



KEENE PLANNING BOARD
Council Chambers, Keene City Hall
April 27, 2026
6:30 PM

A. CALL TO ORDER & ROLL CALL

B. MINUTES FROM PRECEDING MEETING

1. March 23, 2026

C. EXTENSION REQUESTS

1. **PB-2025-06 – Cottage Court Conditional Use Permit, Major Site Plan, & Surface Water Protection Conditional Use Permit – Guitard Homes, Court St** – Applicant Fieldstone Land Consultants PLLC, on behalf of owner Guitard Homes LLC, requests a second extension to the deadline to satisfy the precedent conditions of approval for the proposed 29-unit single-family Cottage Court Development on the undeveloped lot at 0 Court St (TMP #228-016-000). The parcel is ~9.7-ac in size and is located in the Low Density District.

D. FINAL VOTE ON CONDITIONAL APPROVALS

1. Applications Ready for Final Approval

E. BOUNDARY LINE ADJUSTMENT

F. CONTINUED PUBLIC HEARINGS:

G. PUBLIC HEARINGS

1. **PB-2025-21 – Subdivision & Surface Water Protection Conditional Use Permit** – Applicant Cardinal Surveying & Land Planning and applicants/owners Fernando & Marguerite Cyr propose to subdivide the ~10.6-ac lot at 315 Old Walpole Rd (TMP# 210-027-000) into a ~7.9-ac lot and a ~2.7-ac lot. About 7,815 sf of impact to the surface water buffer is

requested for a proposed driveway and grading for a leach field. The parcel is in the Rural district.

H. OTHER BUSINESS

I. STAFF UPDATES

1. Bicycle and Pedestrian Master Plan Update

J. NEW BUSINESS

UPCOMING DATES OF INTEREST

- Joint Committee of the Planning Board and PLD – May 11, 6:30 PM
Planning Board Steering Committee – May 12, 12:00 PM
Planning Board Site Visit – May 20 – To Be Confirmed
Planning Board Meeting – May 26, 6:30 PM

K. MORE TIME ITEMS

1. Training on Site Development Standards

ADJOURNMENT

City of Keene
New Hampshire

PLANNING BOARD
MEETING MINUTES

Monday, March 23, 2026

6:30 PM

Council Chambers,
City Hall

Members Present:

Harold Farrington, Chair
Roberta Mastrogiovanni, Vice Chair
Mayor Jay V. Kahn
Councilor Molly Ellis
David Bergeron
Kenneth Kost
Andrew Madison
Stephon Mehu, Alternate

Staff Present:

Paul Andrus, Community Development Director
Mari Brunner, Senior Planner
Evan Clements, Planner / Zoning Administrator

Members Not Present:

Michael Hoefer
Tammy Adams, Alternate
Joseph Cocivera, Alternate

1) Call to Order

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

2) Minutes of Previous Meeting – February 23, 2026

Harold Farrington offered the following correction:
Line 84 – typographic error – change “if” to “of”

A motion was made by Roberta Mastrogiovanni to approve the February 23, 2026, meeting minutes as amended. The motion was seconded by David Bergeron and was unanimously approved.

3) Final Vote on Conditional Approvals

The Chair asked whether or not any projects were ready for final approval.

Ms. Brunner stated there was one project that was ready for final approval as follows: PB-2025-18, Modification #1—109-147 Key Road —Major Site Plan modifications for the Revo casino.

27 There were three conditions of approval: Owner signatures appear on the plan, submittal of five
28 full size paper copies in a PDF version of the final plan set, and submittal of a security to cover
29 the cost of as-built plans, landscaping and erosion control measures.

30 All three of the conditions have been met.

31 A motion was made by Roberta Mastrogiovanni that the Planning Board issue final site plan
32 approval for PB-2025-18, Modification #1. The motion was seconded by David Bergeron and
33 carried on a unanimous vote, with the Mayor and Chair abstaining from the vote as they were
34 previously recused from the application.

35

36 **4) Public Hearing:**

37 a) **PB-2026-04 – Congregate Living & Social Services Conditional Use Permit – 268**
38 **West St** – Applicant Keene Serenity Center, on behalf of owner Kiritsy LLC, proposes to
39 operate a group resource center in an existing commercial space on the property at 268 West St
40 (TMP #576-010-000) for day-program recovery services, including groups, trainings, and
41 activities. There are no changes proposed to the building exterior or site. The parcel is 5.3-acres
42 in size and is located in the Commerce District.

43

44 A. **Board Determination of Completeness**

45 Planner/Zoning Administrator, Evan Clements, stated applicant requests exemptions from
46 submitting all plans, elevations and technical reports. Planning Staff have made the preliminary
47 determination that granting the requested exemptions would have no bearing on the merits of the
48 application and recommend that the Board accept the application as “complete.”

49

50 A motion was made by Roberta Mastrogiovanni that the Planning Board accept this application
51 as complete. The motion was seconded by David Bergeron.

52

53 Mr. Todd Schillinger, the applicant representing Keene Serenity Center, stated the address
54 should be listed as 294 West Street. Mr. Clements stated the City has this Shopping Plaza under
55 the common address that is listed in that legal language. He stated he wasn't sure if the specific
56 units have numerical common addresses, but his language is referring to the entire shopping
57 complex parcel, which is further specified and acceptable by the tax map parcel number.

58 The motion carried on a unanimous vote.

59

60 B. **Public Hearing**

61 Mr. Schillinger stated he was the Co-Director of the Serenity Center. Mr. Schillinger stated the
62 Serenity Center started in 2013 on Carpenter Street, moved from that location, and relocated at
63 Vernon Street for approximately two years. He described this center as an open and safe
64 environment for people to attend recovery meetings, and the organization helps with all forms of
65 recovery. The center consists of six staff and five coaches of which two are licensed with the
66 state. At the present time, the organization has Thursday night meetings for Narcotics
67 Anonymous.

68 They also organize small events, such as open mic night and karaoke. He stated they work
69 closely with the Community Kitchen, Love thy Neighbor Ministries, Feeding Tiny Tummies,
70 Keene Community Kitchen and other such organizations as partners.

71

72 Mayor Kahn asked whether this new location has seen an increase in clients. Mr. Schillinger
73 answered in the affirmative and added they also provide transportation for people in recovery or
74 seeking recovery, as well as medical assisted treatment transportations. He added the number of
75 people calling for services has increased, even though they are not open yet; he felt the
76 organization was a positive resource for the community. This concluded the applicant's
77 presentation.

78
79 Staff comments were next.

80
81 Planner/Zoning Administrator, Evan Clements, addressed the Board and stated the subject
82 property is an existing 5.3-acre shopping plaza located on the south side of West Street and the
83 southwest corner of West Street and Island Street. The property contains two commercial
84 buildings, one standalone building, and one multi-tenant building. The standalone building
85 currently contains a CVS Pharmacy. The multi-tenant building contains a variety of retail and
86 office uses, including Total Fitness Equipment, US Cellular, and Gemini Screenprint location.
87 The existing site contains 181 parking spaces, drive aisles, access points on both West Street and
88 Island Street and other site improvements customary for a shopping plaza.

89
90 The purpose of this application is to obtain a Congregate Living & Social Services Conditional
91 Use Permit to allow for a Group Resource Center to operate within an approximately 1,500
92 square foot tenant space located in the multi-tenant building. The unit contains two office spaces,
93 a conference room, two bathrooms, and a common area. The applicant states, in their narrative,
94 that there is no outdoor space available.

95
96 Keene Serenity Center generally operates Monday to Friday 9 am to 5 pm with occasional night
97 and weekend activity. These activities are usually less than two hours long. There are five
98 fulltime and two part-time staff members as well as several volunteers. Per Section 5.1.5 of the
99 Land Development Code, this use is permitted in the Commerce District subject to issuance of a
100 Congregate Living and Social Services and Conditional Use Permit, which the applicant is
101 looking for this evening.

102
103 Mr. Clements went on to say that Staff have made a preliminary evaluation that the proposal
104 does not appear to have the potential for regional impact. However, the Board would need to
105 make a final determination on that issue.

106
107 Mr. Clements next addressed Congregate Living Conditional Use Criteria. He stated in this case
108 the site development standards under Article 21 are not going to be evaluated with this
109 application as no exterior modification is being proposed.

110
111
112
113 Congregate Living Criteria:

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

117

118 The applicant states, in their narrative, that the Keene Serenity Center provides peer support
119 services for individuals experiencing substance use disorder and incorporates support with
120 family members and support staff. Recovery coaching is proposed by certified staff and trained
121 support specialists. It appears that this use will operate similar to an office use, which is
122 permitted in the Commerce zoning district. There are no specific use standards in Article 8 for a
123 Group Resource Center besides obtaining a CLSS CUP and license. It appears that this standard
124 has been met.

125
126 *B. The proposed use will be established, maintained, and operated so as not to endanger the*
127 *public health, safety, or welfare.*

128
129 The applicant states, in their narrative, that the use will operate safely in a manner that will not
130 endanger public health, safety, or welfare. The door will be locked outside of business hours, and
131 a security camera will be utilized inside the unit. The existing shopping center has accessible
132 walkways and entrance facilities that will remain unchanged.

133
134 The center does not offer housing, and many clients are not onsite for longer than an hour or so.
135 Outside of the occasional night or weekend meeting, clients will leave the center by 5 pm. Staff
136 will be present during all operating hours. It appears that this standard has been met.

137
138 *C. The proposed use will be established, maintained, and operated so as to be harmonious with*
139 *the surrounding area and will not impede the development, use, and enjoyment of adjacent*
140 *property. In addition, any parking lots, outdoor activity area, or waiting areas 19 associated*
141 *with the use shall be adequately screened from adjacent properties and from public rights-of-*
142 *way.*

143
144 The applicant states, in their narrative, that the use will be operated in a respectful manner that
145 does not impact adjacent tenants in the shopping plaza. The site itself is a fully developed, large
146 multi-tenant commercial plaza and the proposed use will operate in a manner similar to adjacent
147 office uses. Impacts to surrounding uses or properties would be the same as other permitted retail
148 and office uses. Waiting areas will be located within the tenant space. The large existing parking
149 lot containing 181 parking spaces is screened from the public right-of-way and adjacent
150 properties with rows of perennial shrubs and trees. The existing buildings also provide screening
151 from adjacent properties. It appears that this standard has been met.

152
153 *D. The proposed use will be of a character that does not produce noise, odors, glare, and/or*
154 *vibration that adversely affects the surrounding area.*

155
156 The applicant states, in their narrative, that all activities of the proposed use will be contained
157 indoors and will not generate any noise, odors, glare, or vibration outside of normal office
158 activity. It appears that this standard has been met.

159
160 *E. The proposed use will not place an excessive burden on public infrastructure, facilities,*
161 *services, or utilities.*

162

163 The proposed use is in an existing shopping plaza with adequate water, sewer, and transportation
164 facilities. It appears that this standard has been met.

165
166 *F. The proposed use will not result in the destruction, loss, or damage of any feature determined*
167 *to be of significant natural, scenic, or historic importance.*

168
169 No new development is proposed as part of this application. This standard is not applicable.

170
171 *G. The proposed use will not create a traffic safety hazard or a substantial increase in the level*
172 *of traffic congestion in the vicinity of the use.*

173
174 The proposed use is located within an existing shopping plaza with adequate connection to West
175 Street and Island Street. The proposed use is not anticipated to increase traffic in a substantial
176 way that would cause congestion in the vicinity of the use. Due to clients using the shuttle
177 service provided and access to pedestrian facilities, the traffic generation for the proposed use in
178 real terms may be less than a retail or office use of a similar size. It appears that this standard has
179 been met.

180
181 *H. The proposed use will be located in proximity to pedestrian facilities (e.g. multiuse trails and*
182 *sidewalks), public transportation, or offer transportation options to its client population.*

183
184 Mr. Clements stated the applicant does have private transportation and West Street is equipped
185 with sidewalk and crossing facilities. This standard appears to be met

186
187 Mr. Clements noted the recommended motion is on page 21 of the Board's packet and added
188 Staff recommend the Board grant final approval for this application.
189 This concluded staff comments.

190
191 Mayor Kahn asked for the purpose of the conditional use permit. Mr. Clements stated the
192 purpose of this permit is that this use is not allowed by right, it is allowed under specific
193 conditions. Those specific conditions are laid out in the ordinance, and it requires coming to the
194 Planning Board to receive this Conditional Use Permit (CUP). Mr. Clements added, if this was a
195 more traditional office use, for example, the applicant would not need to come before the Board.
196 However, because this is considered a Congregate Living and Social Services use, it falls under
197 the umbrella that requires a Conditional Use Permit. The Mayor asked whether the applicant
198 would need come back before the Board every year. Mr. Clements stated the applicant would not
199 need to come back every year for a new CUP, provided they stay in the same location. One of
200 the triggers for obtaining a new CUP is when the use moves to a new location.

201 He went on to say the Congregate Living and Social Services license is an annual license which
202 needs to be renewed every year through a different Board.

203
204 The Chair called the applicant's attention to the traffic in this plaza.

205
206 The Chairman asked for public comment. With no public comment, the Chairman closed the
207 public hearing.

208

209 C. Board Discussion and Action

210 A motion was made by Andrew Madison that the Planning Board issue final approval for PB-
211 2026-04 as shown in the application and supporting materials received on February 10, 2026,
212 with the following condition subsequent to final approval:

213
214 1. The Applicant shall obtain all required state and local permits and approvals.

215 The motion was seconded by Mayor Kahn.

216
217 Mr. Kost stated that this project has no regional impact.

218
219 The Mayor stated this is a positive project for the community.

220
221 The Chairman asked whether the Center's has mission changed. Mr. Schillinger stated they went
222 through a change in 2019, but it has stayed the same for the last seven years. The Chairman
223 echoed the Mayor's comments.

224
225 The motion carried on a unanimous vote.

226
227 5) Capital Improvement Program 2027-2033 – Presentation by Kari Chamberlain, City of
228 Keene Finance Director

229
230 Finance Director, Kari Chamberlain, and Public Works Director, Don Lussier, were the next two
231 presenters. Ms. Chamberlain stated the basis for the capital improvement program is the
232 comprehensive master plan and council goals, which is the foundation for all decisions in the
233 CIP. She stated it was a long process, which starts with a meeting between the Manager and the
234 Finance Director. Each department goes through their proposals for the CIP.

235 It moves from that into a CIP kickoff, which is open to the public and City Councilors to
236 understand what the projects are.

237 From that process, it moves to Finance Organization and Personnel Committee meetings where
238 the departments conduct another presentation. The public is also welcome to attend those
239 meetings to gain some additional insight. The CIP goes back to the Finance Organization and
240 Personnel Committee meeting for a recommendation on Thursday of this week and then to the
241 City Council for a vote next week.

242
243 Ms. Chamberlain stated the CIP process is a balancing act. While the City wants to make sure it
244 is investing in the infrastructure of the community, affordability for taxpayers also needs to be
245 considered.

246 She indicated Staff gives consideration to the timing of various projects as well as the funding
247 sources that are available. Staff tries to obtain grant funding as often as possible to maintain
248 affordability.

249
250 The CIP program is reviewed on a bi-annual basis, but Staff reviews it annually, especially the
251 first two years of the CIP program, which are at the forefront. After the adoption of the CIP, the
252 2027 plan is what Staff are going to look to incorporate into the FY27 operating budget proposal.
253 Ms. Chamberlain noted through the CIP process and the operating budget process, the City needs

254 to make sure it is meeting the fiscal policy guidelines specifically with regards to debt funding
255 and the unallocated fund balance.

256
257 Ms. Chamberlain next referred to a power point presentation which illustrated where the City is
258 and where it will be over the next seven years as part of the CIP. She also noted to debt services
259 and different funds: general fund, enterprise funds, water and sewer funds, and parking and solid
260 waste funds.

261
262 She next referred to funding sources for each one of the funds and provided a breakdown.
263 She explained for FY27, 12.71% of the project expenditures are projected to be from capital
264 reserve funding.

265
266 She also noted to the proposed bond schedule for any debt funding for projects by year.

267
268 Ms. Chamberlain used the general fund as an example, and she explained what the capital
269 reserve appropriations are going to be, by year.

270
271 Public Works Director, Don Lussier, addressed the Board next. Mr. Lussier stated the CIP is the
272 implementation tool for the master plan, which establishes the City's long-term vision, which is
273 what the community wants the City to look like in 10 or 20 years. He noted the CIP is strongly
274 aligned with the six core pillars of the Master Plan. For example, a significant portion of what
275 the Public Works program is focused on is connected mobility. Some items that fall under that
276 would be the roadway preservation program, sidewalk and various trail pedestrian and bicycle
277 improvement projects, traffic signal upgrades, etc. He indicated projects that improve sidewalks
278 and public spaces also contribute to walkability, neighborhood connectivity, and quality of place,
279 which are the central themes for maintaining a strong and vibrant neighborhoods across the City.

280
281 At the same time, investments like the downtown infrastructure project, Winchester Street or
282 West Street Corridor improvements, managing the downtown parking assets, and the numerous
283 airport upgrades, help strengthen Keene's thriving economy and reinforce Keene's role as a
284 regional economic hub.

285
286 Mr. Lussier stated another major component of the CIP are projects that protect and enhance the
287 City's flourishing environment. Items that fall under this category would be stormwater
288 management, flood mitigation, salamander crossing to help save and protect the Jefferson
289 Salamander, road salt reduction initiatives, upgrades to the City's recycling facility, wastewater
290 treatment plant upgrades. These investments align with the plan's focus on environmental
291 stewardship and climate resiliency.

292
293 Mr. Lussier went on to say the CIP is primarily focused on infrastructure, but felt it also
294 advances the City's goals for livable housing and workforce, adaptable workforce. For example,
295 the City provides high quality emergency services through investments in the Fire and Police
296 Departments. The City attracts younger workers with amenities like beautiful trail network and
297 well-maintained City parks.

298

299 Mr. Lussier noted from a Planning Board perspective, one of the most important considerations
300 is that the CIP helps ensure that infrastructure investment is aligned with future land use
301 framework and that the City is making targeted investments where growth and development are
302 desired and planned. An example of this would be the Blackbrook pump station. This project
303 will allow for additional development and densification in a part of the City that has already been
304 developed and built out and allows the City to move closer to meeting those goals for housing
305 while also protecting green space.
306

307 Finally, the CIP reflects a proactive approach, with an emphasis on maintaining and extending
308 life of existing assets. The CIP plans for emerging regulatory and environmental considerations,
309 using a mix of funding mechanisms to avoid spikes in either the property taxes or the utility
310 rates. This approach supports the master plan's broader goal of building resilience, sustainable
311 and economically competitive community over time.
312

313 Mr. Lussier stated in summary, the CIP is not just a list of projects, it is a direct extension of the
314 comprehensive master plan. It translates the City's long-term vision into specific, coordinated
315 and thoughtfully funded improvements. This concluded Staff comments.
316

317 Mr. Madison noted the fire suppression system upgrades to the transfer station and he asked what
318 kind of system this was going to be. Mr. Lussier stated the transfer station has a 30,000-gallon
319 cistern, which is kept full. The facility is also equipped with a dry sprinkler system.
320 What is missing is the piece in between those two components. He explained that if there is a fire
321 at transfer station; the fire department would connect their equipment to a cistern and begin
322 pumping water from the 30,000-gallon tank into the sprinkler system.
323

324 The project in CIP for FY27 is a pump and pipe network to connect those two components and to
325 be automated. This will replace the first to arrive fire engine and gives the fire department an
326 extra 20 or 30 minutes to establish a water supply to fully extinguish the fire.
327

328 Mr. Kost stated he had attended the CIP meetings and felt by the time the public got to the
329 kickoff meeting stage the public did not have much opportunity to influence projects. He also
330 asked if groups like the Conservation Committee is involved in this process.

331 Mr. Lussier, in response, stated that in terms of process, Staff started working on the CIP in
332 August and September of last year. He agreed the kickoff meeting is the first meeting for the
333 public to get involved, and the kickoff is where the process is explained to the public, giving
334 people time to digest the CIP before it goes before the FOP Committee. The public hearing is
335 designed for the public to express support or discontent with what is in the CIP. After the public
336 hearing, the City Clerk accepts written comments for another week. All comments received from
337 the public will be deliberated at Thursday night FOP Meeting. Ultimately, it is the City Council's
338 decision to make changes to the CIP.
339

340 Mr. Madison stated, as a former Councilor, his experience has been that the public will share
341 with Councilors things they want to see done with City projects. Councilor work with City Staff
342 or with the City Manager to make sure those get into the CIP.
343

344 Mr. Lussier added the engineering division actually has a running inventory of CIP requests,
345 initiatives, and projects that people have asked for and Staff tries to add those at each CIP round.
346

347 Mayor Kahn referred to the Black Brook Water Pump Station (Page 153). The Mayor stated with
348 housing needs there is a strong case to be made about this upgrade being an essential part to
349 having the water and sewer supply that is needed for future housing on what is some of the
350 flattest land that is still undeveloped in the City. Mr. Lussier agreed and added the City has
351 applied for a grant relative to this project through Senator Shaheen's office.
352

353 The Mayor asked about using capital reserves for some of these projects. The Finance Director
354 stated the City looks at retaining a sustainable balance both in capital reserve and in the
355 unallocated fund balance. However, making sure the correct amount is appropriated each year to
356 cover the various project is important. She added however, looking at debt funding for future
357 years FY32, FY33 those limits are getting higher which would require Staff to reevaluate the CIP
358 in a couple of years. Looking at the plan every two years gives departments the opportunity to
359 look for grants.
360

361 The Mayor clarified the State in the recent has not funded many of the projects it usually does
362 such as road projects, water projects etc. Mr. Lussier stated the City receives an annual allocation
363 from the State DOT for approximately \$440,000 for highway projects based on a formula related
364 to the number of miles of Class IV and V roads the City maintains. He added the additional
365 appropriations the City used to get are not likely going to come back. Mr. Lussier stated the
366 DOT has a similar capital improvement planning process, which is a 10-year plan (still being
367 reviewed and approved) by the legislature. In that Plan, not only did DOT not add any new
368 projects to their out years but also cancelled 39 projects out of that that 10 year plan.
369 Several of the City projects such as the West Street project, for example, got pushed down the
370 road by a year or two because of the funding shortfalls. This relates to the cost of construction.
371 growing dramatically faster than the rate of revenue increase for the state.
372

373 The Mayor stated relative to neighborhoods, which is one of the pillars in the master plan - one
374 of the things that strengthens neighborhoods are roadways, walkways etc. and felt anything the
375 City could do would help with that pillar would be necessary.
376

377 The Chair stated this document was an outstanding manifestation of government transparency.
378 People in Keene who are interested have access to a tremendous amount of information
379 about what the City is going to do and commended staff for their work.
380

381 In terms of flexibility and process, such as not spending allocated money or reprioritizing, the
382 Chair asked what this would look like. Mr. Lussier stated the CIP is a planning document.
383 The first year of the CIP is incorporated into the operating budget. By approving the CIP, the
384 Council would not be authorizing Staff to spend any money yet.
385

386 When the Council approves the FY27 budget, they will also be approving what is in this book for
387 the first year of the CIP. However, if there is a project the City chooses not to pursue or
388 something costs more than anticipated, this would be an action that would have to be taken by
389 the City Council. Council would have to either authorize the Manager to reallocate money that

390 was appropriated for a specific purpose to go towards another purpose, or they would have to
391 appropriate new money to increase the budget of a project that is approved in the CIP.
392 Staff also stays away from moving money from one fund to another.

393
394 The Chair noted as the City gets to the outer years the outstanding debt is significantly increased
395 throughout the length of this CIP and asked the Finance Director to add some context to this
396 issue. Ms. Chamberlain stated, as they get closer to those years, Staff will be re-evaluating
397 whether or not bond funding is the appropriate funding mechanism for a particular project.
398 Staff closely monitors what the City's debt service is on an annual basis to see what bonds are
399 fully paid and work around that and try to keep debt level somewhat stable. She added, because
400 these are in outer years, Staff has opportunity to evaluate this. Ms. Chamberlain added the entire
401 makeup of the CIP could change over the next few years. The City also works with the
402 New Hampshire Municipal Bond Bank and they also scrutinize very carefully what projects the
403 City is requesting bond funding for. Staff works diligently to make sure the City maintains the
404 levels that it needs to be, which is to be in compliance with the fiscal policy.

405
406 The Chair, with reference to ambulance, asked whether the City is over-extended and whether
407 the County should be stepping in. Ms. Chamberlain felt this is something that would be best
408 answered by the Fire Department. Mr. Lussier stated his department is responsible for the
409 maintenance of the fleet. He explained the Fire Department has four ambulances, of which three
410 are active ambulances with one being used as backup. For the last few years, the department is
411 running all four ambulances, and they are the heaviest used vehicles in the fleet.

412
413 The Mayor stated the call volume for ambulances in Keene over the past four years has increased
414 dramatically. He stated the City added the third ambulance and extra Staff to handle this increase
415 in calls. Mr. Madison stated his understanding from his time on the Council is that one of the big
416 drivers behind the increase in ambulance calls is in our facility transfers. Historically, those were
417 handled by Diluzio Ambulance with the City handling some of those calls. When Deluzio went
418 out of business, many of their contracts were taken over by Cheshire EMS. Cheshire EMS
419 tended to focus more on emergency calls rather than inter facility transfers such as from nursing
420 home or skilled care facilities, which left Keene to pick up those inter facility transfers, which
421 has been the biggest driver in the last three years for ambulance calls.

422
423 Chair Farrington referred to the solar removal from the roof of the municipal building (page 64)
424 and asked what the life cycle of this array is. Mr. Lussier stated the project that is described is
425 not specifically removing the solar array. In order to replace the roof, the solar array needs to be
426 moved. He added that this array is at the end of its approximately 25 years of useful life and
427 there is a note in the CIP that a new array will be explored.

428
429 The Chair commended staff that the Salamander Crossing project and the Gilbo Avenue Solar
430 Pavilion are almost 100% paid for by grants.

431
432 The Chair asked how many EV Charging stations the City has at the present time. Mr. Lussier
433 stated the City has two charging stations. In FY29, the allocation is to replace or rehabilitate the
434 existing stations (two charging ports). These were installed in 2015 with a grant, and they are
435 reaching the end of their useful life. Funding in FY29 would be to replace those with newer

436 equipment. In FY32, the City would be looking at adding additional EV charging equipment.
437 Most likely that would be at the Recreation Center which was a location determined by a
438 consultant the City hired to look into City infrastructure and parking lot locations. He stated this
439 project has been pushed out as the usage of charging stations has decreased in the City.

440
441 The Chair noted the solid waste operation in Keene is a model for many communities. He
442 commended the composting operation.

443
444 He then referred to sewer and water and asked whether there was any plan to expand the
445 footprint of water and sewer. Mr. Lussier stated the CIP not plan was expansion. The downtown
446 project is looking at improving infrastructure on Gilbo Avenue to better serve the properties on
447 the west end of Gilbo Avenue. He stated it would be up to a developer proposing a project that is
448 looking to expand water and sewer in a particular area.

449
450 Mr. Kost referred to the solar pavilion project and stated he learned at CIP meetings that this
451 system would power needed for downtown and asked whether this would include power for
452 residences as well. Mr. Lussier answered in the negative and stated this panel is being sized on
453 that pavilion to provide all of the City's use of electricity in the downtown area, which includes
454 the lighting along Main Street, the accessory uses like when the Rotary Club put up lights on
455 light poles during the holidays etc.

456
457 A motion was made by Roberta Mastrogiovanni that the Planning Board finds that the 2027-
458 2033 Capital Improvement Program is consistent with the 2025 Master Plan. The motion was
459 seconded by Andrew Madison and was unanimously approved.

460
461 **46) Staff Updates**

462 a. Tracking progress on the 2025 Comprehensive Master Plan:
463 Community Development Director Paul Andrus addressed the Board. Mr. Andrus stated one of
464 the conversations he undertook last year when this plan was underway was how to track the
465 progress of the plan and the achievements made towards those goals. He stated what he is
466 presenting addresses the feedback received.

467
468 Mr. Andrus stated the first thing the City is trying to achieve is transparency to let the public
469 know the good things being done by the City and being mindful that the plan is in alignment with
470 Council priorities. Internally this tracking supports a lot of the internal coordination with the City
471 departments getting everyone mindfully in line with the master plan. To also be flexible enough
472 that over time adjustments can be made to the master plan particularly as it relates to the type of
473 data that staff can access and collect.

474
475 Mr. Andrus stated the Community Development and other City staff are responsible for
476 collecting information that can be actively managed. This information needs to be in formats that
477 is interesting and useful. Interpret the information, present it and create a narrative that is more
478 likely to pull people in who would otherwise not be looking for this information.

479

480 How do we want to get this information out to the Community? Is it via Internet/internal updates,
481 updates to Council, updates City commissions and committees? Is it through an annual public
482 report?

483
484 Mr. Andrus went on to say staff has been working on the concept referred as “story map” where
485 information is presented through images. Ms. Brunner stated Monpelier Vermont has their entire
486 master plan in a story map format. She added if you go to the keenemasterplan.com website,
487 there is already a story map for the Keene master plan to receive community input when it was
488 nearing completion. Mr. Andrus asked for the Board’s feedback on this item.

489
490 Mr. Kost noted when the master plan was being developed there was a checklist of goals and
491 objectives with many things to accomplish and asked whether this would be the guide that we
492 would progress on. Mr. Andrus stated this process is going to be a somewhat of a challenge, to
493 identify some of the higher priorities within each goal. He added some of this identification has
494 been done but this is the process that will be used.

495
496 b) NH BEA 2026 Spring Planning & Zoning Conference – Saturday, May 9th
497 Ms. Brunner referred to page 30 of the Board’s packet and noted there is a free training available
498 for Board members (virtual). She added Board members can also visit the web page and view
499 recordings from past years. Last year there was a track focused on housing, in the past it has been
500 about historic preservation.

501
502 The Chair stated he has attended this conference and recommended attending.

503
504 7) **Correspondence**

505 a) Letter from Southwest Region Planning Commission regarding the Draft 2027-2036
506 Ten Year Transportation Improvement Plan.

507 The Chair asked what action the Board has to take with this item. Ms. Brunner referred the
508 Board to the last paragraph of the letter which recommends reaching out to your elected
509 representatives, if there is concern and have ideas for ways the state could address it.

510 Ms. Brunner referred to the following language from the *letter you and your town may or may*
511 *not think that adjustment to toll fairs or the gas tax would be acceptable trade-offs for making*
512 *the tip financially whole* – suggesting if there is concern the City should reach out to the State.

513
514 Councilor Ellis asked whether a letter could be sent to the State but not as a representative of the
515 Board.

516
517 Mayor Kahn noted the West Street fund is pushed out to FY32, which was scheduled for FY29 –
518 same is true with Winchester Street. He noted funds are not available but that is what the
519 legislature’s responsibility is, to make sure that the funding is there and these delays don’t
520 become hazards.

521
522 Ms. Mastrogiovanni felt when it comes to the State if we don't stay in the loop because funding
523 is done many years in advance, our portion of the State seems to be always left behind.
524 Especially in terms of transportation, if there are things we need addressed the City should stay
525 on it to make sure it does not get deleted from the State’s funding list.

526 Mr. Mehu stated he had attended two of the meetings which discussed the ten-year plan and what
527 he learned is Keene was fortunate but many other municipalities' plans were deleted from the
528 ten-year plan. He stated he also learned rate for tolls had not been adjusted since the late 2000's.
529

530 Ms. Mastrogiovanni stated she has been part of the Greyhound Agency for 20 years and most of
531 that is being funded by states around New Hampshire (Vermont and Massachusetts). New
532 Hampshire is limited on public transportation.
533

534 Mr. Kost suggested some members of the Board meet with JB Mack to get an idea how this has
535 an impact on Keene. The Chair stated he will take this as an action item.
536

537 **8) New Business**

538 None
539

540 **9) Upcoming Dates of Interest**

- 541 • Joint Committee of the Planning Board and PLD – April 13, 6:30 PM
 - 542 • Planning Board Steering Committee – April 14, 12:00 PM
 - 543 • Planning Board Site Visit – April 27 – To Be Confirmed
 - 544 • Planning Board Meeting – April 27, 6:30 PM
- 545
546

547 There being no further business, Chair adjourned the meeting at 8:22 PM.
548

549 Respectfully submitted by,
550 Krishni Pahl, Minute Taker
551

552 Reviewed and edited by,
553

554 Emily Duseau, Planning Technician

[Draft] Fw: Extension Request

From

Draft saved Tue 3/31/2026 1:39 PM

From: Michael Guitard
Sent: Monday, March 30, 2026 5:59 PM
To: Megan Fortson <
Subject: Re: Extension Request

Hi Megan

We request an extension of the Guitardhomes ccd [pb-2025-06] from April 24 to the planning review date of april 27.

regards

Michael Guitard

guitardhomes llc

On Mon, Mar 30, 2026 at 3:26 PM Megan Fortson < > wrote:

Hi John & Mike,

I'm reaching out regarding the upcoming expiration for the Guitard Homes CCD (project#: PB-2025-06) on **April 24th**. Given that this expiration date is prior to the April 27th Planning Board meeting, an extension request will need to be submitted to our department prior to this expiration date.

This can simply be an email sent to Planning Staff requesting that the site plan not lapse. Staff can then recommend that the Planning Board grant the extension and final approval during the same meeting. We would also waive the \$50.00 fee typically associated with a second extension request. Please, feel free to reach out to our office with any questions that you may have about this.

Thank you,
Megan

Megan A. Fortson, AICP
Planner, Community Development Department
City of Keene
3 Washington Street
Keene, NH 03431
(603) 352-5440 | KeeneNH.gov



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

Meeting Date: April 27, 2026
To: Planning Board
From: Mari Brunner, Senior Planner
Through: Paul Andrus, Community Development Director
Subject: **Applications Ready for Final Approval**

Recommendation:

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

Attachments:

None

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 application is ready for final approval:

1. **PB-2025-06** – Cottage Court Conditional Use Permit, Major Site Plan, & Surface Water Protection Conditional Use Permit – Guitard Homes, 0 Court Street (TMP# 228-016-000)

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](https://www.keene-nh.gov/planning-board).



CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

Meeting Date: April 27, 2026

To: Planning Board

From: Evan Clements, Planner

Through: Mari Brunner, Senior Planner

Subject: **PB-2025-21 – Subdivision & Surface Water Protection Conditional Use Permit** – Applicant Cardinal Surveying & Land Planning and applicants/owners Fernando & Marguerite Cyr propose to subdivide the ~10.6-ac lot at 315 Old Walpole Rd (TMP# 210-027-000) into a ~7.9-ac lot and a ~2.7-ac lot. About 7,815 sf of impact to the surface water buffer is requested for a proposed driveway and grading for a leach field. The parcel is in the Rural district.

Recommendation:

To review the attached staff report and application materials in preparation for the public hearing.

Attachments:

1. Staff Report
2. Subdivision Application
3. CUP Application
4. Subdivision Narrative
5. CUP Narrative
6. Subdivision Plan
7. Surface Water CUP Plan
8. CUP Hydrology Plot Plans & Report
9. NHDES Letter

Background:

The subject property is a ~10.6-acre lot in the Rural District with an existing single-family home and several accessory structures, including a barn and three sheds. The applicant proposes to subdivide off a 2.7-acre lot from the main parcel to create a new, developable lot that will have an onsite well and septic. The proposed lot has an area of wetlands closer to the road and steep slopes at the rear with an area of land suitable for development located in between. Because a portion of the proposed driveway and grading associated with the leach field are within the 75-foot wetland buffer, the applicant is required to obtain a Surface Water Protection Conditional Use Permit concurrently with subdivision review.

STAFF REPORT

PB-2025-21 – SUBDIVISION & SURFACE WATER PROTECTION CUP– TWO LOT SUBDIVISION, 315 OLD WALPOLE RD

Request:

Applicant Cardinal Surveying & Land Planning and applicants/owners Fernando & Marguerite Cyr propose to subdivide the ~10.6-ac lot at 315 Old Walpole Rd (TMP# 210-027-000) into a ~7.9-ac lot and a ~2.7-ac lot. About 7,815 sf of impact to the surface water buffer is requested for a proposed driveway and grading for a leach field. The parcel is in the Rural district.

Background:

The subject parcel is an existing 10.7 ac lot located on the northern side of Old Walpole Rd approximately 3,000 ft from the Surry town line. The lot contains an existing single-family residence, gravel driveway, and three outbuildings. The property also contains a network of hardpack trails and a small pond. Site features include prohibitive slopes along the northeast portion of the lot and delineated wetlands on the southern portion near the frontage on Old Walpole Rd.

The purpose of this application is to subdivide the existing parcel into two residential lots. The existing residence will remain on a proposed ~7.9 ac parcel and a new ~2.7 ac residential building lot will be created. Due to the presence of delineated wetlands, a driveway design and Surface Water Protection Conditional Use Permit (CUP) is required to review proposed impacts to the wetland buffer. This is required to prove that the new lot is a viable building lot. A NHDES Wetland Permit has also been submitted for review and approval with the State.



Fig 1: Aerial of 315 Old Walpole Rd outlined in yellow.

Determination of Regional Impact:

Staff have made a preliminary evaluation that the proposal does not appear to 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.

Completeness:

The applicant has requested exemptions from submitting a separate existing and proposed conditions plan, landscaping plan, lighting plan, elevations, traffic analysis, soils analysis, historic evaluation, architectural and visual appearance analysis, and any other technical reports. Planning Staff have made the preliminary determination that granting the requested exemptions would have no bearing on the merits of this application and recommend that the Board accept the application as “complete.”

STAFF REPORT

Departmental Comments:

Engineering: A revised stormwater drainage report that includes all proposed and existing culverts in the analysis is required to ensure that the proposed stormwater management system functions as intended.

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

Article 20 – Subdivision Regulations:

20.2.1 **Lots:** The proposed lots appear to meet all dimensional requirements for the Rural District. The new lot will have 80 ft of frontage along Old Walpole Rd, which is a class V roadway. The remaining lot will have approximately 159 ft of frontage on Old Walpole Rd. It appears that this standard has been met.

20.2.2 **Character of Land for Subdivision:** The applicant states in their narrative that the front half of the parent parcel has slopes of 3 to 8% and the rear half is prohibitive slopes. A small pond and stream bisect the front half that limits buildable area due to the 75 ft wetland buffer. The narrative further states that there is approximately .5 ac of buildable upland between the wetland buffer and prohibitive slope for a house site and leach field. The Board will need to determine if this standard has been met.

20.2.3 **Scattered or Premature Development:** The proposed new lot is located along an existing City road in a developed residential area. It appears that this standard has been met.

20.2.4 **Preservation of Existing Features:** The applicant proposes to minimize impacts to existing features by designing the driveway to cross at the narrow point of the wetland system. The applicant states that there is sufficient buildable area between the wetland and prohibitive slope to develop without impact on the steep slopes. The stone wall along the road will be altered to create the driveway entrance. The stone walls interior to the property are not proposed to be altered with this application. Board will need to determine if this standard has been met.

20.2.5 **Monumentation:** The applicant states in their narrative that 5/8 inch capped rebar will be set at each new lot corner or angle point. A condition of approval related to the monuments being set or submittal of a financial security to ensure that the monuments are set is included in the suggested motion language below.

20.2.6 **Special Flood Hazard Areas:** The parent parcel is not located within a special flood hazard area. This standard is not applicable.

20.2.7 **Fire Protection & Water Supply:** The subject parcel is .8 mi. from the nearest hydrant on Old Walpole Rd and .71 mi. from the hydrant on Wyman Rd. The Fire Department did not raise any concerns on this application. This standard appears to be met.

20.2.8 **Utilities:** The proposed new building lot will be served by private well and septic systems. NHDES subdivision approval will be required for the new lot as it is less than five acres in size. A condition of approval related to NHDES subdivision approval is included in the suggested motion. It appears that this standard has been met.

STAFF REPORT

Article 11 – Surface Water Protection Overlay District Regulations:

- 11.6.2.A Relocation of Proposed Use / Activity: The installation of a driveway is permitted within the Surface Water buffer subject to the issuance of a Surface Water Protection CUP. The applicant states in their narrative that the proposed driveway must encroach into the buffer to reach the buildable upland and has been located to minimize impacts to the wetland by crossing at the narrowest point. The wetland crossing itself requires a Wetlands Permit from NHDES.
- 11.6.2.B Buffer Encroachment: The CUP Site Plan indicates that the proposed driveway and grading associated with the leach field will impact 7,815 sq. ft. of the 75-ft wetland buffer. The proposed driveway is designed to meet the long driveways standards in section 9.3.5 of the LDC. These standards include the requirement that the driveway be no wider than 10 ft, which reduces the amount of impact to the buffer. The design includes the installation of two stone level spreaders, drainage swale, and berm to control stormwater runoff from the driveway both into the wetland and the public right-of-way. The impact for the leach field is related to grading required to install the system. The leach field itself is not proposed within the wetland buffer as that is prohibited by section 11.4.A of the LDC.
- 11.6.2.C Adverse Impacts: The applicant states in their narrative that most of the future residential development of the property will be located outside the wetland buffer. This development will consist of the residence, driveway turn around, and subsurface septic system. The stormwater management system proposed with the driveway will take advantage of the favorable soils that will allow for significant infiltration, as described by the applicant in the narrative. The amount of clearing proposed is limited to what is necessary to install the driveway and associated stormwater structures.
- 11.6.2.D Preservation of Buffer: The applicant states in their narrative that vegetation clearing will be limited to what is necessary. Stumps will be left in the ground where practical. The proposal also includes seeding and reseeding sloped areas with a New England buffer zone vegetation mix. The applicant notes that there is minimal existing low growth vegetation so the seeding efforts will enhance the buffer zone.
- 11.6.2.E Additional Criteria for Consideration: The applicant states in their narrative that the existing wetland system is small and was created by a minor watershed that drains into developed land. The system is not connected to a larger wetland system in any meaningful way. No potentially endangered species were observed and the NHDES Data Check Tool provided a negative response with respect to the presence of endangered species.

The applicant describes the wetland as gently sloping towards the southern abutting property with little vegetation, sparsely located trees, and minimal herbaceous and shrub layers. Due to its size, the wetland does not experience high flow velocities and does not act to mitigate erosion or sediment transportation. It is also noted that due to the proximity of surrounding development, it is unlikely that the wetland and its buffer serve as a wildlife corridor.

STAFF REPORT

Recommended Motion:

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

“Approve PB-2025-21 as shown on the plan set prepared by Cardinal Surveying & Land Planning at a scale of 1”=50’ on September 17, 2025 and last revised on April 14, 2026 and on the plan set prepared by Graz Engineering with a variable scale on March 22, 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. Owners’ signatures appear on the plans.**
 - b. The wetland scientist stamp shall be put on the subdivision plans.**
 - c. Submittal of four (4) full sized paper copies, 2 mylar copies, and a flattened PDF version of the final plan set.**
 - d. Submittal of a check in the amount of \$51.00 made out to the City of Keene to cover the cost of recording fees.**
 - e. Inspection of lot monuments by the Public Works Director, or in lieu of this, the submittal of a security in a form and amount acceptable to the Public Works Director to cover the cost of monumentation.**
 - f. Submittal of documentation demonstrating that subdivision approval has been granted by the New Hampshire Department of Environmental Services.**
 - g. A revised stormwater management report to be reviewed and approved by the City Engineer.**
- 2. Subsequent to final approval and signature of the plans by the Planning Board Chair, the following conditions shall be met:**
 - a. Prior to the issuance of a building permit for new residential construction, a plan showing the proposed building envelope, driveway, grading, and erosion control measures shall be submitted to the Community Development Department for review by the City Engineer.**
 - b. Prior to the commencement of site work, the Community Development Department shall be notified when all erosion control measures have been installed and the 75-ft surface water buffer is flagged by a surveyor licensed in the state of NH. Community Development Staff shall inspect the erosion control measures and wetland flagging to ensure compliance with the approved plans and all City of Keene regulations.”**





City of Keene, NH Planning Board Subdivision Application

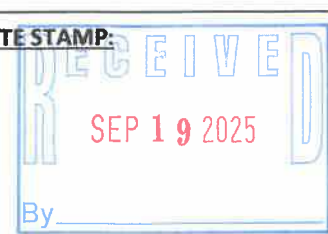
If you have questions about how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keeneh.gov

SECTION 1: PROJECT INFORMATION

PROJECT NAME: 2 LOT SUBDIVISION MAP 210-027-000	NUMBER OF LOTS PROPOSED:
PROJECT ADDRESS(ES): 315 OLD WALPOLE ROAD	

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY: FERNAND & MARGUERITE CYR	NAME/COMPANY: WENDY PELLETIER CARDINAL SURVEYING & LAND PLANNING
MAILING ADDRESS: 315 OLD WALPOLE RD KEENE	MAILING ADDRESS: PO BOX 160 SULLIVAN, NH 03445
PHONE: [REDACTED]	PHONE: 603-209-1989
EMAIL: —	EMAIL: WENDY@CARDINALSURVEYING.NET
SIGNATURE: 	SIGNATURE: 
PRINTED NAME: Fernand J CYR SR	PRINTED NAME: WENDY S. PELLETIER

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
NAME/COMPANY: —	TAX MAP PARCEL #(s): 210-027-000- - - -	
MAILING ADDRESS:	- - - - -	
PHONE:	- - - - -	
EMAIL:	PARCEL SIZE: 10.7ac	DATE STAMP:  By _____
SIGNATURE:	ZONING: Rural	
PRINTED NAME:	PROJECT #: PB-2025-21	



City of Keene, NH

Surface Water Protection Conditional Use Permit (CUP) Application

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

SECTION 1: PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS(ES):

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

NAME/COMPANY:

NAME/COMPANY:

MAILING ADDRESS:

MAILING ADDRESS:

PHONE:

PHONE:

EMAIL:

EMAIL:

SIGNATURE: *hargreaves*

SIGNATURE: *hargreaves*

PRINTED NAME:

PRINTED NAME:

AUTHORIZED AGENT

(if different than Owner/Applicant)

FOR OFFICE USE ONLY:

NAME/COMPANY:

TAX MAP PARCEL #(s):

MAILING ADDRESS:

PHONE:

PARCEL SIZE:

DATE STAMP:

EMAIL:

ZONING DISTRICT:

SIGNATURE:

Joshua Joslyn

PRINTED NAME:

PROJECT #:

SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS. BOTH PHYSICAL & DIGITAL COPIES OF APPLICATION MATERIALS MUST BE SUBMITTED USING THE METHODS BELOW.

- **Digitally:** Email (communitydevelopment@keeneh.gov) or a file-sharing platform (such as Dropbox)
- **Mail / Hand Deliver:** Community Development (4th Floor), City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Surface Water Protection Conditional Use Permit (CUP) applications are outlined further in **Article 11.6.3.B** and **Article 26.14** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

Note: Additional information may be required by the respective decision-making authority during the review process.

GENERAL SUBMITTAL REQUIREMENTS

CERTIFIED NOTICE LIST (See **Attachment A** for more information.)

2 SETS OF MAILING LABELS (See **Attachment A** for more information.)

PROJECT NARRATIVE (See **Section 2 of Attachment B** for more information.)

FEES: Fill in the information below to calculate the total fee.

\$200 base fee + \$62 legal ad fee + (_____ current USPS certificate of mailing rate x _____ abutters) = _____ **(Total Fee)**

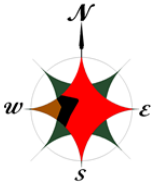
NOTE: Please call the Community Development Department for the current certificate of mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

INFORMATION DEMONSTRATING THAT THE PROPOSED ENCROACHMENT WILL NOT CAUSE ADVERSE IMPACTS TO THE SURFACE WATER RESOURCE, OR DESIGN DETAILS THAT DEMONSTRATE THAT PROPOSED MITIGATION WILL PREVENT ADVERSE IMPACTS TO THE SURFACE WATER RESOURCE. **SUBMITTED**
 EXEMPTION REQUESTED

WAIVERS (See **Section 3 of Attachment B** for additional information.) **WAIVER(S) REQUESTED**
 NO WAIVER(S) REQUESTED

PLAN SETS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
LOCATION MAP OF PROPOSED IMPROVEMENTS		
EXISTING CONDITIONS PLAN		
PROPOSED CONDITIONS PLAN		
GRADING PLAN		
LANDSCAPING PLAN		
LIGHTING PLAN		
ELEVATIONS		
TECHNICAL REPORTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
DRAINAGE REPORT		
TRAFFIC ANALYSIS		
SOIL ANALYSIS		
HISTORIC EVALUATION		
SCREENING ANALYSIS		
ARCHITECTURAL & VISUAL APPEARANCE ANALYSIS		
OTHER REPORTS / ANALYSES		

POSTED NOTICE REQUIREMENT (See **Section 1 of Attachment B** for additional information.)



CARDINAL SURVEYING & LAND PLANNING

PO Box 160
Sullivan, NH 03445
(603) 209-1989

www.cardinalsurveying.net

"Keep Your Boundaries"

April 13, 2026

2 Lot Subdivision
315 Old Walpole Road
Keene, NH 03431

Project Narrative

TM 210-027-000 is a 10.64 acre parcel in the rural district. There is one dwelling on the lot, a barn and 3 sheds for chickens, tools etc. The house is serviced by an on site well and leach field. The front half of the lot has slopes of 3-8 percent. There is a small drainage area and wetlands on the southwest corner. The rear portion is steep with slopes of 25-40 percent. No development will be within the prohibitive slope area. The lot is accessed by a single gravel driveway at the northwest corner.

The owners are proposing to subdivide the lot into 2 residential building lots. The main lot will be 7.94 ac and the proposed lot will be 2.70 acres on the south side of the property. The lot will have an onsite well and septic and will be accessed by a driveway near the northwest corner of the proposed lot line.

Article 20 Subdivision Regulations

20.2.1-Lots conform to the Zoning Regulations and have frontage on Old Walpole Road which is a class V highway. The proposed lot has 80 feet of frontage. The remainder lot has 159.77' of frontage.

20.2.2-Character of Land-The front 50% of the lot has slopes 3-8% grade and the rear 50% is prohibitive slopes. There is a small pond and stream that bisects the front half. An application for a C.U.P. has been submitted to address work proposed within the surface water protection buffer. There is approximately 0.5 acres of land between the buffer and the prohibitive slopes for a house site and leach field.

20.2.3-Scattered or premature development-The proposed subdivision is for one building lot in an area of small residential lots.

20.2.4-Preservation of Existing Features-There is an area of approximately ½ acre nestled between the surface water buffer and the steep slopes for a single family home, well and leachfield. The stream will have one small crossing at an existing crossing that will be designed by an engineer for minimal impact. The steep slopes will not be touched.

20.2.5-Monumentation-Capped 5/8" rebar will be set at each new lot corner or angle point upon approval of the application.

20.2.6- Special Flood Hazard Area-The existing and proposed lot are not within the SFHA.

20.2.7-Fire Protection & Water Supply-315 Old Walpole Road is 0.8 miles from the nearest hydrant on Old Walpole Road and .71 miles from the hydrant on Wyman Road. Private fire protection will be required from the new owner when a building permit is obtained.

20.2.8-Utilities-The proposed lot and building will have a private well and septic system. An approval for an individual septic system has been received from NHDES.

Article 21 Site Development Standards per section 21.1.3(A) single family structures are exempt from the site development standards.

No waivers are requested.

CUP Narrative

Client: Fred Cyr

Project Location: 315 Old Walpole Road; Keene, NH

Subject: Narrative accompanying CUP Permit

This letter is written to accompany a conditional use permit application for proposed work within the surface water protection overlay district associated with the construction of a new driveway on a proposed lot that is currently wooded and will be developed as a single-family residential lot. The conditional use permit is required by Land Development Code Article 11.6.1 (A) (2&3). Supplemental photos provide visuals of the existing wetlands crossing. In accordance with section 11.6.2 – a narrative is provided demonstrating compliance below. The land development code language is listed in **bold** with explanations below:

Article 11.6.2:

A. The proposed use and/or activity cannot be located in a manner to avoid encroachment into the Surface Water Protection Overlay District.

- As shown on the site plan, the delineated wetlands flow south along the entire frontage of the proposed parcel. The only developable area is located on the opposite side of the wetlands, and work must occur within the overlay district as a result, to access the buildable portion of the site.

B. Encroachment into the buffer area has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.

- The proposed driveway is located towards the northern most property line where the wetlands are the narrowest. In addition, there is already a pathway in the vicinity of the proposed crossing (i.e., there is already a culvert in place, and no additional work needs to occur in the wetlands). The proposed clearing has been minimized within the 75' buffer to only allow a driveway for access to the buildable portion of the site.

C. The nature, design, siting, and scale of the proposed use and the characteristics of the site, including but not limited to topography, soils, vegetation, and habitat, are such that when taken as a whole, will avoid the potential for adverse impacts to the surface water resource.

- This is a small scale project, providing one driveway to a building site for a single family dwelling. The impacts will be minimal, as the majority of the development will occur outside of the 75' buffer. Additionally, the soils on site consist of HSG B, allowing significant infiltration within all protected buffer zones. The proposed development is designed to minimize clearing and maintain existing vegetation to the maximum extent practicable in the overlay district.

D. The surface water buffer area shall be left in a natural state to the maximum extent possible. The Planning Board may establish conditions of approval regarding the preservation of the buffer, including the extent to which trees, saplings and ground cover shall be preserved.

- The only trees that shall be removed within the Surface Water Protection Overlay District are the trees that lie within the proposed clearing on the

attached plan. Tree stumps shall be left in tact in all practical locations. Side slopes of the driveway grading shall be reseeded with a New England buffer zone vegetation mix. Because there is currently minimal low growth vegetation, this will serve to enhance the buffer zone vegetation.

E. The Planning Board may consider the following to determine whether allowing the proposed encroachment will result in an adverse impact on the surface water resource.

- 1. The size, character, and quality of the surface water and the surface water buffer being encroached upon.**
 - i. This is a very small wetland that is created from a very small watershed. The wetland ultimately drains into developed land, and is surrounded by developed land with houses on both sides and a road on the other.
- 2. The location and connectivity of the surface water in relation to other surface waters in the surrounding watershed**
 - i. This wetland has a very small watershed that flows from a small man-made pond, collecting water that flows from the existing driveway and house site. The water ultimately flows off site to the abutters property, traveling with little buffer to the abutters lawn prior to crossing Old Walpole Road.
- 3. The nature of the ecological and hydrological functions served by the surface water.**
 - i. This wetland habitat provides little to no ecological function. The NHB Data check tool provided a negative result for potential endangered species. There are no vernal pools located in the vicinity of the proposed work. There is not enough water in the wetland to support aquatic life. No hydrological functions will be impacted with the proposed work. The existing culvert has been installed in a way to pass the 50 year storm.
- 4. The nature of the topography, slopes, soils, and vegetation in the surface water buffer**
 - i. The wetland is gently sloped towards the southern abutter. There is little vegetation, with sparsely located trees and minimal herbaceous and shrub layers. Soils are HSG B in the buffer, allowing significant infiltration before water reaches the wetland.
- 5. The role of the surface water buffer in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.**
 - i. Due to the very small watershed, this wetland does not see high velocities that cause erosion or sediment transport. The proposed project is located to minimize the impacts to the buffer, in turn limiting the negative effects on groundwater recharge. Because this is a narrow sloped wetland, there will be no impact on flow dispersion or flooding.
- 6. The extent to which the surface water buffer serves as wildlife habitat or travel corridor**
 - i. Due to the proximity to adjacent development, the buffer likely does not serve as a wildlife corridor. Furthermore, the proposed work will have minimal impact on a corridor as a driveway with minimal grading still allows animal passage.
- 7. The rate, timing and volume of stormwater runoff and its potential to influence water quality associated with the affected surface water or any associated downstream surface waters.**
 - i. The culvert that has been installed is designed to pass the 50-year design storm.

8. The sensitivity of the surface water and the surface water buffer to disruption from changes in the grade or plant and animal habitat in the buffer zone.

- i. This is not a sensitive wetland. There is very little low growth, with the majority of plants consisting of mature red maples. The ground cover consists of significant surface boulders. Due to the proximity to surrounding development, this does not serve as an ideal animal habitat, therefore the impacts are negligible.

Article 21 – Site Development Standards

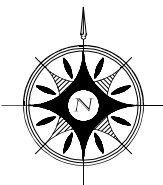
In accordance with section 21.1.3(A), single family structures are exempt from the site development standards.

Article 26.12 – Site Plan Review

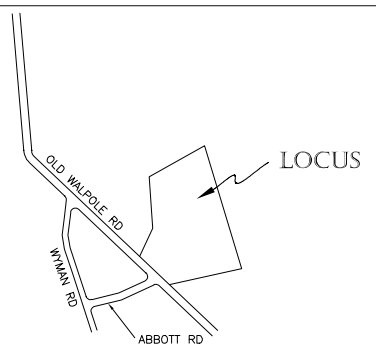
In accordance with 26.12.3(A), site plan review is not required for single family structures.

Sincerely,

GRAZ Engineering



MAGNETIC AUG 2025



LOCUS MAP
NOT TO SCALE

DISCLAIMERS

1. THE PARCEL MAY BE SUBJECT TO OTHER EASEMENTS AS THEY EXIST OF RECORD OR IN FACT. CARDINAL SURVEYING AND LAND PLANNING DOES NOT INTEND OR REPRESENT THAT ALL RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY ARE SHOWN. A SPECIFIC TITLE EXAMINATION IS SUGGESTED TO DETERMINE THE NATURE AND EXTENT OF RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY.
2. THE LOCATION OF ANY UTILITY INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE. CARDINAL SURVEYING & LAND PLANNING MAKES NO CLAIMS TO THE ACCURACY OR COMPLETENESS OF THE UTILITIES SHOWN. FIELD VERIFICATION IS REQUIRED PRIOR TO ANY EXCAVATION ON THE SITE.
3. MAGNETIC BEARINGS SHOWN HEREON ARE BASED ON A COMPASS OBSERVATION TAKEN IN AUGUST 2025 AND ARE FOR REFERENCE ONLY AND SERVE TO PROVIDE AN ANGULAR RELATIONSHIP BETWEEN LINES. VARIATIONS IN MAGNETIC BEARINGS MAY BE AFFECTED BY A CONSTANTLY CHANGING MAGNETIC DECLINATION AND LOCAL ATTRACTION.
4. CARDINAL SURVEYING & LAND PLANNING IS NOT RESPONSIBLE FOR PROPERTY DESCRIPTIONS PREPARED BY OTHER PERSONS FOR CONVEYANCE OF THE PROPERTY SHOWN HEREON.

WETLANDS CERTIFICATION

WETLANDS AS SHOWN WERE DELINEATED IN ACCORDANCE WITH THE ARMY CORPS OF ENGINEERS WETLAND DELINEATION MANUAL (TECHNICAL REPORT Y-87-1) ALONG WITH THE NORTHEAST REGIONAL SUPPLEMENT BY JASON C. BOLDOC, C.W.S. #320, IN NOVEMBER OF 2025.

NOTES

1. THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE MAP 210-027-000 INTO 2 RESIDENTIAL LOTS.
2. OWNER OF RECORD:
MAP 210-027-000
FERNAND SR & MARGUERITE CYR
315 OLD WALPOLE ROAD
KEENE, NH 03431
VOLUME 3046 PAGE 479
3. AREA OF MAP 210-027-000 PRIOR TO SUBDIVISION: 10.64 ACRES
4. MAP AND LOT NUMBERS REFER TO THE CITY OF KEENE TAX MAPS.
5. CURRENT ZONING: RURAL DISTRICT

MIN. LOT AREA - 2 ACRES
MIN. FRONTAGE - 50 FEET
MIN. WIDTH AT BUILDING LINE - 200 FEET

BUILDING SETBACKS:
FRONT - 50 FEET
SIDE - 50 FEET
REAR - 50 FEET
6. THE RIGHT OF WAY OF OLD WALPOLE ROAD WAS DETERMINED BY THE LOCATION OF STONEWALLS AND MONUMENTATION AND IS SHOWN TO BE 4 RODS WIDE (66') BASED ON THE LAYOUT OF 1836 RECORDED IN VOLUME 1 PAGE 37 ON FILE AT THE CITY OF KEENE CLERK'S OFFICE.
7. WETLANDS WERE DELINEATED ON NOVEMBER XX, 2025 BY JASON C. BOLDOC, CWS #320
8. ELEVATIONS ARE BASED ON AN ASSUMED DATUM. CONTOUR INTERVAL IS 5 FEET.
9. MAP 210-027-000 IS NOT WITHIN THE 100 YEAR FLOOD PLAIN.
10. SOIL INFORMATION IS BASED ON THE SOIL SURVEY OF CHESHIRE COUNTY, NEW HAMPSHIRE PREPARED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE, SOIL CONSERVATION SERVICE.
11. TITLE TO MAP 210-027-000 MAY INCLUDE THIS AREA. NO EVIDENCE WAS FOUND ALONG THE WESTERLY TIE LINE TO VERIFY THE DEED CALL.
12. SUBJECT TO C.U.P. APPROVAL

OWNER CERTIFICATION

I, FERNAND CYR SR, CERTIFY THAT I AM THE OWNER OF MAP 210-027-000. AND APPROVE OF THIS SUBDIVISION.

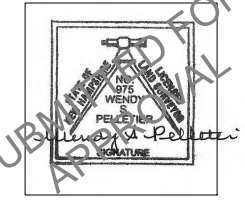
Fernand Cyr
FERNAND CYR _____ DATE _____

_____, 2025
APPROVED AS A SUBDIVISION
IN ACCORDANCE WITH THE PROVISIONS OF RSA 674.
THE CITY OF KEENE PLANNING BOARD
BY _____, CHAIRMAN

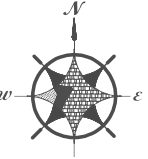
SURVEYOR'S CERTIFICATION

THIS SURVEY IS THE RESULT OF A RANDOM TRAVERSE USING AN ELECTRONIC TOTAL STATION AND MEETS THE MINIMUM REQUIREMENTS OF AN URBAN SURVEY AS SPECIFIED IN NH LAN TABLE 500.1.

I HEREBY CERTIFY THAT THIS PLAT CONFORMS TO ALL APPLICABLE LOCAL ZONING ORDINANCES AND RULES.



REVISIONS:
1. X/XX/XXX DESCRIPTIONS



SCALE: 1"= 50'

2 LOT SUBDIVISION
MAP 210-027-000
315 OLD WALPOLE ROAD
KEENE, NH 03431

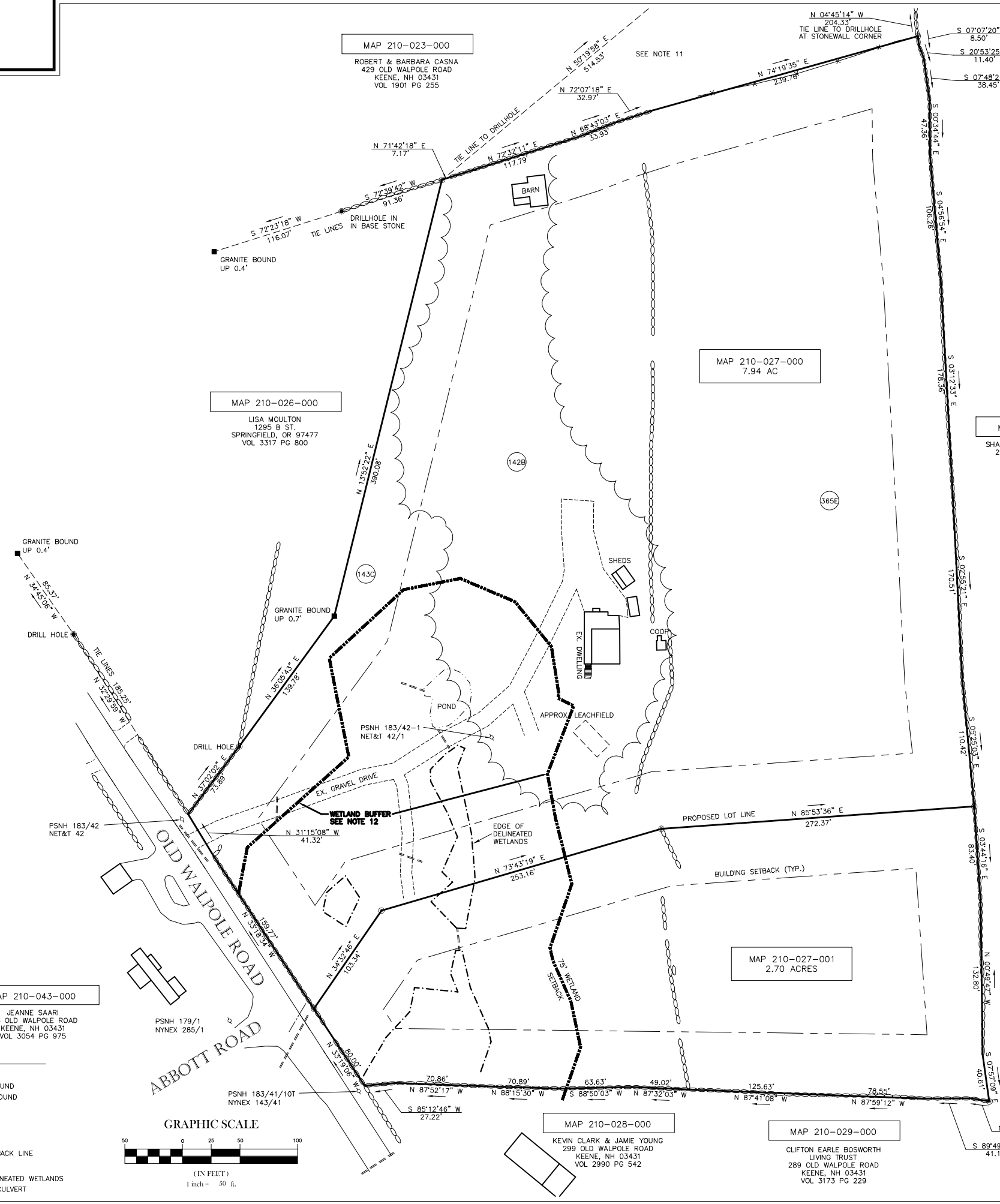
PREPARED FOR
FERNAND SR. & MARGUERITE CYR

CARDINAL SURVEYING & LAND PLANNING

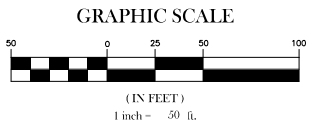
PO Box 160
Sullivan, New Hampshire 03445
Tel. (603) 209-1989

DATE: SEPT 17, 2025

SHT 1/2

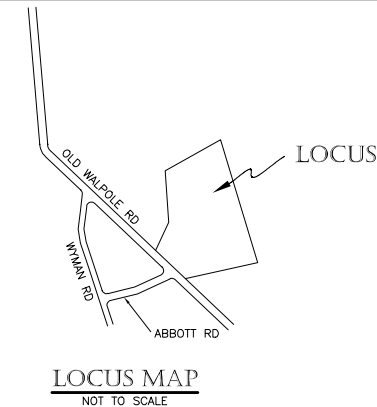


- LEGEND**
- PIN FOUND
 - MONUMENT FOUND
 - DRILL HOLE FOUND
 - REBAR SET
 - UTILITY POLE
 - TREE LINE
 - STONE WALL
 - BUILDING SETBACK LINE
 - STREAM
 - EDGE OF DELINEATED WETLANDS
 - 15" PLASTIC CULVERT



WETLANDS CERTIFICATION

WETLANDS AS SHOWN WERE DELINEATED IN ACCORDANCE WITH THE ARMY CORPS OF ENGINEERS WETLAND DELINEATION MANUAL (TECHNICAL REPORT Y-87-1) ALONG WITH THE NORTHEAST REGIONAL SUPPLEMENT BY JASON C. BOLDOC, C.W.S. #320, IN NOVEMBER OF 2025.



LOCUS MAP
NOT TO SCALE

SOILS LEGEND

- (142B) - MONADNOCK FINE SANDY LOAM, 3 TO 8 PERCENT SLOPES
- (143C) - MONADNOCK FINE SANDY LOAM, 8 TO 15 PERCENT SLOPES, VERY STONY
- (365E) - BERKSHIRE AND MONADNOCK SOILS, 25 TO 50 PERCENT SLOPES, EXTREMELY STONY

OWNER CERTIFICATION

I, FERNAND CYR SR, CERTIFY THAT I AM THE OWNER OF MAP 210-027-000, AND APPROVE OF THIS SUBDIVISION.

Fernand Cyr
FERNAND CYR DATE

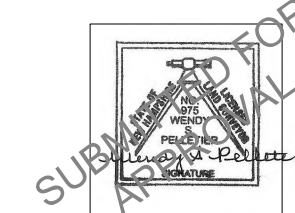
LEGEND

- - PIN FOUND
- - MONUMENT FOUND
- - DRILL HOLE FOUND
- - REBAR SET
- - UTILITY POLE
- - TREE LINE
- - STONE WALL
- - - - - BUILDING SETBACK LINE
- - - - - STREAM
- - - - - EDGE OF DELINEATED WETLANDS
- - - - - 15" PLASTIC CULVERT
- - TEST PIT
- - PERC TEST
- - 4,000 SQUARE FOOT DEDICATED SEPTIC AREA
- - PROTECTIVE WELL RADIUS
- - - - - LIMIT OF PROHIBITIVE SLOPE
- - SOILS LINE

SURVEYOR'S CERTIFICATION

THIS SURVEY IS THE RESULT OF A RANDOM TRAVERSE USING AN ELECTRONIC TOTAL STATION AND MEETS THE MINIMUM REQUIREMENTS OF AN URBAN SURVEY AS SPECIFIED IN NH LAN TABLE 500.1.

I HEREBY CERTIFY THAT THIS PLAT CONFORMS TO ALL APPLICABLE LOCAL ZONING ORDINANCES AND RULES.



REVISIONS:
1. X/XX/XXX DESCRIPTIONS

PLAN SET

SHEET 1/2 SUBDIVISION PLAN TO BE RECORDED AT CHESHIRE COUNTY REGISTRY OF DEEDS.

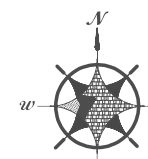
SHEET 2/2 TOPOGRAPHIC SUBDIVISION PLAN TO REMAIN ON FILE AT THE CITY OF KEENE COMMUNITY DEVELOPMENT OFFICE.

2 LOT SUBDIVISION
MAP 210-027-000
315 OLD WALPOLE ROAD
KEENE, NH 03431

PREPARED FOR
FERNAND SR. & MARGUERITE CYR

CARDINAL SURVEYING & LAND PLANNING

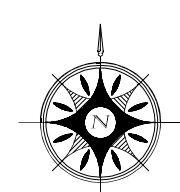
PO Box 160
Sullivan, New Hampshire 03445
Tel. (603) 209-1989



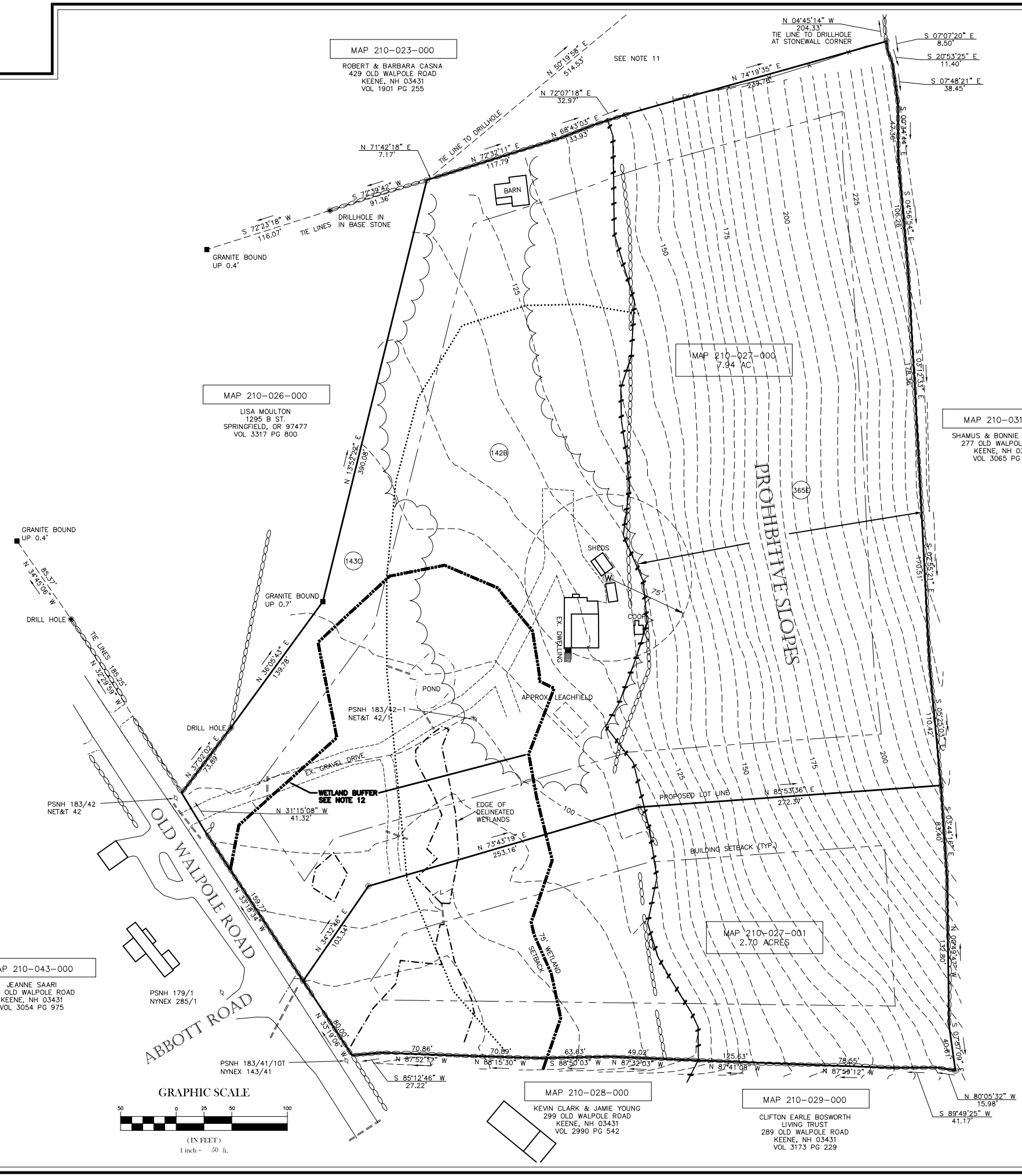
SCALE: 1" = 50'

DATE: SEPT 17, 2025

SHT 2/2



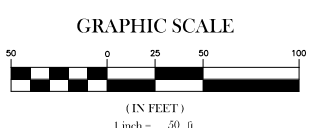
MAGNETIC AUG 2025



MAP 210-043-000
JEANNE SAARI
314 OLD WALPOLE ROAD
KEENE, NH 03431
VOL 3054 PG 975

PSNH 179/1
NYNEX 285/1

PSNH 183/41/10T
NYNEX 143/41



MAP 210-028-000
KEVIN CLARK & JAMIE YOUNG
299 OLD WALPOLE ROAD
KEENE, NH 03431
VOL 2990 PG 542

MAP 210-029-000
CLIFTON EARLE BOSWORTH
LIVING TRUST
289 OLD WALPOLE ROAD
KEENE, NH 03431
VOL 3173 PG 229

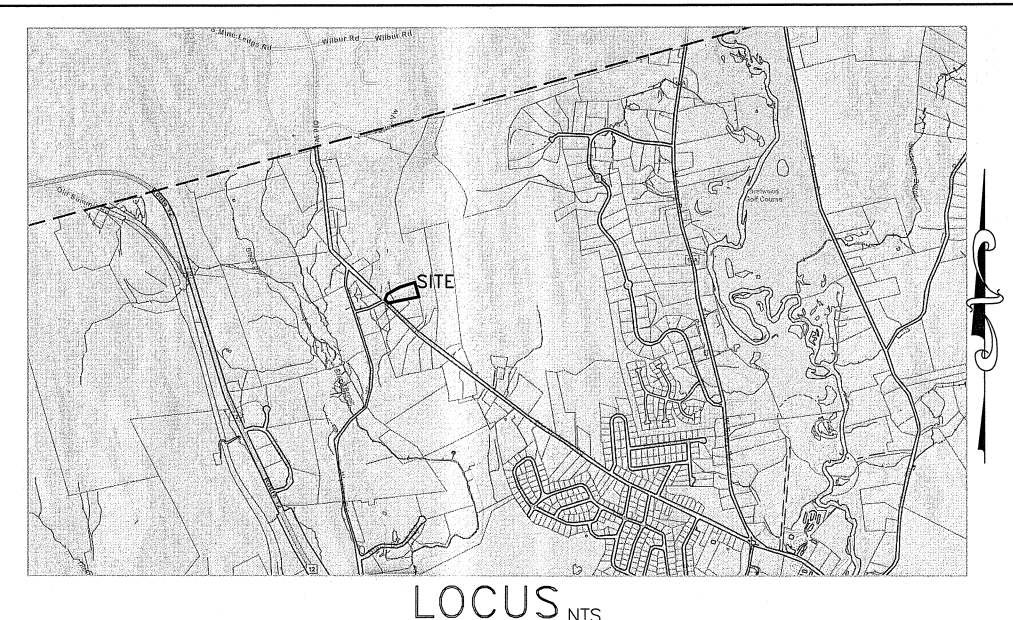
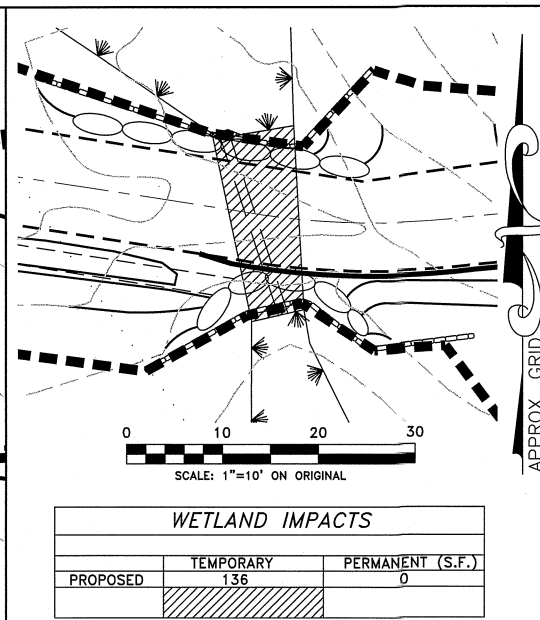
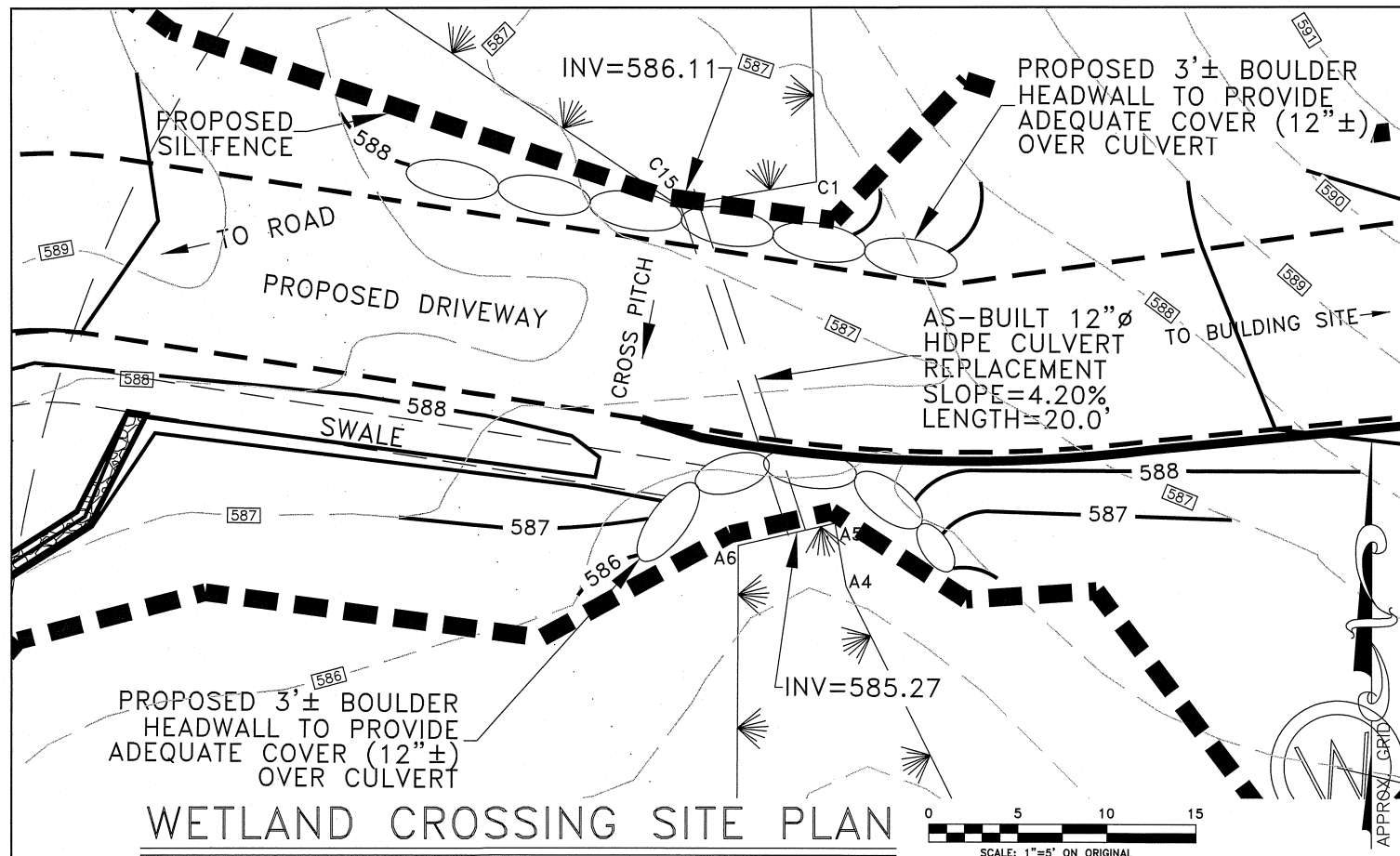
MAP 210-026-000
LISA MOULTON
1295 B ST.
SPRINGFIELD, OR 97477
VOL 3317 PG 800

MAP 210-023-000
ROBERT & BARBARA CASNA
429 OLD WALPOLE ROAD
KEENE, NH 03431
VOL 1901 PG 255

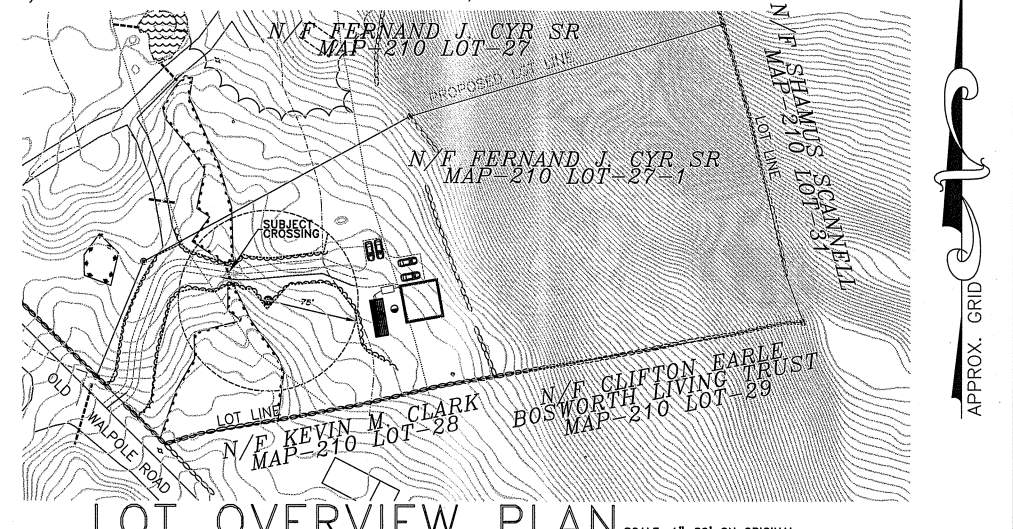
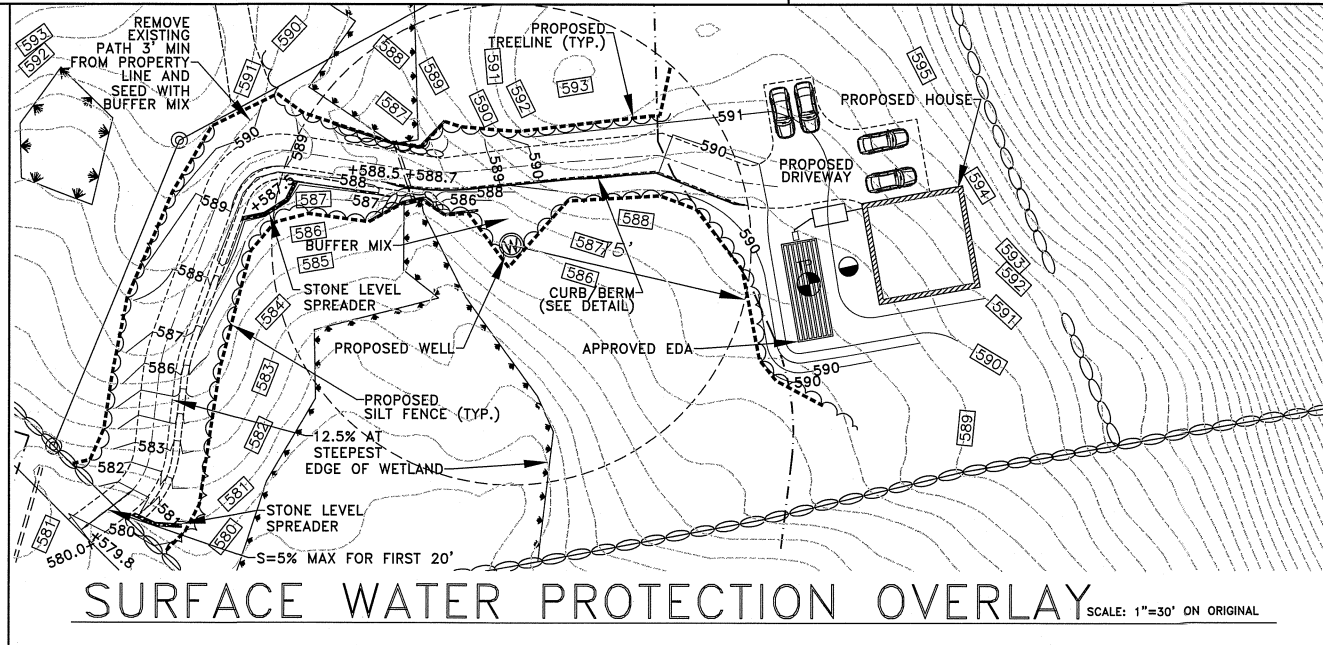
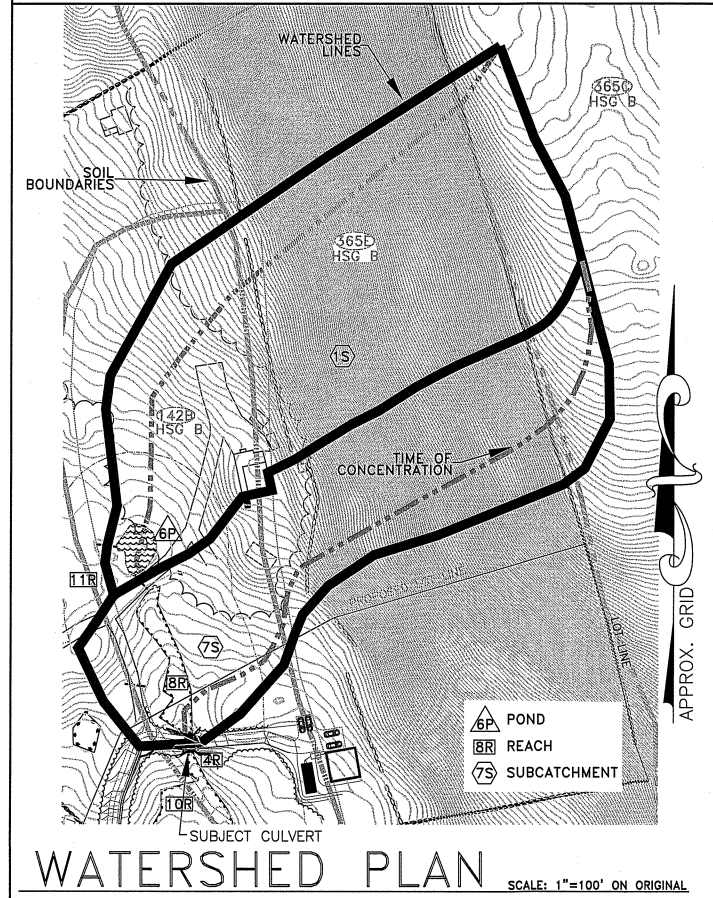
MAP 210-027-000
7.94 AC

MAP 210-031-000
SHAMUS & BONNIE SCANNELL
277 OLD WALPOLE ROAD
KEENE, NH 03431
VOL 3065 PG 306

MAP 210-027-001
2.70 ACRES



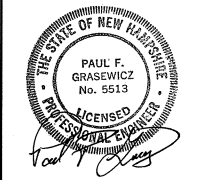
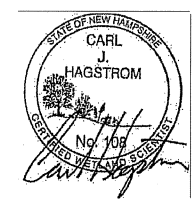
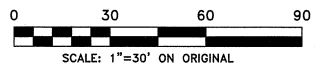
- GENERAL NOTES
- 1) THE PURPOSE OF THIS PLAN IS TO DEPICT THE WORK ASSOCIATED WITH A NHDES WETLANDS CROSSING PERMIT. THIS IS AN AFTER THE FACT PERMIT, AS THE WORK HAS ALREADY BEEN PERFORMED. THIS PROJECT CONSISTS OF A CULVERT THAT WAS REPLACED BY THE HOMEOWNER. BECAUSE OF THE NATURE OF THE PROJECT (AFTER THE FACT), ALL DISTURBANCE AREAS ARE ESTIMATED.
 - 2) THE REPLACEMENT CROSSING IS DESIGNED WITH THE HYDRAULIC CAPACITY OF THE 50-YEAR STORM. A HYDROLOGICAL ANALYSIS HAS BEEN PERFORMED THAT SHOWS THE INSTALLED CROSSING HAVING THE CAPACITY TO PASS A 50-YEAR STORM WITHIN THE WATERSHED.
 - 3) ALL TOPOGRAPHY OBTAINED THROUGH FIELD INSTRUMENT SURVEY WITH A RANDOM DATUM. SURVEY WAS THEN TRANSLATED TO LIDAR TOPOGRAPHY TO OBTAIN THE CONTOURS IN THE ENTIRE WATERSHED. DATUM IS NAVD88.
 - 4) ALL ADDITIONAL WORK SHALL COMPLY WITH THE NHDES STANDARDS, REQUIREMENTS & PERMITS.
 - 5) IDEALLY, ALL ADDITIONAL WORK SHOWN HEREON SHOULD BE CONDUCTED IN LOW-FLOW CONDITIONS.
 - 6) WETLANDS ON SITE DELINEATED BY CARL HAGSTROM, CWS 108 IN JUNE OF 2024 IN ACCORDANCE WITH THE ARMY CORPS OF ENGINEERS WETLAND DELINEATION MANUAL (TECHNICAL REPORT Y-87-1) ALONG WITH THE NORTHEAST REGIONAL SUPPLEMENT.
 - 7) SURVEY PERFORMED BY WENDY PELLITIER, LLS 975 IN AUGUST OF 2025.
 - 8) A CONDITIONAL USE PERMIT IS REQUIRED FOR WORK WITHIN THE SURFACE WATER PROTECTION OVERLAY DISTRICT.
 - 9) SILT FENCE IS TO BE INSTALLED PRIOR TO CONSTRUCTION AND REGULARLY INSPECTED/REPAIRED AS NEEDED.
 - 10) DISTURBED AREAS WITHIN THE SURFACE WATER PROTECTION OVERLAY DISTRICT SHALL BE SEED WITH A BUFFER MIX BY NEW ENGLAND WETMIX, OR EQUAL.
 - 11) TOTAL DISTURBANCE WITHIN 75' OF WETLANDS = 7,815 S.F.



SOILS

73B	BERKSHIRE FINE SANDY LOAM - HSG B
142B/143C	MONADNOCK FINE SANDY LOAM - HSG B
365C/365D/365E	MONADNOCK AND BERKSHIRE SOILS - HSG B

REVISED 4/13/26 PER CITY COMMENTS



DESIGNED BY	JJJ
DRAWN BY	JJJ
CHECKED BY	PFG
DATE	3/22/2026
SCALE	AS-NOTED
JOB NUMBER	26009

WETLAND CROSSING STORMWATER/HYDROLOGY PLAN
 PROPOSED MAP-210 LOT-27-1
 OLD WALPOLE ROAD; KEENE, NH

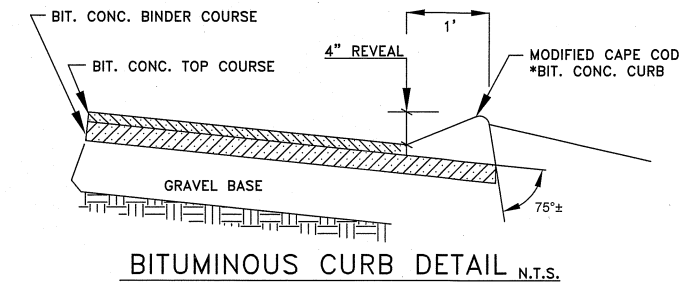
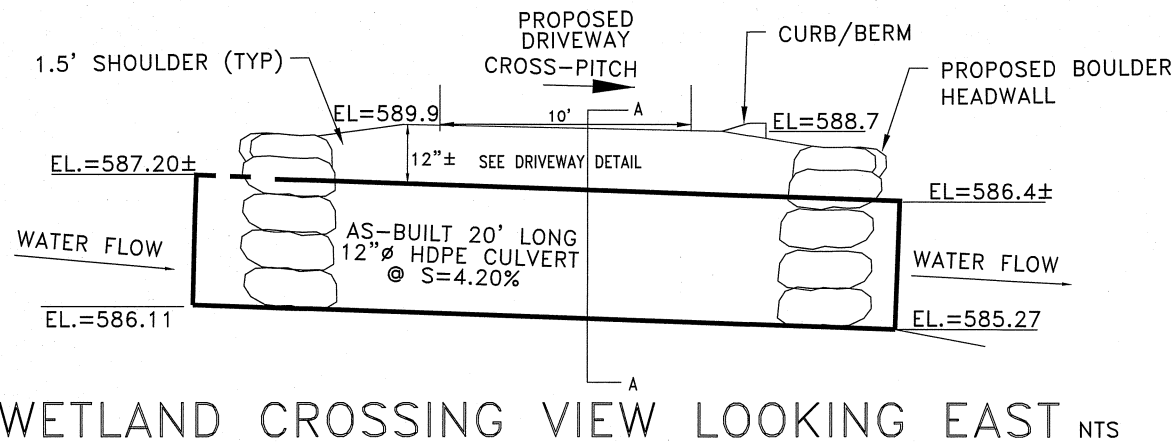
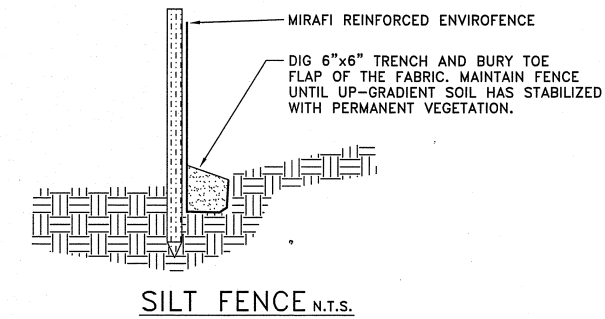
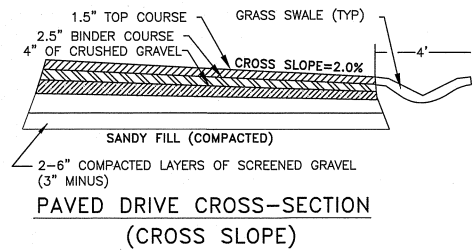
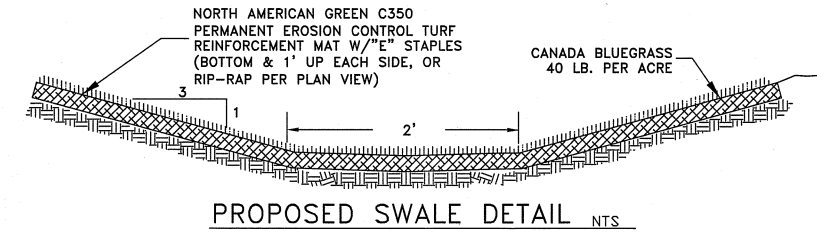
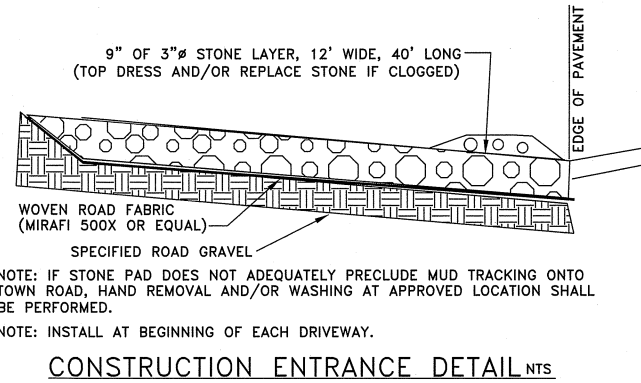
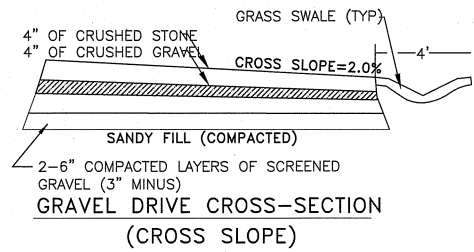
PREPARED FOR:
 FERNAND CYR
 315 OLD WALPOLE ROAD; KEENE, NH

GRAZ Engineering, LLC

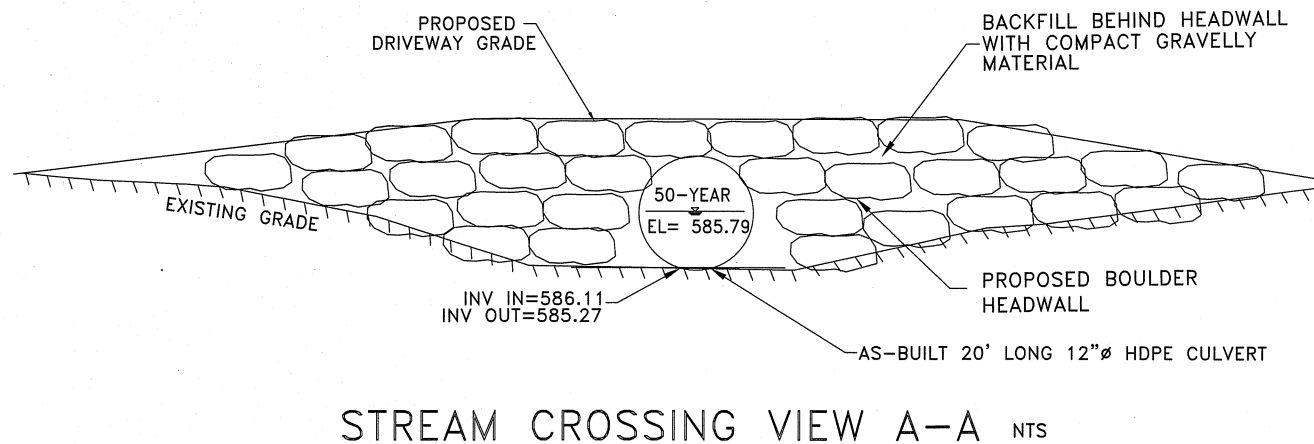
323 WEST LAKE ROAD; FITZWILLIAM, NH 03447; (603) 585-6959

FIELD BOOK NO. N/A

SHEET 1 OF 2

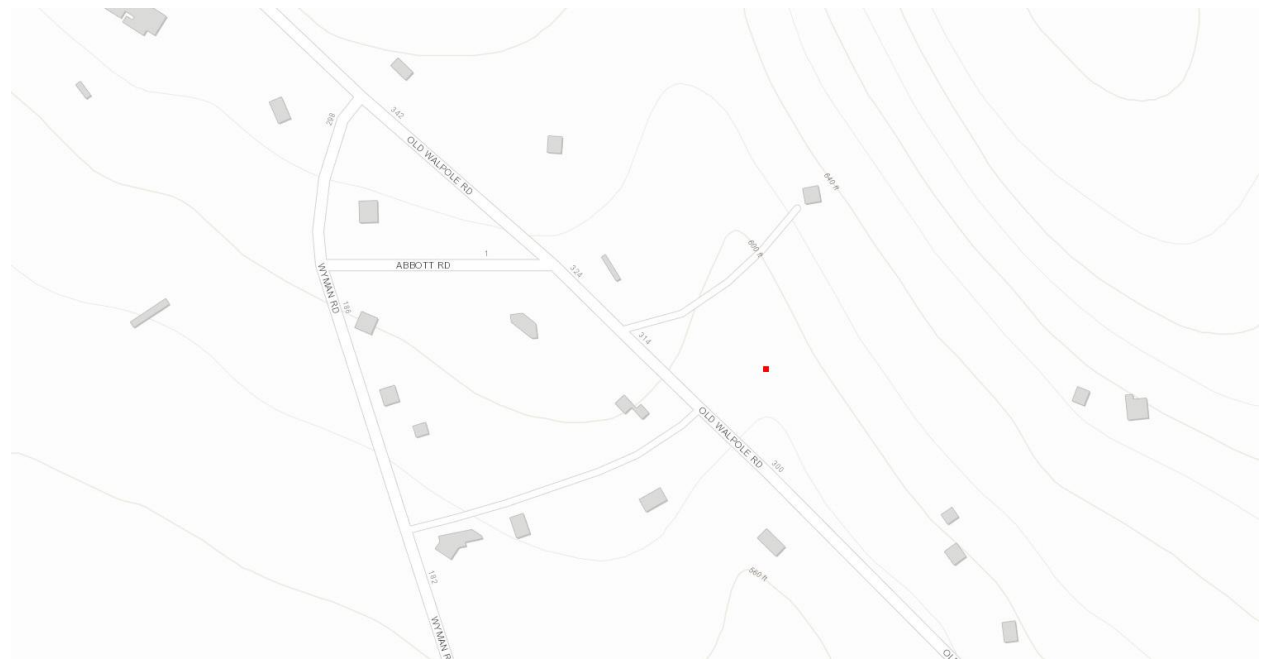


*IF A CRUSHED STONE DRIVEWAY IS CONSTRUCTED RATHER THAN A PAVED DRIVEWAY, THE CURB SHALL BE REPLACED WITH AN EMBANKMENT BERM 6" IN HEIGHT (OPPOSED TO 4 INCHES).

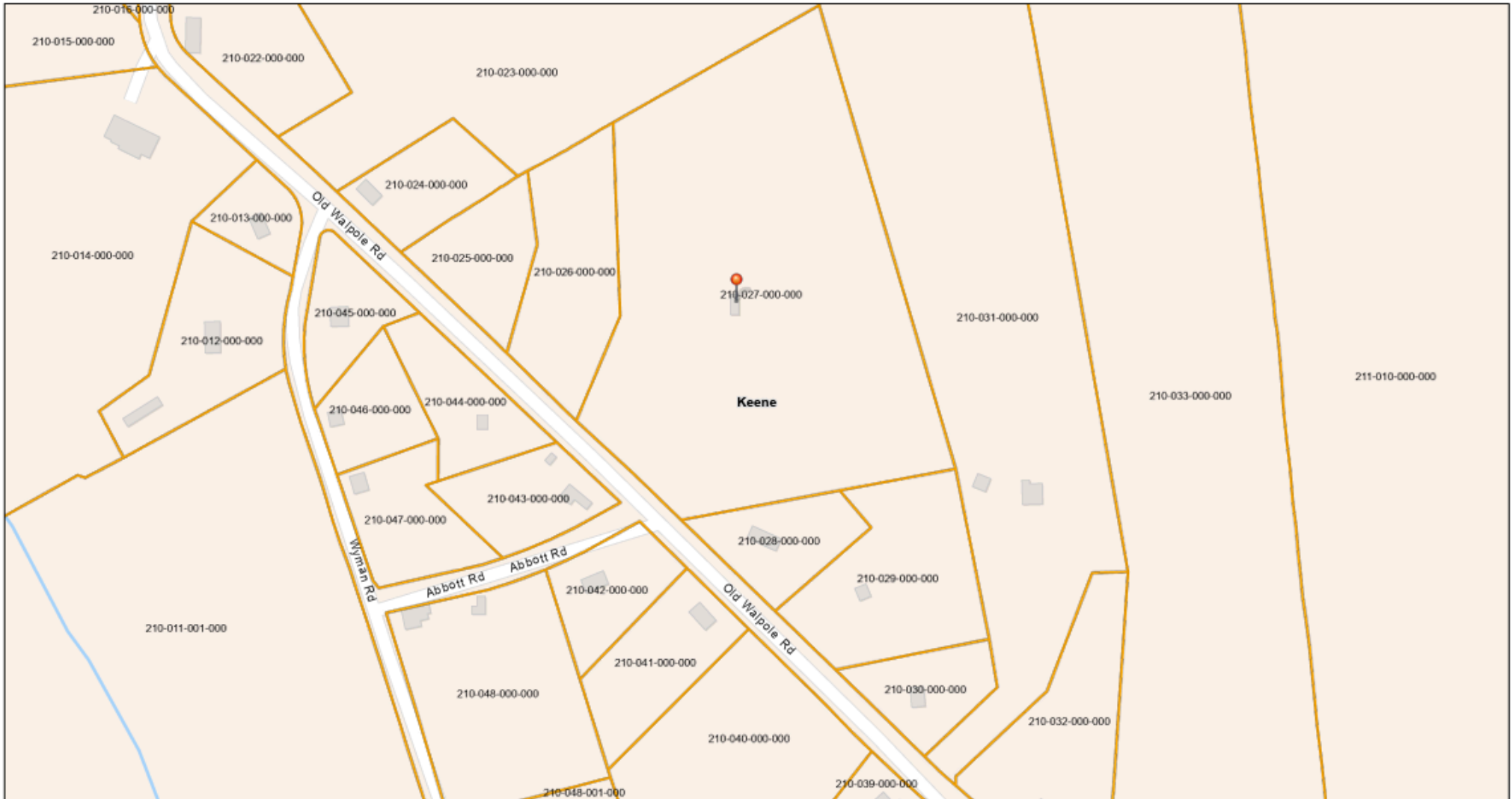


	DESIGNED BY JJJ	DETAILS PROPOSED MAP-210 LOT-27-1 OLD WALPOLE ROAD; KEENE, NH PREPARED FOR: FERNAND CYR 315 OLD WALPOLE ROAD; KEENE, NH	FIELD BOOK NO. N/A	
	DRAWN BY JJJ		GRAZ Engineering, LLC 	SHEET 2 OF 2
	CHECKED BY PFG			
	DATE 4/13/2026			
	SCALE AS-NOTED			
JOB NUMBER 26009				

MAP OF NOTIFICATION POINTS



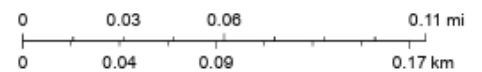
Map by NH DES OneStop Data Mapper



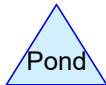
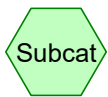
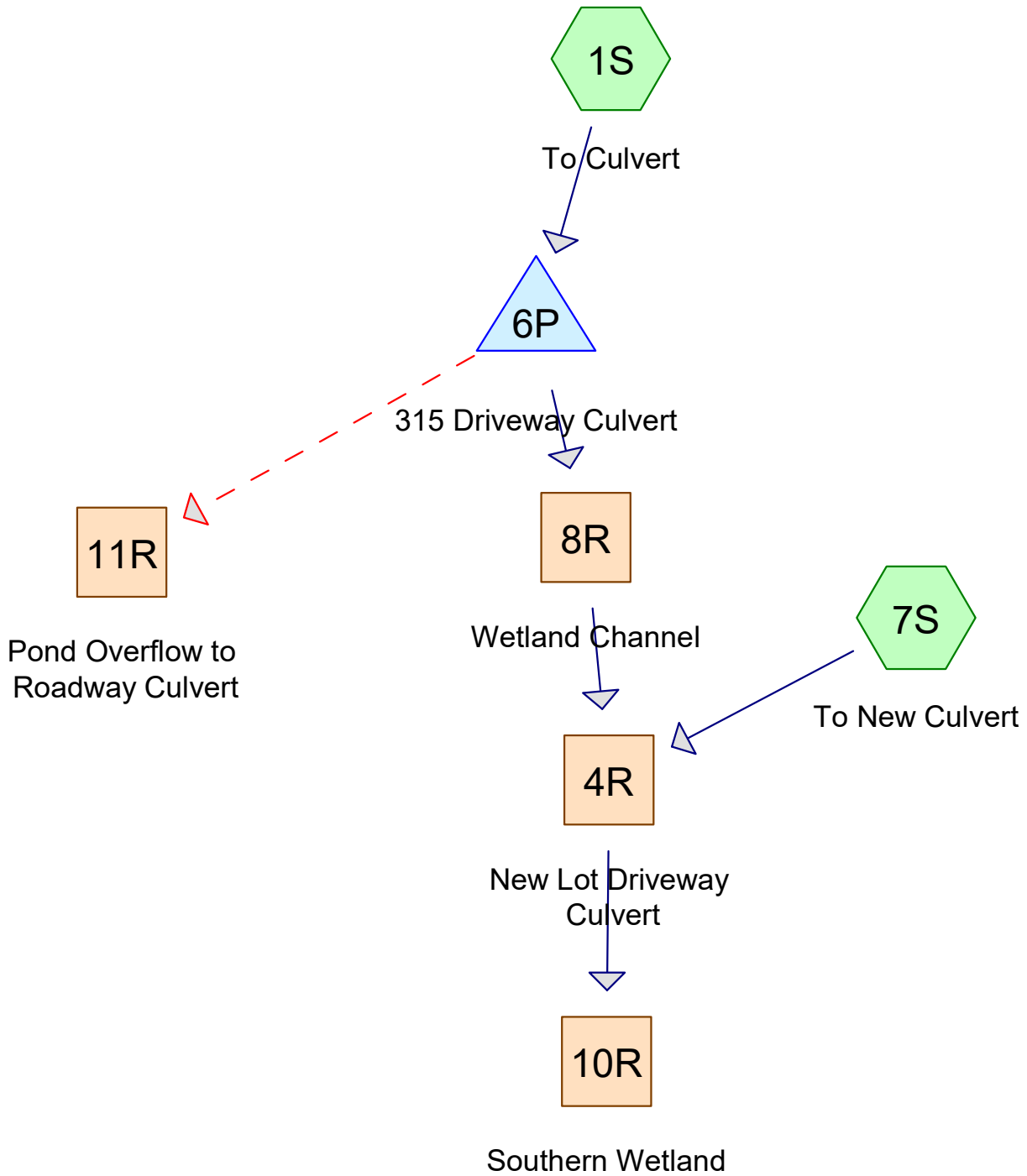
3/5/2026, 5:02:52 PM



1:3,018



NHDRA, Axtomatic, Inc., Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community



Routing Diagram for Cyr Hydrology
 Prepared by Graz Engineering, LLC, Printed 3/23/2026
 HydroCAD® 10.20-4c s/n 01440 © 2024 HydroCAD Software Solutions LLC

Cyr Hydrology

Prepared by Graz Engineering, LLC

HydroCAD® 10.20-4c s/n 01440 © 2024 HydroCAD Software Solutions LLC

Printed 3/23/2026

Page 2

Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	50 YR-ATLAS-14	Type III 24-hr		Default	24.00	1	5.34	2

Cyr Hydrology

Prepared by Graz Engineering, LLC

HydroCAD® 10.20-4c s/n 01440 © 2024 HydroCAD Software Solutions LLC

Printed 3/23/2026

Page 3

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
1.038	61	>75% Grass cover, Good, HSG B (1S, 7S)
0.205	96	Gravel surface, HSG B (1S, 7S)
0.042	98	Roofs, HSG B (1S, 7S)
3.975	55	Woods, Good, HSG B (1S, 7S)
5.260	58	TOTAL AREA

Summary for Subcatchment 1S: To Culvert

Runoff = 3.70 cfs @ 12.20 hrs, Volume= 0.372 af, Depth= 1.43"
 Routed to Pond 6P : 315 Driveway Culvert

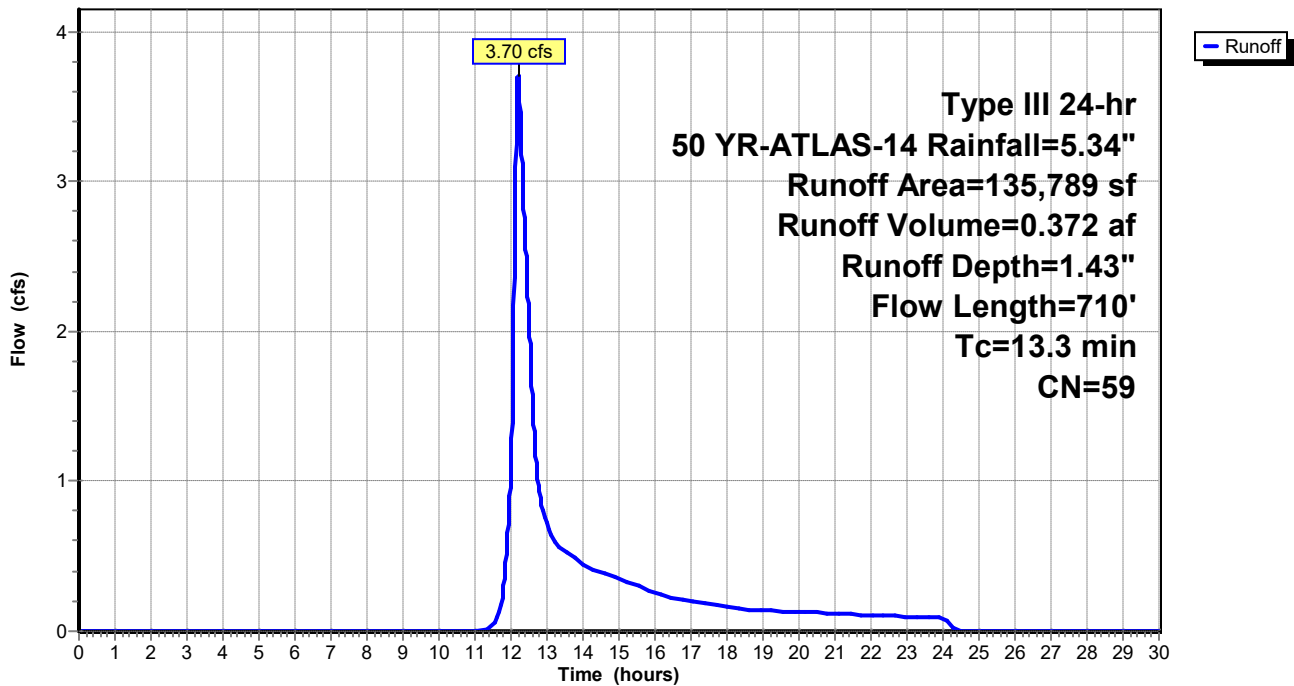
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
 Type III 24-hr 50 YR-ATLAS-14 Rainfall=5.34"

Area (sf)	CN	Description
96,195	55	Woods, Good, HSG B
32,747	61	>75% Grass cover, Good, HSG B
5,432	96	Gravel surface, HSG B
1,415	98	Roofs, HSG B
135,789	59	Weighted Average
134,374		98.96% Pervious Area
1,415		1.04% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.6	50	0.1200	0.13		Sheet Flow, Woods: Light underbrush n= 0.400 P2= 2.70"
6.7	660	0.1070	1.64		Shallow Concentrated Flow, Woodland Kv= 5.0 fps
13.3	710	Total			

Subcatchment 1S: To Culvert

Hydrograph



Cyr Hydrology

Prepared by Graz Engineering, LLC

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Type III 24-hr 50 YR-ATLAS-14 Rainfall=5.34"

Printed 3/23/2026

Page 5

Summary for Subcatchment 7S: To New Culvert

Runoff = 2.34 cfs @ 12.22 hrs, Volume= 0.243 af, Depth= 1.36"

Routed to Reach 4R : New Lot Driveway Culvert

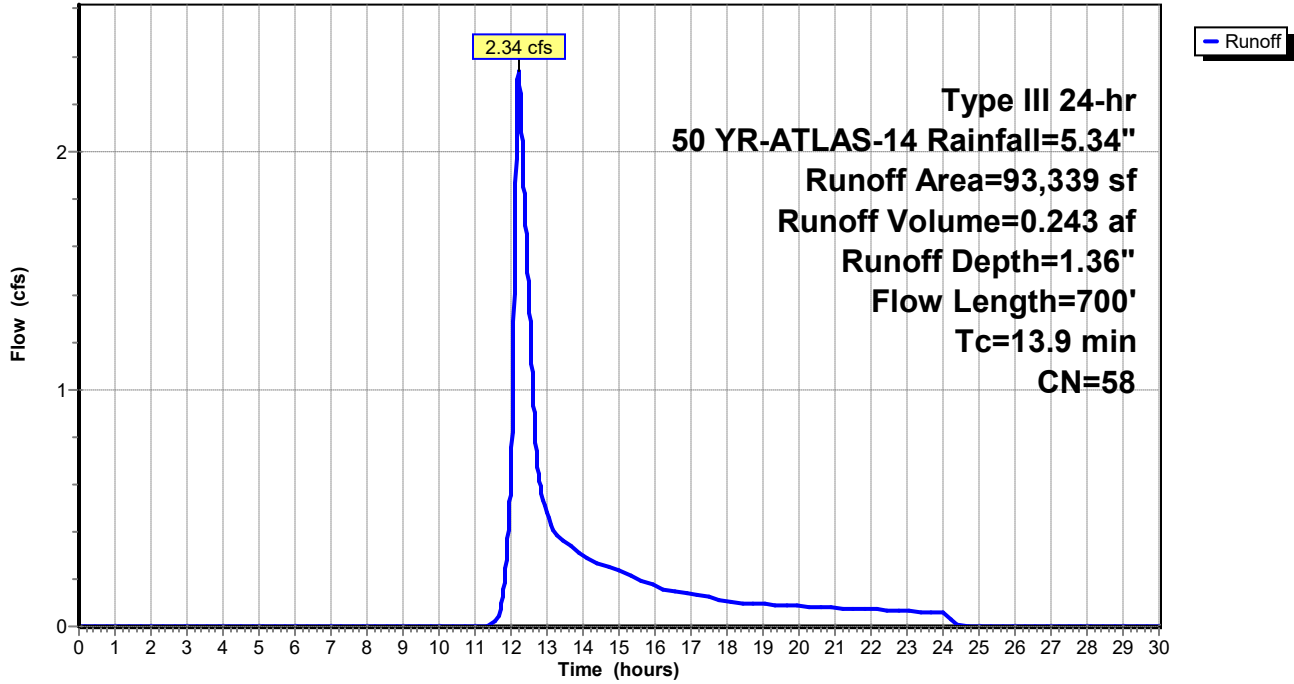
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
 Type III 24-hr 50 YR-ATLAS-14 Rainfall=5.34"

Area (sf)	CN	Description
12,472	61	>75% Grass cover, Good, HSG B
3,495	96	Gravel surface, HSG B
76,976	55	Woods, Good, HSG B
396	98	Roofs, HSG B
93,339	58	Weighted Average
92,943		99.58% Pervious Area
396		0.42% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.7	50	0.0600	0.10		Sheet Flow, Woods: Light underbrush n= 0.400 P2= 2.70"
1.0	100	0.1200	1.73		Shallow Concentrated Flow, Woodland Kv= 5.0 fps
1.7	320	0.4000	3.16		Shallow Concentrated Flow, Woodland Kv= 5.0 fps
2.5	230	0.0950	1.54		Shallow Concentrated Flow, Woodland Kv= 5.0 fps
13.9	700	Total			

Subcatchment 7S: To New Culvert

Hydrograph



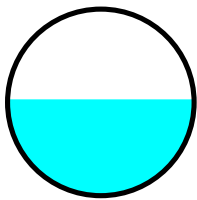
Summary for Reach 4R: New Lot Driveway Culvert

Inflow Area = 5.260 ac, 0.79% Impervious, Inflow Depth > 1.40" for 50 YR-ATLAS-14 event
 Inflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af
 Outflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af, Atten= 0%, Lag= 0.0 min
 Routed to Reach 10R : Southern Wetland

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3
 Max. Velocity= 12.26 fps, Min. Travel Time= 0.0 min
 Avg. Velocity= 4.60 fps, Avg. Travel Time= 0.1 min

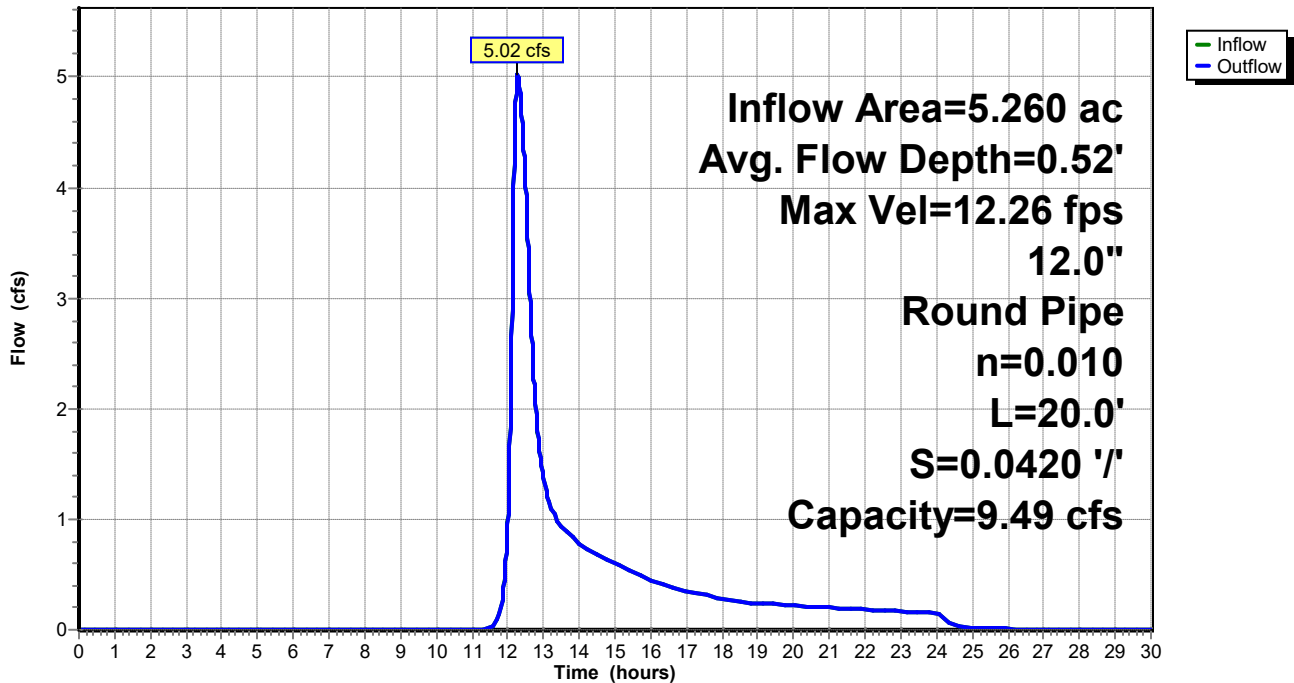
Peak Storage= 8 cf @ 12.28 hrs
 Average Depth at Peak Storage= 0.52' , Surface Width= 1.00'
 Bank-Full Depth= 1.00' Flow Area= 0.8 sf, Capacity= 9.49 cfs

12.0" Round Pipe
 n= 0.010 PVC, smooth interior
 Length= 20.0' Slope= 0.0420 '/'
 Inlet Invert= 585.41', Outlet Invert= 584.57'



Reach 4R: New Lot Driveway Culvert

Hydrograph



Summary for Reach 8R: Wetland Channel

Inflow Area = 3.117 ac, 1.04% Impervious, Inflow Depth > 1.43" for 50 YR-ATLAS-14 event
 Inflow = 2.97 cfs @ 12.33 hrs, Volume= 0.371 af
 Outflow = 2.97 cfs @ 12.34 hrs, Volume= 0.371 af, Atten= 0%, Lag= 0.6 min
 Routed to Reach 4R : New Lot Driveway Culvert

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3
 Max. Velocity= 2.47 fps, Min. Travel Time= 0.8 min
 Avg. Velocity = 0.90 fps, Avg. Travel Time= 2.2 min

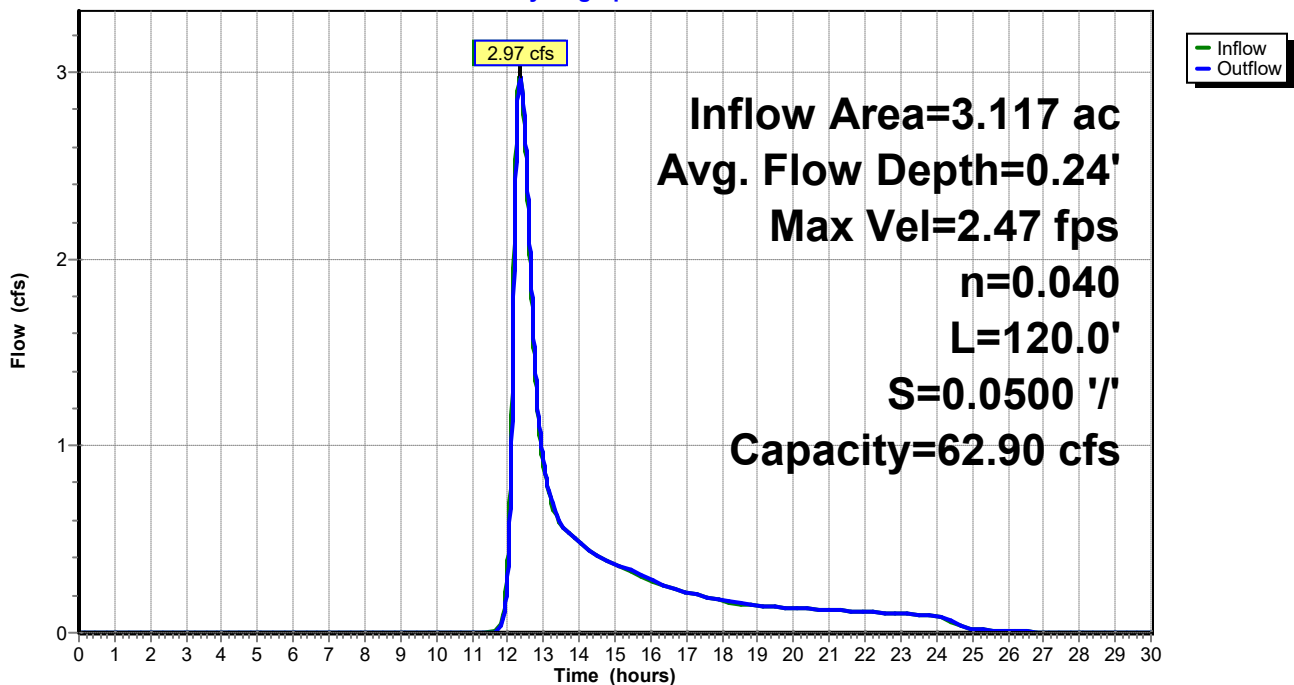
Peak Storage= 144 cf @ 12.34 hrs
 Average Depth at Peak Storage= 0.24' , Surface Width= 7.40'
 Bank-Full Depth= 1.00' Flow Area= 10.0 sf, Capacity= 62.90 cfs

15.00' x 1.00' deep Parabolic Channel, n= 0.040 Earth, cobble bottom, clean sides
 Length= 120.0' Slope= 0.0500 '/'
 Inlet Invert= 595.00', Outlet Invert= 589.00'



Reach 8R: Wetland Channel

Hydrograph



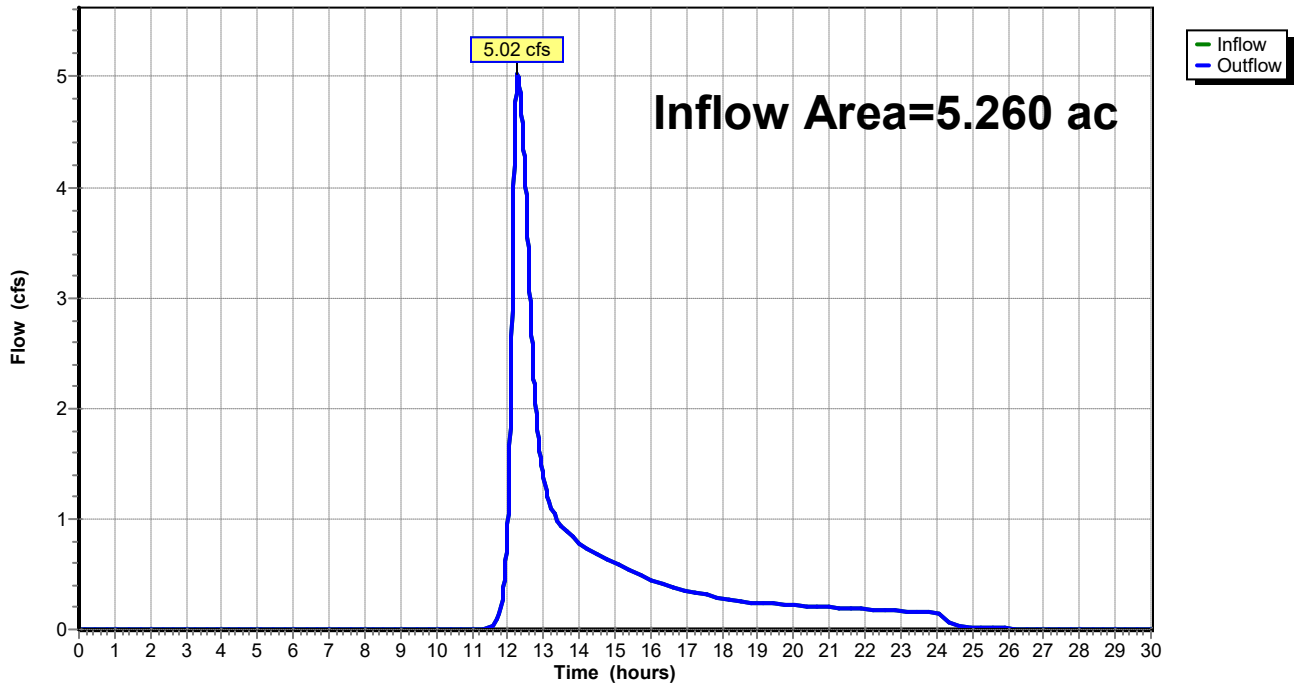
Summary for Reach 10R: Southern Wetland

Inflow Area = 5.260 ac, 0.79% Impervious, Inflow Depth > 1.40" for 50 YR-ATLAS-14 event
Inflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af
Outflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3

Reach 10R: Southern Wetland

Hydrograph

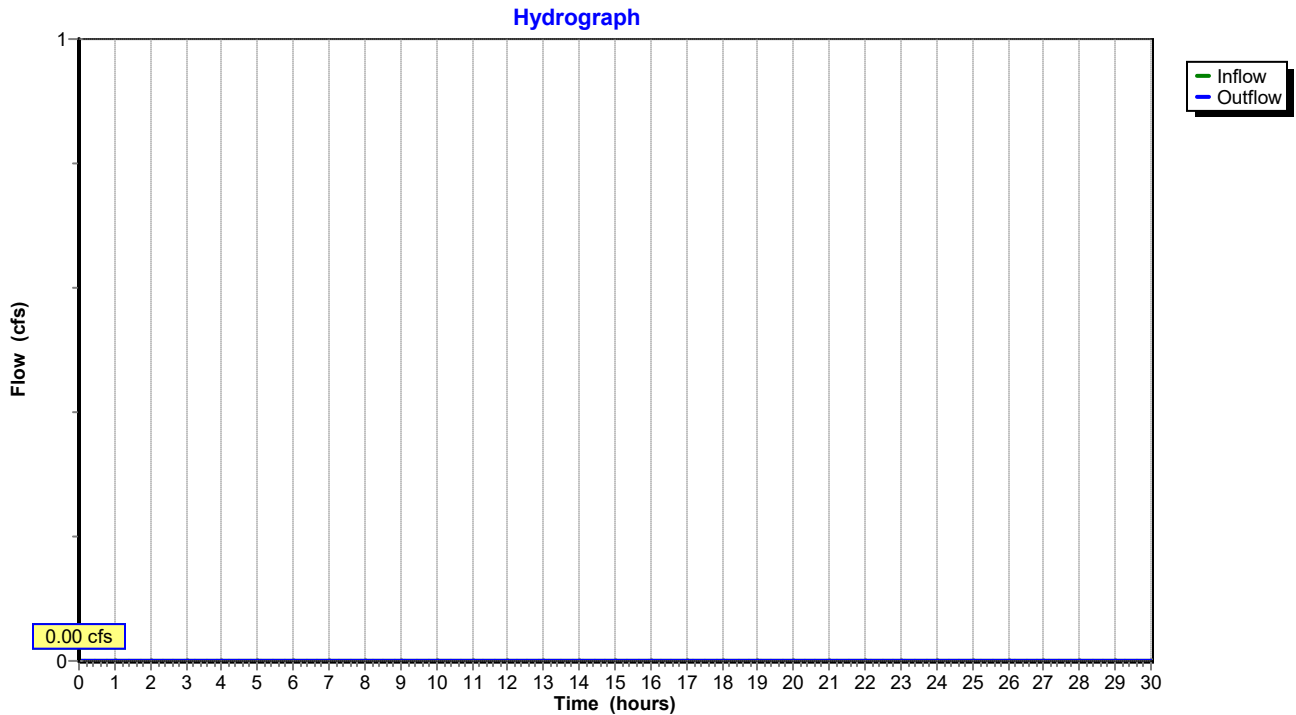


Summary for Reach 11R: Pond Overflow to Roadway Culvert

Inflow = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af
Outflow = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3

Reach 11R: Pond Overflow to Roadway Culvert



Summary for Pond 6P: 315 Driveway Culvert

Inflow Area = 3.117 ac, 1.04% Impervious, Inflow Depth = 1.43" for 50 YR-ATLAS-14 event
 Inflow = 3.70 cfs @ 12.20 hrs, Volume= 0.372 af
 Outflow = 2.97 cfs @ 12.33 hrs, Volume= 0.371 af, Atten= 20%, Lag= 7.9 min
 Primary = 2.97 cfs @ 12.33 hrs, Volume= 0.371 af
 Routed to Reach 8R : Wetland Channel
 Secondary = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af
 Routed to Reach 11R : Pond Overflow to Roadway Culvert

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3
 Starting Elev= 596.46' Surf.Area= 1,400 sf Storage= 768 cf
 Peak Elev= 597.49' @ 12.33 hrs Surf.Area= 1,947 sf Storage= 2,515 cf (1,747 cf above start)

Plug-Flow detention time= 53.8 min calculated for 0.354 af (95% of inflow)
 Center-of-Mass det. time= 19.4 min (899.8 - 880.4)

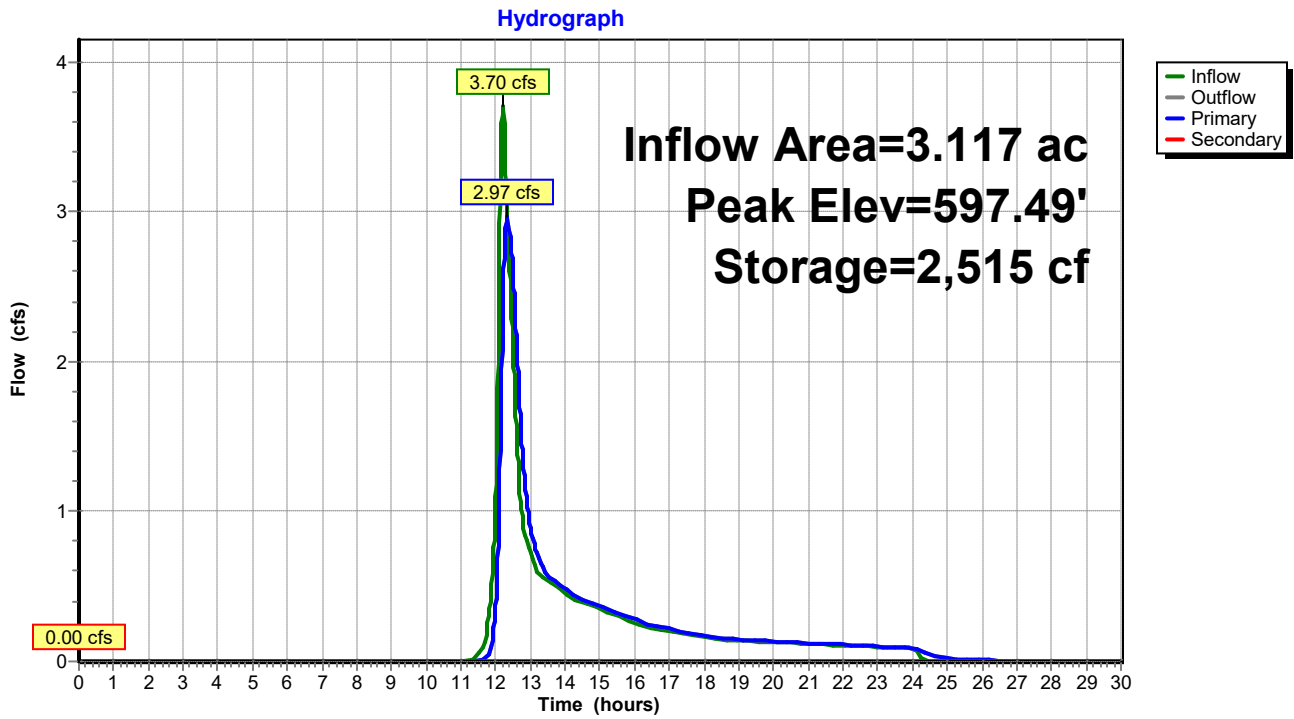
Volume	Invert	Avail.Storage	Storage Description
#1	595.50'	8,273 cf	Custom Stage Data (Prismatic) Listed below (Recalc)
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
595.50	200	0	0
596.50	1,450	825	825
598.00	2,200	2,738	3,563
599.00	7,220	4,710	8,273

Device	Routing	Invert	Outlet Devices
#1	Primary	596.46'	15.0" Round Culvert L= 19.0' CPP, projecting, no headwall, Ke= 0.900 Inlet / Outlet Invert= 596.46' / 595.22' S= 0.0653 '/' Cc= 0.900 n= 0.010 PVC, smooth interior, Flow Area= 1.23 sf
#2	Primary	598.33'	40.0' long (Profile 6) Broad-Crested Rectangular Weir Head (feet) 0.49 0.98 1.48 Coef. (English) 3.12 3.41 3.59
#3	Secondary	598.00'	7.0' long (Profile 6) Pond Overflow Head (feet) 0.49 0.98 1.48 Coef. (English) 3.12 3.41 3.59

Primary OutFlow Max=2.97 cfs @ 12.33 hrs HW=597.49' TW=595.24' (Dynamic Tailwater)
 1=Culvert (Inlet Controls 2.97 cfs @ 2.73 fps)
 2=Broad-Crested Rectangular Weir (Controls 0.00 cfs)

Secondary OutFlow Max=0.00 cfs @ 0.00 hrs HW=596.46' TW=0.00' (Dynamic Tailwater)
 3=Pond Overflow (Controls 0.00 cfs)

Pond 6P: 315 Driveway Culvert





DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

Dates valid: 3/5/2026 through 3/5/2027

Permit type(s): Standard Dredge & Fill - Minimum; or Expedited

Project ID: DCT26-0557

Applicant: Joshua Joslyn-Grasewicz

Location: Keene
Tax Map: 210, Tax Lot: 27-1
Address: Old Walpole Road

Project description: This is a wetlands crossing permit for a culvert replacement.

Dear Joshua Joslyn-Grasewicz:

A screening of the project area determined that the proposed work is not expected to impact protected species, exemplary natural communities or critical habitat. If the scope of the project has changed, this letter may be considered invalid and a new submission must be submitted on the Datacheck Tool.

DataCheck Tool screening only includes occurrences of protected species and habitat that have been documented and verified by state biologists and ecologists. This letter does not guarantee these are the only protected species and habitat present at this location. As many areas have never been surveyed, or have only been surveyed for certain species, on-site surveys are the best way to determine the resources present on your site.

Federal compliance:

This letter does not constitute compliance with the federal Endangered Species Act (ESA). There may be federally listed species in New Hampshire that are impacted by your activity not included in this letter. For ESA compliance, please visit the U.S. Fish and Wildlife Service's (USFWS) [Information for Planning and Consultation \(iPaC\) website](#) for an official list of federally listed species that may be present in your project area. If a federal agency is involved in your project through funding, permit or other authorization, coordinate your iPaC results with your point of contact at the agency for further ESA review. If there is no federal agency nexus to your project, and you determine through iPaC, habitat evaluations, etc. that a project may cause take of a federally listed species, we recommend coordinating with the USFWS' New England Field Office (newengland@fws.gov or [603-223-2541](tel:603-223-2541)).

Sincerely,

Ecological Review Section
Land Resources Management Program
[\(603\) 271-7972](tel:603-271-7972)
ecologicalreviews@des.nh.gov



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

Meeting Date: April 27, 2026
To: Planning Board
From: Mari Brunner, Senior Planner
Through: Paul Andrus, Community Development Director
Subject: **Bicycle and Pedestrian Master Plan Update**

Recommendation:

Informational

Attachments:

None

Background:

Keene was an early leader in planning for walking and biking, creating its first Bicycle and Pedestrian Master Plan in 1999, well ahead of many similar communities. That plan guided many successful projects over the past two decades. Today, many of those projects have been completed, and the data used at the time is now outdated.

To ensure the plan is aligned with the recently-adopted 2025 Comprehensive Master Plan and reflects current conditions, community needs, and future opportunities, the City is working in collaboration with the Bicycle Pedestrian Path Advisory Committee to create a new Bicycle and Pedestrian Master Plan. The project aims to create a connected network that provides reliable, sustainable access to schools, parks, shopping areas, and other everyday destinations. This update will use community input and data analysis to identify practical improvements that enhance safety, strengthen connections, and support an active and accessible future for Keene residents.

Please [visit the project webpage](#) to learn about upcoming opportunities to get involved and access the [community survey](#).



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

Meeting Date: April 27, 2026
To: Planning Board
From: Mari Brunner, Senior Planner
Through: Paul Andrus, Community Development Director
Subject: Training on Site Development Standards

Recommendation:

Informational

Attachments:

None

Background:

Beginning in mid-2024, staff have periodically provided training on the Planning Board's Site Development Standards as outlined in Article 21 of the Land Development Code. All training sessions have been recorded and are available for public access on the City of Keene's YouTube channel. The following topics have been covered to date:

1. [Authority for Site Plan Review](#)
2. [Minor Project Review Committee](#)
3. [Thresholds for Site Plan Review](#)
4. [Major Site Plan Process](#)
5. [Board Review of Site Plans](#)
6. [Public Hearing Overview](#)
7. [Off-Site Improvements](#)
8. [Board Decisions](#)
9. [Standard 1 – Authority, Purpose, and Applicability](#)
10. [Standard 2 – Drainage and Stormwater Management](#)
11. [Standard 3 – Sediment and Erosion Control](#)
12. [Standards 4 & 5 – Snow Storage and Landscaping](#)

As time allows, additional training will be provided to cover the remaining Site Development Standards, which include: 6 - Screening, 7 - Lighting, 8 - Sewer & Water, 9 - Traffic & Access Management, 10 - Filling & Excavation, 11 - Surface Waters & Wetlands, 12 - Hazardous & Toxic Materials, 13 - Noise, and 14 - Architecture & Visual Appearance.