



Board of Appeals
Monday, November 17, 2025, 6:00 p.m.
2nd Floor Conference Room
City Hall
3 Washington St.

AGENDA

- I.** Introduction of Board Members
- II.** Vote Chair and Vice Chair
- III.** Minutes of the previous meeting: Board of Appeals: January 25, 2024
- IV.** New Business

BOA-2025-01: Petitioner, Christopher E. Farris, of Keene, has filed a petition for an Appeal of the Building Code for property located at 143 High St., TMP#549-117-000, which is in the High Density District. The Petitioner is appealing the interpretation from Section 18-27 of the City of Keene Building Regulations.

- V.** Unfinished Business
- VI.** Adjourn

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City of Keene
New Hampshire

BOARD OF APPEALS
MEETING MINUTES

Thursday, January 25, 2024

3:30 PM

**2nd Floor Conference Room,
City Hall**

Members Present:

Malcolm Katz, Chair
Donald Flibotte
Doug Brown

Staff Present:

Corinne Marcou, Board Clerk
TJ O'Brien, Commercial Building Inspector,
Interim Building Official

Members Not Present:

Corinne Park
Steven Walsh

1) Introduction of Board Members

Chair Katz called the meeting to order at 3:32 PM and the Board shared introductions. Moving forward, the Board will have at least one annual meeting to handle administrative business. The former Building Official, John Rogers, retired and TJ O'Brien is the Interim Building Official.

2) Vote for Chair and Vice Chair

A motion by Mr. Flibotte to nominate Mr. Katz as Chair for 2024 was duly seconded by Mr. Brown and the motion carried unanimously.

The Board tabled election of a Vice Chair until a later date.

3) Minutes of the Previous Meeting: Board of Appeals – June 13, 2023 & Housing Board of Appeals – November 9, 2022

A motion by Mr. Brown to approve the June 13, 2023 Board of Appeals meeting minutes as presented was duly seconded by Mr. Flibotte and the motion carried unanimously. A motion by Mr. Brown to approve the November 9, 2022 Housing Board of Appeals minutes as presented was duly seconded by Mr. Flibotte and the motion carried unanimously.

4) New Business

None.

5) Unfinished Business

a. Rules of Procedure

i. Board of Appeals

ii. Housing Board of Appeals

The Board reviewed the draft Rules of Procedure that were in need of the updates recommended by City Staff. There were no major changes, and the Rules were essentially the same for both the Board of Appeals and the Housing Board of Appeals. The quorum requirement means that 3 members of the Board must be present to act on official business. The Boards now have an assigned Minute Taker. The Boards would not have regular monthly meetings (only 1 per year for administrative tasks) but are required to meet within 10 days of an applicant filing an appeal. Anytime there are new Board members or alternates, they would take part in an orientation.

A motion by Mr. Flibotte to adopt the 2024 Board of Appeals and Housing Board of Appeals Rules of Procedure was duly seconded by Mr. Brown and the motion carried unanimously.

6) Adjournment

There being no further business, Chair Katz adjourned the meeting at 3:51 PM.

Respectfully submitted by,
Katryna Kibler, Minute Taker
February 1, 2024

Edits submitted by,
Corinne Marcou, Board Clerk

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NOTICE OF HEARING

BOA 25-01

A meeting of the Board of Appeals will be held on Monday, November 17, 2025, at 6:00 PM in the 2nd floor conference room of City Hall, 3 Washington St, Keene, New Hampshire to consider the following petition. Petitioner, Christopher E. Farris, of Keene, has filed a petition for an Appeal of the Building Code for property located at 143 High St., TMP 549-117-000-000-000, which is in the High Density District. The Petitioner is appealing the interpretation from Section 18-27 of the City of Keene Building Regulations.

This application is available for public review in the Community Development Department at City Hall, 3 Washington Street, Keene, NH 03431 between the hours of 8:00 am and 4:30 pm.

Corinne Marcou, Board Clerk

Notice issuance date November 12, 2025



Board of Appeals

Appeal of Administrative Decision

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

APPEAL OF CITY OF KEENE ADMINISTRATIVE DECISION

Building Code: [Section 18-206](#): Any person aggrieved by an order of the building inspector interpreting the building code may, within 15 days of the date of the order, appeal to the board of appeal established by the City Code [Section 2-741](#). The board of appeal may affirm such an order or they may modify such order or the application of the building code when in the opinion of the board, enforcement of the provision of the appellant's proposal would do manifest injustice and would be contrary to the spirit and purpose of the building code and the public interest.

APPLICATION REQUIREMENTS

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keenenh.gov, with **"BOA APPLICATION"** in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431
- **Attach** the decision of the City of Keene Administrator to be reviewed.

SECTION 1: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this appeal is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

LOCATION OF PROPERTY:

PROPERTY OWNER	APPLICANT
NAME/COMPANY:	NAME/COMPANY:
MAILING ADDRESS:	MAILING ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:
SIGNATURE: 	SIGNATURE:
PRINTED NAME:	PRINTED NAME:
AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY
NAME/COMPANY:	CASE NUMBER: BOA-2025-01
MAILING ADDRESS:	DATE RECEIVED: 10/20/2025
PHONE:	TAX MAP #: 549-117-000-000-000
EMAIL:	ZONING DISTRICT: High Density
SIGNATURE:	TYPE OF CONSTRUCTION: Type 5 Wood Frame
PRINTED NAME:	OCCUPANCY/PRESENT USE: Multi Family, three units

SECTION 2: CODE REFERENCE

Provide the section (s) of the code at issue and/or the section (s) of the code you seek to vary.

SECTION 3: REASON FOR APPEAL

Provide an outline of your appeal, describing in detail the date and decision that aggrieved you and how enforcement of the code, as presently written and interpreted by the Community Development staff causes you manifest injustice and is contrary to the spirit and purpose of the ordinance.

SECTION 4: IBC 113.2 An application for appeal shall be based on a claim that:

1. The true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted:

2. The provisions of this code do not fully apply:

3. An equally good or better form of construction is proposed:

STOP WORK NOTICE

COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF KEENE

This building has been inspected and has:

Footing/foundation

Concrete slab/under floor

Masonry

Lath/gypsum board

Not built per City approved set of plans

Rough electrical

Rough plumbing

Rough mechanical

Fire-rated construction

X No building permit on site

Framing

Rough fuel gas

Energy efficiency

Final inspection

IS NOT ACCEPTABLE

Please call (603) 352-5440 before any further work is done.

10/17/25

John Hyslop

Date

Inspector

Do not remove this notice

Location:

143 High St., Keene, NH 03431

Date:

10/17/2025

Building Official:

Richard Wood

Phone:

(603) 352-5440

- (a) *Permits required.* Any person, who intends to erect a building, structure, or sign; alter an existing building, structure, or sign; or construct or demolish any building, structure, or sign; or change the occupancy of a building or structure, shall obtain permits from the community development department and if applicable, the fire department, before the work has begun. This requirement includes any type of work, which is regulated by the building and fire codes enforced by the city. The code enforcement and fire departments may approve minor repair work without the requirement of a permit provided such approval is not in violation of the codes and all permit applications for the community development department and the fire department shall be distributed by the community development department. Incomplete applications shall be rejected. Building permits shall not be issued for applications made after the first legal notice of proposed changes in the building code or zoning ordinance has been posted pursuant to the provisions of RSA 675:7; and the proposed changes in the building code or the zoning ordinance would, if adopted, justify refusal of such permit.
- (b) *Exceptions.* The following exceptions apply in addition to those found in Chapter One of the State Building Code.
- One-story detached residential accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 125 square feet.
 - Minor, nonstructural repairs. Repairs means: replacement of the parts of a building with new parts that are the same or equal. Also includes painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work;
 - Replacement of any portion of a system such as parts of a plumbing or electrical system, such as sinks, toilets, switches and receptacles;
 - Repair of faucets or valves, and unstopping clogged drains and sewer lines;
 - Gutters, drainpipes and fences;
 - Replacement of existing doors and windows provided they are not fire doors or egress windows and does not alter the structure;
 - Re-siding and re-roofing;
 - Movable cases, counters, and partitions not over five feet nine inches high;
 - Any portable heating appliance;
 - Any portable ventilation equipment;
 - Any portable cooling unit;

- Any steam, hot or chilled water piping within any heating or cooling equipment regulated by this code;
- Any self-contained refrigeration system containing ten lb. (4.54 kg) or less of refrigerant and actuated by motors of one horsepower (746 W) or less; and
- The installation, replacement, removal, or metering of any load management control device.
- Detached decks less than 30 inches in height from ground level.
- Open-sided residential canvas structures less than 240 square feet.
- Retaining walls less than 48 inches in height measured from the foundation.

(Ord. No. O-2002-11-A, §§ 2501.4, 2501.4.1, 9-19-2002; Ord. No. O-2007-19, 11-15-2007; Ord. No. O-2017-19, 11-16-2017; Ord. No. O-2021-01, 3-18-2021; Ord. No. O-2021-12-A, § 3, 10-12-2021)