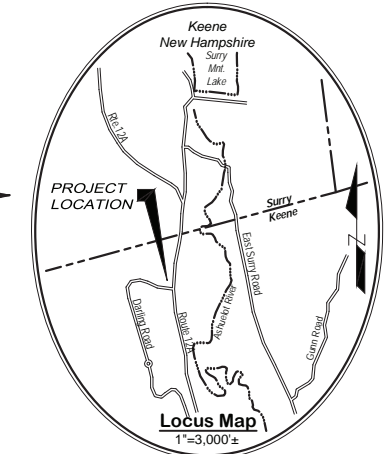
MAX BUILDING COVERAGE 10%
MAX IMPERMEABLE COVERAGE 20%

Overlay Districts

Surface Water Protection District:
75' SETBACKS FROM SURFACE WATERS

Hillside Protection District:
PRECAUTIONARY - SLOPES BETWEEN 15 & 25%: 20,000 SF MAXIMUM DISTURBANCE
PROHIBITIVE - SLOPES 25% OR GREATER: NO BUILDING OR IMPROVEMENTS

SEE CITY OF KEENE LAND DEVELOPMENT CODE CONCERNING ADDITIONAL REQUIREMENTS PERTAINING TO PARCEL



Notes

- THE BEARINGS SHOWN ON THIS PLAN ARE REFERENCED TO NAD83 NH STATE PLANE GRID, BASED ON A STATIC GPS SURVEY PERFORMED IN AUGUST 2023 USING AN iGSS GNSS RECEIVER.
- THE BOUNDARY LINES SHOWN ON THIS PLAN WERE CALCULATED FROM DEEDS, RECORD PLANS & PHYSICAL EVIDENCE FOUND DURING THE FIELD SURVEY.
- THE EXISTING DWELLING UTILIZES AN INDIVIDUAL SEWAGE DISPOSAL SYSTEM AND PRIVATE DRILLED WELL. THE PROPOSED LOTS WILL BE SERVICES BY THEIR OWN SEWAGE DISPOSAL SYSTEMS AND WELLS.
- THE PARCEL(S) SHOWN ARE LOCATED IN ZONE X AND ARE NOT IN A SPECIAL FLOOD HAZARD AREA PER FEMA PANEL 33005C0252E EFFECTIVELY DATED MAY 23, 2003.
- A STREET ACCESS PERMIT FROM THE CITY OF KEENE PUBLIC WORKS DEPARTMENT SHALL BE REQUIRED FOR THE CONSTRUCTION AND/OR ALTERATION OF A DRIVEWAY ON LOTS 2 & 3. A DRIVEWAY PERMIT FROM NHDOT SHALL BE REQUIRED FOR LOT 1.
- NHDES APPROVAL #, LOTS 1 & 2. **eSA2024010302**
- JURISDICTIONAL WETLANDS WERE DELINEATED BY HUNTLEY SURVEY & DESIGN DURING THE MONTH OF JULY, 2023 USING THE THREE PARAMETER APPROACH DESCRIBED IN TECHNICAL MANUAL Y-97-1, THE CORPS OF ENGINEERS 1987 WETLAND DELINEATION MANUAL AND SUPPLEMENTED BY THE JANUARY 2012, REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION U.S. ARMY CORPS OF ENGINEERS, V.2.

Soils Key

- 15 SEARSPORT MUCKY PEAT
- 526A CAESAR LOAMY SAND 0-3% SLOPES
- 526E CAESAR LOAMY SAND 15-50% SLOPES

Owner Certification

WE CERTIFY THAT WE ARE THE CURRENT OWNERS OF THE TRACTS SHOWN HEREON AND THAT I APPROVE OF THE SUBDIVISION.

OWNER'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____

Surveyor's Certification

PURSUANT TO RSA 676: 18 III AND RSA 672: 14, I CERTIFY THAT THIS SURVEY AND PLAT WERE PRODUCED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION AND DATA COLLECTOR TRAVERSE WITH A POSITION TOLERANCE THAT MEETS OR EXCEEDS NH LAN 500 AND THE ALLOWABLE RELATIVE POSITIONAL ACCURACY REQUIRED BY THE STATE OF NEW HAMPSHIRE IN TABLE 500.1, "ACCURACY MEASUREMENTS, LOCAL ACCURACY OF CONTROL SUPPORTING THE SURVEY," AND IS BASED ON INFORMATION RECORDED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS AS REFERENCED HEREON, INFORMATION PROVIDED BY THE CLIENT AND PHYSICAL EVIDENCE FOUND.



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Huntley Survey & Design, PLLC
NH & VT Land Surveying, Wetlands & NH Septic System Design
659 West Road, Temple, NH 03084 (603) 924-1669 www.huntleysurvey.com

[206-027]
LAWRENCE H. PIPER
306 West Surry Road
Keene, NH 03431
1655/135
Plan Ref. No.2

[206-026]
PATRICIA ANN LABOUBY
300 West Surry Road
Keene, NH 03431
3244/2023

[206-024]
SYLVIE NOELLE VICTORIA SINGH-LAMY REVOCABLE TRUST
43 Darling Road
Keene, NH 03431
3100/788
Plan Ref. No.1

Lot 3
5.162 Acres±
224,849 Sq.Ft.±
512' Frontage

Lot 1
2.029 Acres±
88,390 Sq.Ft.±
264' Frontage

Lot 2
2.004 Acres±
87,279 Sq.Ft.±
Frontages
165' Route 12 A
233' Darling Road

[206-039]
BRETWOOD, INC
East Surry Road
Keene, NH 03431
1127/521

[206-005]
MATTHEW S. DAIGLE & SIENA L. CALABRO
38 Darling Road
Keene, NH 03431
299/1718

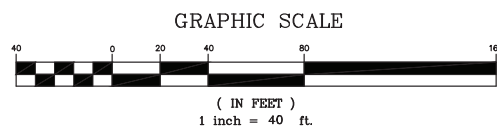
[206-004]
WAYNE D. ALLEN & WINIFRED JEAN HARRIS-ALLEN
22 Darling Road
Keene, NH 03431
3173/1270

[206-003]
JEANNA C. HAMBLET REVOCABLE TRUST
16 Darling Road
Keene, NH 03431
3103/410

[206-002]
ANDREW & TINA FELD
274 West Surry Road
Keene, NH 03431
2942/26

Symbol Legend

- PSNH 1 2 UTILITY POLE W/GUY WIRES, OVERHEAD LINES AND NUMBERS
- WELL
- STONE WALL
- BARBED WIRE FENCE
- CHAIN LINK FENCE
- TREE LINE
- EDGE OF PAVEMENT
- EDGE OF GRAVEL
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- CCRD CHESHIRE REGISTRY OF DEEDS
- [1-2-3] TAX MAP PARCEL NUMBER
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NO.	DATE	REVISION	BY
4	02/22/24	Delete Note 8 per Staff	RJH
3	12/11/23	Add 2nd well radius on lot 2, & NHDES #	RJH
2	10/03/23	notes per Staff review	RJH
1	9/21/23	pins set, addl pin found	RJH

STAFF REPORT

SPR-12-17, MODIFICATION #2 – SITE PLAN – ARCHWAY FARM, 183 ARCH ST

Request:

Applicant Don Scott LA Design, on behalf of owners Mark & Alona Florenz, proposes to construct an ~512-sf addition to the existing Archway Farm kitchen and store building and make associated site modifications, including the relocation of an existing curb cut, the installation of new lighting and landscaping, and the creation of additional parking on the property at 183 Arch St (TMP #107-001-000). The parcel is ~53 ac and is located in the Agriculture District.

Background:

The 53-ac parcel at 183 Arch St is owned by the Florenz Family Revocable Trust and serves as the site of Archway Farm, a local whole animal butcher. The property consists of an existing single-family home with many outbuildings, including a barn, tractor barn, and an existing kitchen building. The site is surrounded by residential uses to the east, west, and north. Additional farmland owned by the family is located directly to the south. The Cheshire Rail Trail can be accessed further to the west down Arch St and White Brook cuts through the western portion of the parcel.

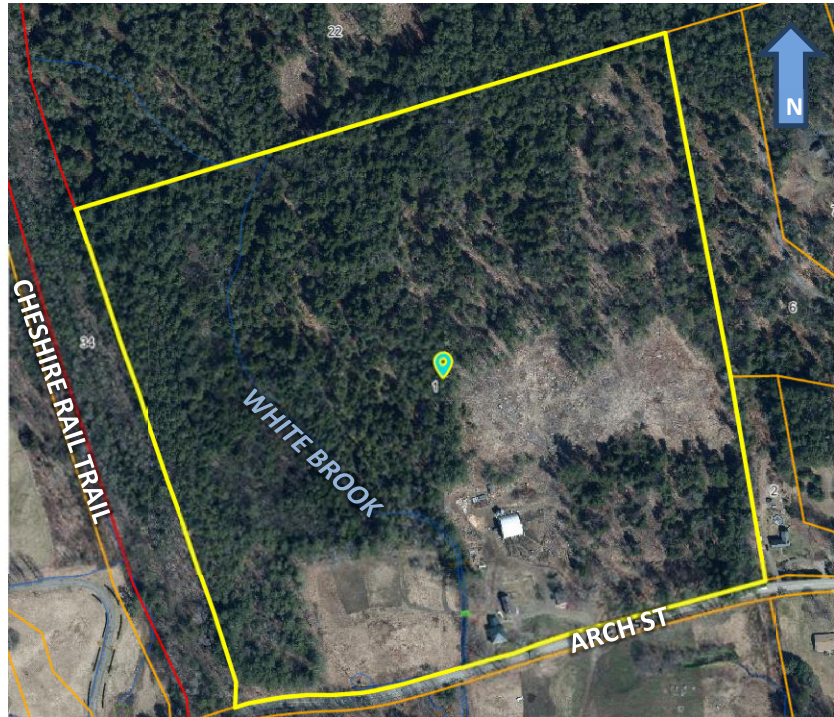


Figure 1. Aerial imagery of Archway Farm at 183 Arch St.

The property is located in the Agriculture District, which has a minimum lot size of 10 acres and a maximum impervious surface coverage of 20%.

The purpose of this application is to construct a ~512-sf addition that will be connected to the existing ~864-sf kitchen building along the southern façade. Associated site improvements including the creation of additional parking spaces and the installation of new lighting, drainage systems, and landscaping are also proposed as part of this application. The existing eastern curb cut is also proposed to be discontinued and relocated further to the west.

Determination of Regional Impact:

After reviewing the application, staff have made a preliminary evaluation that the proposed site plan 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.

STAFF REPORT

Completeness:

The Applicant has requested exemptions from submitting a traffic analysis, soil analysis, historic evaluation, screening analysis, and architectural and visual appearance analysis. After reviewing each request, staff have determined that granting 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:**

1. Please submit drainage calculations or a drainage narrative to demonstrate that no net change in runoff will result from the project. Specifically, the calculations and/or narrative should explain changes in the amount of impervious area for the proposed driveway, parking spaces, and roof, along with the estimated storage capacity of the vegetated swale and basin.
2. Please provide information about the proposed grading for the northern end of the parking area and driveway.
3. Please submit a traffic impact report for the farm store using the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual to describe the estimated changes in traffic generated by the site as part of this proposal.

- **Fire Department:** Please be aware that the new parking lot and site entry will need to be designed to support the weight of a fire truck in all seasons.

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

20.2 - Drainage: The project narrative and plan show that two new vegetated swales are proposed to be created on the property. One will be located to the west of eight new parking spaces directly across from the kitchen building/farm store and will run in a north-south orientation to drain towards Arch St. The second swale will be located to the east of the new curb cut along Arch St. Both swales will be vegetated with a variety of plantings, including Red-Osier Dogwoods, Winterberries, Blue Flag Irises, Cardinal Flowers, New England Asters, and Black-eyed Susans.

The project narrative states that the installation of the vegetated swale and basin will decrease the amount of stormwater exiting the site through the existing storm drain under Arch St. Additionally, the narrative states that the area behind the three new parking spaces to the east of the farm store (along Arch St) will be graded to serve as a vegetated treatment swale leading down to a new culvert with a 15" pipe that will pass under the new driveway and through the bio-infiltration basin before entering the existing 15" drainage pipe that leads out under Arch St.

Engineering Staff from the Public Works Department have reviewed all submitted materials related to drainage and have found them to be sufficient. This standard appears to be met.

20.3 - Sediment & Erosion Control: The project narrative states that the new eastern curb cut will be installed prior to the start of any construction and will be used as the primary entrance for vehicles during the construction process. The plan shows that 200 linear feet of silt fencing will be installed along the existing stone wall near Arch St, will then cut across the former curb cut

STAFF REPORT

location, continue along the edge of the existing wooded buffer, and then reconnect with the stone wall to the east of the kitchen building. The project narrative states that there's an existing storm drain under Arch St to the east of the project area that will be protected using a silt fence barrier.

The submitted landscaping plan shows that an existing apple tree to the north of the 8-space parking lot will be protected during construction using chain link fencing that will be installed around the dripline of the tree. The Board may wish to include a precedent condition of approval related to the submittal of a security for the installation of sediment and erosion control measures during this project. Additionally, the Board may also want to include a subsequent condition of approval related to performing a site inspection prior to the start of construction once all sediment and erosion control measures have been installed is also recommended. This standard appears to be met.

20.4 - Snow Storage & Removal: The narrative states that there are many areas of lawn and open fields that are currently used for snow storage. It goes on to say that runoff from melting snow piles will flow through the new treatment swale and basin for filtration and infiltration. This standard appears to be met.

20.5 - Landscaping: The submitted narrative and landscaping plan show that one tree is proposed to be removed to the west of the farm store where eight new parking spaces will be created. In its place, one Crabapple tree and five Inkberry shrubs in an 8'-wide planting bed will be installed to screen these parking spaces from Arch St. In addition to this, another Crabapple tree and ten additional Inkberry shrubs will be planted to screen the parking area to the east of the kitchen and farm store from view of Arch St.

Chain link fencing will be installed around the dripline of the apple tree to the north of the 8-space parking lot to protect it during construction. The Board will need to evaluate whether the landscaping proposed to be installed to screen the parking areas meets the intent of the parking lot screening requirements outlined in [Section 9.4.4.A](#) of the LDC. The proposed conditions plan shows a total 13 parking spaces, which would require the installation of two trees based on the interior parking lot landscaping requirements outlined [Section 9.4.5.A](#) of the LDC.

The Board may wish to include a precedent condition of approval related to the submittal of a security to cover the cost of landscaping and its installation.

20.6 - Screening: The project narrative states that trash is currently and will continue to be stored within the existing barn, so there is no dumpster proposed as part of the site plan. This standard is not applicable.

20.7 - Lighting: The photometric plan that was submitted specifies that all existing lighting will be disconnected and removed. Seven new full cut-off gooseneck light fixtures are proposed to be installed. Three of these fixtures will be wall-mounted around the perimeter of the kitchen and farm store building. The remaining four will be used to illuminate the parking areas and will be pole-mounted at a height of 15' above grade. The photometric plan also specifies that the lighting will not be illuminated between the hours of 10:00 pm and 6:00 am.

The parking lot lighting is in compliance with the 3.5-fc average lighting level that is required and has a uniformity ratio (the ratio of the average to the minimum lighting levels) that is less than 5:1. The Board may wish to include a precedent condition of approval related to the submittal of

STAFF REPORT

an updated lighting cut sheet and/or information about the color temperature and color rendering index (CRI) of the proposed light fixture to ensure compliance with the lighting standards.

20.8 - Sewer & Water: The City's [GIS Database](#) shows that City water and sewer utilities are not available to this property due to the rural location of the subject parcel. The narrative specifies that the property has an updated water and sewer system that was installed in 2021 that should meet the needs of the new farm store addition. This standard appears to be met.

20.9 - Traffic & Access Management: The proposed conditions plan shows that the existing easternmost curb cut is proposed to be removed, loamed/seeded, and relocated further to the west. A section of the existing stone wall will then be removed to allow for the creation of the new curb cut and the excess stone will be used to fill in the gap in the stone wall where the old curb cut was located. A new parking area with three parking spaces, including an 8'-wide accessible space with a 5'-wide access aisle that will be delineated using an accessible parking sign, will be created to the east of the new farm store.

Eight parking spaces will be created across the 22'-wide drive aisle from the kitchen/farm store and two additional employee parking spaces will be added to the north of this area. All public parking spaces will be delineated using wheel stops that will be installed at the head of each space. The new parking lots and drive aisles will be constructed of compacted gravel.

In regards to traffic generation, the narrative specifies that the Applicant does not anticipate a substantial increase in traffic as a result of the retail space increasing in size from ~91-sf to ~512-sf. Based on the most recent edition of the Institute for Transportation Engineers (ITE) Trip Generation Manual, the estimated number of trips for a "variety store" (the closest category that could be identified in the manual) would be 32.6 vehicle trips per day. The narrative states that the farm store received approximately 10-12 vehicle trips per day last year and that the Applicant expects an increase in traffic of ~50% following the construction of the addition.

Bicycle parking will be provided via an 8'-wide bike rack that will be installed to the east of the entrance to the new farm store. A walkway connecting the drive aisle to the west of the building will direct pedestrians to the public restroom at the rear of the kitchen. This standard appears to be met.

20.10 - Filling & Excavation: The narrative states that this project will not exceed the limits of the standards outlined in the LDC for filling and excavation. It goes on to state that minor grading and filling will be required in order to construct the new driveways, swales, and parking areas. [Section 20.10.D](#) of the LDC states that, "Any project, which will result in 50 or more trucks of earth or gravel entering or leaving a site, shall submit a plan to the Community Development Department as to the proposed truck routes." Given that this project does not rise to this threshold, this standard appears to be met.

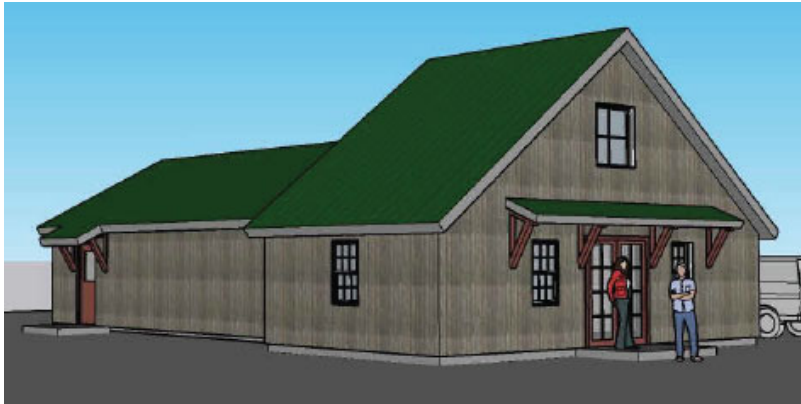
20.11 - Surface Waters & Wetlands: The narrative states that the proposed project will not impact any surface waters or wetlands on the property. This standard appears to be met.

20.12 - Hazardous & Toxic Materials: The project narrative states that the proposal will not involve the use of any hazardous or toxic materials on the property. This standard appears to be met.

STAFF REPORT

20.13 - Noise: The project narrative states that the proposal will not increase the amount of noise generated on the site. This standard appears to be met.

20.14 - Architecture & Visual Appearance: The renderings included in Figures 2 & 3 show that the farmstand will have a corrugated metal roof in a forest green finish with rough sawn pine barnboard siding in a weathered gray finish. Braces and doors will be finished in a barn red color and windows will be white. This will match the finish of the existing tractor shed that was constructed on the property within the last few years. The Board will need to make a determination as to whether the proposed exterior building materials comply with the Architectural & Visual appearance standards outlined in the LDC.



Figures 2 & 3. Renderings showing the views of the proposed farm store addition when facing towards the northeast and northwest.



Recommended Motion:

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

“Approve SPR-12-17, Modification #2, as shown on the plan set identified as “Archway Farm Store, March 2024, 183 Arch St / Keene NH 03431, Site Permit Plan Set” prepared by Don Scott, RLA at varying scales on April 8, 2024 with the following conditions:

- 1. Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:***
 - a. Owners’ signatures appear on the title page and the proposed conditions plan on Sheet L-2 of the plan set.***
 - b. Submittal of five paper copies and a digital copy of the final plan set.***

STAFF REPORT

- c. *Submittal of a security in a form and amount acceptable to the Community Development Director and City Engineer to cover the cost of sediment and erosion control and landscaping.***
- 2. *Subsequent to final approval and signature by the Planning Board Chair, the following condition shall be met:***
 - a. *Prior to the commencement of site work, the Community Development Department shall be notified when all erosion control measures are installed and the Community Development Director, or their designee, shall inspect the erosion control measures to ensure compliance with the approved site plan and all City of Keene regulations.***



City of Keene, NH Site Plan Application

ORIGINAL

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

SECTION 1: PROJECT INFORMATION

PROJECT NAME: Mark + Alona Florenz -ARCHWAY FARM		TYPE OF APPLICATION BEING SUBMITTED: <input checked="" type="checkbox"/> MAJOR PROJECT APPLICATION <input type="checkbox"/> MINOR PROJECT APPLICATION
PROJECT ADDRESS(ES): 183 Arch Street		
EXISTING OR PREVIOUS USE: FARM/STORE	PROPOSED USE: FARM/STORE	
GROSS FLOOR AREA OF NEW CONSTRUCTION (in square feet) 512 SF	GROSS FLOOR AREA OF EXISTING BUILDINGS/STRUCTURES (in square feet) 1376 SF	
AREA OF PROPOSED NEW IMPERVIOUS SURFACES (in square feet) 1,492 SF (TOTAL 1.15% COVERAGE)	TOTAL AREA OF LAND DISTURBANCE (in square feet) 18,916 SF	

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER NAME/COMPANY: Mark & Alona Florenz ARCHWAY FARM	APPLICANT NAME/COMPANY: Mark & Alona Florenz ARCHWAY FARM
MAILING ADDRESS: 183 Arch Street	MAILING ADDRESS: 183 Arch Street
PHONE: 603-352-3198	PHONE: 603-352-3198
EMAIL: mark.florenz@gmail.com	EMAIL: mark.florenz@gmail.com
SIGNATURE:	SIGNATURE:
PRINTED NAME: Mark Florenz	PRINTED NAME: Mark Florenz

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
NAME/COMPANY: DON SCOTT LA DESIGN	TAX MAP PARCEL #(s): 107-001-000-000-000	
MAILING ADDRESS: BOX 45 HARRISVILLE NH03450	-----	
PHONE: 603-313-9335	PARCEL SIZE: 53 ac	DATE STAMP:
EMAIL: dscott.rla@gmail.com	ZONING DISTRICT: AGRICULTURE	
SIGNATURE:	PROJECT #: SPR-217, Mod. 2	
PRINTED NAME: Don Scott LA Design		

D o n S c o t t L A D e s i g n
Landscape Architect
Box 45 Harrisville, NH 03450
603-313-9335 Cell
Dscott.RLA@Gmail.com

PERMIT PLAN NARRATIVE- ATTACHMENT B

APRIL 09, 2024

Mark + Alona Florenz -ARCHWAY FARM
183 Arch Street Keene, NH 03431
Phone: 603-352-3198 mark.florenz@gmail.com

Re: Site Development Plan- MAP 107, LOT 001 , 52.71 AC

Description of the existing and proposed uses.

The project site is more than 500 ft away from any residential districts, and the setting is agricultural with meadows, woodlands, and structures related to the agricultural business. All driveway surfaces are compacted gravel.

The project proposes to make the following changes:

1. Relocate the second driveway to line up with the drive leading to the back of the lot, to be 22 ft wide. All new driveway and parking surfaces will remain compacted gravel. This will be done at the beginning of the project, before the new addition is built.
2. Add 8 parking spaces to the left of the new drive, starting at the 50 ft setback line, includes removing one existing apple tree. Protect the other Apple Tree from construction activities.
3. Grade the area behind the new parking spaces to be a vegetated treatment swale leading down to a new culvert, 15" Pipe, under the new drive, and then create a bio-infiltration basin before the existing 15" pipe leading out under Arch St.
4. Project is to build a new addition to the front of the existing Kitchen/Store building, to be 16' x 32' , 512 SF, behind the 50 ft setback line. This new addition will become the 512 sf Farm Store.
5. Add two more parking spaces behind the existing Kitchen/Store building for staff.
6. Add a new driveway in front of the new addition with 3 new parking spaces, with one to be a handi-cap dedicated space, to be 13 ft wide. A new pathway behind the Kitchen Building will provide access to the existing bathroom for public use.
7. Adding Shrubs & Trees to the south and west for screening and stormwater treatment within the swales.
8. Restore the areas of the removed driveway areas to lawn, with loam and seed.
9. Add four new Light Poles and three wall lights to maintain a 1 ft candle of light over all parking areas.

An explanation of how the proposal complies with the Site Development Standards in Article 20 of the LDC:

20.2 Drainage & Stormwater Management – The project has incorporated the design and construction of a vegetated swale leading to a vegetated basin that will collect and infiltrate stormwater events. This infiltration system will lead to less stormwater exiting the site through the existing storm drain under Arch St.

Stormwater Drainage Report- Impervious Coverage will increase by 1704 sf.

Watershed Area: Buildings- 3860 sf, Gravel area- 8178 sf, and Pervious Lawn areas- 16462 sf = total area 28,500 sf. Lawns will have a 30% runoff, 16462 sf x 0.30 = 4,938 sf- **TOTAL = 16,976 SF**

Storage Bed Volume: 1740 sf x 24 “ deep = 3480 CF

2” Storm over a watershed area of 16,976 sf x 0.166(2”) = **2,818 cf**

5” Storm over a watershed area of 16,976 sf x .416(5”) = **7,062 cf**

Perc test: on 12” square area (1sf) Test rated @ 8.5” per hour, the hole held 5 gals. of water @ 12” deep (2.4” /gal.) Divide by 2 = 4.25”/hr.= 1.8 Gals/Hr. (Gal. to CF x 0.13368) In filtration Rate = **0.24 CF per hour** , 0.24 cf x 1740 sf = 5.77 CF per SF x 1740 sf area = **10,040 CF** infiltrated over a 24 hr period.

Design Notes: Storage Bed Volume: Swale = 2480 cf, Basin = 1000 cf TOTAL = **3480 CF**

The Designed Infiltration structures will hold back a 2” storm and have that water infiltrated within a 12 hour period. All overflow waters will pass through the Arch St culverts into a 29.2 AC field owned by Archway Farms.

20.3 Sediment & Erosion Control – The project plans to install 200 LF of silt fencing just behind the existing stone wall, in front of the Arch St storm drain and then up along the east side of the construction area. There is another storm drain under Arch St. to the east of the project that will be protected by the proposed silt fence barrier.

20.4 Snow Storage & Removal – There are many areas of open lawns and fields that will be used for snow storage. Most of the snow piles will end up melting and flowing through our new treatment swale and basin structures, for filtration and infiltration.

20.5 Landscaping – The project landscaping will consist of 1 Crabapple tree & 5 Shrubs in front of the 8 parking spaces and 10 Shrubs & 1 Crabapple tree in front of the three parking spaces on the east side of the store. There are 16 Shrubs & 24 perennials to be installed for the vegetated swale and treatment basin. The project site is more than 500 ft away from any residential districts, and the setting is agricultural with meadows and structures related to the agricultural business.

9.4.4 Parking Lot Screening- This project is more than 500 ft away from any residential district and therefore should not be subject to this requirement. Most of the 500 ft is wooded on the northside of Arch St, or open meadows and tree buffers along Arch St. Although, we are providing 15 Shrubs and 2 Crabapple trees along the street frontage on Arch St. to provide screening of the parking spaces.

9.4.5 Interior Parking Lot Landscaping – We have 2 Crabapple Trees at 3” cal. for 13 parking spaces., 1 is required for every 10 spaces.

20.6 Screening -Archway Farm stores their trash and waste within an existing barn , which will remain after this improvement project.

20.7 Lighting – The project has prepared a lighting Plan to meet the standard of 1 ft candle for all parking spaces. Added four new Light Poles and three wall lights to maintain a 1 ft candle of light. See lighting plan. Outdoor lighting shall not be illuminated between the hours of 10:00 pm and 6:00 pm.

20.8 Sewer & Water – The project site has a 2021 updated water and sewer system to meet the needs of the new Farm Store addition.

20.9 Traffic & Access Management – The addition of 8 new parking spaces and increasing the retail space from 91 sf to 512 sf will not generate any substantial increase of site visits that could impact the traffic flow along this rural section of Arch St, and we request an exemption from this requirement. Public Works Department estimated traffic generation based on the most recent edition of the ITE Trip Generation Manual, found that the new 512-sf farm store will generate approximately 32.6 vehicle trips per day using the category of “variety store,”. By our calculations, we had 10 -12 trips per day last year, and we anticipate an increase of 50% after the new addition is completed.

20.10 Filling & Excavation – The project will not exceed the limits of this standard with the minor grading and filling needed to build the new driveways, swales and parking areas.

20.11 Surface Waters & Wetlands – The project will not impact any surface waters or wetlands within the property.

20.12 Hazardous & Toxic Materials - The project will not involve the use of any hazardous or toxic materials within the property.

20.13 Noise – The project with the new farm store addition and new parking spaces will have no effect on increasing any obnoxious noise levels to the neighbor’s properties more than 500 ft away.

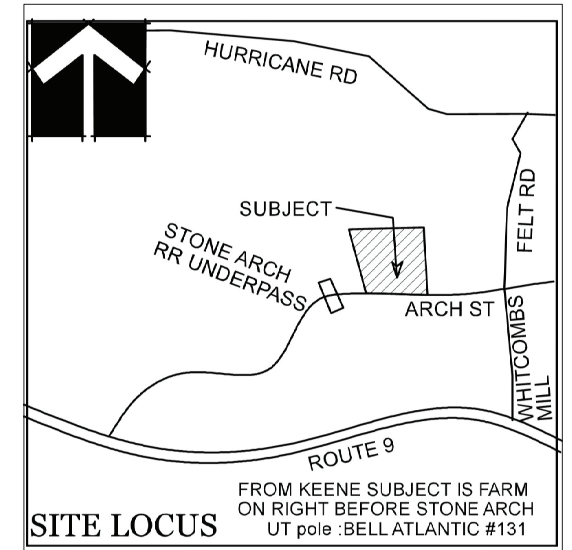
20.14 Architecture & Visual Appearance – The project architect has provided visual examples of the proposed exterior treatments for the new buildings.

Archway Farm Store

March 2024

183 Arch Street / Keene NH 03431

Site Permit Plan Set



OWNER:

Mark + Alona Florenz
183 Arch Street
Keene, NH 03431
Phone: 603-352-3198
mark.florenz@gmail.com

LANDSCAPE ARCHITECT:

Donald R Scott, RLA
Landscape Architect
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603-827-3444 H, 603-313-9335 Cell
Dscott.RLA@gmail.com

ARCHITECT:

Weller & Michal Architects, Inc.
Tom Weller
POB 360
71 Main Street
Harrisville NH 03450
Phone: (603) 827-3840
weller@wapm.com

DRAWING SET:

- L-1 Site Permit Plan- Existing Conditions 4/08/2024
- L-2 Site Permit Plan- Grading & Layout 4/08/2024
- L-3 Site Permit Plan- Landscaping 4/08/2024
- L-4 Details- Erosion Controls 3/15/2024
- L-5 Details- Landscaping, Driveway surface, Fence 3/15/2024
- L-6 Survey Site Boundary Plan
- L-7 Site Permit Plan - Lighting 4/08/2024

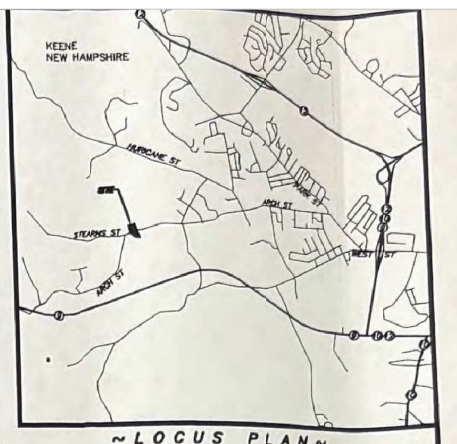
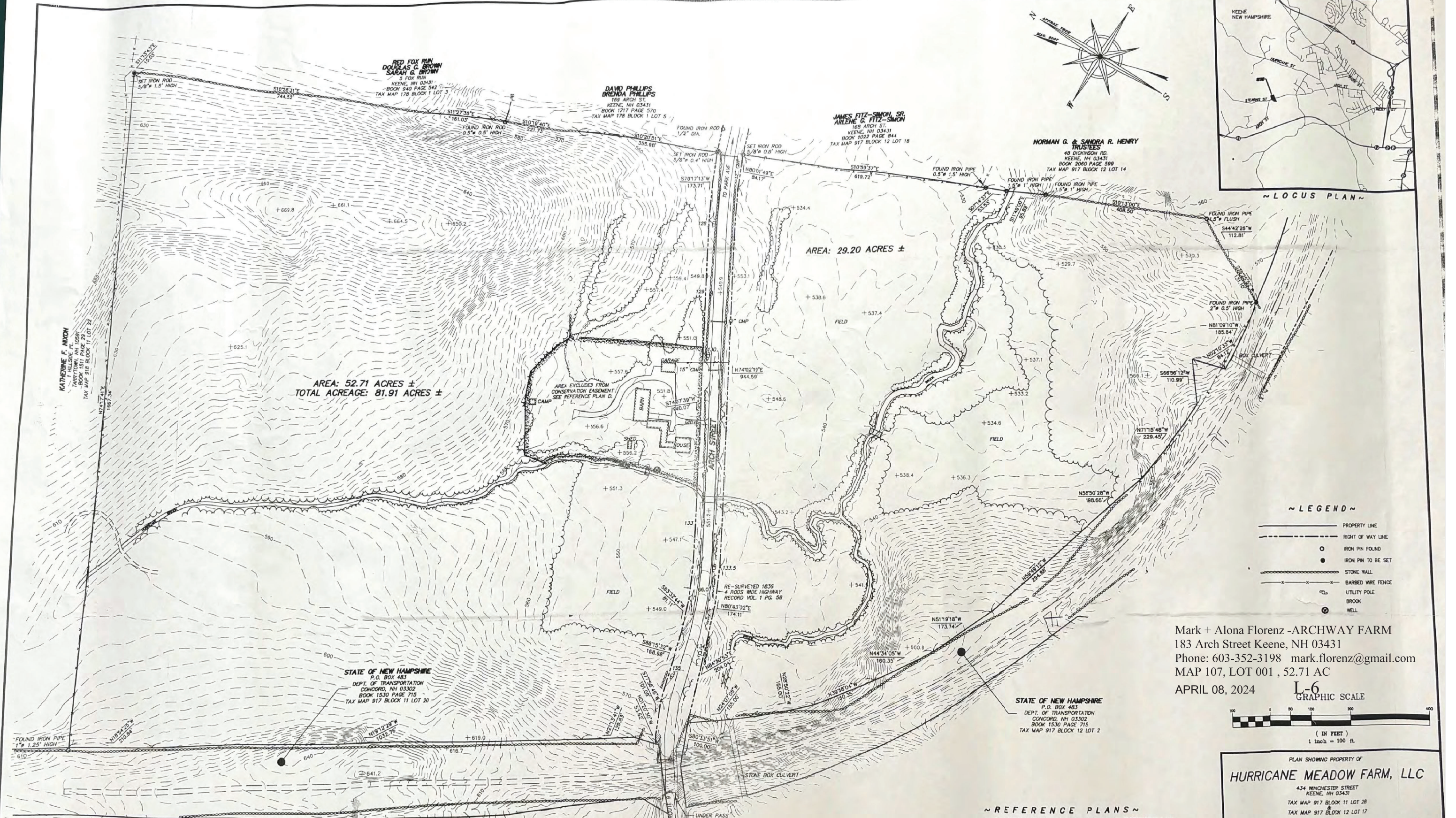


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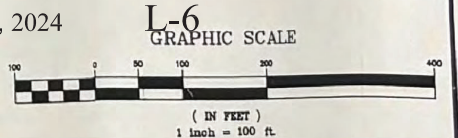
Mark + Alona Florenz -ARCHWAY FARM
 183 Arch Street Keene, NH 03431
 Phone: 603-352-3198 mark.florenz@gmail.com
 MAP 107, LOT 001 , 52.71 AC,
 ZONE- AGRICULTURAL
 APRIL 08, 2024



~ LEGEND ~

- PROPERTY LINE
- - - RIGHT OF WAY LINE
- IRON PIN FOUND
- IRON PIN TO BE SET
- x — x — x — STONE WALL
- x — x — x — BARBED WIRE FENCE
- ⊕ UTILITY POLE
- ~ ~ ~ BROOK
- ⊙ WELL

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 MAP 107, LOT 001, 52.71 AC
 APRIL 08, 2024



- ~ NOTES ~
- METHOD OF SURVEY: SOKIA SET 5R TOTAL STATION.
 - BEARINGS ARE REFERENCED TO REFERENCE PLAN C.
 - DIBERNARDO ASSOCIATES IS NOT RESPONSIBLE FOR PROPERTY DESCRIPTIONS PREPARED BY OTHER PERSONS FOR CONVEYANCE OF THE PROPERTY SHOWN HEREON.
 - THIS PLAN WAS PREPARED FOR THE SOLE USE OF HURRICANE MEADOW FARM LLC, AND IS NOT INTENDED TO BE USED BY ANY OTHER INDIVIDUAL OR BUSINESS WITHOUT THE CONSENT OF HURRICANE MEADOW FARM LLC, AND DIBERNARDO ASSOCIATES, LLC.
 - CONTOURS SUPPLIED BY THE CITY OF KEENE. CONTOUR INTERVAL IS 2' TIED TO THE NAVD 88 VERTICAL DATUM.

~ CHAPTER 676:18 SECTION III CERTIFICATION ~
 I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.
 Aurelius Dibernardo, N.H. L.L.S. #256
 11-31-07
 DATE

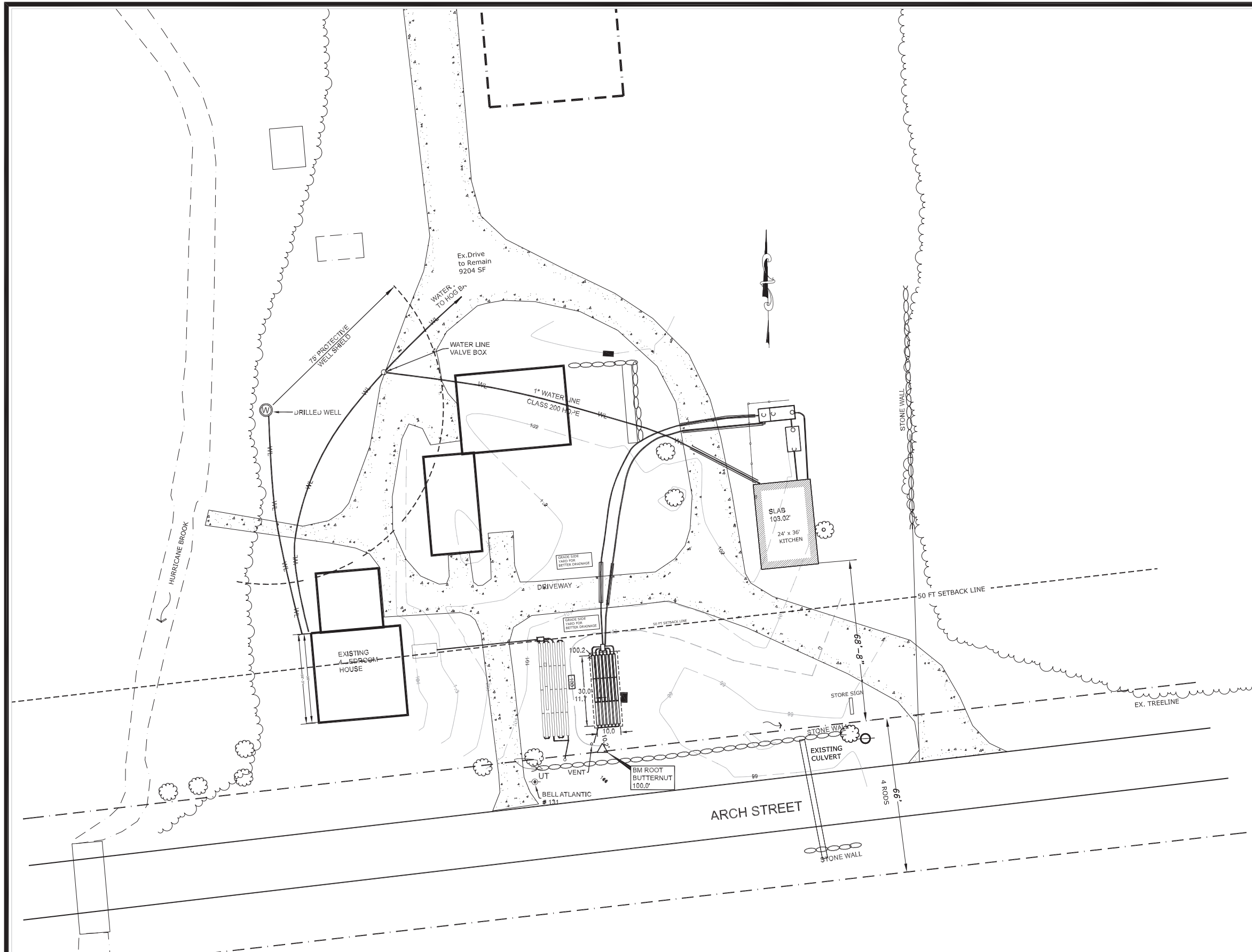
- ~ REFERENCE DEEDS ~
 RECORDED AT CHESHIRE COUNTY REGISTRY OF DEEDS
- DEED FROM HOWARD D. LANE, JR. TO HURRICANE MEADOW FARM LLC. RECORDED IN BOOK 2400 PAGE 670 ON DECEMBER 4, 2006.
 - CONSERVATION DEED FROM HELEN A. HATHORN AND MARY C. SEAVER TO THE SOCIETY FOR THE PROTECTION OF NEW HAMPSHIRE FORESTS RECORDED IN BOOK 1823 PAGE 0546 ON JULY 31, 2001.

- ~ REFERENCE PLANS ~
- PLAN ENTITLED "RIGHT-OF-WAY AND TRACK MAP FITCHBURG R.R. CO. OPERATED BY THE BOSTON AND MAINE R.R. STATION 1781+80 TO STATION 1834+40", MAP # V39/NH/35, DATED JUNE 30, 1914.
 - PLAN ENTITLED "RIGHT-OF-WAY AND TRACK MAP FITCHBURG R.R. CO. OPERATED BY THE BOSTON AND MAINE R.R. STATION 1834+40 TO STATION 1887+20", MAP # V39/NH/36, DATED JUNE 30, 1914. RECORDED IN CABINET 99 DRAWER D # 47.
 - PLAN ENTITLED "SUBDIVISION PLAN OF LAND OWNED BY WESTON F. & NANCY E. GRISWOLD WHITCOMBS MILL ROAD KEENE, NEW HAMPSHIRE", PREPARED BY WAYNE C. MCCUTCHEON, DATED APRIL 18, 1987, RECORDED IN CABINET B NUMBER 158.
 - PLAN ENTITLED "HATHORN FARM KEENE, NEW HAMPSHIRE AREA TO BE EXCEPTED FROM CONSERVATION EASEMENT", DATED JUNE 26, 2001, PREPARED BY STEPHEN P. PERRON, L.L.S.

PLAN SHOWING PROPERTY OF
HURRICANE MEADOW FARM, LLC
 434 WINCHESTER STREET
 KEENE, NH 03431
 TAX MAP 917 BLOCK 11 LOT 2B
 TAX MAP 917 BLOCK 12 LOT 17
 ARCH STREET CHESHIRE COUNTY KEENE, N.H.

DIBERNARDO ASSOCIATES, LLC
 V1 NH
 LICENSED LAND SURVEYORS
 802-463-3031 440 ROCKINGHAM ROAD 603-360-5668
 P.O. BOX 82
 BELLINGHAM FALLS, VT 06101

DATE NOVEMBER 30, 2007 SCALE 1" = 100'
 DRAWN BY JW CK'D BY AD
 SURVEYED BY SALLS & FEWDEL
 DWG. NO. 2716 © COPYRIGHT 2007 DIBERNARDO ASSOCIATES, LLC



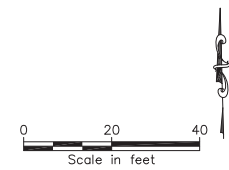
7.2 AGRICULTURE (A)		7.2.5 Permitted Uses	
7.2.1 Purpose		RESIDENTIAL USES	
The Agriculture (A) District is intended to allow for farms and farmland, and to discourage activity that is not related to agriculture. Large-scale commercial recreation, even if agriculture related, is not suitable for this district.		Dwelling, Above Ground Floor	P 8.3.1.A
7.2.2 Dimensions & Siting		Dwelling, Single-Family	P 8.3.1.D
Min Lot Area	10 acres	Dwelling, Two-Family / Duplex	SE 8.3.1.E
Min lot area per dwelling unit	10 acres	COMMERCIAL USES	
Min Lot Width at Building Line	200 ft.	Agricultural-Related Educational & Recreational Activity as a Business	PI 8.3.2.A
Min Road Frontage	50 ft.	Animal Care Facility	P 8.3.2.B
Min Front Setback	50 ft.	Bed and Breakfast	SE 8.3.2.G
Min Rear Setback	50 ft.	Event Venue	SE 8.3.2.J
Min Side Setback	50 ft.	Greenhouse / Nursery	P 8.3.2.L
		Kennel	P 8.3.2.P
		Recreation/Recreation Facility - Outdoor	SE 8.3.2.Z
		OPEN SPACE USES	
		Cemetery	P 8.3.6.A
		Community Garden	P 8.3.6.B
		Conservation Area	P 8.3.6.C
		Farming	P 8.3.6.D
		Golf Course	PI 8.3.6.E
		INFRASTRUCTURE USES	
		Telecommunications Facilities	PI 8.3.7.E
7.2.3 Buildout		<small>P = Permitted PI = Permitted only in violation per Article B SE = Permitted by Special Exception CLIP = Permitted by Conditional Use Permit</small>	
Max Building Coverage ¹	10%	7.2.4 Height	
Max Impervious Coverage ²	20%	Max Stories Above Grade	2
<small>¹May be increased by Special Exception solely for bona fide agricultural uses and no more than is necessary to permit the reasonable operation of such uses. Any Special Exception to parcels shall be treated as a nonconforming use.</small>		Max Building Height	35 ft.

Farming - Any land, buildings or structures on or in which agriculture and farming operations or activities are carried out or conducted as defined by NH RSA 21:34-A. Such operations include, but are not limited to, animal husbandry, the cultivation, production, harvesting and sale of any agricultural, floricultural, viticultural, forestry, or horticultural crops as well as ancillary activities integral to the operation of a farm.

TOTAL LOT: 183 Arch St (TMP #107-001-000) 53-AC, 2,308,680 SF
EX. IMPERVIOUS COVERAGE:
 Ex. Driveways= 15,600 sf
 EX. MAIN HOUSE=2129 SF
 BARN = 907 sf
 TRACTOR BARN = 1200 sf
 ANIMAL BARN = 3334 sf
 SHEDS = 1100 sf
 KITCHEN = 864 sf
Total = 25,134 sf (1.1 %)
Building Coverage: 9,534 sf = 0.4 %

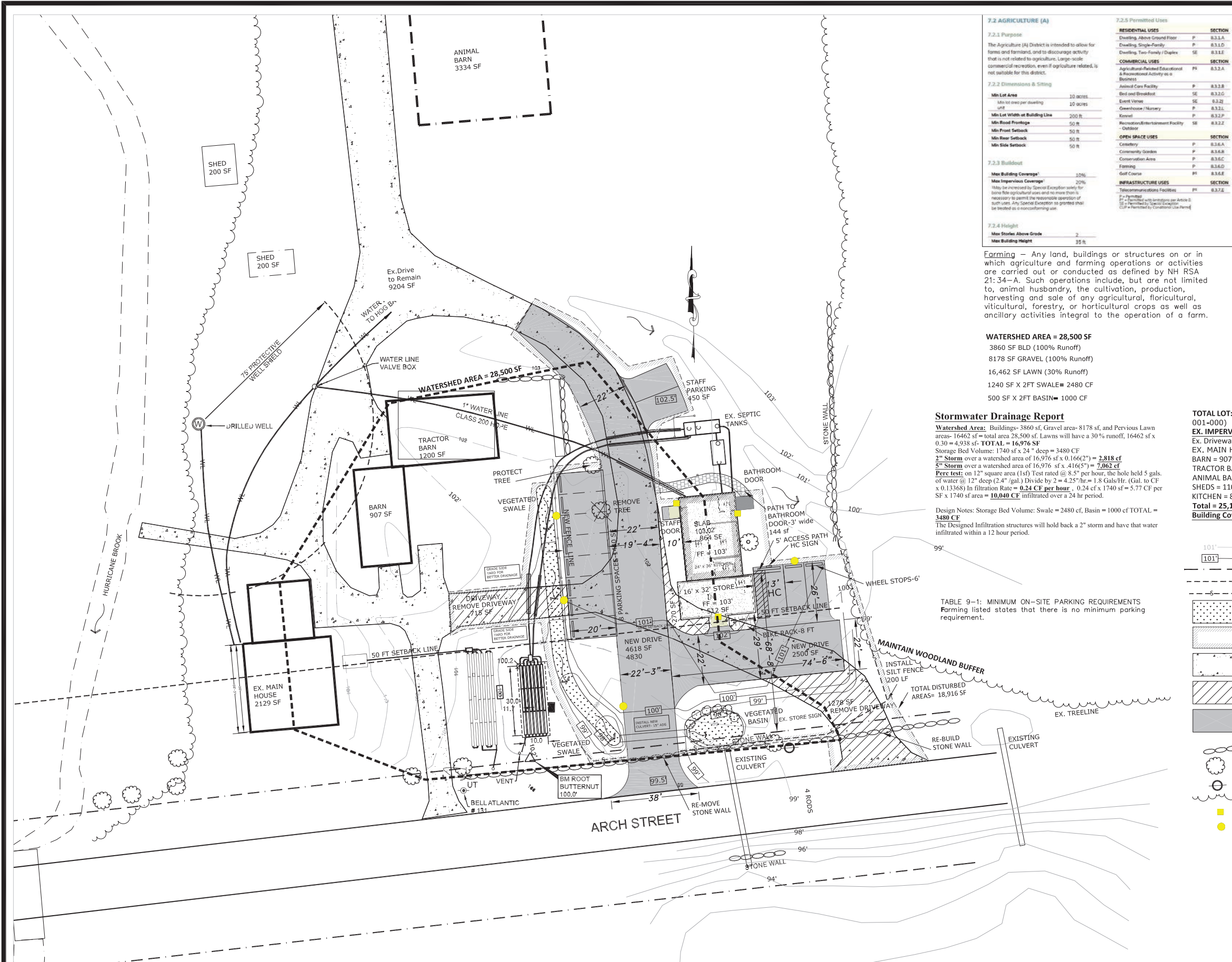
- 101' — Ex. Grade Lines
- Ex. R.O.W Line
- - - SETBACK LINE
- ▭ Ex. Drive to Remain
- ⊗ STONE WALL
- ⊙ Ex. Tree
- ⊕ Ex. Utility pole
- ⋈ Ex. Treeline

Prepared By:
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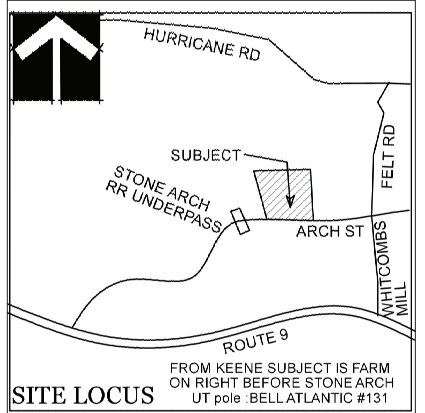


SITE PERMIT PLAN
 EXISTING CONDITIONS
 SCALE : 1"=20 FT

Mark + Alona Florenz -ARCHWAY FARM
 183 Arch Street Keene, NH 03431
 Phone: 603-352-3198 mark.florenz@gmail.com
 MAP 107, LOT 001 , 52.71 AC
 APRIL 08, 2024



7.2 AGRICULTURE (A)		7.2.5 Permitted Uses	
7.2.1 Purpose	The Agriculture (A) District is intended to allow for farms and farmland, and to discourage activity that is not related to agriculture. Large-scale commercial recreation, even if agriculture related, is not suitable for this district.	RESIDENTIAL USES	SECTION
7.2.2 Dimensions & Setback		Dwelling, Above Ground Floor	P 8.3.1.A
Min Lot Area	10 acres	Dwelling, Single-Family	P 8.3.1.D
Min Lot Area per Dwelling Unit	10 acres	Dwelling, Two-Family / Duplex	SE 8.3.1.E
Min Lot Width of Building Line	200 ft	COMMERCIAL USES	SECTION
Min Road Frontage	50 ft	Agricultural-Related Educational & Recreational Activity as a Business	P 8.3.2.A
Min Front Setback	50 ft	Adult Care Facility	P 8.3.2.B
Min Rear Setback	50 ft	Bed and Breakfast	SE 8.3.2.C
Min Side Setback	50 ft	Event Venue	SE 8.3.2.D
		Greenhouse / Nursery	P 8.3.2.E
		Kennel	P 8.3.2.F
7.2.3 Buildout		Recreation/Entertainment Facility - Outdoor	SE 8.3.2.G
Max Building Coverage	20%	OPEN SPACE USES	SECTION
Max Impervious Coverage	20%	Cemetery	P 8.3.6.A
May be increased by Special Exception solely for bona fide agricultural uses and no more than is necessary to permit the reasonable operation of such uses. Any Special Exception to permit shall be treated as a nonconforming use.		Community Garden	P 8.3.6.B
		Conservation Area	P 8.3.6.C
7.2.4 Height		Farming	P 8.3.6.D
Max Stories Above Grade	3	Golf Course	P 8.3.6.E
Max Building Height	35 ft	INFRASTRUCTURE USES	SECTION
		Telecommunications Facilities	P 8.3.7.E



Farming - Any land, buildings or structures on or in which agriculture and farming operations or activities are carried out or conducted as defined by NH RSA 21:34-A. Such operations include, but are not limited to, animal husbandry, the cultivation, production, harvesting and sale of any agricultural, floricultural, viticultural, forestry, or horticultural crops as well as ancillary activities integral to the operation of a farm.

WATERSHED AREA = 28,500 SF
 3860 SF BLD (100% Runoff)
 8178 SF GRAVEL (100% Runoff)
 16,462 SF LAWN (30% Runoff)
 1240 SF X 2FT SWALE = 2480 CF
 500 SF X 2FT BASIN = 1000 CF

Stormwater Drainage Report
Watershed Area: Buildings- 3860 sf, Gravel area- 8178 sf, and Pervious Lawn areas- 16462 sf = total area 28,500 sf. Lawns will have a 30% runoff, 16462 sf x 0.30 = 4,938 sf- **TOTAL = 16,976 SF**
 Storage Bed Volume: 1740 sf x 24" deep = 3480 CF
 2" Storm over a watershed area of 16,976 sf x 0.166(2") = **2,818 cf**
 5" Storm over a watershed area of 16,976 sf x 0.416(5") = **7,062 cf**
Perce test: on 12" square area (1sf) Test rated @ 8.5" per hour, the hole held 5 gals. of water @ 12" deep (2.4"/gal.) Divide by 2 = 4.25"/hr = 1.8 Gals./hr. (Gal. to CF x 0.13368) In filtration Rate = **0.24 CF per hour**, 0.24 cf x 1740 sf = 5.77 CF per SF x 1740 sf area = **10,040 CF** infiltrated over a 24 hr period.
 Design Notes: Storage Bed Volume: Swale = 2480 cf, Basin = 1000 cf TOTAL = 3480 CF
 The Designed Infiltration structures will hold back a 2" storm and have that water infiltrated within a 12 hour period.

TABLE 9-1: MINIMUM ON-SITE PARKING REQUIREMENTS
 Farming listed states that there is no minimum parking requirement.

TOTAL LOT: 183 Arch St (TMP #107-001-000) 53-AC, 2,308,680 SF
EX. IMPERVIOUS COVERAGE:
 Ex. Driveways = 15,600 SF
 EX. MAIN HOUSE = 2129 SF
 EX. DRIVE TO REMAIN = 9204 SF
 EX. MAIN HOUSE = 2129 SF
 BARN = 907 SF
 TRACTOR BARN = 1200 SF
 ANIMAL BARN = 3334 SF
 SHEDS = 1100 SF
 KITCHEN = 864 SF
Total = 25,134 sf (1.1%)
Building Coverage: 9,534 sf = 0.4%

TOTAL LOT: 183 Arch St (TMP #107-001-000) 53-AC, 2,308,680 SF
POST IMPERVIOUS COVERAGE:
 New Driveway and Parking Areas = 6994 sf
 New Staff Parking = 450 SF
 EX. DRIVE TO REMAIN = 9204 SF
 EX. MAIN HOUSE = 2129 SF
 BARN = 907 SF
 TRACTOR BARN = 1200 SF
 ANIMAL BARN = 3334 SF
 SHEDS = 1100 SF
 KITCHEN = 864 SF
 NEW FARM STORE = 512 SF
 Path to Bathroom Door = 144 sf
Total = 26,838 sf (1.16%)
Building Coverage: 10,190 sf = 0.44%
TOTAL DISTURBED AREAS = 18,916 SF

- 101' Ex. Grade Lines
- 101' Proposed Grade Lines
- Ex. R.O.W Line
- SETBACK LINE
- SILT FENCE
- VEGETATED BASIN & SWALE
- TOTAL DISTURBED AREAS
- Ex. Drive to Remain
- Ex. Drive to be Removed
- Proposed New Packed Gravel Driveways
- STONE WALL
- Ex. Tree
- Ex. Utility pole
- Ex. Tree Line
- Proposed Wall Light
- Proposed Pole Light

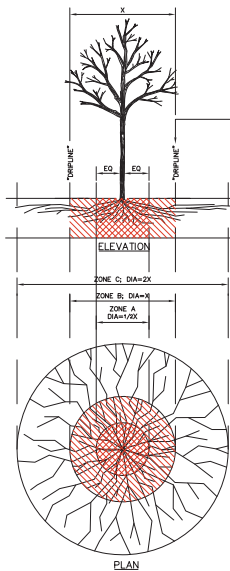
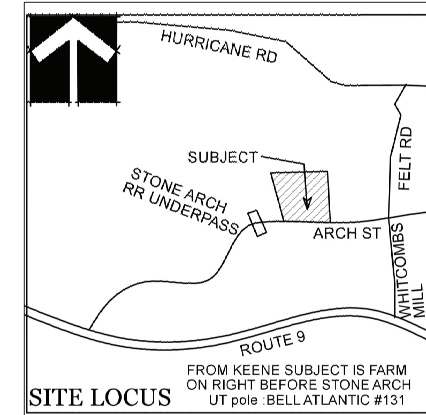
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**SITE PERMIT PLAN
 GRADING & LAYOUT**

SCALE : 1" = 20 FT
 0 20 40
 Scale in feet

Mark + Alona Florenz - ARCHWAY FARM
 183 Arch Street Keene, NH 03431
 Phone: 603-352-3198 mark.florenz@gmail.com
 MAP 107, LOT 001, 52.71 AC,
 ZONE- AGRICULTURAL
 APRIL 11, 2024

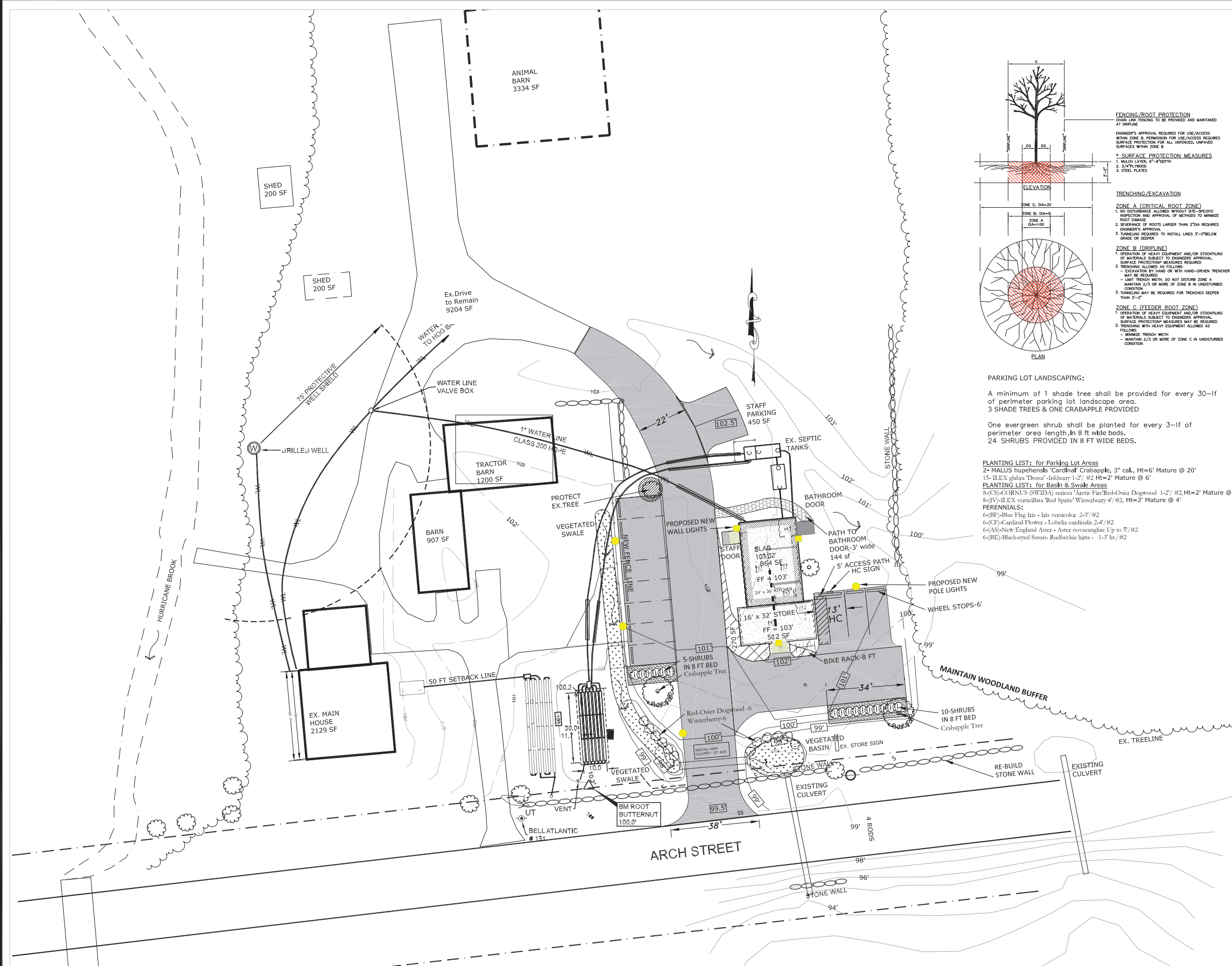
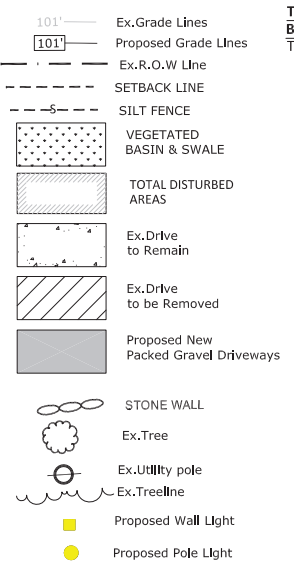


PARKING LOT LANDSCAPING:
A minimum of 1 shade tree shall be provided for every 30-1f of perimeter parking lot landscape area.
3 SHADE TREES & ONE CRABAPPLE PROVIDED
One evergreen shrub shall be planted for every 3-1f of perimeter area length, in 8 ft wide beds.
24 SHRUBS PROVIDED IN 8 FT WIDE BEDS.

- PLANTING LIST: for Parking Lot Areas**
2- MALUS hupehensis 'Cardinal' Crabapple, 3" cal., Ht=6' Mature @ 20'
15- ILEX glabra 'Densa' Inkberry 1-2' #2 Ht=2' Mature @ 6'
- PLANTING LIST: for Basin & Swale Areas**
8-(CS)-CORNUS (SWIDA) species 'Aristea' Fire Red-Osier Dogwood 1-2' #2, Ht=2' Mature @ 6'
8-(IV)-ILEX verticillata 'Red Sprite' Winterberry 4' #2, Ht=2' Mature @ 4'
- PERENNIALS:**
6-(BE)-Blue Flag Iris - Iris versicolor 2-3' #2
6-(CF)-Cardinal Flower - Lobelia cardinalis 2-4' #2
6-(AS)-New England Aster - Aster novaeangliae Up to 3' #2
6-(BE)-Black-eyed Susan-Rudbeckia hirta - 1-3' ht./#2

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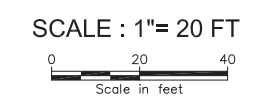
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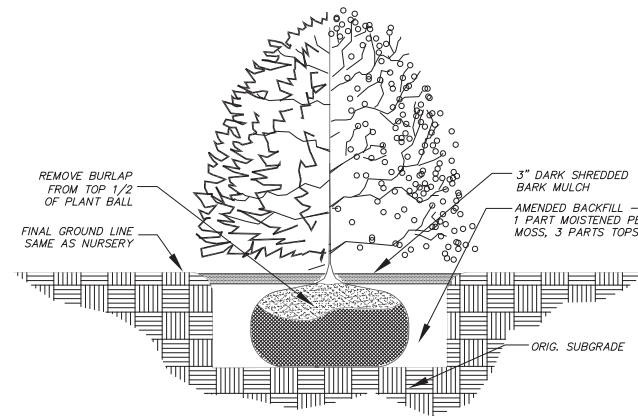
**SITE PERMIT PLAN
LANDSCAPE PLAN**



Mark + Alona Florenz -ARCHWAY FARM
183 Arch Street Keene, NH 03431
Phone: 603-352-3198 mark.florenz@gmail.com
MAP 107, LOT 001, 52.71 AC,
ZONE- AGRICULTURAL
APRIL 08, 2024

PLANTING NOTES:

- The Landscape Contractor shall grade planting beds, as required, to provide positive drainage and promote optimum plant growth.
- All recommended trees and plant materials will be graded as Nursery Grade No. 1 or better.
- All planting shall be done in accordance with standard Nurserymen's and Grower's Associations approved practices.
- All plants shall be fertilized with Agriform 20-10-5 tablets as per the manufacturer's specifications in conjunction with note # 5 or approved equal.
- The planting soil shall be the approximate proportions as follows: 50% sand and 50% organic material consisting of native peat, well-decomposed sawdust, leaf mold and top soil. It shall provide a good pliable and thoroughly mixed medium with adequate aeration, drainage and water-holding capacity. It shall also be free of alletraneous debris, such as roots, stones, weeds, etc. Soil depth shall be 6" min.
- All planting areas shall receive a 3" layer of recycled hardwood log mulch, which is to be watered-in after installation.
- The plant material schedule is presented for the convenience of the Landscape Contractor. In the event of a discrepancy between the plan and the plant key, the plan shall prevail.
- Plants shall meet size, container, and spacing specifications. Any material not meeting specifications shall be removed and replaced at the contractor's expense.
- All tree and shrub locations are subject to change. All locations shall be approved by the Site Architect prior to planting.
- The Landscape Contractor shall be responsible for examining fully both the site and the bid documents. Discrepancies in the documents or the actual site conditions shall be reported to the Site Architect in writing at the time of bidding or discovery. No account shall be made after contract completion for failure to report such condition, or for errors on the part of the Landscape Contractor at the time of bidding.
- The Landscape Contractor shall be responsible for securing all necessary applicable permits and licenses to perform the work set forth in this plan set and the specifications.
- Plant material shall be bid as specified unless unavailable, at which time the Site Architect will be notified by telephone and in writing of intended changes for approval.
- Any and all questions concerning the plan set and/or specifications shall be directed to the Site Architect.
- There shall be no additions, deletions or substitutions without the written approval of the Site Architect.
- The Landscape Contractor shall guarantee, in writing, plant survivability for a period of twelve (12) months from final acceptance by the Site Architect.
- All dimensions to be field-checked by the Landscape Contractor prior to landscape material installation. Discrepancies shall be reported immediately to the Site Architect.
- All materials must be as specified on the landscape plan. If materials or labor do not adhere to specifications, they will be rejected by the Site Architect with proper installation carried out by Landscape Contractor at no additional cost.
- All permits necessary are to be provided by the installing contractor unless otherwise specifically stated in the specifications.
- No contractor identification signs shall be permitted on the project, except for the project information signs.
- Existing sod shall be removed as necessary to accommodate new plantings.
- Any existing sod areas that are unnecessarily disturbed during the landscape installation shall be resodded to match existing.
- The Landscape Contractor will be responsible for the collection, removal, and proper disposal of any and all debris generated during the installation of this project.



2 TYPICAL SHRUB PLANTING DETAIL
SCALE: N.T.S.

SEEDING NOTES:

- ALL DISTURBED AREAS SHALL BE SOWN AND SEEDED WITH THE FOLLOWING SEEDING MIX:
1. New England Erosion Control/Restoration Mix (for dry sites) as manufactured by New England Wetland Plants, Inc. or approved equal. Use moist site mix for water quality swale.
- WEED SEED CONTENT SHALL NOT EXCEED 0.25%.
- THE SEED MIXTURE SHALL BE DISTRIBUTED BY MEANS OF HYDRO-SEEDING.
- THE FERTILIZER SHALL BE A 5-10-5 COMMERCIAL GRADE FERTILIZER APPLIED AT THE MANUFACTURER'S RECOMMENDED APPLICATION RATE.
- SEEDING APPLICATION RATE SHALL BE 5 LBS PER 1,000 SQ. FT.

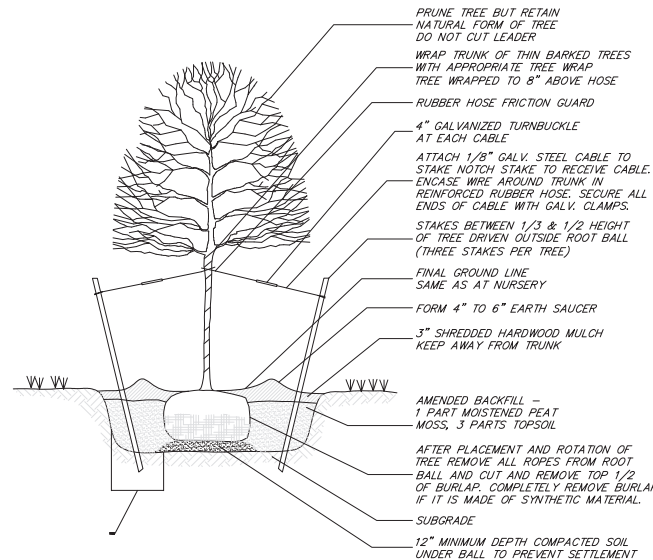
**FERTILIZATION NOTES
SHRUBS AND TREES**

All trees and shrubs shall be fertilized with "Agriform" (or approved equal) 20-15-5 planting tablets at time of installation and prior to completion of pit backfilling. Tablets shall be placed uniformly around the root mass at a depth that is between the middle and bottom of the root mass.

APPLICATION RATE:

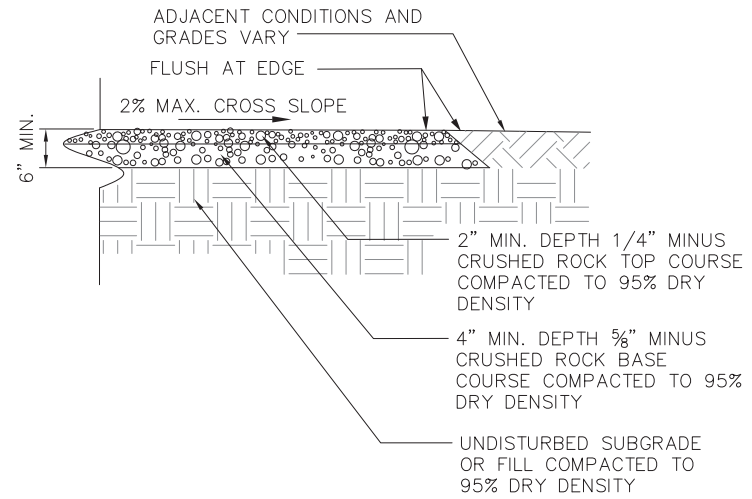
1 Gallon can:	1 - 21 gram tablet
3 Gallon can:	2 - 21 gram tablets
5 Gallon can:	3 - 21 gram tablets
7 Gallon can:	4 - 21 gram tablets

Trees: 3 - 21 gram tablets each 1/2" of caliper



- NOTES:
- SET TREES STRAIGHT AND PLUMB.
 - ANY BALL OVER 2 FEET IN DIAMETER SHALL BE PLATFORMED
 - TREES OVER 6' IN HEIGHT OR 2 1/2" CALIBER OR LARGER SHALL BE STAKED WITH 3 EQUALLY SPACED 2"x4" STAKES

3 TYPICAL TREE PLANTING DETAIL
SCALE: N.T.S.



COMPACTED GREVEL DRIVEWAY DETAIL



SLIT RAIL FENCE DETAIL

PLANTING LIST: for Basin & Swale Areas

- 1- MALUS hupehensis 'Cardinal' Crabapple, 2" cal.
- 8-(CS)-CORNUS (SWIDA) sericea 'Kelsey' Red-Osier Dogwood 1-2' / #2
- 8-(IV)-ILEX verticillata 'Red Sprite' Winterberry 4' / #2
- 6-(BF)-Blue Flag Iris - Iris versicolor 2-3' / #2
- 6-(CF)-Cardinal Flower - Lobelia cardinalis 2-4' / #2
- 6-(AS)-New England Aster - Aster novaeangliae Up to 5' / #2
- 6-(BE)-Black-eyed Susan- Rudbeckia hirta - 1-3' ht. / #2

Prepared By:
Donald R Scott, RLA
Landscape Architect
144 Main St. Box 45 Harrisville, NH 03450
603-827-3444 H. 603-313-9335 Cell
DscottRLA@gmail.com

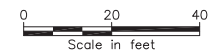
**SITE PERMIT PLAN
DETAILS**

SCALE : NTS
Scale in feet

Mark + Alona Florenz -ARCHWAY FARM
183 Arch Street Keene, NH 03431
Phone: 603-352-3198 mark.florenz@gmail.com
MAP 107, LOT 001 , 52.71 AC,
ZONE- AGRICULTURAL
APRIL 08, 2024



Prepared By:
 Donald R Scott, RLA
 Landscape Architect
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 603-827-3444 H, 603-313-9335 Cell
 Dscott.RLA@gmail.com



SITE PERMIT PLAN
 LIGHTING PLAN
 SCALE : 1"=20 FT

Mark + Alona Florenz -ARCHWAY FARM
 183 Arch Street Keene, NH 03431
 Phone: 603-352-3198 mark.florenz@gmail.com
 MAP 107, LOT 001 , 52.71 AC
 APRIL 08, 2024



FARMSTAND FINISHES:

ROOF MATERIAL : CORRUGATED METAL
 ROOF COLOR : FOREST GREEN (MFG STANDARD STOCK)

SIDING : BARNBOARD ROUGH SAWN PINE - WEATHERED GRAY
 BRACES AND DOORS: BARN RED SW 7591
 WINDOWS: WHITE



Forest Green (26)² ★



EXTERIOR FINISHES FARMSTAND

SK 1

FARMSTAND ADDITION

183 Arch Street
 Keene NH 03431

PROJECT NO. J1400.2

SCALE:

DATE: 03/15/2024

WELLER & MICHAL
 ARCHITECTS

POB 360
 71 MAIN STREET
 HARRISVILLE, NH 03450
 PHONE (603) 827-3840
 WWW.WAPM.COM





Google Street View Imagery of Archway Farm Submitted by the Project Applicant



Donald R Scott, R L A
Landscape Architect
144 Main St. Box 45 Harrisville, NH 03450
603-827-3444 H, 603-313-9335 Cell
Dscott.RLA@myfairpoint.net
4-08-2024

Stormwater Drainage Report

Mark + Alona Florenz -ARCHWAY FARM
183 Arch Street Keene, NH 03431
Phone: 603-352-3198 mark.florenz@gmail.com
APRIL 05, 2024

Watershed Area: Buildings- 3860 sf, Gravel area- 8178 sf, and Pervious Lawn areas- 16462 sf = total area 28,500 sf. Lawns will have a 30% runoff, 16462 sf x 0.30 = 4,938 sf- **TOTAL = 16,976 SF**

Impervious Coverage will increase by 1704 sf.

Storage Bed Volume: 1740 sf x 24 " deep = 3480 CF

2" Storm over a watershed area of 16,976 sf x 0.166(2") = **2,818 cf**

5" Storm over a watershed area of 16,976 sf x .416(5") = **7,062 cf**

Perc test: on 12" square area (1sf) Test rated @ 8.5" per hour, the hole held 5 gals. of water @ 12" deep (2.4" /gal.) Divide by 2 = 4.25"/hr.= 1.8 Gals/Hr. (Gal. to CF x 0.13368) In filtration Rate = **0.24 CF per hour** , 0.24 cf x 1740 sf = 5.77 CF per SF x 1740 sf area = **10,040 CF** infiltrated over a 24 hr period.

Design Notes: Storage Bed Volume: Swale = 2480 cf, Basin = 1000 cf TOTAL = **3480 CF**

The Designed Infiltration structures will hold back a 2" storm and have that water infiltrated within a 12 hour period. All over flow waters will pass through the Arch St culverts into a 29.2 AC field owned by Archway Farms.

Sincerely Submitted, Don Scott, RLA

DESCRIPTION

The EPIC Collection delivers custom luminaire flexibility with high quality, yet availability expectations of standard specification grade product. The EPIC Collection can be dressed to suit any application. Recognizing evolving environmental and legislative trends, the EPIC Collection delivers world class LED optical and performance solutions to the decorative luminaire marketplace.

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

Construction

TOP: Cast aluminum top housing attaches to cast aluminum mounting arm hub with four stainless steel fasteners. One-piece silicone gasket between mounting hub and top casting seals out moisture and contaminants. (See the mounting accessories section for a full selection of mounting arms. (Only these arms are compatible with the Epic luminaire). **MIDSECTION:** Continuous silicone gaskets seal lens to top casting and shade. The mid section features cast aluminum construction and stainless steel assembly. **SHADES:** Heavy gauge precision spun aluminum shades offer superior surface finish and consistency in form. **DOORFRAME:** Die-cast aluminum 1/8" thick door and doorframe seal to underside of shade with a thick wall continuous silicone gasket. Mounting hub ships attached to mounting arm.

Optics

Choice of twelve patented, high-efficiency AccuLED Optic™ technology manufactured from injection-molded acrylic. Optics are precisely designed to shape the optics, maximizing efficiency and application spacing. AccuLED Optic technology, creates consistent distributions with the scalability to meet customized application

requirements. Offered Standard in 4000K (+/- 275K) CCT and nominal 70 CRI. Optional 3000K CCT and 5000K CC. For the ultimate level of spill light control, an optional house-side shield accessory can be field or factory installed. The house-side shield is designed to seamlessly integrate with the SL2, SL3 or SL4 optics.

Electrical

LED drivers mount to die-cast aluminum back housing for optimal heat sinking, operation efficacy, and prolonged life. Standard drivers feature electronic universal voltage (120-277V 50/60Hz), 347V 60Hz or 480V 60Hz operation, greater than 0.9 power factor, less than 20% harmonic distortion, and is suitable for operation in -40°C to 40°C ambient environments. All fixtures are shipped standard with 10kV/10kA common – and differential – mode surge protection. LightBARs feature and IP66 enclosure rating and maintain greater than 95% lumen maintenance at 60,000 hours per IESNA TM-21. Occupancy sensor and dimming options available.

Finish

Housing is finished in five-stage super TGIC polyester powder coat paint, 2.5 mil nominal thickness for superior protection against

fade and wear. LightBAR™ cover plates are standard white and may be specified to match finish of luminaire housing. Standard colors include black, bronze, grey, white, dark platinum and graphite metallic. RAL and custom color matches available. Consult Outdoor Architectural Colors brochure for a complete selection. Options to meet Buy American Act requirements

Warranty

Five-year warranty.



ECM/EMM EPIC MEDIUM LED

1 - 4 LightBARs
Solid State LED

DECORATIVE AREA LUMINAIRE



CERTIFICATION DATA

UL/cUL Listed
DesignLights Consortium® Qualified*
IP66 LightBARs
LM79 / LM80 Compliant
2G Vibration Tested
ISO 9001

ENERGY DATA

Electronic LED Driver
>0.9 Power Factor
<20% Total Harmonic Distortion
120-277V 50/60Hz, 347V/60Hz,
480V/60Hz
-40°C Minimum Temperature
40°C Ambient Temperature Rating

EPA

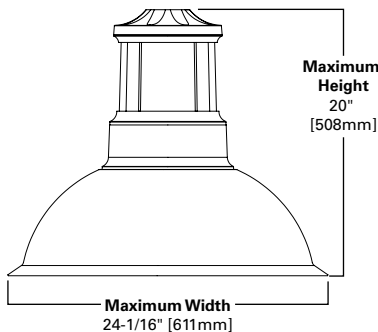
Effective Projected Area: (Sq. Ft.) 0.94

SHIPPING DATA

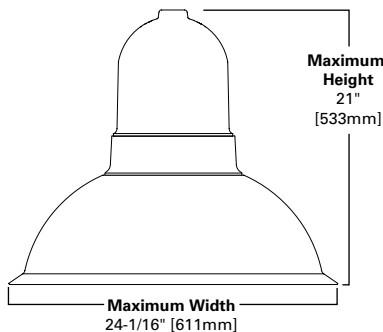
Approximate Net Weight:
45 lbs. [20 kgs.]

DIMENSIONS

ECM Classical



EMM Modern



See configurations for more detailed information.



CITY OF KEENE
NEW HAMPSHIRE

MEMORANDUM

TO: Planning Board
FROM: Jesse Rounds, Community Development Director
DATE: March 15, 2024
SUBJECT: Proposed Amendments to the Planning Board Fee Schedule

Overview:

At the Planning Board meeting on Monday, March 25, 2024, there will be a public hearing on three proposed amendments to the Planning Board's fee schedule, which was last revised in 2021 when the Land Development Code (LDC) went into effect. These fee updates are related to the method of mailed notice for Planning Board applications, the establishment of an application fee for the new Cottage Court Overlay Conditional Use Permit (CUP) application, and the creation of additional application fees associated with the review of Earth Excavation Permit applications.

If approved by the Board, these fee changes would be included as part of an ordinance application alongside fee updates for other City Boards. This ordinance application would be submitted to the City Clerk's Office for review by the Joint Planning Board & PLD Committee and City Council with the ultimate goal that these amendments be incorporated into the LDC & Chapter 100 of Appendix B of City Code.

Background:

In order to reduce the cost of mailing notice letters to abutters and other required parties as part of the Planning Board and Minor Project Review Committee application processes, Community Development Staff are recommending that the Planning Board adopt amendments to the following existing sections of LDC: Article 25.10.5.B.7, Article 25.12.5.I, Article 25.16.9.A.c, and Article 25.19.4. The recommendation is to change the mailed notice requirement in these sections from "Certified Mail" to a "Certificate of Mailing". Changing this requirement will reduce the notice costs for Applicants and reduce the amount of staff time spent mailing letters while still meeting the intent of the notice requirements outlined in NH RSA 676:4.

It is also recommended that the Board adopt a \$100 application fee for Cottage Court Overlay CUP applications when/if the ordinance is approved. This fee is in line with the Board's existing fees for other CUP applications. The final recommendation is that additional application fees related to the review of Earth Excavation Permits applications be created to cover some of the cost associated with the staff time required to review these types of applications. All of the recommended fee changes are outlined in the attached red-lined version of the existing fee schedule.



CITY OF KEENE
NEW HAMPSHIRE

Chapter 100. Land Development Code (LDC) Fee Schedule

*The proposed changes to the fee schedule are shown in **red** below. Existing fees to be removed or changed are crossed out.*

ZONING APPLICATIONS

- Zoning Variance Application Fee.....~~\$100.00~~ **\$250.00**
- Zoning Special Exception Application Fee.....~~\$100.00~~ **\$250.00**
- Expansion or Enlargement of a Nonconforming Use Application Fee.....~~\$100.00~~ **\$250.00**
- Equitable Waiver of Zoning Dimensional Requirements Application Fee.....~~\$100.00~~ **\$250.00**
- Zoning Administrator Written Interpretation Application Fee.....\$125.00

SUBDIVISION APPLICATIONS

- Subdivision Application Fee.....\$200.00 + \$100.00 per lot
- Conservation Residential Development Sub. Application Fee.....\$200.00 + \$100.00 per lot
- Boundary Line Adjustment Application Fee.....\$100.00 + \$20.00 per lot
- Voluntary Merger Application Fee.....\$100.00 + \$20.00 per lot
- Request to extend expiration of conditionally approved subdivision.....\$25.00 for 1st request, \$50 for each request thereafter

SITE PLAN / ADMINISTRATIVE PLANNING REVIEW APPLICATIONS

- Major Site Plan Application Fee.....\$250.00 + \$0.05 per sf gross floor area of new construction
- Minor Site Plan Application Fee.....\$250.00 + \$0.05 per sf gross floor area of new construction
- Request to modify an approved site plan.....\$250.00 + \$0.05 per sf gross floor area of new construction
- Request to extend expiration of conditionally approved site plan.....\$25.00 for 1st request, \$50 for each request thereafter
- Administrative Planning Review Fee.....\$125.00

PLANNING BOARD ADVICE & COMMENT

- Application Fee.....\$25.00

CONDITIONAL USE PERMIT (CUP) APPLICATIONS

- **Cottage Court Overlay CUP Application Fee.....\$100.00**
- Telecommunications CUP Application Fee\$300.00
- Hillside Protection CUP Application Fee.....\$100.00
- Surface Water Protection CUP Application Fee.....\$100.00
- Congregate Living and Social Services CUP Application Fee.....\$100.00
- Solar Energy System CUP Application Fee\$100.00

HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS (COA) APPLICATIONS

- Major Project Application Fee.....\$50.00
- Minor Project Application Fee.....\$25.00
- Request to modify an approved Major Project COA.....\$50.00

STREET ACCESS PERMIT APPLICATION

- Application Fee.....\$50.00

FLOODPLAIN DEVELOPMENT APPLICATION

- Application Fee.....\$50.00+\$100 per acre (or portion thereof) of special flood hazard area proposed to be altered

SIGN PERMIT APPLICATION

- Applications with total project cost of \$5,000+.....\$100.00 +\$10.00 per \$1,000 of total project value
- Applications with a total project value less than \$5,000.....\$100.00

EARTH EXCAVATION PERMIT APPLICATION

- **Earth Excavation Permit Application Fee.....\$50.00**
- **Earth Excavation Permit Application Fee.....\$250.00**
- **Earth Excavation Permit Major Amendment Application Fee.....\$250.00**
- **Earth Excavation Permit Minor Amendment Application Fee.....\$125.00**
- **Earth Excavation Permit Renewal Application Fee.....\$250.00**

SERVICE CONNECTION PERMIT

- Engineering Inspection Fees.....\$55.00 per hour

Connection Type	Fee	Basis
Water, ≤ 2"	\$100	<ul style="list-style-type: none"> • 15 minutes of review/approval by the City Engineer • 2 one-hour visits by an engineering technician to inspect the tap and service line/curb stop prior to backfill
Water, > 2"	\$200	<ul style="list-style-type: none"> • 30 minutes of review / approval by the City Engineer • 2 one-hour visits by an engineering technician to inspect the tap and service line/curb stop or gate valve prior to backfill • 2 visits to observe disinfection testing procedure and review lab results
Sewer, design flow ≤ 5000 GPD	\$100	<ul style="list-style-type: none"> • 15 minutes of review/approval by the City Engineer • 2 one-hour visits by an engineering technician to inspect the connection to the main and the service pipe prior to backfill

Sewer, design flow > 5000 GPD	\$200	<ul style="list-style-type: none"> 1 hour of review/approval by the City Engineer 2 one-hour visits by an engineering technician to inspect the connection to the main and the service pipe prior to backfill
Storm Drain, ≤6"	\$100	<ul style="list-style-type: none"> 15 minutes of review/approval by the City Engineer 2 one-hour visits by an engineering technician to inspect the tap and service line/curb stop prior to backfill
Storm Drain >6"	As determined by the Public Works Director	<ul style="list-style-type: none"> Storm drain connections to the City's system over 6" in diameter will require hydraulic analysis and a review of the available system capacity. Fees for connection will be determined based on the specific circumstances.

ZONING TEXT OR ZONING MAP AMENDMENT

- Application Fee.....\$100.00
- Published Public Notice Fee.....~~\$90.00~~ **Cost Reimbursed to City Clerk's Office After Ad is Run**

LAND DEVELOPMENT CODE AMENDMENT

- Application Fee.....\$100.00
- Published Public Notice Fee.....~~\$90.00~~ **Cost Reimbursed to City Clerk's Office After Ad is Run**

SUSTAINABLE ENERGY EFFICIENT DEVELOPMENT OVERLAY DISTRICT INCENTIVE

- Application Fee.....\$100.00

NOTICE & RECORDING FEES

- **Mailed Public Notice:**
 - Postage for ~~Certified mail~~ **Certificate of Mailing**.....Current USPS **Certificate of Mailing** certified mail rate
 - Postage for First Class mail.....Current USPS First Class mail rate
- **Published Notice:**
 - Printing fee for legal advertisement in newspaper.....\$62.00
- Recording Fee.....Current Cheshire County Registry of Deeds Fee, Including LCHIP fee