



PLANNING BOARD  
Council Chambers, Keene City Hall  
February 24, 2025  
6:30 PM

*Below is a summary of the actions taken by the Keene Planning Board at their meeting on February 24, 2025. Additional information can be found in the meeting minutes.*

*Please contact the Community Development Department with any questions at [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov) or 603-352-5440.*

### **BOARD ACTIONS**

#### **I. Minutes of Previous Meeting – January 27, 2025**

**Board Action:** *Voted unanimously to adopt the minutes of the Planning Board meeting on January 27, 2025.*

#### **II. Final Approvals:**

- a. **PB-2024-21 – 2-lot Subdivision – 141 Old Walpole Road** – Applicant and owner, James A. Craig, proposes to subdivide the ~32.17-ac parcel at 141 Old Walpole Rd (TMP #503-006-000) into two lots ~24.61-ac and 7.56-ac in size. The parcel is located in the Rural District.

**Board Action:** *Voted unanimously to issue final approval for PB-2024-21.*

#### **III. Public Hearings:**

- a. **SPR-593, Mod. 2 – Major Site Plan – Bank of America, 20 Central Square** – Applicant Bank of America, on behalf of owner 20 Central Keene LLC, proposes to modify exterior lighting at the property located at 20 Central Square (TMP #568-063-000). Waivers are requested from Section 21.7.3.C, Section 21.7.3.F.1.a, Section 21.7.3.F.1.c, and Section 21.7.4.A.2 of the LDC regarding light trespass levels and lighting hours of operation. The site is 0.68-ac in size and is located in the Downtown Core District.

**Board Action:** Grant waivers from Sections 21.7.3.C, 21.7.3.F.1.a, 21.7.3.F.1.c, and 21.7.4.A.2 of the LDC to allow for light trespass levels above 0.1-fc at the property line, security lighting with an average illumination that exceeds 1-fc, outdoor illumination without reduced lighting levels between the hours of 10pm and 6am, and a lighting uniformity ratio that exceeds 5:1, respectively. Additionally, the Planning Board voted to approve SPR-593, Modification #2 as shown on the plan set identified as “Bank of America, Exterior Lighting Program” prepared by GMR Facility Analysis & Engineering at varying

scales with the following conditions prior to final approval and signature by the Planning Board Chair:

1. Owner's signature appears on the plan.
2. Submittal of five full-sized paper copies of the final plan set.

- b. **PB-2025-01 – 2-lot Subdivision – Keene State College, 238-260 Main Street** – Applicant Huntley Survey & Design, PLLC, on behalf of owner the University System of New Hampshire, proposes a 2-lot subdivision of the ~0.96-ac parcel at 238-260 Main Street (TMP #590-101-000) into two lots ~0.48-ac and ~0.46-ac in size. The property is located in the Downtown Transition District.

**Board Action:** Approve PB-2025-01 as shown on the plan set identified as “Two Lot Subdivision” prepared by Huntley Survey & Design, PLLC at a scale of 1 inch = 20 feet, dated August 20, 2024 and last revised February 11, 2025 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. Inspection of lot monuments by the Public Works Director or their designee following their installation or the submittal of a security in an amount deemed satisfactory to the Public Works Director to ensure that the monuments will be set.
  - c. Submittal of four (4) full sized paper copies, two (2) mylar copies, and a digital copy of the final plan set.
  - d. Submittal of a check in the amount of \$51.00 made out to the City of Keene to cover recording fees.

- c. **PB-2025-02 – Cottage Court Conditional Use Permit – 36 Elliot Street** – Applicant Sampson Architects, on behalf of owner the Scott Richards Revocable Trust of 2023, proposes the conversion of an existing single-family home into a duplex on the property at 36 Elliot Street (TMP #214-021-000). The parcel is ~0.10-ac in size and is located in the Residential Preservation District.

**Board Action:** Approve PB-2025-02 as shown on the plan identified as “Cottage Court Application, 36 Elliot St, Keene, NH 03431” prepared by Sampson Architects at varying scales on January 15, 2025 and last revised on February 12, 2025 with the following conditions prior to final approval and signature by the Planning Board Chair:

1. Owner's signature appears on the plan.
2. Submittal of five full-sized paper copies of the final plan.

- d. **PB-2025-03 – Major Site Plan – Douglas Company Facility, 0 Black Brook Road** – Applicant Fieldstone Land Consultants PLLC, on behalf of owner Douglas Company Inc., proposes the construction of a ~98,323-sf office and warehouse building on two parcels at 0 Black Brook Rd (TMP#s 221-023-000 & 221-024-00). Waivers are requested from Section 21.14.1.B, Section 21.14.2.A, Section 21.14.3.D, and Section 23.5.4.9 of the LDC related to architectural and visual appearance, parking in front of the building, and driveway width. The parcel is ~5.33-ac in size and is located in the Corporate Park District.

**Board Action:** Grant waivers from Sections 21.14.1.B, 21.14.2.A, and 21.14.3.D of the LDC related to the massing and scale of the building, visual interest, and location of off-street

parking, respectively. In addition, the Planning Board voted to approve PB-2025-03 as shown on the plan identified as “Douglas Company, Inc. Warehouse Facility” prepared by Fieldstone Land Consultants at a scale of 1 in. = 50 ft. dated January 17, 2025 and last revised February 10, 2025 and the architectural elevations prepared by BTH Architects at a scale of 1/16 in. = 1 ft. dated January 15, 2025 with the following conditions:

1. Prior to final approval and signature by the Planning Board Chair, the following conditions precedent shall be met:
  - a. The owner’s signature shall appear on the plan.
  - b. Submittal of security for landscaping, sedimentation and erosion control and “as built” plans in a form and amount acceptable to the City Engineer.
  - c. The Alteration of Terrain Permit number shall appear on the plan set.
  - d. Submittal of five full-size paper copies and one digital copy of the final plan.
2. Subsequent to final approval and signature by the Planning Board Chair, the following conditions 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 this site plan and all City of Keene regulations.
  - b. The timeline to achieve Active and Substantial Development for Phase 2 shall be five years and shall commence on the date of issuance of a Certificate of Occupancy for Phase 1.

**IV. Determination of Application Completeness:**

- a. **PB-2024-20 – Earth Excavation Permit Major Amendment & Hillside Protection Conditional Use Permit – 21 & 57 Route 9** – Applicant Granite Engineering LLC, on behalf of owner G2 Holdings LLC, proposes to expand the existing gravel pit located at 21 & 57 Route 9 (TMP#s 215-007-000 & 215-008-000). A Hillside Protection CUP is requested for impacts to steep slopes. Waivers are requested from Section 25.3.1.D & Section 25.3.13 of the LDC related to the required 250’ surface water resource setback and the 5-ac excavation area maximum. The parcels are a combined ~109.1-ac in size and are located in the Rural District.

**Board Action:** *Voted unanimously to accept the application PB-2024-20 as complete.*