



PLANNING BOARD

December 22, 2025

6:30 PM

Below is a summary of the actions taken by the Keene Planning Board at their meeting on December 22, 2025. Additional information can be found in the meeting minutes (drafts available starting 5 business days after the meeting through the City Clerk's Office). Please contact the Community Development Department with any questions by calling 603-352-5440 or emailing communitydevelopment@keenenh.gov.

BOARD ACTIONS

I. Minutes of Previous Meetings – November 24, 2025

Board Action: *Voted unanimously to approve the meeting minutes of November 24, 2025 as presented.*

II. Adoption of the 2026 Meeting Schedule

Board Action: *Voted unanimously to adopt the 2026 meeting schedule as presented.*

III. Boundary Line Adjustment:

- a. **PB-2025-30 – 91 & 105 Maple Ave – Boundary Line Adjustment** – Applicant Huntley Survey & Design, on behalf of owners Cedarcrest and the 1st Baptist Church of Keene, proposes to transfer ~7.5-ac from the ~21.5-ac lot at 105 Maple Ave (TMP# 227-017-000) to the ~6.7-ac lot at 91 Maple Ave (TMP# 227-018-000). The 105 Maple Ave property is in the Low-Density District, and 91 Maple Ave is in the Conservation & Low-Density Districts.

Board Action: *Voted unanimously to issue final approval for PB-2025-30 as shown on the plan identified as "Boundary Line Adjustment" prepared by Huntley Survey & Design, PLLC at a scale of 1 inch = 100 feet on November 12, 2025 and last revised on December 5, 2025 with the following condition subsequent to final approval:*

1. *Prior to recording the final subdivision plat, the new lot monuments shall be inspected by the Public Works Director, or in lieu of this, a security shall be submitted to cover the cost of this inspection.*

IV. Public Hearings:

- a. **31 Robbins Rd (TMP# 558-019-000) – Appeal of Street Access Permit Decision** – Applicant and owner Karin Royce is appealing a decision of the City Engineer to deny a request for an exception from Sect. 23.5.4.A.8 of the Land Development Code regarding allowed driveway width. The parcel is 0.41-ac in size and is in the Low-Density District.

Board Action: Voted unanimously to continue the public hearing for the appeal of a Street Access Permit exception request for 31 Robbins Road to the Planning Board meeting on January 26, 2026 at 6:30 pm in Council Chambers on the Second Floor of City Hall.

- b. **PB-2025-31 – 62 Maple Ave – Cheshire Medical Center 2-lot Subdivision** – Applicant Huntley Survey & Design, on behalf of owner Cheshire Medical Center, proposes to subdivide the ~50-ac lot located at 62 Maple Ave (TMP# 227-006-000) into two lots ~1.3-ac and ~48.6-ac in size. The parcel is in the Industrial Park District.

Board Action: Voted unanimously to issue final approval for PB-2025-31 as shown on the plan identified as “Two Lot Subdivision Plan” prepared by Huntley Survey & Design, PLLC at a scale of 1 inch = 50 feet on November 14, 2025 and last revised on December 3, 2025 with the following condition subsequent to final approval:

1. Prior to recording the final subdivision plat, the new lot monuments shall be inspected by the Public Works Director, or in lieu of this, a security shall be submitted to cover the cost of this inspection.

- c. **PB-2025-28 – 98 Peg Shop Rd – 2-lot Subdivision** – Applicant DiBernardo Associates, on behalf of owners Mitchell & Erika Greenwald, proposes to subdivide the ~33-ac lot located at 98 Peg Shop Rd (TMP# 232-022-000) into two lots ~28-ac and ~5-ac in size. The property is in the Rural District.

Board Action: Voted unanimously to issue final approval for PB-2025-28 as shown on the plan set identified as “Plan Showing Subdivision of Property of Mitchell H. Greenwald Revocable Trust, Erika Greenwald Revocable Trust” prepared by DiBernardo Associates, LLC at 1 inch = 100 feet on September 24, 2025, and last revised on December 3, 2025 with the following condition subsequent:

1. The submittal of a check in the amount of \$51 made out to the City of Keene to cover recording fees.

- d. **PB-2025-29 – 454 Elm St – Cottage Court CUP, Surface Water Protection CUP, & Major Site Plan** – Applicant Fieldstone Land Consultants PLLC, on behalf of owners Paul Chester & Gail Marie Dubriske, proposes to redevelop the property at 454 Elm St (TMP# 521-004-000) into a Cottage Court Development with 18 single-family dwellings. A surface water protection CUP is requested for ~1,435-sf of impact within the 30-foot wetland buffer. The parcel is ~2.3 ac in size and is in the Low-Density District.

Board Action: Voted with six (6) in favor and one (1) against approving PB-2025-29 as shown on the plan set identified as “Elmside Cottage Court Housing” prepared by Fieldstone Land Consultants, PLLC at 1 inch = 30 feet on November 14, 2025 and last revised on December 16, 2025 with the following conditions:

1. Prior to final approval and signature of the plans by the Planning Board Chair, the following conditions shall be met:
 - a. Owner’s signature appears on the title page, condo site plan, and master site plan.
 - b. Submittal of five (5) full sized paper copies of the plan set, including elevations, and a digital copy of the final plan set.

- c. *Submittal of a security in a form and amount acceptable to the Community Development Director to cover the cost of landscaping, sediment and erosion control measures, and "as built" plans.*
 - d. *Submittal of draft written documentation of the required utility easements and any other necessary legal instruments required for this application, which shall be subject to review by the City Attorney.*
- 2. *Subsequent to final approval and signature of the final plans 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 have been installed, and the 30 ft surface water buffer is flagged by a surveyor licensed in the state of NH.*
 - b. *Community Development staff shall inspect the erosion control measures and wetland flagging to ensure compliance with the approved plans and all City of Keene regulations.*
 - c. *Submittal of recorded utility easements and any other legal instruments necessary for this application to the Community Development Department.*
 - d. *The applicant shall obtain final acceptance of the new utilities from the Keene City Council following the completion of all infrastructure construction.*
 - e. *Following the initial installation of plantings, the Community Development Department shall be contacted to perform an initial landscaping inspection to ensure compliance with the approved landscaping plan and all City of Keene regulations.*
 - f. *One year after the installation of landscaping, the Community Development Department should be contacted to perform a final landscaping inspection to ensure that all plantings are in good health.*