



## City of Keene Planning Board

### AGENDA - AMENDED

Monday, January 26, 2026 6:30 PM City Hall, 2<sup>nd</sup> Floor Council Chambers

#### A. AGENDA ITEMS

- 1) **Call to Order** – Roll Call
- 2) **Election of Chair, Vice Chair, & Steering Committee**
- 3) **Minutes of Previous Meeting** – December 22, 2025
- 4) **Final Vote on Conditional Approvals**
- 5) **Continued Public Hearing:**
  - a) **31 Robbins Rd – 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.
- 6) **Public Hearing:**
  - a) **PB-2025-27 – Major Site Plan & Congregate Living & Social Services Conditional Use Permit – ANEW Behavioral Health, 232 Winchester Street** – Applicant Anew Behavioral Health, on behalf of owners David & Brianne Gray, proposes to convert the mixed-use building at 232 Winchester St (TMP #592-017-000) into a small group home with 8 beds. The parcel is ~0.4-ac in size and is located in the High Density District.
- 7) **Staff Updates**
  - a) Overview of Administrative and Minor Project approvals issued from July-December 2025.
- 8) **New Business**
- 9) **Upcoming Dates of Interest**
  - Joint Committee of the Planning Board and PLD – February 9<sup>th</sup>, 6:30 PM
  - Planning Board Steering Committee – February 10<sup>th</sup>, 12:00 PM
  - Planning Board Site Visit – February 18<sup>th</sup>, 8:00 AM – To Be Confirmed
  - Planning Board Meeting – February 23<sup>rd</sup>, 6:30 PM

**B. MORE TIME ITEMS**

- 1) Training on Site Development Standards
  - a) Standards 6 & 7 – Screening & Lighting

**C. ADJOURNMENT**

# City of Keene New Hampshire

# **PLANNING BOARD**

## **MEETING MINUTES**

Monday, December 22, 2025

6:30 PM

## **Council Chambers, City Hall**

## Members Present:

Harold Farrington, Chair  
Roberta Mastrogiovanni, Vice Chair  
Mayor Jay V. Kahn  
Councilor Michael Remy  
Sarah Vezzani  
Armando Rangel  
Michael Hoefer, Alternate  
Stephon Mehu, Alternate

### **Staff Present:**

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Evan Clements, Planner  
Megan Fortson, Planner

### **Members Not Present:**

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Kenneth Kost  
Ryan Clancy  
Tammy Adams, Alternate  
Joseph Cocivera, Alternate

## I) Call to Order – Roll Call

Chair Farrington called the meeting to order at 6:30 PM and a roll call was taken. Mr. Hoefer and Mr. Mehu were invited to join the meeting as voting members.

## II) Minutes of Previous Meeting – November 24, 2025

A motion was made by Mayor Kahn that the Planning Board approve the November 24, 2025, meeting minutes. The motion was seconded by Councilor Remy and was unanimously approved.

20      **I)    Adoption of the 2026 Meeting Schedule**

21      A motion was made by Mayor Kahn to approve the 2026 meeting schedule. The motion was  
22      seconded by Councilor Remy and was unanimously approved.

23      **II)    Final Vote on Conditional Approvals**

24      Chair Farrington stated as a matter of practice, the Board will now issue a final vote on all  
25      conditionally approved plans after all of the “conditions precedent” have been met. This final  
26      vote will be the final approval and will start the 30-day appeal clock. The Chair asked whether  
27      there were any items ready for final approval. Mr. Clements stated there were no items ready for  
28      final approval for tonight but there are applications coming before the Board tonight that may be  
29      ready for final approval.  
30

31      **III)    Boundary Line Adjustment:**

32      a) **PB-2025-30 – 91 & 105 Maple Ave – Boundary Line Adjustment** – Applicant  
33      Huntley Survey & Design, on behalf of owners Cedarcrest and the 1st Baptist Church of Keene,  
34      proposes to transfer ~7.5-ac from the ~21.5-ac lot at 105 Maple Ave (TMP# 227-017- 000) to the  
35      ~6.7-ac lot at 91 Maple Ave (TMP# 227-018-000). The 105 Maple Ave property is in the Low-  
36      Density District, and 91 Maple Ave is in the Conservation & Low Density Districts

37      A.      **Board Determination of Completeness**

38      Planner, Megan Fortson, stated the applicant has requested exemptions from submitting all  
39      technical reports. After reviewing these requests, Planning Staff have made the preliminary  
40      determination that granting the requested exemptions would have no bearing on the merits of the  
41      application and recommend that the Board accept the application as complete.  
42

43      A motion was made by Roberta Mastrogiovanni to accept this Application as complete. The  
44      motion was seconded by Mayor Kahn and was unanimously approved.  
45

46      B.      **Public Hearing**

47      Mr. Russ Huntley of Huntley Survey and Design addressed the Board and stated this item is in  
48      reference to a boundary line adjustment between the First Baptist Church and Cedarcrest. The  
49      church proposes selling 7.5 acres of land to Cedarcrest, and the land is located at the southeastern  
50      end of their property along with a strip for access. There are no changes in the frontage. He noted  
51      to where the wetlands are located on the property. This concluded his comments.

52      Staff comments were next. Planner, Megan Fortson, stated the Cedarcrest parcel is mostly  
53      located within the Industrial Park District, soon to be the Medium Density District. The rear  
54      portion is located within the Low Density District. The First Baptist Church is located entirely  
55      within the Low Density District. The acreage of the Cedarcrest site that is going to be within the  
56      Low Density District is going to be increasing and the amount of land in the Conservation  
57      District is not proposed to be changed.

58      Both sites are currently developed. The First Baptist Church site is developed with the existing

59 church and a outbuildings. There are also telecommunications facilities located at the rear of the  
60 site. The Cedarcrest site is built out with their main campus building and some outbuildings, as  
61 well as an outdoor seating area. The rear portion of the site is going to eventually be developed  
62 with the proposed solar array.

63 Staff made the preliminary determination that the proposed boundary line adjustment (BLA)  
64 does not have any regional impact, but this is something the Board will need to discuss as part of  
65 their deliberation.

66 Ms. Fortson went on to say that there were no departmental comments. She next reviewed the  
67 applicable standards.

68 Both lots will comply with the lot size requirements in the Low Density District prior to and  
69 following the BLA. Low density requires a minimum of a 10,000 square foot lot size. Following  
70 the BLA, the church is going to have a parcel that is about 14 acres in size and Cedarcrest will be  
71 about 14.2 acres in size. She noted to the area of wetlands on the rear portion of the church site.  
72 Ms. Fortson stated it does show the 30-foot surface water buffer that has to be maintained from  
73 this area in the Low Density District. However, there is no development proposed as part of this  
74 application. The applicant has added a note to the plan stating that if there is any development in  
75 in the future, it will need to comply with all local, state and federal regulations in terms of  
76 development near the wetland. The standard appears to be met.

77 For monumentation, the project narrative states that, if approved, there will be new lot  
78 monuments installed. Ms. Fortson noted this is standard with Planning Board applications. Staff  
79 recommend that a subsequent condition of approval related to the inspection of lot monuments  
80 be included.

81 There are no special flood hazard areas present on any of the parcels.

82 There is adequate fire protection and water supply provided from Maple Avenue.

83 There are no changes proposed to utilities.

84 There are no changes proposed to site access.

85 Ms. Fortson stated this is a straightforward application. She explained in the agenda packet, there  
86 was a motion with four precedent conditions of approval that were recommended. This applicant  
87 has met most of these conditions. They have submitted plans with owners' signatures. They have  
88 submitted recording fees and have also submitted paper copies of the plans. The only condition  
89 Staff reccomend is the lot monument inspection. Therefore, Staff recommend that the Board  
90 grant final approval at this meeting.

91 Councilor Remy asked what the dirt area is in the middle of the lot on the border of what is being  
92 conveyed. Mr. Huntley stated it looked like an old gravel pit.

93 Mayor Kahn asked if this adjustment is going to be creating more wetlands at the rear of the site  
94 in the future. Ms. Fortson stated, since there is no development proposed as part of the  
95 application, Staff is strictly reviewing the change in the proposed lot sizes. If there were to be  
96 any development on that portion of the site, the applicant would have to comply with the surface

97 water protection ordinance and any other federal or state regulations that would come into play.  
98 Mr. Huntley added he can also confirm that this is just a land transfer at the moment and can't  
99 really speak to anything else.

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

102 **C. Board Discussion and Action**

103 A motion was made by Roberta Mastrogiovanni that the Planning Board issue final approval for  
104 PB-2025-30 as shown on the plan identified as boundary line adjustment prepared by Huntley  
105 Survey and Design PLLC at a scale of 1 inch = 100 feet on November 12, 2025 and last revised  
106 on December 5, 2025 with the following condition subsequent to final approval:

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

110 The motion was seconded by Mayor Kahn.

111 Mayor Kahn stated there is no regional impact from this application. The Chair felt this was a  
112 straightforward application and did not see a reason to not move forward.

113 The motion for final approval carried on a unanimous vote.

114 **IV) Public Hearings:**

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

119 A. **Board Determination of Completeness**

120 Planner, Evan Clements, stated the applicant has not requested any exemptions from submittal  
121 items as part of this application. Planning Staff recommend that the Planning Board accept the  
122 application as complete.

123 A motion was made by Mayor Kahn to accept this Application as complete. The motion was  
124 seconded by Roberta Mastrogiovanni and was unanimously approved.

125 The petitioner was not present at the meeting.

126 A motion was made by Mayor Kahn that the Planning Board continue this application to the  
127 January 26, 2026, meeting at 6:30 pm in Council Chambers. The motion was seconded by  
128 Stephon Mehu and was unanimously approved.

129 b) **PB-2025-31 – 62 Maple Ave – Cheshire Medical Center 2-lot Subdivision –**

130 Applicant Huntley Survey & Design, on behalf of owner Cheshire Medical Center, proposes to  
131 subdivide the ~50-ac lot located at 62 Maple Ave (TMP# 227-006-000) into two lots ~1.3-ac and

135 ~48.6-ac in size. The parcel is in the Industrial Park District.

136 A. Board Determination of Completeness

137 Planner, Megan Fortson, stated the applicant has requested exemptions from submitting all  
138 technical reports. After reviewing this request, Planning Staff have made the preliminary  
139 determination that granting the requested exemptions would have no bearing on the merits of the  
140 application and recommend that the Board accept the application as complete.

141  
142 A motion was made by Roberta Mastrogiovanni to accept this application as complete. The  
143 motion was seconded by Mayor Kahn and was unanimously approved.

144

145 B. Public Hearing

146 Mr. Russ Huntley began by referring to a plan showing the existing conditions survey, which  
147 was performed a few years ago and indicates wetlands and 100- and 500-year floodplain  
148 topography. He noted the northwestern end of the property and a small portion to the south are  
149 all undeveloped areas.

150 Mr. Huntley stated the applicant's proposal is to subdivide the lot to create a 1.28-acre parcel.  
151 The current zoning is Industrial Park, but there is a proposal before City Council to change this  
152 zoning to the Medium Density District. This plan represents the zoning requirements of Medium  
153 Density. All setbacks meet the Medium Density requirement. Mr. Huntley stated the new 1.2-  
154 acre parcel does not have any wetlands on it and is not within the flood zone. He stated he does  
155 not know the reason for the subdivision, and he cannot comment on the future use of what might  
156 happen on this property. It is a flat grass area and is developable. All monuments have been set.  
157 Fire protection and water supply exist within Maple Avenue. There is access onto the property.  
158 This concluded Mr. Huntley's comments.

159 Councilor Remy noted the zoning change to Medium Density was approved by Council last  
160 week.

161 Staff comments were next. Ms. Fortson began by stating, as Mr. Huntley had mentioned, this  
162 parcel, along with four other parcels along Maple Avenue, were part of a recent ordinance  
163 application to rezone from the Industrial Park to Medium Density District, along with two  
164 parcels across Route 9 that are were rezoned from Industrial Park to Low Density. This parcel  
165 complies with zoning requirements because the zoning has been changed.

166 She went on to say that parent parcel is 50-acres in size, and the proposal is to carve off a one  
167 and a quarter-acre section of the parcel. The smaller parcel is proposed to be gifted to the City.  
168 Cheshire Medical Center has a program with the City, the Pilot program, which includes  
169 payment in lieu of taxes. There is no decision on what the future development of this parcel is  
170 going to be; today's proposal is to change the lot lines to create a new developable lot.

171 In terms of regional impact, Staff have made the preliminary determination that they believe  
172 there is no regional impact.

173 In terms of departmental comments, the only comment was that the zoning map amendment

174 would need to be passed in order for this proposal to comply with the zoning requirements,  
175 which has been addressed.

176 Ms. Fortson next reviewed the applicable Subdivision Regulations:

177 Section 20.2.1 of the Land Development Code states that any new lots have to comply with all  
178 the zoning dimensional requirements of the underlying district. The larger lot is going to have  
179 631.9 feet of frontage along Maple Avenue, and the 1.25-acre portion will have 189 feet of  
180 frontage along Maple Avenue, complying with required zoning dimensions in the Medium  
181 Density District.

182 In terms of the land, the site is a relatively flat piece of land. Portions of the 48-acre parcel have  
183 special flood hazard areas and wetlands, but there is no development proposed as part of this  
184 application. None of the site features exist on the proposed lot. The standard appears to be met.

185 The new lot is along a City street that has access to City water and sewer.

186 There is no potential for scattered or premature development.

187 The lot monuments are set but they will need to be inspected by the City Engineer's office. This  
188 item is included as a recommended subsequent condition of approval.

189 Traffic and access management would be handled as part of any future potential development on  
190 the lot.

191 Ms. Fortson stated Staff recommend final approval, with the only condition being the completion  
192 of a lot monument inspection prior to recording the plan.

193 The Chair asked for public comment, and with no comments from the public, the Chair closed  
194 the public hearing.

195 C. Board Discussion and Action

196 A motion was made by Roberta Mastrogiovanni that the Planning Board issue final approval for  
197 PB-2025-31 as shown on the plan identified as "Two Lot Subdivision Plan" prepared by Huntley  
198 Survey & Design, PLLC at a scale of 1 inch = 50 feet on November 14, 2025 and last revised on  
199 December 3, 2025 with the following condition subsequent to final approval:

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

203 The motion was seconded by Mayor Kahn.

204 Ms. Vezzani stated she agrees with Staff that there is no regional impact, and this seems to be a  
205 straightforward subdivision of land.

206 The motion for final approval carried on a unanimous vote.

210 C. **PB-2025-28 – 98 Peg Shop Rd – 2-lot Subdivision** – Applicant DiBernardo Associates,  
211 on behalf of owners Mitchell & Erika Greenwald, proposes to subdivide the ~33-ac lot located at  
212 98 Peg Shop Rd (TMP# 232-022-000) into two lots ~28-ac and ~5-ac in size. The property is in  
213 the Rural District.

214 A. **Board Determination of Completeness**

215 Planner, Evan Clements, stated the applicant has not requested any exemptions from submittal  
216 items as part of this application. Planning Staff recommend that the Planning Board accept the  
217 application as complete.

218 A motion was made by Roberta Mastrogiovanni to accept this application as complete. The  
219 motion was seconded by Mayor Kahn and was unanimously approved.  
220

222 B. **Public Hearing**

223 Mr. Joe DiBernardo of DiBernardo Associates addressed the Board, representing Mitchell and  
224 Erica Greenwald. Mr. DiBernardo stated this proposal is a two-lot subdivision located off Peg  
225 Shop Road. He noted this property is located in the Rural District, which has a minimum lot size  
226 requirement of two acres. The minimum width at the building site is 200-feet and 50-foot  
227 building setbacks on all sides. He indicated that the parcel that is being subdivided is to the east  
228 of the developed portion of the lot. The lot currently consist of 5.0 acres with 200.05 feet of road  
229 frontage. At the building site 200-feet of width is being maintained. Test pits have been  
230 completed and wetlands have been delineated. The five-acre lot to the north is being subdivided.

231 Mr. DiBernardo noted there is a national grid easement on the west side of the property with a  
232 250-foot wide easement that runs through the property. This concluded the petitioner's  
233 comments.

234 Staff comments were next. Mr. Clements addressed the Board and stated the proposed  
235 subdivision would create a new five-acre residential building lot with approximately 200 feet of  
236 frontage on a Class V road. In the Rural District, there is a 50-feet of frontage requirement with a  
237 minimum lot size of two acres.

238 The proposed new lot will be larger than the minimum required size and have greater than the  
239 minimum required amount of frontage. This standard appeals to be met.

240 With reference to the character for the land for subdivision, the applicant has stated in their  
241 narrative that the proposed lot is suitable for development and will not propose a danger due to  
242 hazardous conditions. Due to the characteristics of the site, development is likely to occur closer  
243 to Peg Shop Road rather than closer to the rear of the site. This standard appears to be met.

244 The applicant proposes to create a single building lot on a City maintained Class V road in an  
245 existing Rural Residential Neighborhood.

246 In regard to scattered or premature development, the standard appears to be met.

247 The development potential for the lot could include a single-family home with an accessory

248 dwelling unit and is unlikely to create any hardship for City services. This standard appears to be  
249 met.

250 Preservation of Existing Features: The applicant states in their narrative that the proposed lot  
251 design takes existing features into consideration by requiring development to be located closer to  
252 the road than the rear of the lot. Steep slopes and wetlands located to the rear of the lot will not  
253 be able to be impacted by development due to the lot narrowing to the north. This will ensure  
254 these natural features are maintained. This standard has been met.

255 Monumentation: The applicant proposes to install 5/8" diameter iron rods at all points shown on  
256 the plan. These monuments have been installed and inspected by the City Engineer. This  
257 standard has been met.

258 Special Flood Hazard Area: not applicable.

259 Fire Protection and Water Supply: The applicant states that the proposed subdivision has  
260 frontage on a class V road that will allow for reasonable access for emergency vehicle access.  
261 This standard has been met.

262 Utilities: The proposed lot is located within the Rural District outside of municipal water and  
263 sewer. Private well and septic will be required for the development of this lot. As the applicant  
264 mentioned, test pits have been completed that prove suitability for a septic system to be cited on  
265 this property. This standard also appears to be met.

266 In closing, Mr. Clements stated Staff recommend that the Board consider this application for  
267 final approval this evening. One condition precedent includes recording fees in the amount of  
268 \$51 be supplied to the City to record the mylars.

269 Councilor Remy noted there was one e-mail with concerns that was received, but those concerns  
270 seem to be with potential future development and not with the actual application for the  
271 subdivision and asked for clarification. Mr. Clements agreed the concerns were more focused  
272 with land disturbance, drainage, etc and added those concerns will be evaluated at the time of the  
273 building permit for that single-family residence.

274 Chair Farrington asked whether this property currently has any screening. Mr. Clements stated  
275 he believes there is some existing vegetation on the site. He further stated single-family  
276 residence is not subject to the Board's site development standards, so additional screening won't  
277 be required.

278 The Chair asked for public comment.

279 Mr. Mitchell Greenwald of 98 Peg Shop Road stated his intention for this subdivision request is  
280 to create another housing lot to for a housing opportunity in Keene. He felt in the Rural District  
281 the minimum lot size should be five acres not two acres. Mr. Greenwald also stated in their deed,  
282 when they sell this property, it would have a restriction for no further subdivision. He stated  
283 there is ample screening between his property and the new lot.

284 C. Board Discussion and Action

285 A motion was made by Robert Mastrogiovanni that the Planning Board issue final approval for

286 PB-2025-28 as shown on the plan set identified as plan showing subdivision of property of  
287 Mitchell H Greenwald Revocable Trust, Erica Greenwald Revocable Trust prepared by  
288 DiBernardo Associates LLC at 1 inch - 100 feet on September 24, 2025 and last revised on  
289 December 3rd, 2025, with the following conditions subsequent: 1.  
290 The submittal of a check in the amount of \$51 made out to the City of Keene to cover recording  
291 fees.

292 The motion was seconded by Armando Rangel.

293 With respect to regional impact, Mayor Kahn stated this is a very lightly traveled road with little  
294 connectivity to other roads and felt there is minimal impact on the neighborhood, the City and  
295 region.

296 The Chair asked about the waivers as part of completeness and asked whether they needed to be  
297 voted on. Mr. Clements stated he used the wrong term, they were not waivers but were  
298 exceptions from submittal requirements.

299 Mr. Hoefer reiterated this is intended to be a one-resident lot and no further subdivisions will be  
300 allowed when the deed passes, according to the applicant, and he finds no reason not to move  
301 forward with this approval tonight.

302 The motion made by Roberta Mastrogiovanni carried on a unanimous vote.

303 a) **PB-2025-29 – 454 Elm St – Cottage Court CUP, Surface Water Protection**  
304 **CUP, & Major Site Plan** – Applicant Fieldstone Land Consultants PLLC, on behalf of owners  
305 Paul Chester & Gail Marie Dubriske, proposes to redevelop the property at 454 Elm St (TMP#  
306 521-004-000) into a Cottage Court Development with 18 single-family dwellings. A surface  
307 water protection CUP is requested for ~1,435-sf of impact within the 30-foot wetland buffer.  
308 The parcel is ~2.3 ac in size and is in the Low-Density District.

309 Ms. Vezzani was recused from this application.

310 A. Board Determination of Completeness

311 Planner, Evan Clements, stated the applicant has requested an exemption from a traffic analysis,  
312 soil analysis, historic evaluation and screening analysis. After reviewing these requests, Planning  
313 Staff recommend that the Board grant the requested exemptions and accept the application as  
314 complete.

316 A motion was made by Roberta Mastrogiovanni to accept this Application as complete. The  
317 motion was seconded by Stephon Mehu and was unanimously approved.  
318

319 B. Public Hearing

320 Mr. John Noonan of Fieldstone Land Consultants addressed the Board on behalf of the  
321 applicants. Mr. Noonan stated this is a Cottage Court Development proposal with 18 single-  
322 family residential homes. The Cottage Court regulations call for no more than 900 square feet in  
323 footprint and no more than 1,250 square feet of overall average gross area. He stated their  
324 calculations end up with just under both of those thresholds.

325 He noted that after the Planning Board site visit and the Conservation Commission meeting last  
326 Monday, the CUP application for Surface Water Protection was amended. Initially, the request  
327 was for a full reduction from a 30-foot buffer down to a 10-foot buffer. This has been revised to  
328 a request only for the impact area. The areas that are not impacted would remain as the 30-foot  
329 buffer. Any change that is done on the Site Plan in the future would require the applicant to come  
330 back before the Board. The approval being requested is just for the impacted area of 1,435 square  
331 feet. This impacted area in the southwest corner of the lot is for storm water management. There  
332 are large trees in this area that will be removed but won't be replanted because of the stormwater  
333 management in this area. He indicated that the Conservation Commission has asked for some  
334 plantings in this area. The applicant is looking at some pollinator friendly seed mix and plants  
335 such as a silky dogwood, which absorb a lot of water. The Commission also asked for trees along  
336 the front of the site; subsequently, a revised landscaping plan was submitted last week following  
337 that meeting.

338 Mr. Noonan went on to say the overall concept of the plan is that these 18 homes are  
339 condominium units. Each home would have a limited common area around it. There will be a  
340 homeowners association that would maintain the road, the stormwater management systems, and  
341 utilities. The main run of water and sewer would be municipally owned. The applicant extended  
342 water and sewer off Elm Street into the units, which would be protected by an easement granted  
343 to the City of Keene where they would own water and sewer infrastructure on the site.

344 There would be a 20-foot wide main driveway, which will be built to City street standards. There  
345 will be asphalt cape cod, berm style curbing. There will be individual driveways. The shortest  
346 driveway is 18 feet on two of the homes and the others would be longer. Each driveway will be  
347 able to accommodate one car parked in the driveway, and each home has a garage.

348 Mr. Noonan went on to say that there are three types of homes styles that could be chosen from.  
349 These were submitted with floor plan layouts to verify that the applicant met the cottage court  
350 square footage requirements. A mix between a Cape Cod style home with a garage, a Cape Cod  
351 style home with a garage on the first floor, and a ranch style home has been proposed.

352 The applicant has submitted a Major Site Plan, existing conditions plan and condominium plan.  
353 The condominium plan is sent to the Attorney General's office to be reviewed and then recorded,  
354 which will call out all easements to the City, what the limited common areas are for each home,  
355 and the square footage of each home.

356 The applicant has also submitted the utility plan, profile, grading and drainage plan, and  
357 stormwater management plan. Mr. Noonan called attention to where stormwater management is  
358 located. Currently, at the front of the site, there is a large stormwater management area, which  
359 was constructed by the City of Keene. The applicant is going to utilize the existing stormwater  
360 management area and make it larger on each side of the driveway. Water will be collected in  
361 catch basins on site, directed into storm water ponds and tied back into the municipal stormwater  
362 system utilizing an outlet structure. At the rear of the site, there is a level spreader, which collects  
363 water from the last unit and the last driveway. Overall, there will be a reduction in the 2,10, 25  
364 and 50 year storm events as submitted in the stormwater management report.

365 Mr. Noonan next referred to the revised landscaping plan. Initially, there were only plantings  
366 along the frontage. Now, there are street trees added throughout the street area. There was

367 already some existing screening around the transformer. The applicant has also added plantings  
368 along the wetland impact buffer area, including silky dogwoods and a pollinator friendly mix.  
369 This concluded Mr. Noonan's presentation.

370 Chair Farrington asked if all stormwater from the site will end up in Elm Street. Mr. Noonan  
371 answered in the affirmative. He continued by stating about 95% of stormwater will end up in  
372 Elm Street but a small portion will end up in the stormwater management system.

373 Mr. Noonan stated the surveyor also noticed, when they removed the manhole covers, that there  
374 is a substantial amount of sediment in the catch basins and culverts. He stated stormwater and  
375 flooding has been mentioned, when they did other projects in the abutting area, and felt the  
376 existing system needs to be maintained in tying into those infrastructure projects. There is a catch  
377 basin that the applicant is going to be tying into, and he will be recommending that those pipes  
378 are flushed and cleaned out, as well as that the catch basins are cleaned out. Mr. Noonan felt this  
379 will help with the stormwater issues.

380 Mayor Kahn asked about the elevations along the street where the cash basins are being  
381 proposed. He stated the lower point of the elevations is to the south of Timberlane Drive and  
382 asked for clarification about the flow to the catch basins. Mr. Noonan stated that currently,  
383 everything drains from the north to south and then ultimately drains along the curb line. Next,  
384 stormwater is picked up by the municipal catch basins in Elm Street. He noted to where the  
385 stormwater from the property is going to be directed, which would be into the larger catch basin.

386 Ms. Mastrogiovanni asked about the sedimentation that already exists. She asked where sediment  
387 is coming from and whether this will create more sedimentation. Mr. Noonan stated sediment is  
388 probably coming from sanding streets during the winter. He stated the City, for the most part,  
389 vacuums out a lot of the catch basins and flushes the pipes in the downtown area, but certain  
390 areas are not always addressed. In the future, there won't be a large, 12-inch pipe going directly  
391 into that catch basin; rather, it will be an outlet structure, which has a pump in it. This project's  
392 Homeowner's Association will also receive an inspection maintenance manual, which gets  
393 recorded as part of the Attorney General's Office review of the proposal. This means the HOA  
394 has to follow that manual and annually clean out the basins and pipes. Hence, there will be much  
395 more maintenance in the future.

396 Mr. Clements asked Mr. Noonan to describe the current condition of the lot, how the water flows  
397 currently, and how this project is going to change this water flow.

398 Mr. Noonan explained that currently, the high point of the site is to the south of the existing  
399 home. The water drains from that high point towards Elm Street, towards Route 9, towards the  
400 wetland, and towards the abutting property. From the applicant's proposed conditions, the high  
401 point will get lowered, and everything will be pitched down towards Elm Street. Hence, more  
402 water is being captured from the high point, and less water is coming back to the rear portion of  
403 the property. It is being captured along the rear portion of the homes to the west. All the grading  
404 is pitching towards the proposed road and captured into the catch basins. The stormwater  
405 management report that was submitted and reviewed by the City Engineer outlines the existing  
406 conditions compared to the proposed conditions.

407 Chair Farrington asked if the interior road would be a public road. Mr. Noonan answered in the

408 negative—the interior road will be owned by the HOA. The only thing that will be owned by the  
409 City would be the water and sewer infrastructure. Within the condominium plan, there would be  
410 an easement plan following the installed water and sewer infrastructure.

411 Staff comments were next. Mr. Clements stated the subject property is a 2.3-acre lot located on  
412 Elm Street, directly adjacent to Route 9, and across from the entrance of Timberlane Drive. The  
413 property is proposed to be developed on the site of a historic single-family residence once owned  
414 by an Abenaki Family, the Sadoques, and is located about 650 feet northwest of Fuller School.  
415 The rear portion of the lot, which was formerly part of the right of way of Franklin Pierce  
416 Highway, Route 9 is forested and contains a small area of wetland and historic stonewalls  
417 delineate portions of the rear property boundaries.

418 The applicant is proposing to demolish the existing house and redevelop the property into a  
419 Cottage Court condominium development with 18 single-family dwellings. A Surface Water  
420 Protection Conditional Use Permit is requested for approximately 1,400 square feet of impact to  
421 the 30-foot wetland buffer.

422 The application was referred to the Conservation Commission for review and recommendation,  
423 and a memo of the Conservation Commission's findings is included in the Board's packet.

424 Mr. Clements stated Staff have made a preliminary evaluation that this project does not appear to  
425 have the potential for regional impact, but Board will need to make a final determination on that.

426 Surface Water Protection Standards – There is an estimated 1,435 square feet of impact to the  
427 30-foot buffer. The applicant has noted the intent is to maximize the development of the site  
428 under the Cottage Court Overlay and is reducing grading within the 30-foot buffer only to what  
429 is absolutely necessary to achieve the proposed development.

430 The applicant has stated in their narrative, there are no direct impacts to the surface water system  
431 with this proposal. At the time, detailed information related to the condition of the surface water  
432 was not submitted. However, based on the New Hampshire Wildlife Action Plan, the site is not  
433 located within a Tier 1, Tier 2 or Tier 3 habitat area. As discussed at the site visit with the  
434 Conservation Commission, the wetland most likely was created when the Franklin Pierce  
435 Highway was installed in the 70's and then subsequent run-off from that impervious surface is  
436 what created this wetland.

437 Mr. Clements stated at the time the Staff Report was drafted, there was a potential to reduce the  
438 surface water buffer from 30 feet to 10 feet. However, the applicant is no longer seeking that  
439 request, they are only seeking approval for the 1,400 square feet of proposed impact to the buffer  
440 itself.

441 In regard to the Cottage Court standards, the applicant proposes three-unit types. Types one and  
442 two are proposed to be 1,365 square feet of gross floor area and type three is proposed to be 895  
443 square feet of gross floor area. The development site-wide average of all units is 1,248 square  
444 feet of gross floor area. All three building types have a footprint of 895 square feet. It appears  
445 that this standard has been met.

446 Parking – Each dwelling unit is required to have a minimum of one parking space. Each dwelling

447 is proposed to have a garage space as well as an additional space in the driveway. It appears that  
448 this standard has been met.

449 Building Separation – The applicant has stated that the two closest buildings in the development  
450 are 10 feet apart. Mr. Clements noted the project would meet all required building and fire codes  
451 when it comes to actual building permits and site development. This standard has been met.

452 Driveways – The individual unit driveways are proposed to be approximately 9 feet wide and 18  
453 feet long. Turnarounds have been provided throughout the site. This standard appears to be met.

454 Mr. Clements indicated that there are no true roads being proposed with this application. A  
455 private driveway is proposed. This driveway is going to be 20 feet wide in most locations, except  
456 for a bump out to 20 feet wide to accommodate a shared mailbox area near the entrance to the  
457 site to accommodate turn around for Postal Service and residents checking their mailboxes.

458 The common drive is proposed to be constructed to City standards and will use cape cod style  
459 curbing as was described. Hammerheads are proposed to facilitate navigation of larger  
460 emergency vehicles and a truck turning plan was submitted and reviewed by the City Engineer,  
461 showing that a City fire truck and a delivery truck were able to safely navigate through the site.  
462 That standard appears to be met.

463 Screening – The applicant states, in their narrative, that a vegetative buffer is proposed along the  
464 frontage of the development. There is also existing vegetation along the northern property line,  
465 which will be maintained. There is an existing fence along the southern property line, which will  
466 also be maintained. Since this development is single-family dwellings, in a neighborhood with a  
467 predominantly single-family development pattern, additional screening due to an increased  
468 intensity of use that is required in the Cottage Court ordinance is not required for this particular  
469 project. It appears that the standard has been met.

470 Drainage – Mr. Clements stated Drainage has been reviewed by the City Engineer, in addition to  
471 everything Mr. Noonan just presented. This standard appears to be met.

472 Sediment and Erosion Control – A stabilized construction entrance, silt fencing catch basins, silt  
473 socks, and any other additional erosion control measures will be utilized during construction.  
474 Slopes will be permanently stabilized with vegetation, stone rip rap, stone check dams and  
475 erosion control matting, as needed. This standard appears to be met.

476 Snow Storage and Removal – The applicant states that the snow will be stored on site along the  
477 driveway and adjacent to the residential drives. Snow storage areas are identified on the plan  
478 adjacent to the main entrance, which is next to unit 1, and along the end of the driveway, which  
479 is adjacent to unit 13. That standard appears to be met.

480 Landscaping – The landscaping plan shows the installation of a selection of shrubs and trees  
481 along Elm Street. The narrative also notes that future owners of the individual condos will be  
482 able to install their own landscaping. The proposed landscaping includes nine rhododendrons, six  
483 dogwood shrubs, eight winterberry shrubs, Hawthorne trees, and one Maple tree. In addition,  
484 after consultation with the Conservation Commission, additional plantings are proposed as  
485 shown on the revised landscaping plan but not enumerated in the Staff Report. That standard has

486 been met.

487 Lighting – The plan shows the installation of full cut-off wall mounted light fixtures on each  
488 garage of each unit. The proposed lights will have a color temperature of 3000 Kelvin and a  
489 color rendering index of 90 Kelvin. The development does not propose any driveway or parking  
490 lot lighting, so this standard is met.

491 Water and Sewer – Water and sewer will be municipal with new infrastructure installed by the  
492 developer and then taken over by the City once operational.

493 Traffic and Access Management – A single street access point is proposed near the center of the  
494 frontage, north of the Timberlane Drive intersection. The main driveway will be a 20-foot-wide  
495 driveway and is approximately 300 feet long and ends in a 50-foot-long hammerhead. Turn  
496 around additional driveway spurs are proposed to provide access to individual units with turn  
497 around space to allow vehicles to orient in an appropriate direction so they can leave safely. The  
498 ITE traffic manual trip generation estimate was supplied by the applicant. The units are  
499 considered to be single-family dwellings with an estimated weekday AM peak hour of 14 vehicle  
500 trips in an estimated weekday PM hour of 18 vehicle trips for the whole project. The estimated  
501 trip generation falls below the threshold of 50 peak hour trips, or 100 trips per day, which would  
502 require a full traffic study. The applicant, based on this information, has stated that the  
503 development is not expected to diminish the capacity or the safety of Elm Street. It appears that  
504 this standard has been met.

505 Filling an Excavation – The applicant states, in their narrative, that the development will require  
506 both filling and excavation on different portions of the site. Material on site will be utilized  
507 whenever possible. Additional select material will need to be brought on site and stockpiled as  
508 needed. A truck route plan is not required on this project. The site has direct access from Court  
509 Street via Elm Street. This standard appears to be met.

510 Surface Waters and Wetlands – The proposal is only for the impact of the buffer, not the  
511 reduction. The Board will need to decide whether to grant the Conditional Use Permit.

512 Hazardous and Toxic Materials – The applicant states that there will be no hazardous or toxic  
513 materials associated with the site. This standard has been met.

514 Noise – The proposed development will generate an amount of noise which is typical with a  
515 residential development- That standard appears to be met.

516 Architectural and Visual Appearance - The applicant states in their narrative that the units are  
517 proposed to be two- and three-bedroom single family residential dwellings of various heights  
518 ranging from 32 1/2 feet to just under 22 feet. The colors will be “*neutral tones that fit in the  
519 surrounding neighborhood.*” The applicant further states that the homes are designed to fit into  
520 the cottage style and include two-story cape drive under garage capes and one-story ranches. All  
521 units are mostly typical in a New England vernacular style. Mr. Clements stated the Board will  
522 need to determine whether the Cottage Court architectural guidelines have been adequately  
523 followed with this application in regard to the visual appearance of the proposed dwellings. This  
524 concluded Staff comments. Mr. Clements next reviewed the motion outlined in the Board packet.

525 Mayor Kahn asked for clarification regarding the historic features of this property. Mr. Clements  
526 stated the Sadoques family has reached out to the Board through Staff and were notified of the  
527 situation. He indicated he did forward Ms. Haywood's e-mail address to Mr. Noonan, explaining  
528 to him that the Sadoques family would like to be in contact with the property owner to talk  
529 about the future of that house. Mr. Clements added the City does have a demolition review  
530 Committee and a demolition delay ordinance in place if this property would be subject to that. If  
531 and when the home is slated to be demolished, the demolition permit is required to be submitted,  
532 the Demolition Review Committee is then activated, which is a subsection of the Heritage  
533 Commission. That entity will go out, document the property, do an initial evaluation to gauge the  
534 historical significance of the property. If they deem it to be of historical significance, they can  
535 delay the demolition for 30 days to perform additional review of the property and also bring the  
536 owner to the table to discuss potential alternatives to demolishing the property. At the end of  
537 those 30 days, the demolition permit is issued or is withdrawn by the applicant. The City cannot  
538 in totality prevent the demolition; the City can attempt to negotiate on the behalf of the historical  
539 resource. He added there is a fair amount of information on this property already at the Historical  
540 Society.

541 The Mayor asked whether this necessitates any further comment from the Board if relative to the  
542 execution of documentation. Mr. Clements answered in the negative and stated this is included in  
543 the City ordinance and would be handled outside of the Board's action today and there is no need  
544 to set a condition of approval for this issue. The Mayor referred to the letter from the  
545 Conservation Commission and asked whether those concerns have been addressed adequately.  
546 Mr. Clements stated he felt they have been addressed adequately. He referred to the issue with  
547 buffer reduction, and it clearly states extraordinary measures need to be proposed to warrant the  
548 buffer reduction and that would have to be for the entire property.

549 The Conservation Commission is very hesitant to use that particular mechanism. A site-specific  
550 impact to the buffer that is designed and any additional change or increase to that proposed  
551 impact would require coming back to the Board for further review. Mr. Clements felt this is a  
552 more appropriate and targeted amount of relief as opposed to a blanket reduction, which may  
553 lead to future impacts that the City would not be aware of. He stated he also agrees with and  
554 appreciate the applicant's swift response to accommodate the native plantings and the additional  
555 landscaping that is proposed to accommodate the Conservation Commission's concerns,  
556 especially the proposed trees.

557 The Mayor stated the letter he forward to the Community Development Department came from  
558 the descendants of the last Native American family residing in Keene. The reason to raise  
559 questions about the historic significance of that home relates to the connection to this house; the  
560 house that they occupied from sometime in the 1800's to 1993 when Mr. Dubriske acquired the  
561 property. The Chair agreed this issue needs some attention. Mr. Hoefer felt staff has addressed  
562 this concern; the Board should move forward with the decision and the other processes will take  
563 over and address any issue that needs to be addressed.

564 Chair Farrington referred to Page 68, Figure 3 and asked if all three different types of houses  
565 would be the same footprint. Mr. Clements answered in the affirmative. The Chair asked if the  
566 two-story house would be much deeper. Mr. Clements stated he believed so and added the  
567 calculations don't include the garages; the footprint calculation does not include garages and

568 porches.

569 The Chair asked for public comment next.

570 Mr. Gary Butell of 280 Elm Street addressed the Board. Mr. Butell stated he had concerns about  
571 the additional traffic that would be generated by the proposal; 18 units with each unit having two  
572 vehicles per unit. He felt the figure given for the daily trips seem extremely low. He felt a traffic  
573 study might be necessary as the intersection with Court Street is dangerous during certain times  
574 of the day and could also cause issues outside of Fuller School and eventually have impact in  
575 front of his house where speed is already an issue. The Chair asked Mr. Noonan for his response.  
576 Mr. Noonan clarified it is estimated the AM peak hour is calculated to be 14 trips with 18 PM  
577 peak hour trips. He explained if there are 36 extra vehicles from this proposal, it is not expected  
578 everyone would come home at the same time, it is spread out and the 18 trips are based on that.  
579 The Chair asked if Mr. Noonan had a number for a daily volume. Mr. Noonan stated they did not  
580 include a total daily number but in talking to the traffic engineer, he said it was under 100. The  
581 peak hour is 50 vehicles as a trigger for a full traffic report and 100 trips daily trips for a traffic  
582 study and this proposal came in at less than 100. He added the development on Timberland Drive  
583 had more units than this proposal (36 units), which did trigger a traffic study and there was no  
584 disruption for traffic with that proposal.

585 Ms. Sarah Vezzani of 464 Elm Street addressed the Board and stated she had submitted a letter  
586 of concern. Ms. Vezzani noted this development would create around 80,000 square feet of  
587 additional impervious surface and stated she understands this does not require a NHDES  
588 Alteration of Terrain Permit, but this change, in conjunction with other development in the area,  
589 would affect properties in the area.

590 Ms. Vezzani continued with reference to the wetland buffer reduction, and stated this issue was  
591 sort-of addressed but she did not agree with the extraordinary mitigation portion. She indicated  
592 extraordinary to her would be much more important than the additional house referred to during  
593 the site visit.

594 Screening and Neighborhood Character – Ms. Vezzani stated the proximity of the new buildings  
595 to existing residences and the adequacy of screening measures are of great concern to her. In  
596 Section 102-14:72, it refers to effective screening to preserve neighborhood character and  
597 privacy. She noted the terms “condo” and single-family were used interchangeably here tonight,  
598 which is of concern. Are they referring to the same single-family home she lives in or are we  
599 talking about condos in which a person doesn’t own the land around them. She did not feel these  
600 two terms were the same.

601 Ms. Vazzani stated drainage and stormwater is of great concern to her. This issue is not only  
602 about this development but would also compound as other development happens. Ms. Vezzani  
603 stated two years ago, she had a tremendous amount of water in her basement, an issue she had  
604 not experienced since owning her property in 2007. The City nor her contractor could figure out  
605 what was causing this and the only answer she got from everyone was “something has changed.”  
606 She stated, if development keeps happening around her, this problem will intensify.

607 Ms. Vezzani stated she agrees with the Mr. Butell regarding traffic; this, again, exemplifies that  
608 compounding development makes traffic unsafe. When you make this type of development in

609 small measures, the problem intensifies as time goes on.

610 Ms. Vezzani stated that, unknown to her, she has been taking care of (seeding, tick repellent,  
611 mowing, etc) property, which she now believes she does not own. Eighteen months ago, she was  
612 informed by text (shy of 20-year eminent domain) not to mow the field this year, as there needs  
613 to be clear separation. Ms. Vezzani stated she agrees she does not own this land, but the  
614 ambiguity around it is an issue for her. How did we get from creating two homes to now 18  
615 condos or single-family homes.

616 Mr. Chris Dubriske of 153 Jordan Road addressed the Board next. Mr. Dubriske noted the City  
617 has invested a lot of money in developing the Cottage Court Development to ease the burden of  
618 housing in the area and would like to see this approved to encourage more housing in the City.

619 With no further comment, the Chair closed the public hearing.

620 **(Megan I copied the motion you sent – but Roberta had different numbering – not sure  
621 which is correct?)**

622 C. Board Discussion and Action

623 A motion was made by Roberta Mastrogiovanni that the Planning Board approve PB-2025-29 as  
624 shown on the plan set identified as “Elmside Cottage Court Housing” prepared by Fieldstone  
625 Land Consultants, PLLC at 1 inch = 30 feet on November 14, 2025 and last revised on  
626 December 16, 2025 with the following conditions:

- 627 1. Prior to final approval and signature of the plans by the Planning Board Chair, the  
628 following conditions shall be met:
  - 629 a. Owner's signature appears on the title page, condo site plan, and master site plan.
  - 630 b. Submittal of five (5) full sized paper copies of the plan set, including elevations,  
631 and a digital copy of the final plan set.
  - 632 c. Submittal of a security in a form and amount acceptable to the Community  
633 Development Director to cover the cost of landscaping, sediment and erosion  
634 control measures, and “as built” plans.
  - 635 d. Submittal of draft written documentation of the required utility easements and any  
636 other necessary legal instruments required for this application, which shall be  
637 subject to review by the City Attorney.
- 638 2. Subsequent to final approval and signature of the final plans by the Planning Board  
639 Chair, the following conditions shall be met:
  - 641 a. Prior to the commencement of site work, the Community Development  
642 Department shall be notified when all erosion control measures have been  
643 installed, and the 30 ft surface water buffer is flagged by a surveyor licensed in  
644 the state of NH.
  - 645 b. Community Development staff shall inspect the erosion control measures and  
646 wetland flagging to ensure compliance with the approved plans and all City of  
647 Keene regulations.

648                   c. Submittal of recorded utility easements and any other legal instruments necessary  
649                   for this application to the Community Development Department.  
650                   d. The applicant shall obtain final acceptance of the new utilities from the Keene  
651                   City Council following the completion of all infrastructure construction.  
652                   e. Following the initial installation of plantings, the Community Development  
653                   Department shall be contacted to perform an initial landscaping inspection to  
654                   ensure compliance with the approved landscaping plan and all City of Keene  
655                   regulations.  
656                   f. One year after the installation of landscaping, the Community Development  
657                   Department should be contacted to perform a final landscaping inspection to  
658                   ensure that all plantings are in good health.

659  
660                   The motion was seconded by Stephon Mehu.

661                   Councilor Remy stated, with reference to the terminology for condos, condos don't have to be  
662                   attached, there can be detached condos. He asked if it is a legal entity that has shared  
663                   maintenance requirements. With respect to drainage, the Councilor stated both the City Engineer  
664                   and the applicant's engineer have stated what is being proposed would improve the flow of water  
665                   off the property. The traffic study has met the Board's requirements and did not feet this  
666                   proposal has regional impact, and this a good example of the Cottage Court Overlay. He agreed  
667                   that a change to a neighborhood can always be challenging to abutters. He stated he will be  
668                   requesting a roll call vote and if someone is voting "No" to indicate why they are voting "No,"  
669                   so the applicant has a way to address the concern for the next meeting.

670                   Mr. Hoefer stated he agrees with everything Councilor Remy just stated and felt this was a good  
671                   use of the Cottage Court Overlay approach and felt this development addresses the housing  
672                   shortage. He also stated the architecture fits in with the neighborhood.

673                   Mr. Mehu stated he appreciates how this project supports the first pillar of the updated Master  
674                   Plan and felt this addresses the "missing-middle housing."

675                   Mayor Kahn stated he, too, appreciates this development addressing the housing issues in the  
676                   region. He stated what he is hearing from abutters is that the compounding impact is not being  
677                   studied and felt this is something this Board and City should consider. Eighteen additional units  
678                   here, with the potential of 36 cars, and there are 36 units on the other opposite side of this site; If  
679                   both of those get built, that is never going to get evaluated as a combined development it will  
680                   only be evaluated as a singular development. The Mayor stated he did not know how to reconcile  
681                   that with this request. He added the next time the City sees a request on this street, the City is  
682                   going to have to have a more critical eye for traffic impact.

683                   Mr. Rangel stated he, too, wanted to address the compounding effect. He noted this development  
684                   might not rise to the need to require a traffic study, but when you combine it with the other  
685                   development, the Board does not know what the impact is going to be.

686                   With respect to the wetland buffer, the applicant is only requesting a minimum impact but felt  
687                   one less house would completely wipe away that need.

688 Chair Farrington referred to pages 105,109,113 of the packet, which refer to elevations of each of  
689 the styles, but felt it was a hard to gauge visual appearance based on those renderings. He asked  
690 whether a possible color rendering could be required as a condition of approval. Mr. Clements  
691 stated the architectural guidelines are open-ended and can be vague. The City usually does not  
692 regulate color and style of single-family homes. However, some condominium association  
693 documents dictate exterior features and wasn't sure if the applicant has got to that level yet. He  
694 added the architectural guidelines encourage natural materials, structural expression, thicker  
695 walls, clear massing, simpler designs, repetitive architectural features, etc. He agreed the  
696 elevations don't call out features, but one of the conditions of approval is for submittal of new  
697 plans, including elevations. If that information is available, that may be provided; however, the  
698 applicant won't necessarily come back and have that conversation with the Board, unless the  
699 Board would like to continue this application to collect that information. He referred this issue to  
700 Mr. Noonan.

701 Mr. Noonan stated, in the past, he has had other applications where he has submitted more  
702 detailed drawings when there is a condition to provide them. He stated he would like to see a  
703 vote to move forward with this item as a condition that those architectural details are provided as  
704 part of their final submission. Mr. Clements stated the question is whether the Board is requiring  
705 a compliance hearing to evaluate these renderings. Precedent condition does not give the Board  
706 the opportunity weigh in on them. The Chair stated there have been other cottage court  
707 applications that have had color renderings provided to the Board for its review. Mr. Clements  
708 stated going forward, Staff can make sure this information is provided.

709 Mr. Hoefer stated, based on the architectural guidelines before him, having color renderings will  
710 not help him with his decision tonight, but the renderings could be something that could be  
711 required for future applications.

712 Mr. Clements asked if the Board was comfortable with the buffer impact and with the  
713 Conditional Use Permit the applicant is proposing. Councilor Remy stated the drainage system  
714 they are proposing is helpful.

715 On a 6-1 roll call vote, the motion carried. Armando Rangel voted in opposition.

#### 716 **V) Staff Updates**

717 Ms. Fortson stated, when the Board adopted the changes to their Rules of Procedure for Site Plan  
718 Review Thresholds last month, Staff failed to have those members sign the Certificate of  
719 Adoption. She asked those who were present to sign the certificate. The members who need to  
720 sign the certificate are Harold Farrington, Michael Remy, Armando Rangel and Michael Hoefer.  
721 The members not present today who also need to sign are Ryan Clancy, Kenneth Kost, and  
722 Joseph Cocivera.

#### 723 **VI) New Business**

724 Ms. Vezzani stated she would be resigning from the Board, effective tonight. The Chair thanked  
725 her for her service on the Board. The Mayor thanked Ms. Vezzani as well.

726 Chair Farrington stated Southwest Regional Planning Commission conducts quarterly citizen  
727 planning roundtables. He stated the last meeting was held in October and focused on solar and it

728 was about creating a template for solar ordinances. Town of Fitzwilliam indicated they will be  
729 creating a workforce housing ordinance and felt the City should be looking at this issue as well.  
730 He also referred to a Housing and Social Policy Department at St. Anselm College and the  
731 number 1 issue identified is minimum lot size. The City of Lebanon indicated that they have  
732 constructed 2,000 multi-family dwellings in the last decade. Monadnock Housing Alliance is  
733 hiring a full-time staff position. The legislative session is looking at 100 new Bills and the NH  
734 House has established a Housing Committee.

735 Ms. Fortson stated she is the staff liaison for the Energy and Climate Committee who voted  
736 today that the Council amend the Code or Ordinances to include C-Pacer as a voluntary funding  
737 option. This will address energy efficiency projects.

**738 VII) Upcoming Dates of Interest**

- 739 • Joint Committee of the Planning Board and PLD – January 12, 6:30 PM
- 740 • Planning Board Steering Committee – January 13, 12:00 PM
- 741 • Planning Board Site Visit – January 21, 8:00 AM – To Be Confirmed
- 742 • Planning Board Meeting –January 26, 6:30 PM

**743 VIII) Adjournment**

744 There being no further business, Chair Farrington adjourned the meeting at 9:15 PM.  
745

746 Respectfully submitted by,  
747 Krishni Pahl, Minute Taker

748 Reviewed and edited by,  
749 Emily Duseau, Planning Technician



## **MEMORANDUM**

**TO:** Planning Board

**FROM:** Community Development Staff

**DATE:** January 16, 2026

**SUBJECT:** Agenda Item IV - Final Vote on Conditional Approvals

### **Recommendation:**

To grant final approval for any projects that have met all their "conditions precedent to final approval."

### **Background:**

This is a standing agenda item in response to the "George Stergiou v. City of Dover" opinion issued by the NH Supreme Court on July 21, 2022. As a matter of practice, the Planning Board issues a final vote on all conditionally approved projects after the "conditions precedent to final approval" have been met. This final vote will be the final approval and will start the 30-day appeal clock.

### **As of the date of this packet, the following applications are applications ready for final approval:**

1. **PB-2025-01 – 2-lot Subdivision – Keene State College, 238-260 Main Street (TMP# 590-101-000)**
2. **PB-2025-18 – Major Site Plan & Change of Use – Charitable Gaming Facility, 109-147 Key Rd (TMP# 110-022-000)**

If any projects meet their conditions precedent between date of this packet and the meeting, they will be identified and discussed during this agenda item.

All Planning Board actions, including final approvals, are posted on the City of Keene website the day after the meeting at [KeeneNH.gov/planning-board](http://KeeneNH.gov/planning-board).

# STAFF REPORT

## APPEAL OF STREET ACCESS PERMIT DECISION – 31 ROBBINS RD

### **Request:**

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.

### **Background:**

The subject parcel is an existing .41-ac lot located on the north side of Robbins Rd adjacent to the intersection with Hanover St. The property is developed as a single-family residence with an attached garage.

Earlier this year, the owners widened the existing driveway by ~9 feet and the City Engineer's office sent a notice of violation dated August 25 informing them that the work performed in the driveway required a permit and did not appear to meet the City's regulations for residential driveways. Specifically, the driveway exceeded the maximum widths at the curbline (30') and the property line (20'). On October 27, a Street Access Permit application

was submitted and reviewed by the City Engineer's Office. The application with the requested exemption related to width was denied based on a determination that there is no unique characteristic of the land or property which presented a physical hardship. The property owners are appealing the City Engineer's decision and are entitled to a de novo (i.e. – "new") review of the application and exception request in accordance with Section 27.8 of the LDC.

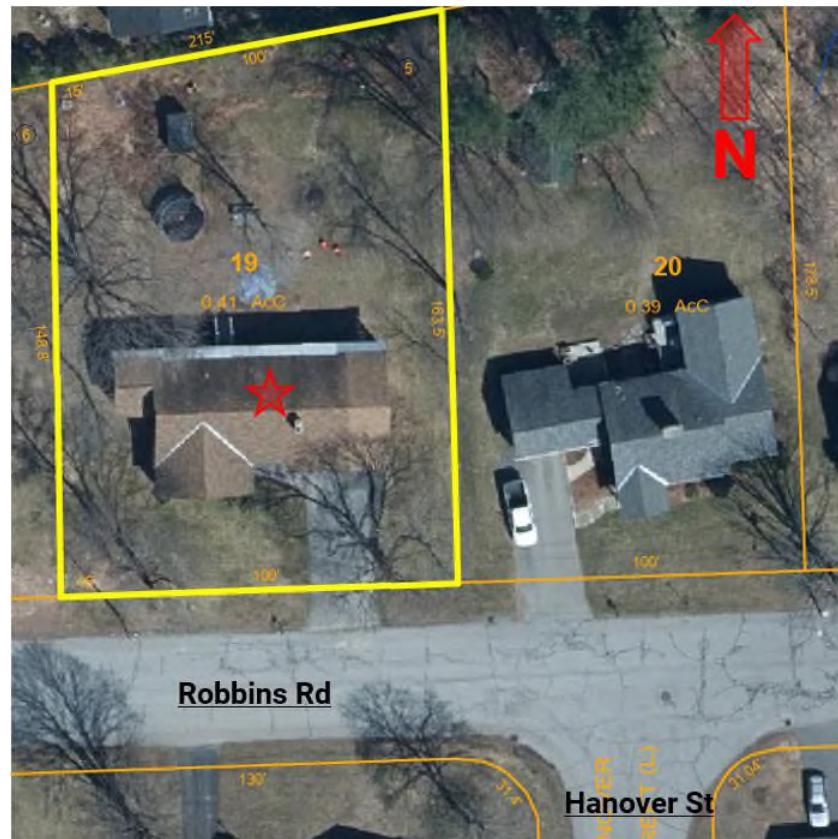


Figure 1. Image of 31 Robbins Road property, outlined in yellow.

### **Determination of Regional Impact:**

Staff have made a preliminary evaluation that the proposed Street Access Permit exception request does not appear to have the potential for "regional impact" as defined in RSA 36:55. The Board should make a final determination on this matter.

### **Completeness:**

The applicant has not requested any exemptions from submittal items as part of this application. Planning Staff recommend that the Planning Board accept the application as "complete."

# STAFF REPORT

## **Departmental Comments:**

### **1. Engineering Staff Comments**

- a. "Based on our review, we have determined that your request does not satisfy the evaluation criteria, specifically, that there are no unique characteristics of the land which present a physical hardship."

## **APPLICATION ANALYSIS**

### **STREET ACCESS PERMIT REVIEW STANDARD 23.5.4.A:**

***Street access for single-family dwellings and two-family dwellings, including shared drives, shall not be more than 20-ft wide at the property line and 30-ft wide at the curbline.***

The plan submitted by the applicant shows a widening of the driveway along the eastern edge by 9 feet, bringing the width of the driveway to 32 feet. This exceeds the allowed width at the curbline by 2 ft and at the property line by 12 ft.

The Planning Board should evaluate the four criteria listed in Sect. 23.5.6 of the LDC, listed below, in determining whether to grant the driveway exception request.

### ***"23.5.6 Exceptions to Street Access Standards***

- A. *Issuance of the exception will not adversely affect the safety of pedestrians, bicyclists, and vehicles using adjacent streets and intersections.*
- B. *Issuance of the exception does not adversely affect the efficiency and capacity of the street or intersection.*
- C. *There are unique characteristics of the land or property which present a physical hardship to the requestor.*
- D. *In no case shall financial hardship be used to justify the granting of the exception."*

## **RECOMMENDED MOTION:**

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

**Exception Request:** "Move to grant an exception from Section 23.5.4.A.8 of the Land Development Code to allow for a driveway width greater than 30 ft at the curbline and 20 ft at the property line."

**Application Motion:** "Move to approve the Street Access Permit for the expansion of the driveway at 31 Robbins Road with no conditions."



City of Keene, NH

# Street Access (Driveway) Permit Application

## PROJECT INFORMATION

PROPERTY ADDRESS: <u>31 Robbins Rd, Keene NH 03431</u>	PARCEL SIZE: <u>0.41 Acres</u>
TAX MAP AND LOT PARCEL #(s): <u>095 Lot 5</u> <u>APN-M0 950 10 B 050000</u> <u>KEEN095010050000</u>	ZONING DISTRICT: <u>LD</u>

### PERMIT TYPE:

- Residential Street Access Permit (for single-family & two-family homes)
- Commercial or Multi-Family Street Access
- Temporary Street Access Permit

## CONTACT INFORMATION

PROPERTY OWNER	APPLICANT (ONLY if different than property owner)
Name/Company: <u>Karin Royce</u>	Name/Company:
Mailing Address: <u>31 Robbins Rd</u>	Mailing Address:
Phone: <u>603-499-3423</u>	Phone:
Email: <u>Karinroyce0508@gmail.com</u>	Email:
Signature: <u>KM</u>	Signature:
Printed Name: <u>Karin M Royce</u>	Printed Name:

## REQUIREMENTS

- Location Map:** This map should show the general location of the property. The City of Keene's [GIS Database](#) ([axisgis.com/keenenh](http://axisgis.com/keenenh)) can be used to generate a map.
- Driveway Diagram:** This diagram should show the dimensions and drainage of the proposed driveway.
- Fee:** There is a \$50 fee for Driveway Permit Applications. Please make checks payable to the City of Keene. Credit card payments are accepted in-person or by calling 603-352-5440.
- Description of Project:** The proposed design of a driveway will need to comply with the standards outlined in the [Land Development Code \(LDC\)](#) under **Section 9.3, Section 23.5.4, and Section 21.9.2** (for commercial or multi-family driveways only)

**PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED DRIVEWAY LOCATION, DIMENSIONS, SURFACE MATERIAL, GRADING, SIGHT DISTANCE, OFFICE SIGHT IMPROVEMENTS AND DRAINAGE MECHANISM (IF NOT INCLUDED ON THE DRIVEWAY DIAGRAM)**

*If you have any questions about how to complete this form and/or questions about what information should be provided with your application, please contact the City Engineer at the Public Works Department at 603-452-6550.*

## FOR CITY USE ONLY

**HAS THE ZONING ADMINISTRATOR REVIEWED THE APPLICATION FOR COMPLIANCE WITH THE APPLICABLE ZONING STANDARDS?** (Including but not limited to setbacks, lot coverage, location to the rear of either the front setback or front building line.)

Yes       No

### DATE OF ZONING ADMINISTRATOR APPROVAL:

**DOES THE PROPOSED DRIVEWAY COMPLY WITH ARTICLE 12 OF THE LDC REGARDING HILLSIDE PROTECTION?** (If not, the property owner may need to apply for a Hillside CUP.)

Yes       No

### APPLICATION STATUS:

Approved       Denied       Approved with Conditions

### CONDITIONS:

- NONE
- CULVERT REQUIRED UNDER DRIVEWAY
- NO DRAINAGE SHALL BE ALLOWED TO FLOW FROM THE DRIVEWAY ONTO THE CITY OF KEENE RIGHT-OF-WAY
- DRIVEWAY SHALL NOT BLOCK STORMWATER GUTTER FLOW IN STREET
- OTHER:

**EXPIRATION DATE:** (Expiration date shall be 2 years from the date of permit issuance):

## FOR RESIDENTIAL STREET ACCESS PERMIT APPLICATIONS

CITY ENGINEER'S SIGNATURE

DATE

### PROPOSED DATE OF DRIVEWAY INSPECTION:

## FOR COMMERCIAL & MULT-FAMILY STREET ACCESS PERMIT APPLICATIONS

**PLANNING BOARD (PB) CONDITIONAL APPROVAL DATE:**

**DATE STAMP:**

**CONDITIONS OF APPROVAL:**

**PB FINAL APPROVAL DATE:**

**PB CHAIR'S SIGNATURE:**

**DATE OF SIGNATURE:**



*If you have any questions about how to complete this form and/or questions about what information should be provided with your application, please contact the City Engineer at the Public Works Department at 603-852-6550.*

Karin M. Royce  
31 Robbins Road  
Keene, NH 03431  
603-499-3423  
Karinroyce0508@gmail.com

Date: November 3, 2025

City of Keene – Community Development Department  
3 Washington Street  
Keene, NH 03431

Subject: Appeal of Street Access Permit Decision – Driveway Addition at 31 Robbins Road

Dear Community Development Department,

I am writing to formally appeal the recent street access permit decision regarding my driveway addition at 31 Robbins Road, Keene, NH. I would like to provide a narrative outlining the purpose, conditions, and benefits of the completed project, as well as the reasons I respectfully request reconsideration and approval.

The completed driveway addition does not adversely impact the safety of pedestrians, bicyclists, or vehicles using the surrounding streets. There is no street directly across from the new section of the driveway, and the extension actually improves safety by allowing vehicles to park fully off the roadway. This reduces the need for on-street parking and minimizes potential hazards to both drivers and pedestrians.

Without the additional driveway space, my household experiences significant hardship. I have teenage drivers, and the lack of adequate off-street parking forces them to park on the street, creating safety and convenience issues for both my family and the neighborhood.

This situation also presents a financial hardship. The driveway extension was completed before I became aware that a permit was required. Reconstructing or removing the existing asphalt would create unnecessary expense and hardship while providing no public benefit, since the improvement aligns with safety and visual standards already established by the City.

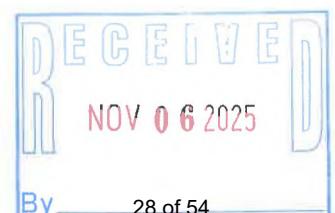
The material used is asphalt, consistent with the existing driveway and surrounding properties, maintaining a uniform appearance. Prior to the project, I informed my adjacent neighbors, and they expressed no objections or concerns. The addition does not affect drainage, water flow, or any other environmental factors in the area.

For these reasons, I am respectfully appealing the street access permit decision and requesting approval for the existing driveway addition as constructed. I believe this improvement enhances safety, functionality, and the aesthetic value of the property while meeting the intent of the City's driveway and access standards.

Thank you for your time and consideration. Please let me know if additional information or documentation would assist in your review of this appeal.

Sincerely,

Karin M. Royce  
31 Robbins Road



Keene, NH 03431

X M R 11/3/25



Karin M. Royce  
31 Robbins Road  
Keene, NH 03431  
603-499-3423  
Karinroyce0508@gmail.com

Date: October 23, 2025

City of Keene – Community Development Department  
3 Washington Street  
Keene, NH 03431

Subject: Narrative for Driveway Addition at 31 Robbins Road

Dear Community Development Department,

I am writing to provide a narrative regarding my request for approval of the driveway addition at my property, located at 31 Robbins Road, Keene, NH.

The proposed (and now completed) driveway addition does not adversely affect the safety of pedestrians, bicyclists, or vehicles using the surrounding streets. There is no street directly across from the new section of the driveway, and the extension actually improves safety by allowing vehicles to park fully off the roadway. This eliminates the need for street parking, reducing potential hazards to drivers and pedestrians alike.

Without the additional space, the situation creates a hardship for my household. I have teenage drivers, and without sufficient driveway space, they must park on the street, which poses both safety and convenience challenges.

This project also presents a financial hardship because the driveway extension has already been completed. I was unaware that a permit was required prior to beginning the work. Having to remove or reconstruct the completed asphalt would impose a significant financial burden and return us to the same parking and safety issues described above.

The surface material is asphalt, chosen to match the existing driveway and maintain consistency with surrounding properties. The neighbors directly adjacent to my property were informed of the project before it began and expressed no objections or concerns. The addition

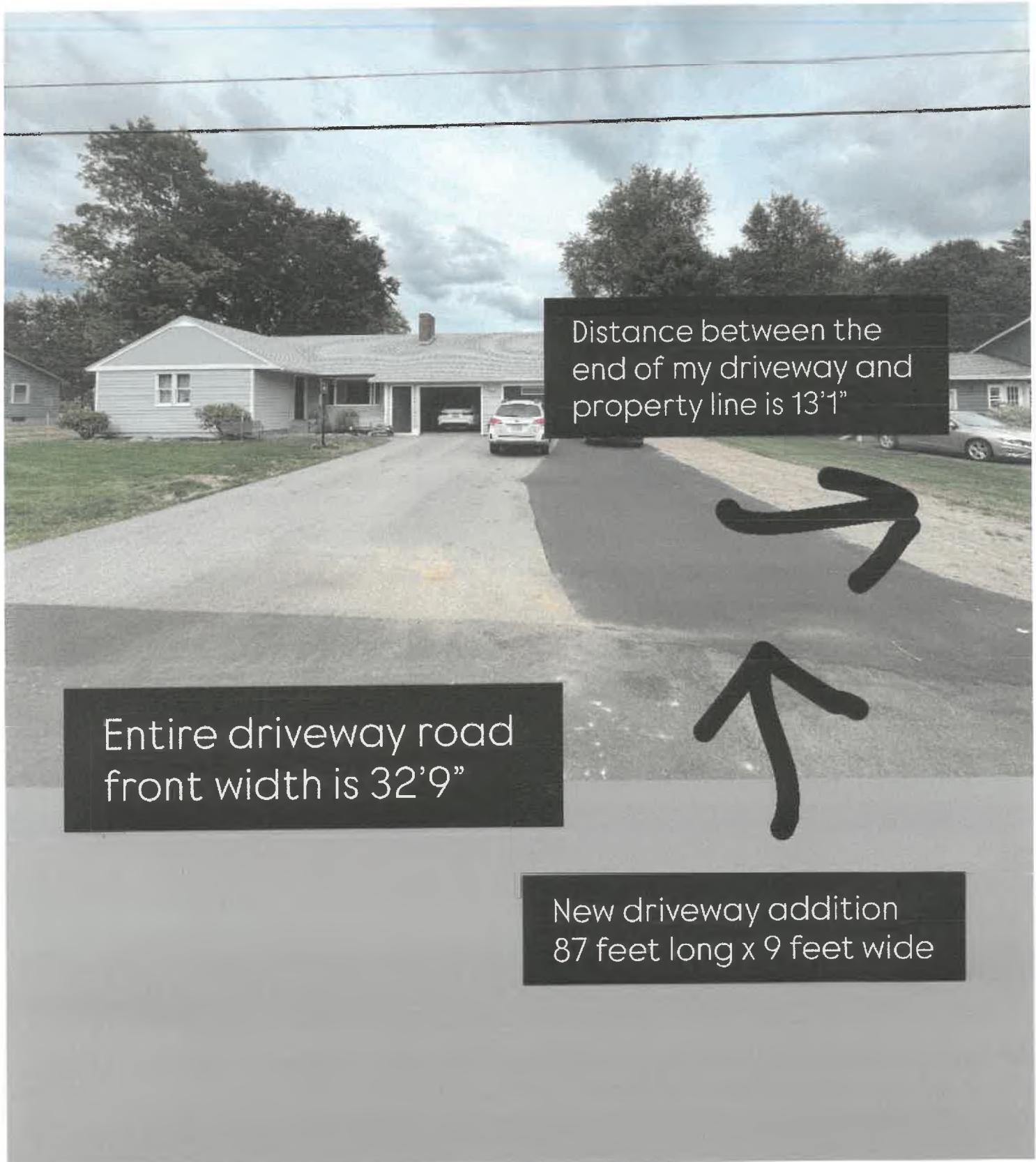
does not affect any drainage patterns or water flow in the area.

For these reasons, I respectfully request approval for the existing driveway addition as constructed. I believe it enhances safety, functionality, and the overall appearance of the property while aligning with the intent of the City's driveway and access standards.

Thank you for your time and consideration. Please let me know if any additional information or documentation is required.

Sincerely,

Karin M. Royce  
31 Robbins Road  
Keene, NH 03431



KEENE



## 31 Robbins Road

CAI Technologies  
Precision Mapping. Geospatial Solutions.

August 29, 2025

0 35 70 105

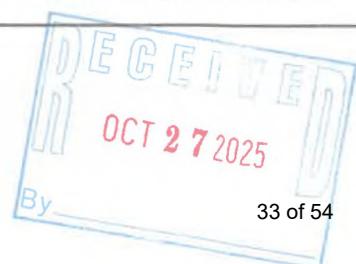
www.cai-tech.com

City of Keene, NH

1 inch = 35 Feet



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



33 of 54

KEENE



## 31 Robbins Road

CAI Technologies  
Geospatial Solutions for Government

www.cai-tech.com

City of Keene, NH

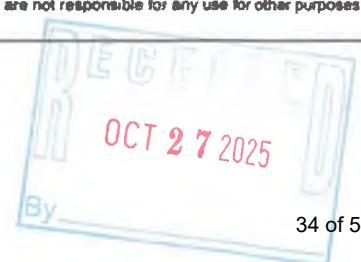
1 inch = 18 Feet

0 18 36 54

August 29, 2025



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GEMINI PAVING  
802 380-3783



August 25, 2025

Karin M. Royce  
31 Robbins Road  
Keene, NH 03431

Sent by Certified Mail

Ms. Royce,

The purpose of this letter is to inform you of an observed violation of the Keene City Code, Section 70-135 regarding City requirements for driveways. It has been brought to our attention that your property at 31 Robbins Road recently had an unpermitted driveway installed without submitting and obtaining the required City permits and approvals. We are enclosing a sketch of the nonconformance area, specifically the installed paved area is in nonconformance with the following City codes and standards:

City Code Section 70-135 of the City Code of Ordinances provides requirements for street access, specifically that street access for single family homes and duplexes, included shared street access, shall not be more than 20 feet wide at the property line and 30 feet wide at the curbline.

If you wish to submit a permit application for review and consideration for these installed site improvements, you will need also submit for review and approval a variance from the driveway standards. Please contact our Community Development office if you wish to submit a permit application for consideration in pursuit of those approvals. If not, the paved area to the east of the pre-existing driveway described herein must be discontinued from use restored to vegetation prior to **September 5, 2025**. If violations of the City Code continue after the date of this letter, general penalties will be pursued by this office.

If you have any questions, please feel free to contact the Public Works office at 603-352-6550 or you can contact me directly by email at [bruoff@keenennh.gov](mailto:bruoff@keenennh.gov).

Respectfully,

Bryan Ruoff, P.E.  
City Engineer

cc. Donald Lussier, Public Works Director  
Paul Andrus, Community Development Director



October 28, 2025

Karen M. Royce  
31 Robbins Road  
Keene, NH 03431

Sent via Email

RE: Application Request for an Exception to Driveway Standards – 31 Robbins Road

Dear Ms. Royce,

We are in receipt of your street access permit application and associated request for an exception to the driveway standards, defined in City Code. We have reviewed your application and request and have taken into consideration the specific criteria for granting an exception, as defined in Sec. 23.5.6 Exceptions to Street Access Standards of the City's Land Development Code, which specifies:

*Requests for exceptions to the street access standards in Section 23.5 shall be made in writing to the appropriate permit issuing authority, as defined in Section 23.5.3, which shall have authority to approve or disapprove the requested exception in accordance with the application and review procedures for street access permits in Section 26.16 and upon evaluation the following criteria.*

- A. Issuance of the exception will not adversely affect the safety of pedestrians, bicyclists, and vehicles using adjacent streets and intersections.*
- B. Issuance of the exception does not adversely affect the efficiency and capacity of the street or intersection.*
- C. There are unique characteristics of the land or property which present a physical hardship to the requester.*
- D. In no case shall financial hardship be used to justify the granting of the exception.*

Based on our review, we have determined that your request does not satisfy the evaluation criteria, specifically, that there are no unique characteristics of the land which present a physical hardship. You have the right to appeal this decision. Appeals must be submitted in writing to the Planning Board within 30 days.

If you have any questions or need any additional information, please feel free to contact me at 603-352-6550 or by email at [bruoff@keenennh.gov](mailto:bruoff@keenennh.gov)

Respectfully,  


Bryan M. Ruoff, P.E.  
City Engineer

cc: Harold Farrington, Planning Board Chairman  
Paul Andres, Planning Director

**PB-2025-27 – CONGREGATE LIVING & SOCIAL SERVICES CUP – ANEW INTEGRATED RECOVERY, 232 WINCHESTER ST.****Request:**

Applicant Anew Behavioral Health, on behalf of owners David & Brianne Gray, proposes to convert the mixed-use building at 232 Winchester St (TMP #592-017-000) into a small group home with 8 beds. The parcel is ~0.4-ac in size and is located in the High Density District.

**Background:**

The subject parcel is ~0.40-ac in size and is located on the south side of Winchester St in the High Density District (Figure 1). The site is developed with an ~2,262-sf building and a paved driveway leading to a gravel parking area. The building was previously occupied by an office and two apartment units. Adjacent land uses include apartment buildings to the east and south, the Ashuelot River to the west, and a motorsports retail store to the north. The site is almost entirely within the 500-year floodplain; however, no portion of the lot is currently in the 100-year floodplain or the floodway.

The applicant proposes to change the use of this building from a mix of apartments and office space to an 8-bedroom small group home, Anew Integrated Recovery (AIR). Per Section 3.6.5 of the Land Development Code (LDC), this use is permitted in the High Density District subject to the issuance of a Congregate Living & Social Services (CLSS) Conditional Use Permit (CUP).



*Figure 1. Aerial imagery from 2020 showing the location of the parcel at 232 Winchester St.*

**Determination of Regional Impact:**

After reviewing the application, staff have made a preliminary evaluation that the proposal does not have the potential for "regional impact" as defined in RSA 36:55. The Board should make a final determination as to whether the proposal could have the potential for regional impact.

## STAFF REPORT - **AMENDED**

### **Completeness:**

The applicant requests exemptions from submitting separate existing and proposed conditions plans; grading, landscaping, and lighting plans; elevations; and all technical reports. Planning Staff have made the preliminary determination 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:**

- **Code Enforcement.** Please be aware that a building permit will need to be submitted for the proposed change of use.
- **Fire Department.** Please be aware that a change of use from office to residential will require compliance with the International Existing Building Code (IEBC) and Chapter 43 of the National Fire Protection Association's NFPA 101 standards.

## APPLICATION ANALYSIS

### **Congregate Living & Social Services Criteria (Section 15.2 of the LDC):**

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

The LDC defines a small group home as "A facility in a residential dwelling providing living accommodations and care for no more than 8 unrelated natural persons who are in need of personal care services and/or are in need of supervision. Small group home[s] may include non-medical drug and alcohol rehabilitation." The standards specific to this use state that there shall only be one group home permitted per lot; group homes may not operate without an approved CUP; a CLSS license shall be obtained and renewed on an annual basis; and that the building exterior shall maintain the appearance of a residential structure.

The project narrative states that the proposed use will "...provide a safe, structured, and substance-free living environment for adults in recovery from substance use." The building will be staffed by a Recovery Monitor or Peer Support Worker/Driver and the House Manager during the day. Overnight, at least one credentialed staff member will be present. Medical and clinical services will be provided to residents off-site through licensed Anew Behavioral Health programs or other qualified treatment providers. Additionally, the length of stay for residents will be based on individual circumstances and is evaluated using Anew Integrated Recovery's six-phase model. No changes are proposed to the exterior of the building, which looks like a residential structure (Figure 2).

In the project narrative, the applicant states that they will obtain an annual CLSS license as well as a certification through the New Hampshire Partnership for Recovery Residences. Planning Staff recommend that obtaining and submitting copies of all required local and state certifications be included as a condition subsequent to approval for this application.

Section 6.1 of the 2025 Comprehensive Master Plan (CMP) outlines the goals and action items for the Livable Housing Pillar. Goal #5 of this pillar is to "Address the housing needs of

*all residents, current and future.*" Action item #5.7 states that the community needs to "Ensure zoning and development regulations allow for diverse housing." This use will provide needed dwelling units and services to a vulnerable population in the Keene community. The proposal appears to be consistent with the spirit and intent of the zoning regulations, the LDC, and the Master Plan.

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

The project narrative states that the facility will operate 24-hours a day with at least one credentialed staff member on-site at all times to provide supervision, respond to concerns, and manage operations. Daily facility processes will be performed according to Anew Behavioral Health's CARF-accredited (Commission on Accreditation of Rehabilitation Facilities) policies and procedures. Additionally, residents will be required to complete a formal orientation to the AIR Resident Handbook upon admission. This handbook outlines policies and procedures including but not limited to treatment engagement, substance use, personal conduct, curfews, and neighbor relations.

The narrative goes on to state windows and doors are equipped with functioning locks to prevent unauthorized access. Residents are also issued keys to enter the building, which is locked at all times. Unauthorized visits are not permitted and there will be no public waiting or intake areas on the site. The project narrative states this combination of operational, staffing, and physical design elements will create a secure, supervised residential setting that prioritizes safety, privacy, and stability.

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

Figure 2 shows the main (north) façade of the building, which is an early 20<sup>th</sup>-century colonial-style house. The project narrative states that adjacent multi-family buildings along Winchester St. and Winchester Ct. are similar in style and appearance. The proposed use aligns with the intent of the High Density District to provide higher-density residential uses compatible with the surrounding development. Additionally, the narrative states that the proposed use will provide a needed housing resource that promotes recovery, safety, and community integration without altering the scale or character of the neighborhood.



*Figure 2. Google Street View imagery from 2023 showing the main (north) façade of the building at 232 Winchester St.*

## STAFF REPORT - **AMENDED**

The project narrative states there are no other congregate living or social service uses located within 750' of the subject parcel. Screening for the site is provided by an existing wooden stockade fence to the south and east; the Ashuelot River and existing mature trees to the west; and the existing building screens the parking area from view of Winchester St. to the north.

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

The project narrative states that the only outdoor activity area proposed is a ~120-sf covered structure that will be added to the southern portion of the site. This will serve as the designated smoking area and will have two covered sides to provide screening from Winchester St. and adjacent parcels. The applicant has submitted a plot plan showing the proposed location of this structure outside of the required 30' surface water buffer. This is discussed further under the "Surface Waters & Wetlands" section of the staff report below. This standard appears to be met.

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

The project narrative states that traffic activity associated with the residence will be limited and is estimated to be lower than the previous office and apartment uses. Trips for residents are scheduled in advance and use company passenger vans, which will reduce the number of vehicles entering and exiting the site. The narrative states that ~10 vehicle trips are expected per weekday and ~6 vehicle trips are expected per weekend day. Residents will not be eligible to keep vehicles on-site until after at least 90 days of residence and clinical approval. The existing parking area can accommodate ~8 vehicles. One parking space will be used routinely for Recovery Monitor Staff parking and the remaining 7 spaces may be used for resident parking and/or temporary staff parking. Public transportation is accessible via nearby established sidewalks and the rail trail. The site is also located within a ~0.4-mile distance of the City Express black and red bus routes.

The site has access to City water and sewer utilities from Winchester St, and the narrative states that no increase utility demand is anticipated from the change of use. During the previous use of the site as an office/apartments, it is estimated that ~10-15 were occupying the building at any given time. If operated as a small group home, there would be a maximum of 8 residents and 2 staff in the building. The project narrative acknowledges that, during and throughout the interior renovation and certification process, additional analyses from a mechanical engineer or other licensed professional may be required to ensure that the existing infrastructure will meet the demands of the proposed use. This standard appears to be met.

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

The existing building was constructed in 1910 and is similar in age to adjacent residential buildings along Winchester St. and Winchester Ct. Given that there are no changes proposed to the building exterior or site, this standard is not applicable.

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

The existing parking area can accommodate eight vehicles, and the anticipated traffic generation is ~10 vehicle trips per weekday and ~6 vehicle trips per day on the weekends. Given the combination of low anticipated traffic demand, the limited number of resident and staff vehicles that will be parked on the site, and the proximity of the site to various types of public transportation, the City Engineer did not express any concerns that the proposed use will create a traffic safety hazard or a substantial increase in the level of traffic congestion in the vicinity of the proposed use. This standard appears to be met.

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

As stated previously in this staff report, the proposed small group home will have access to sidewalks, the nearby Cheshire Rail Trail, and will be located ~0.4-miles from the City Express red and black bus lines. Additionally, AIR will have a dedicated vehicle that will be used to take residents to pre-scheduled appointments. This standard appears to be met.

**Site Development Standards (Article 21 of the LDC)**

- 21.4 **SNOW STORAGE & REMOVAL**: The applicant has identified a snow storage area on the southern portion of the site. This standard appears to be met.
- 21.6 **SCREENING**: The applicant is proposing to construct an ~120-sf covered outdoor smoking area on the southern portion of the site that will be screened on the western side by the existing tree line and along the south and east sides by the existing fence. The northern side of the enclosure will be covered to screen it from view of Winchester St. This standard appears to be met.
- 21.8 **SEWER & WATER**: Information about water and sewer utilities is provided under Section E above.
- 21.9 **TRAFFIC & ACCESS MANAGEMENT**: Site access will be provided from the existing curb cut and driveway on Winchester St, which are not proposed to be changed. Additionally, a bike rack will be installed at the southwestern corner of the building for residents and staff to use. Traffic generation estimates for the previous and proposed uses are addressed under Section G above. This standard appears to be met.
- 21.11 **SURFACE WATERS & WETLANDS**: The western edge of the subject parcel is bordered by the Ashuelot River and is subject to the Surface Water Protection Overlay District. The only new development proposed on the site is the construction of a ~120-sf covered smoking area, which was originally proposed to be within the 30' surface water buffer. In response to staff comments, the applicant submitted an updated plot plan showing this structure outside of the 30' buffer. Additionally, a note has been added to the second page of the plot plan stating that any future development within the 30' buffer may require the submittal of a Surface Water CUP to the City of Keene Planning Board. This standard appears to be met.

**Recommended Motion:**

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

**"Approve PB-2025-27 as shown in the application and supporting materials submitted to the Community Development Department on November 14, 2025 and last revised on January 12, 2026, with the following conditions:**

- 1. Prior to the final approval and signature of the plans by the Planning Board Chair, the following conditions precedent shall be met:**
  - a. Owner's signature appears on the submitted plot plan.**
  - b. Submittal of five (5) full sized paper copies of the plot plan.**
- 2. Subsequent to final approval and signature of the plans by the Planning Board Chair, the following condition shall be met:**
  - a. The Applicant shall obtain all required state and local permits and approvals.**



City of Keene, NH

## Congregate Living & Social Service Conditional Use Permit (CUP) Application

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

### SECTION 1: PROJECT INFORMATION

PROJECT NAME: Anew Integrated Recovery

PROJECT ADDRESS(ES):

### SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
<u>NAME/COMPANY:</u> DAVID I GRAY	<u>NAME/COMPANY:</u> Anew Behavioral Health
<u>MAILING ADDRESS:</u> 232 WINCHESTER ST.	<u>MAILING ADDRESS:</u> 372 West St Suite 102
<u>PHONE:</u> (603) 313-8648	<u>PHONE:</u> 603-399-6700
<u>EMAIL:</u> DGRAY232@YAHOO.COM	<u>EMAIL:</u> klittell@anewbh.com
<u>SIGNATURE:</u> 	<u>SIGNATURE:</u> 
<u>PRINTED NAME:</u> DAVID I GRAY	<u>PRINTED NAME:</u> Keith Littell

AUTHORIZED AGENT (If different than Owner/Applicant)	FOR OFFICE USE ONLY:	
<u>NAME/COMPANY:</u> Olivia Chamberlain	<u>TAX MAP PARCEL #:</u> 597 - 017 - 000 - 000 - 000	
<u>MAILING ADDRESS:</u> 290 Pearl St Keene NH	<u>PARCEL SIZE:</u> 0.4Acre	
<u>PHONE:</u> (603)313-8221	<u>DATE STAMP:</u>	
<u>EMAIL:</u> olivia.chamberlain@exprealty.com	<u>ZONING DISTRICT:</u> HD	RECEIVED NOV 14 2025
<u>SIGNATURE:</u> 	By	
<u>PRINTED NAME:</u> Olivia Chamberlain	<u>PROJECT #:</u> PB-2025-27	

## **Description of the existing and proposed uses. Description of the services provided to the clients or residents of the facility**

The existing two-story commercial office building at 232 Winchester Street will be adapted into an 8-bed, peer-supported, Level 3 Recovery House known as Anew Integrated Recovery (AIR). The residence will provide a safe, structured, and substance-free living environment for adults in recovery from substance use. The program follows the social model of recovery, emphasizing shared accountability, mutual support, and community integration. There are no medical or clinical services provided on site; residents engage in treatment separately through licensed Anew Behavioral Health programs or other qualified treatment providers.

No changes are proposed to the exterior of the building or landscaping requiring excavation. The proposed use will be similar to the previous mixed residential/commercial use and similar in intensity to a residential home. Other site development standards not already addressed in the narrative are not applicable.

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## **Description of the size and intensity of the use**

The property lies within the High Density (HD) zoning district. Under the City of Keene Land Development Code, the proposed use qualifies as a Group Home, Small, a category that permits up to eight unrelated occupants in a supervised residential setting by Conditional Use Permit. The proposed occupancy of a Level 3 Recovery House with up to eight residents and continuous on-site staff supervision is consistent with this classification.

The home will always operate twenty-four hours per day with at least one credentialed staff member present. No staff will live on site. The anticipated maximum number of staff present at the recovery home during daytime operations is two: a Recovery Monitor or Peer Support Worker/Driver and the House Manager. On a routine basis, including during overnights and weekends, there will be one staff member present on the property with the residents. The House Manager may regularly visit the residence, but their office will be located off site at an Anew clinical building.

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## **Description of any proposed development or redevelopment**

No exterior construction or site expansion is proposed. The reuse will meet applicable life-safety and residential occupancy code requirements. Interior modifications will convert former office areas into sleeping areas, shared living and dining spaces, and required life-safety features such as smoke and carbon monoxide detection, fire extinguishers, and posted evacuation plans. All work will comply with applicable building and fire codes for residential occupancy. The existing building footprint, parking, and access points will remain unchanged. A Congregate Living and Social Services License will be obtained and maintained, as well as certification through the New Hampshire Partnership for Recovery Residences (NHPRR).

Staff provide oversight, support, and structure while fostering resident leadership and participation in maintaining the household. Residents will follow house guidelines that include curfews, random substance screening, and participation in peer meetings. These measures maintain safety and accountability while promoting stability and recovery.

Anew Integrated Recovery is an adaptive reuse of an existing building that aligns with the intent of the HD district to support higher-density residential uses compatible with surrounding development. The project provides a needed housing resource that promotes recovery, safety, and community reintegration without altering the scale or character of the neighborhood.

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### **Description of the physical and architectural characteristics of the site and the surrounding neighborhood**

The building is an early 20th-century colonial-style house on a 0.40-acre lot that was converted to its current use as a mixed residential and commercial space. It is similar in style and use to other properties in the area. The property abuts a 0.54-acre lot to the east at 218–228 Winchester Street that contains two buildings of similar style and appearance, which are currently used as affordable housing units. The lot to the south, off Winchester Court, is a 0.90-acre parcel with three newer residential apartment buildings.

The Ashuelot River runs along the western border of the lot. Mature tree growth along the southwest corner of the lot obscures views of the river and partially obscures views of the Winchester Court lot. Across the river to the west is the Winchester Street parking lot, used primarily for Keene State College parking. Across the street to the northeast are two commercial buildings.

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### **Description of how the site and/or use is designed to address the safety and security of its client population. Description of the size and location of indoor and/or outdoor waiting or intake areas, if applicable**

The safety and security of residents are addressed through a combination of qualified staffing, structured operations, and physical safeguards within the residence. AIR staff hiring and onboarding follow Anew Behavioral Health's CARF-accredited clinical policies and procedures to ensure that staff working with this vulnerable population are appropriately qualified and trained. At least one credentialed staff member is present on site at all times to provide supervision, respond to concerns, and manage emergencies.

Residents complete a formal orientation to the AIR Resident Handbook upon admission. This orientation covers expectations and procedures related to treatment engagement, substance use, urine drug screening, searches, smoking, personal conduct, grievance processes, emergency contacts and procedures, communicable disease protocols, and medication policies. This also includes policies and expectations related to curfews and neighbor relations.

Windows and doors are equipped with functioning locks to prevent unauthorized access, and blinds are installed and maintained on all windows to protect resident privacy. Residents are issued keys to access the building, which remains locked at all times. No unauthorized visitors are permitted at the residence, and there are no public waiting or intake areas on site.

A detached, covered, one-story accessory building is proposed to function as a designated smoking area (see attached material). This structure will have at least two sides covered to function as windshields and provide privacy from adjacent property. The size of this covered area will be approximately 10x12 square (120 square feet). It will not contain any electricity or plumping.

Daily operations further support safety through routine household chores assigned to residents to maintain a clean, orderly environment free of hazards. Together, these operational, staffing, and physical design elements create a secure, supervised residential setting that prioritizes resident safety, privacy, and stability.

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### **An analysis of estimated traffic generation associated with the proposed use**

Traffic activity associated with the residence will be limited and is estimated to be lower than the former office use. Trips are scheduled in advance and use company passenger vans for efficiency, which reduces the number of vehicles entering and exiting the property. We estimate 10 trips total per weekday and 6 trips total per weekend day. Based on the average rate of trips per bed, AIR will add ~1 trip during peak traffic hours (4-6pm) (see attached traffic analysis). We estimate that this will be similar to, or lower than historical use given the multi-use function of the building. This building has historically seen 10-15 individuals living/working/and/or patronizing the space on a regular basis and driving individually compared to the carpooling practice that will be used by AIR.

### **Information about the estimated parking demand for the proposed use and the number of parking spaces to be provided on site. Description of the staffing of the facility, including the number of on-site managers, if any**

Company vehicles will be parked at a nearby Anew clinical office. Staff transporting residents will park their vehicles at that location as well, using parking at the recovery residence only for temporary pick-up or drop-off.

The existing parking area provides adequate capacity for eight vehicles. One parking space will be used routinely for Recovery Monitor staff parking, and the remaining seven spaces may be used for resident parking and/or temporary staff parking. Many of these spaces are not expected to be utilized regularly, as residents are not permitted to keep vehicles on site until after at least 90 days of residence and clinical approval.

Public transportation is accessible nearby via established sidewalks and the rail trail. The recovery home is within 0.4 miles walking distance of the City Express black and red bus routes.

Residents are not permitted unscheduled visitors at the recovery home. Visits, if applicable, are scheduled in advance and occur at an Anew clinical office. Transportation to employment, appointments, and recovery meetings is scheduled in advance and coordinated by staff. Residents participate in clinical treatment off site at an Anew clinical building or another local treatment provider; therefore, much of the traffic associated with appointments and work originates from those locations.

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#### **Information about the proximity of the facility to other known congregate living and social service uses within 750 feet**

To the applicant's knowledge, the property line is not within 750 feet of another building with a use listed under Section 15.1 of the Land Development Code.

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

The length of stay for each resident varies based on individual circumstances and recovery capital. AIR's model uses six phases to monitor progress. These phases vary in length and have different minimum requirements. For example, to be eligible to graduate from Phase 5, residents must have lived at the recovery home for a minimum of six months with an equal or greater amount of time in recovery. In Phase 6, residents continue progressing toward independence and may remain in this phase indefinitely.

Conversely, some residents may only need a short stay, such as less than one month. In addition, given the nature of substance use disorder as a chronic, relapsing brain disease, there may be circumstances in which it is clinically appropriate to abruptly shorten a resident's stay to transition them from recovery housing to a higher level of care for stabilization.

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#### **Utilities**

The current mixed residential/commercial use of the building spans both stories and includes multiple offices, bedrooms, bathrooms, and a kitchen. No increase in utility usage is anticipated. As stated, previous use of the building included 10-15 individuals using the space regularly, much higher than the max number of beds (8) proposed for AIR. In addition, AIR understands that during subsequent inspections during/throughout the interior renovation and certification process, additional analysis from a mechanical engineer or other professionals (eg fire marshal) may be required to ensure the infrastructure will meet the demands of the proposed use.

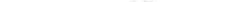


232 Winchester Street

## City of Keene, NH

1 inch = 35 Feet

January 15, 2026



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○ Addresses	Bridge	Parking Lot
— PWater	WaterLines	Road
— Property Line	Water-poly	
— Public Road	Other Impervious Area	

Sheet 1 of 2

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map. 49 of 54

Supplemental material/key to 232 Winchester Street 1 inch = 35 feet scaled map.

Red buffer line: 2.2 centimeters (~30.3) feet from river. Any future developments within the 30 foot surface water buffer may require the submittal of a Surface Water Protection Conditional Use Permit application to the City of Keene Community Development Department for review by the Planning Board.

Black parking lot area. 5.3 centimeters long by 3.05 centimeters wide (~73 feet x 42 feet) which is sufficient for one 16x18 parking space and seven 8x18 parking spaces.

Orange area: snow storage area. Can be expanded to the south property line if need as area is well over 30 feet from the river.

Bright yellow: bike rack area. 0.5 centimeters by 1 centimeter (~94 square feet). Additional 0.5 cm x 1 cm of additional area on the West side of the building that does not cross the red buffer line if needed for an additional bike rack.

Blue/green: designated smoking area.0.8 cm x 0.8 cm (~120 feet).

# Nursing Home (620)

Vehicle Trip Ends vs: Beds  
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 3

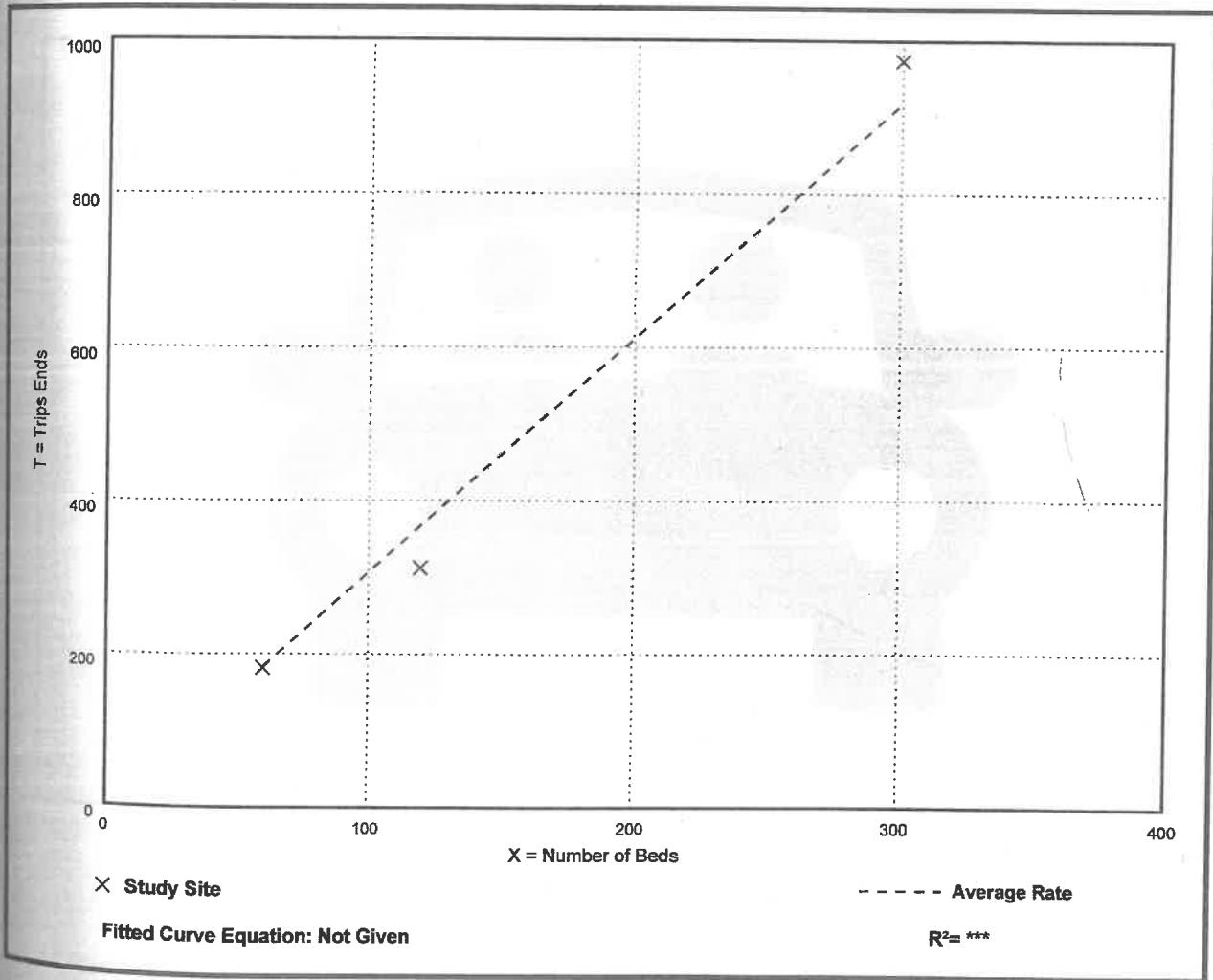
Avg. Num. of Beds: 160

Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per Bed

Average Rate	Range of Rates	Standard Deviation
3.06	2.60 - 3.25	0.33

## Data Plot and Equation



# Nursing Home (620)

## Vehicle Trip Ends vs: Beds

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 8

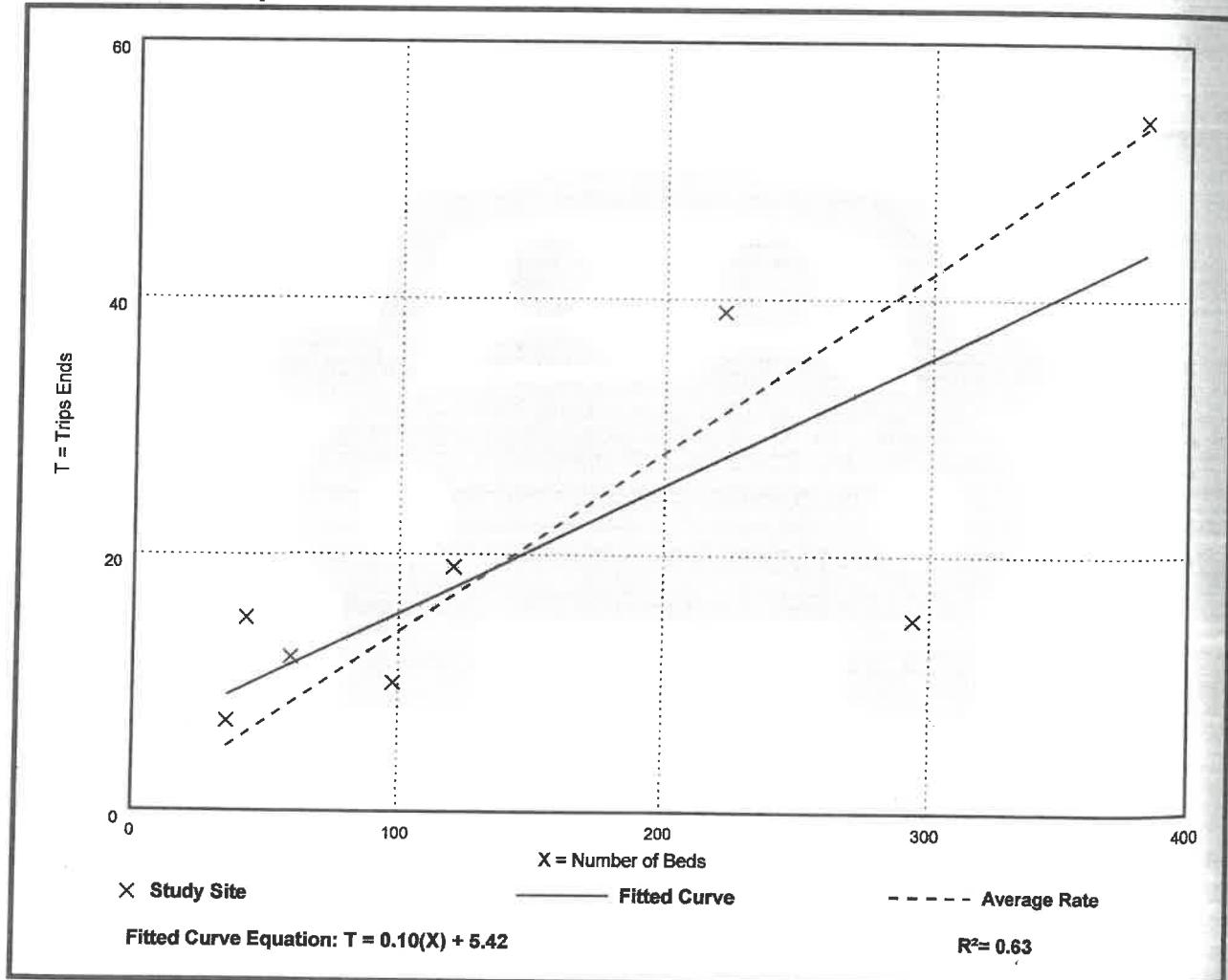
Avg. Num. of Beds: 157

Directional Distribution: 72% entering, 28% exiting

## Vehicle Trip Generation per Bed

Average Rate	Range of Rates	Standard Deviation
0.14	0.05 - 0.35	0.07

## Data Plot and Equation





January 16, 2026

**TO:** Planning Board  
**FROM:** Mari Brunner, Senior Planner  
**SUBJECT:** Administrative Planning Project Approvals: 7/01/25 – 12/31/25

The following projects were reviewed administratively by Planning Staff during the months of July through December of 2025:

1. **PB-2024-15, Modification #1 – Monadnock Conservancy Lighting Modifications – 0 Ashuelot St** – SVE Associates, on behalf of owner JRR Properties, LLC, and applicant Monadnock Conservancy, proposes to modify the previously approved light fixtures for the parking lot (PB-2024-15). The modifications include the light pole itself and the number, height, and location are proposed to remain the same. The parcel located at 0 Ashuelot St (TMP# 567-001-000) is approximately 3.53 acres in size and is located in the Commerce District.
2. **SPR-06-23, Modification #3 – Roosevelt School Solar Array – 438 Washington St** – ReVision Energy, on behalf of the Monadnock Affordable Housing Corp, proposes to install a rooftop solar array on the site of the former Roosevelt School. The parcel located at 438 Washington St (TMP# 531-054-000) is approximately 2.4ac in size and is located in the Low Density District.
3. **PB-2025-22 – Stonewall Farm Lighting Modifications – 242 & 243 Chesterfield Rd** – Applicant Evan Collins, on behalf of owner Stonewall Farms, proposes to replace 4 existing outdoor light fixtures at 242-243 Chesterfield Road. The parcels are approximately 73 and 36 acres in size, respectively, and are located in the Agricultural District (TMP#s 237-023-000 & 237-027-000).
4. **SPR-876, Modification #5 – AMETEK Addition – 44 Black Brook Road** – SVE Associates, on behalf of owner NH Black Brook, LLC, proposes to modify an approved site plan in order to construct an addition, loading dock, travel isle, parking & associated stormwater drainage modifications. The parcel at 44 Black Brook Road (TMP# 221-021-000) is approximately 18.43ac in size and is located in the Corporate Park District.
5. **PB-2025-23 – Accessible Entry Renovation – 41 School St** – Applicant kcs ARCHITECTS, on behalf of owner Thomas R. Hanna and Elke O. Hanna, propose to renovate an existing two-story building for an office use, including creating an accessible entrance, replacing windows, and adding exterior lighting. The parcel located at 41 School St (TMP# 568-006-000) is approximately 0.25ac in size and is located in the Downtown-Transition District.

6. **PB-2025-24 – Cocoplum Appliances Site Modifications – 660 Main St** – Applicant Bell Rey Design, on behalf of owner Systo Properties LLC, proposes to install an underground stormwater management system as well as make site modifications, such as installing wall-mounted lighting, improving the building façade, and modifying the parking area. The approximately 0.45-acre property is located at 660 Main St (TMP #120-005-000) and is located in the Low Density District.
7. **PB-2024-16, Modification #1 – Kia Re-Development Modifications – 440 Winchester St** – Applicant Fieldstone Land Consultants, on behalf of owner 434-440 Winchester, LLC, proposes to modify the Kia Re-Development Site Plan, including eliminating the front island, relocating light poles into parking islands, and adding a mechanical room to the back of the building. The property located at 440 Winchester St (TMP# 115-004-000) is approximately 2.23 acres in size and is located in the Commerce Limited District.
8. **PB-2025-25 – Maple Hill Nursery Temporary Christmas Tree Sales – 147 Main St** – Applicant Maple Hill Nursery, on behalf of owner Pappas Contracting, proposes to use the approximately 0.25-ac vacant parcel located at 147 Main Street (TMP# 584-060-000) to establish a temporary Christmas Tree sale location. The property is located in the Downtown-Core District.
9. **PB-2024-15, Modification #2 – Monadnock Conservancy Rooftop Solar – 0 Ashuelot St** – Applicant ReVision Energy, Inc, on behalf of owner, Monadnock Conservancy Headquarters, proposes to create a rooftop solar array consisting of approximately 108 solar modules of 34.2 kW AC. The property located at 0 Ashuelot St (TMP# 567-001-000) is approximately 3.53ac in size and in the Commerce District.
10. **PB-2025-32 – 28 Forge Street Parking Lot – 28 Forge St** – HG Johnson Real Estate, on behalf of the property owner Dana's Container Service LLC, propose to create a new parking lot with six spaces for Dana's Container Service truck storage located at 28 Forge Street (TMP# 221-016-000). The parcel is located in the Corporate Park District and is approximately 7.44 acres in size.
11. **SPR-968, Modification #1 – 6-8-10 Optical Ave – C&S Parking Lot Lighting Modifications** – Applicant Lighting Retrofit Services, Inc., on behalf of owner C&S Grocers, proposes to modify the parking lot lighting at the property located at 6-8-10 Optical Ave, including replacing 41 pole-mounted lights and 12 wall mounted lights with full cut-off LED fixtures. The parcel at 6-8-10 Optical Ave (TMP#597-005-000) is approximately 17ac in size and is located in the Industrial Park district.
12. **PB-2025-33 – Keene Housing Dumpster Pad – 218-228 Winchester St** – Applicant Stevens & Associates, on behalf of owner, Keene Housing, proposes to create a 42"x10" dumpster pad and enclosure on the existing multi-family residential site located at 218-228 Winchester Street (TMP# 592-016-000). The parcel is approximately 0.54 acres in size and is located in the High Density District.