



**Planning Board – May 22, 2017, 6:30PM**  
**City Hall Council Chambers - 3 Washington Street, 2<sup>nd</sup> floor**

**AGENDA**

- I. **Call to order** – roll call
- II. **Minutes of previous meeting** – April 24, 2017
- III. **Public Hearing**
  1. **SPR-02-17 – Liberty Utilities – 43 Production Avenue – Site Plan** – Liberty Utilities (EnergyNorth Natural Gas Corp.) proposes to install a temporary compressed natural gas facility at 43 Production Avenue. The site is 16.2 acres in size and located in the Industrial Zoning District (TMP# 702-01-005). The Applicant is requesting a Surface Water Protection Ordinance Conditional Use Permit for the installation of paved vehicle turnaround in the Surface Water Protection Buffer.
  2. **SPR-04-17 – 185 Winchester Street – Site Plan** – Jim Phippard of Brickstone Land Use Consultants, LLC, on behalf of Theroux Properties, LLC proposes to demolish and rebuild an existing barn and expansion of parking. The site is 0.59-acres in size and located in the Commerce Zoning District (TMP# 052-01-003).
  3. **Planning Board Fee Schedule** – The City of Keene Planning Department is proposing to amend the Planning Board Fees, which were last revised in February of 2012. The proposed revisions are documented on the Planning Board Fee schedule dated May 10, 2017, which is available for review in the Planning Department on the 4th Floor of City Hall.
- VI. **New Business**
- VII. **Upcoming Dates of Interest – June 2017**

Planning Board Meeting – June 26, 6:30 PM  
Planning Board Steering Committee – June 13, 12:00 PM  
Joint PB/PLD Committee – June 12, 6:30 PM  
Planning Board Site Visits – June 21, 8:00 AM – **To Be Confirmed**

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**CITY OF KEENE  
NEW HAMPSHIRE**

**PLANNING BOARD  
MEETING MINUTES**

Monday, April 24, 2017

6:30 PM

Council Chambers

Members Present

Gary Spykman, Chairman  
Douglas Barrett, Vice-Chair  
Nathaniel Stout  
George Hansel  
Pamela Russell Slack  
Chris Cusack  
Martha Landry  
Andrew Bohannon

Staff:

Rhett Lamb, Asst. City Manager/Planning  
Director  
Tara Kessler, Planner

Members Not Present:

Mayor Kendall Lane  
Tammy Adams, Alternate  
David Webb, Alternate

**I. Call to order – Roll Call**

Chair Spykman called the meeting to order at 6:30 PM and a roll call was taken.

**II. Minutes of previous meeting** – February 27, 2017

Pamela Russell-Slack indicated that Mayor Lane should be noted as being present at the meeting.

A motion was made by George Hansel to accept the February 27, 2017 minutes as amended. The motion was seconded by Pamela Russell-Slack and was unanimously approved.

**III. Public Hearing**

**1. SPR-01-17 – 639 Marlboro Rd, (Rt. 101) – Bulk Fuel Storage Facility – Site**

**Plan**

Applicant Fieldstone Land Consultants, PLLC on behalf of owner, MAC Milford Realty LLC, proposes to build a 5,000 SF maintenance garage and office building and install two 30,000 gallon liquid propane tanks at 639 Marlboro Rd. The site is 5.05 acres in size and located in the Industrial & Conservation Zoning Districts (TMP# 068-01-001).

**A. Board Determination of Completeness.**

Planner Tara Kessler recommended to the Board that the Application SPR-01-17 was complete. A motion was made by George Hansel that the Board accept this application as complete. The motion was seconded by Andrew Bohannon and was unanimously approved.

**B. Public Hearing**

Mr. Chad Brennan civil engineer for Field Stone Lane Consultants addressed the Board first. Mr. Brennan stated he is before the Board representing the owner Mack Milford Realty LLC and Ciardelli Fuel Company. Mr. Brennan stated this application is for the purpose expanding the bulk fuel storage facility located at 639 Marlboro Road (Route 101).

Mr. Brennan stated this project proposes to construct a 5,000 square foot maintenance building, garage and office building and the installation for two 30,000 gallon propane storage tanks. South of the site is Branch River and Swanzey Factory Road. Property consists of 5.05 acres of

land and is located in the Industrial and Conservation Zoning districts. This property was developed by Chabott Coal and Oil in the late 1980's as a fuel storage facility. The improvements being proposed lie within the Industrial Zone and there is an existing tree line within the southern boundary which is flanked by jurisdictional wetland which is adjacent to Branch River. There is also the 100-year floodplain line which is depicted by the blue line on the plan. The property slopes north to south with storm water running into the Branch River. This proposal will maintain the existing access off Route 101.

Ciardelli Fuel Company purchased Chabot Coal and Oil and are looking to expand their presence in Keene.

Mr. Brenna stated there are number of site improvements contemplated with this proposal. The existing gravel parking area will be paved. There will be three parking spaces provided at the front of the office site, one of which would be a handicap space, five spaces under the canopy area, and nine spaces to the west, which would call for 17 spaces.

The tank storage area is currently at the center of the site will be relocated to the westerly portion and will be enclosed by a chain link fence for protection. Other improvements would include connecting the site to municipal water and sewer. Site lighting will be provided by seven building mounted lights and two pole mounted lights – they will all be full cutoff fixtures. The lighting meets the uniformity ratio. There will be some landscaping improvements as depicted on the plan along Marlboro Road. Applicant will be maintaining the existing plants but are proposing some infill landscaping. Any area disturbed will be mulched and seeded.

Mr. Brennan stated the applicant feels the site configuration will offer significant improvements on Marlboro Road and all the improvements will be shielded from Marlboro Road. One of the biggest improvements is the storm water management system being put in place. Currently all the water runs into the wetland area without any treatment. This project would construct a conveyance swale along the perimeter of the property which will move the water into an infiltration basin along the west side of the work zone.

The development of this site will have some impact on the floodplain, currently they are proposing to fill in about 108 cubic yards of flood plain. The applicant has filed for a City permit which is under review but the applicant is providing for a compensatory storage area which would provide for about 128 cubic feet of flood storage so they don't expect any negative impact to the flood plain because of this project.

In summary, Mr. Brennan stated the applicant feels this design meets local and state requirements and have addressed the 19 development standards. This concluded Mr. Brennan's presentation.

Dr. Cusack noted the existing stockade fence is going to be replaced by a chain link fence and asked whether any additional screening to act as buffer could also be added. Mr. Brennan stated the chain link fence is just for security and noted the existing stockade fence doesn't provide much of a buffer currently nor is it aesthetically pleasing. The plan is to add more landscaping in place of the stockade fence at the front of the property on both sides of the road which would cut back on the visibility into the site. He added the storage tanks are being relocated to the western corner of the property.

Chair Spykman asked for the landscaping being proposed. Mr. Brennan stated they are proposing two sunset maples in front of the property, 15 Rhododendrons in clusters along the front of the property, 10 Viburnum and six Junipers. He added they plan to infill around the evergreen that is already on site.

Ms. Landry asked about the maintenance garage and how much traffic this site will see during the course of a day as the staff report says. Mr. Brennan stated what they are proposing is not an expansion to what exists there right now. The fuel trucks are already on site and what is being proposed is propane storage which will reduce the traffic. The “Bobtail” on site requires regular filling but when there is a large reservoir is kept on site these trips would reduce. There will be about ten employees who will be working out of this site and many use this site already. He added it is not going to be a drastic change, the business is already happening right now out of the building and the applicant just wants to improve the look of the building and make their presence known in the community.

Ms. Russell-Slack stated she welcomes this new company to Keene stated she liked what is being proposed.

Staff comments were next. Ms. Kessler with respect to drainage the applicant is proposing to construct a collection swale and infiltration basin which will not increase the peak rate runoff volume from the site. Engineering had no comments on this. The applicant would need to obtain a Shoreland Protection Permit from EPA.

With respect to Sedimentation and Erosion Control the applicant proposes to install silt fencing and erosion control blankets which will be installed to the south of the proposed development area, parallel to the Branch River. She referred to the floodplain impact and the 128 cubic feet of fill that is being brought in, which exceeds the impact.

With reference to landscaping, they meet the standards and the applicant has indicated the chain link fence is more for security of the two 30,000 gallon propane tanks. The tank storage is now going to be located behind these propane tanks and added while there will be additional landscaping it will be difficult to completely screen these structures from the right of way because of the size of these structures.

Traffic impact is less than 50 vehicles per day. The applicant would need to obtain a renewal of their site access permit from the NHDOT to continue to use the access onto Route 101. This is a condition of approval.

With respect to hazardous and toxic materials, this is a proposal for storage of propane on site and would need a permit from DES to verify that a Spill Prevention, Control and Countermeasure Plan is in place.

Surface Waters - As mentioned previously, a Shoreland Permit from the NH Department of Environmental Services is pending. This site is also located within surface water protection ordinance but because the Shoreland Permit is required the local permits are waived.

Ms. Kessler stated there is no concern with architectural elements – the applicant is proposing the office area of the building will have an evergreen pre-finished standing seam metal awning over the door and window areas. The lower 3’ to 4’ of the office area will have be split-face masonry in a natural color. The architectural style and design of the proposed building appears to

be consistent with the existing development on the site and with an industrial area. Chair Spykman stated he doesn't quite agree with staff's comments with respect to standard 19. Architecturally it is a shed.

With no further comments, the Chair asked for public comment next.

Mr. Todd Little of 606 Marlboro Road stated he was not here to oppose the project but as a neighbor has some concerns. Mr. Little stated he has been a contractor for 35 years and he would look at this proposal as a sensitive project with many impacts such as runoff and spill containment, he asked if there are oil separators for the work that is being proposed for the garage. Mr. Little went on to say he has been at meetings in the past where the beautification of corridors was discussed and over the past 15 years this has dissolved. He stated he did not want to lose the beautification of the corridors and noted the power lines installed are not aesthetically pleasing. He stressed he doesn't oppose it but felt more attention needed to be paid.

He agreed this is an Industrial Zone but there are neighbors who live here who are also tax payers and consideration needs to be paid to that as well. He also noted lighting is a concern as this site is located directly across from a residence, He also talked about the Stone Arch Bridge and attention needs to be paid to that monument as well.

Councilor Hansel asked that the applicant give some additional information about the spill issue that was raised to ease the concern of the applicant. Mr. Brennan agreed this was a sensitive location because of its proximity to Branch River but noted it was a highly regulated site. He indicated DES will look at impact to Branch River and the applicant is working diligently to obtain the appropriate permits. There is an existing fuel storage facility on site which is monitored by the State and goes through regular maintenance. The two 30,000 gallon tanks are also going to require permitting through the State, which includes appropriate specifications, fitting, spill containment etc. He indicated everything is very well regulated.

Mr. Brennan stated he looks at this site as an improvement to what exists currently. From a drainage standpoint, the site is going to be self-contained and will drain internally and ultimately into that infiltration basin on site. If there is ever a spill it can easily be contained on site. The landscaping along Marlboro Road is also an improvement. The lighting meets all City requirements which had to be increased slightly to meet the uniformity ratio but there is no light pollution being caused.

The maintenance building is more a facility where they will have supplies for projects they are working on. There will be no floor drains or containment areas which would cause potential hazards for the environment.

Mr. Brennan felt this building is consistent with industrial use and the façade breaks up the building (canopy and colors).

Mr. Andrew Ciardelli owner of the property addressed the Board next. He indicated this would not be a maintenance garage but more for housing oil trucks and the maintenance that takes place would be just general maintenance.

In terms of operational uses, being located at the same location there will always be someone who is trained to take care of the equipment on site which seems to be a safer option.

With reference to propane tanks, he stated these tanks are built differently and much safer these days; they are built with smart hoses which shuts off the tank should a driver pull away from a tank accidentally. He further stated his family takes pride in the sites they own and their sites are well taken care of.

Mr. Brennan introduced Jody Pratt of Hamden Energy Consulting who has put together a fire safety analysis for this site and asked for her input. Ms. Pratt stated she prepared the fire safety analysis with Lt. Bates of the Keene Fire Department. She indicated the Fire Safety Analysis is something that is recognized throughout the country, it is a 200-page document as to how to handle propane facilities that carry over 4,000 gallons. This design will be reviewed by the state and has to meet all state and federal standards. The applicant is permitting access to this facility for the Fire Department to perform annual training and appropriate funding through the NE Gas Association for this training.

The Chairman closed the public hearing.

Councilor Hansel complimented how thorough this application was and felt all standards were met and stated he had no problem approving it. He also stated he was pleased to see a local company which was recently purchased by someone from outside being immediately invested in. This shows commitment to the community.

Chair Spykman agreed the standards have been met but was hoping more attention was paid to the architecture. He felt a steel shed would be appropriate in an Industrial Zone but this is a corridor into our City and something more than a steel shed would have been more appropriate. The Chairman stated he does appreciate the canopies to break up the façade and the colors that blend with the natural setting and hoped more attention could be paid to entrance corridors to the City in the future.

C. Board Discussion and Action

A motion was made by George Hansel that the Planning Board approve SPR-01-17, as shown on the plan set entitled “Site Plan Set, Ciardelli Fuel Co. Inc., Bulk Fuel Storage Facility Expansion, Tax Map Parcel 68-1-1 – 639 Marlboro Rd, Keene, New Hampshire” prepared by Fieldstone Land Consultants, PLLC Associates on March 16, 2017 and last revised on April 7, 2017 and on the building elevations entitled, “Ciardelli Fuel Co. Front and Left Side Elevation” prepared by Flynn Construction Corp. on February 17, 2017, with the following conditions:

1. Prior to signature by Planning Board Chair:

- A. Owner’s signature on plan
- B. Submittal of security for landscaping, sedimentation and erosion control, and “as-built” plans in a form and amount acceptable to the Planning Director and City Engineer
- C. The Applicant will obtain a floodplain permit for the proposed development from the City of Keene
- D. The Applicant will obtain a NH Shoreland Water Quality Protection Act Permit from the NH Department of Environmental Services
- E. The Applicant will obtain an Access Permit from the NH Department of Transportation

The motion was seconded by Pamela Russell-Slack and was unanimously approved.

With reference to the Administrative Approval Process, this is an item that was raised by the Mayor and asked whether this item should be continued until his return. The Chairman stated during the Steering Committee this was an item that was discussed as an item that should be discussed and the Mayor brought it forward to the public setting. The Chairman felt the matter should move forward.

#### **IV. Review of Administrative Approval Process**

Mr. Lamb stated the department gets about three or four types of minor amendments a year. The first is the change of use; Colony Mill, Toadstool, Benson Wood, Smiths Medical and Talons are examples of change of use. The question is whether some discretion needs to be applied for change of use.

The next category is a modification to an approved plan – a plan that is not under construction; Hillside Village and MoCo Arts are examples of this.

The next category a modification to an approved plan that is under construction – Mint Car Wash had three such changes. The applicant's engineer works with staff during construction to make such changes happen.

The other category is a modifications to sites that are already built – it could be a site that has been around for a long time; Nicolas would like to construct a roof top unit to improve ventilation in their kitchen, Monadnock Market Place for storefronts, or Monadnock Brewing.

Mr. Lamb referred to page 35 and 36 of the Board's regulations and noted these are the regulations staff works with. He recognized Ms. Kessler work with the flow charts on this page which outlines the steps for minor projects as well as for other projects. He referred to language on page 36, Item a (What Rhett is reading cannot be found on the Regulations on the web so I have paraphrased it) which talks about a circumstance where a use did not previously exist and this is the criteria staff used to approve the Colony Mill change of use administratively. The same would be true with a mattress store at the Hannaford Plaza using a space that was previously a restaurant. Mr. Lamb stated he has always looked at this language with some discretion in paragraph 3 "*...the Planning Board relies on the discretion of the Planning Director...*"

Mr. Lamb stated there is discretion built into the language. When staff is in these controversial moments, staff communicates with the Chair, the Steering Committee and let the Chair know what staff is doing.

Mr. Lamb stated he does not take these decisions lightly; the first consideration is whether there would be interest from the public. When staff moves a project from going before the Board to being reviewed by staff, it is moving a public process to a non-public process. Staff reviews whether there is value in having this as a public process or not. The introduction of Talons, a proposed bar on Ralston Street – there is no way this would be approved administratively, the public should be aware of this. The site at the Colony Mill had no changes to any of the standards, traffic, lighting, landscaping, parking but the only thing that changes is the activity that is going to take place. A month before this project was approved administratively, the applicant applied for a variance which was a public hearing and there was no interest from the public.



Mr. Lamb felt language in 2. a. should probably be revised to indicate what this criteria really means. Chair Spykman agreed and noted that there is discrepancy between the language that says change of use should come before the Board and other language that says it is up to the professional judgment of the Planning Director.

Mr. Stout noted for the hearing on the variance there was media present. Mr. Lamb stated what staff looked for is whether any of the abutters showed up.

Councilor Hansel noted 2. A. does not relate to any of the development standards. The Board has jurisdiction as to what happens on a property not the use. Councilor Hansel stated there have been times when items come up for discussion that steer the Board from its primary responsibility which is to enforce the development standards. Mr. Lamb agreed this is what would have happened with the Colony Mill site. Mr. Lamb felt there is no perfect set of criteria.

Mr. Stout stated when the matter came before the ZBA his concern was the density of the development, but the Planning Board does not have jurisdiction over the number of units. Mr. Lamb stated this would become an issue if the number of units translated into an impact – vehicle trips or pedestrian access.

Ms. Landry asked of these 33 items on this list whether all of them had to go before the ZBA. Ms. Landry asked how the public know about the other applications. Mr. Lamb stated most of them didn't and referred to the Hillside Village community where there was a fourth floor added to the Healthcare Building and this went before the ZBA and staff spoke to the only abutter who did not have an issue; the applicant provided a letter to that effect.

Dr. Cusack talked about the multiple modifications Mint Car Wash requested and asked whether there comes a time when it can be realized all these changes don't really keep with the original site plan. Mr. Lamb agreed there is but it has to be a legitimate reason before it gets sent before the Board for their review again. Mr. Lamb stated if there is a big change to the appearance of the building, location of a curb cut; staff is more cautious about issues such as that. The Mills on Ralston Street have not planted a row of landscaping along the south facing elevation. The Mills would like to gravel over this area and staff may not feel they have the authority to approve this request for change. Another item staff is cautious about is standard 19 which is a more subjective standard. Chair Spykman recalled getting a phone call about one of changes to the Car Wash and it was his judgment that particular request did not need to come before the Board.

Councilor Hansel felt there is a big difference between a tenant fit out and a development project and referred to the former Olive Garden site and noted once they come before the Board for a certain use and that use changes asking the applicant to come back before the Board seems an onerous task. The Councilor felt these big developers the City wants to attract operate in such a manner. The Chair agreed that tenant fit out does not affect site plan. Mr. Lamb agreed even if this is a change of use

Chair Spykman asked what the process was if the Board wanted to change its own language. Mr. Lamb stated there has to be a public hearing noticed. Staff would first bring the Board language to consider and if the Board is satisfied then a public hearing is scheduled – the matter does not have to go before City Council, the Board has the authority to change its own rules.

## **V. Discussion on Planning Board Fee Schedule**

Mr. Lamb stated the Manager has requested that all departments look at their fee schedule, a process that needs to be done on a regular basis. Most fees are held in an Appendix as part of City Code. Planning Board has authority over its own fees as per Statute. He referred to the fee list the Board was given, the last time fees were revised was in 2008.

Ms. Kessler stated staff has been reviewing fees and comparing them to other communities. Twelve other communities were looked at. The challenge staff has if the department was to capture the entire cost of completing a site plan process the costs would be exorbitant. Hence, staff is looking at other communities more but also considering costs in Keene. She reviewed the legal advertisement cost of \$9.00 which she indicated was an arbitrary number; the fee for running a legal ad is variable – it costs between \$30 and \$80 but the task at hand is to make sure the City is not losing money. The fee being charged for administrative reviews is a flat fee of \$50 but looking at surrounding towns, this amount is low but it is important to note whatever the increase will not fully reimburse staff time designated for the review process. Chair Spykman asked if these fees don't full reimburse staff time, how are fees set. He asked whether there was a philosophical basis for this decision. Mr. Lamb stated sometimes the City takes the position it will recover all its costs, such as for a building permit where it could be tens of thousands of dollars for a commercial property because there is a lot of work that goes into it. He added if the City was to charge a full cost recovery the City would stop the type of development it would like to see; some recovery, some entry fee to get into the system but, by no means, not a full recovery. Other fees are also being looked at across City departments.

Mr. Stout felt these fees should be looked at on a periodic basis and added the ZBA is also looking at its fee structure at this time.

Vice-Chair Barrett asked how much effort it would take for staff to get an estimate as to how much each of the projects listed on the fee schedule would be; for example the cost of writing a legal ad. Councilor Hansel stated another issue that would be prudent to look at is how much the department makes on these during a year. Mr. Lamb stated the average the department makes on site plans is about \$8,000 per year and slightly less for subdivisions. Mr. Lamb added another reason the department is pursuing this is also to see how much time goes into each of these tasks.

Ms. Landry with reference to the legal ad suggested the petitioner should be billed directly for this work. With reference to the fees the department is collecting, she asked how much time goes into billing these customers for the \$8,000 the department is collecting. Mr. Lamb stated the applicant gets billed and the money is collected before the work is done.

Mr. Bohannon stated his department went through this exercise and asked staff to remind the Board about what the fiscal policies say about cost recovery. He added for Parks and Recreation it is for community benefit – the costs can't be set so high where people won't participate, same would be true here as well. The Chairman stated this is the philosophical decision the City has to make. Mr. Lamb stated staff can bring back a clearer picture of what the City policy says on this item because it does get to the question of what you are trying to achieve.

Councilor Hansel asked whether this Board would function under the Council policies. Mr. Lamb explained that this Board is not subject to those policies but it does set the tone. Councilor Hansel felt average plus a percentage is a great way to make sure the City is not losing money but added he did not want to add to staff's workload.

**VI. New Business**

None

**VII. Upcoming Dates of Interest – May 2017**

Planning Board Meeting – May 22, 6:30 PM

Planning Board Steering Committee – May, 9, 12:00 PM

Joint PB/PLD Committee – **Tuesday May 2**, 6:30 PM

Planning Board Site Visits – May 17, 8:00 AM – To Be Confirmed

Meeting adjourned at 8:10 PM.

Respectfully submitted,

Krishni Pahl  
Minute Taker

Reviewed by: Rhett Lamb, Planning Director  
Edits, L. Langella

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# STAFF REPORT

## SPR-02-17 SITE PLAN REVIEW – 43 PRODUCTION AVE – LIBERTY UTILITIES TEMPORARY CNG FACILITY

### **Request:**

The Applicant, Liberty Utilities (EnergyNorth Natural Gas Corp.) proposes to install a temporary compressed natural gas facility at 43 Production Avenue. The site is 16.2 acres in size and located in the Industrial Zoning District (TMP# 702-01-005). The Applicant is requesting a Surface Water Protection Ordinance Conditional Use Permit for the installation of paved vehicle turnaround in the Surface Water Protection Buffer.

### **Background:**

The proposed project involves the undeveloped 16-acre site at the end of Production Avenue, where there is presently a cul-de-sac. Liberty Utilities is seeking to convert its existing propane air gas system, which currently serves Keene, to a more efficient natural gas system. The proposed first phase of this transition is to install a temporary Compressed Natural Gas (CNG) facility at 43 Production Avenue that will provide natural gas service to the Monadnock Marketplace Shopping Plaza, which is located to the north of Production Avenue across NH Route 9. The Applicant notes that they are in the process of designing a new permanent facility to replace this proposed facility at the site. However, at this time, it is unclear as to when Liberty Utilities plans to make this transition.

Most of the work proposed will take place on the existing paved area within the City's Right-of-Way. The proposed temporary facility will be located on the existing paved cul-de-sac at the end of Production Avenue. This facility will include a modular decompression skid and associated equipment that will decompress the CNG delivered by tanker trucks to the site. The Applicant proposes to install piping underground that will convey the decompressed natural gas to Liberty Utilities existing pipeline along Production Avenue. This piping will be installed within the area of the site that is already developed. A standby generator will be installed in the southeast corner of the cul-de-sac to maintain the CNG facility during a power failure.

The Applicant has submitted a petition to City Council for discontinuance of this portion of Production Avenue. The Applicant has proposed to install a turnaround within the City Right-of-Way to replace the existing cul-de-sac at the end of Production Avenue.



*Above photo: The star marks the location of the proposed CNG facility; Below photo: This image was taken by staff of the existing cul-de-sac, while facing south.*



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As a portion of this proposed turnaround would be located in the 30' Surface Water Protection Buffer, the Applicant is seeking a Conditional Use Permit. The Conservation Commission will evaluate this Conditional Use Permit Application submitted by the Applicant at its meeting on May 15, 2017. City staff will provide comments offered by the Conservation Commission at the meeting on May 22, 2017.

### **Completeness:**

The Applicant has requested site-specific exemptions from providing the following technical plan requirements: grading plan, landscaping plan, and visual and architectural details. Staff has determined that exempting the applicant from submitting this information would have no bearing on the merits of the application and recommends that the Planning Board grant these exemptions and accept the application as "complete."

### **Departmental Comments:**

The following comments have been addressed by the Applicant in a revised plan set, which was shared in the meeting packet:

Code: *No issues.*

Police: *No issues.*

Fire: *No Issues.*

Engineering:

- *"Show the proposed vehicle turning radius/vehicle movement and vehicle types"*
- *"Contact the City of Keene Engineering Division for updated standard details for work within the Right of Way"*
- *"Show the location of the proposed gate valve"*
- *"Provide details for sedimentation/erosion control"*

### **Application Analysis:**

The following is a review of the Board's relevant standards in relation to the proposed application:

1. Drainage: On the project site, the Applicant does not propose any modifications to the existing grading or paved area. However, within the City Right of Way, the Applicant proposes to install approximately 1,200 square feet of pavement for a turnaround. This turnaround would replace the existing cul-de-sac at the end of Production Avenue, if the City Council were to approve the discontinuance of that portion of Production Avenue. This standard appears to be met.
2. Sedimentation and Erosion Control: The Applicant is proposing to install silt fencing prior to snowfall to reduce the discharge of sand used in roadway treatments into the adjacent wetlands and to reduce any possible erosion within the wetland area due to snowmelt from snow storage on the site. The silt fencing will be installed along the either side of the paved roadway at the edge of the delineated wetland. The Applicant also proposes to install silt-fencing around the edge of the proposed turnaround area in the City of Right of Way during the construction phase. This fencing will be removed once the slopes around the turnaround are stabilized. This standard appears to be met.
3. Hillside Protection: No precautionary or prohibitive slopes are present on the site. This standard is not applicable.
4. Snow Storage: The Applicant proposes to store snow that will be removed from the areas surrounding the temporary CNG facility in an upland area between the existing roadway and the wetland boundary that surrounds the site. As noted above, the Applicant will install a silt fence at the edge of the wetland area to minimize the potential impact of snow storage on the surrounding wetlands.

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5. Flooding: A portion of the site is located within the 100-YR Floodplain. The Applicant is not proposing to place fill within this area. The temporary CNG facility and turnaround proposed by the Applicant will be located outside of the 100-YR Floodplain. This standard appears to be met.
6. Landscaping: The Applicant does not propose to install any new landscaping as part of this project. At this time, the Applicant is not proposing to extend the existing paved areas on the site or to construct a permanent structure. Currently, the vast majority of this parcel is densely vegetated with wetland plant species. The Applicant is in compliance with the landscaping requirements of the Zoning Ordinance. This standard appears to be met.
7. Noise: No significant increase in noise level is anticipated as a result of this proposal. The Applicant notes that the operation of the CNG skid equipment typically generates approximately 50 to 60 dBA, which is consistent with the sound levels in an industrial area. In addition, this site is not located in proximity to residential areas where noise impacts may be of greater concern. This standard appears to be met.
8. Screening: The site is not visible from NH Route 9 or from most of Production Avenue, and is not in close proximity to residential areas. Due to its location and temporary nature, screening of this proposed facility is not necessary. For security purposes, the Applicant proposes to install a 10' high fence that is composed of 2" mesh, 9-gauge galvanized steel around the perimeter (approximately 35'x135') of the temporary CNG facility equipment. An extension arm will protrude approximately 1' from the top of the fence at a 45-degree angle. This extension arm will be lined with 3-rows of barbed wire. A gate composed of this fencing material will be installed at the entrance to the facility. This gated entrance will be set back approximately 50' from the modified Right-of-Way boundary.
9. Air Quality: The Applicant notes that the temporary CNG facility will not generate significant air emissions with the exception of potential emissions from the emergency generator and exhaust emissions from the boilers within the decompression skid. The Applicant notes that the proposed generator is estimated to use approximately 584,000 BTU/hour at maximum load, which is substantially less the state threshold of 10 million BTU/hour or greater for which an individual air permit or General State Permit is required for this type of fuel source/device. This standard appears to be met.
10. Lighting: The Applicant proposes to install four 200 watt, pole-mounted lighting fixtures around the perimeter of the temporary facility. The proposed poles are 20-feet high. A light stanchion fixture is proposed to be installed on the decompression skid at a height of 10-feet. In addition, the Applicant proposes to install a 29-watt wall-mounted fixture as lighting for the electrical structure and generator located to the southeast of the CNG equipment area. The proposed lighting plan and fixtures comply with the Planning Board lighting standards. For security purposes, the Applicant proposes to reduce light levels by 50% between the hours of 10 p.m. and 6 a.m. A motion control sensor will temporarily increase illumination 100% if it detects an approaching vehicle or fuel delivery. This standard appears to be met.
11. Sewer and Water: The site is currently served by an existing sewer and water line. The temporary facility will not require connection to these services. As part of the discontinuance of Production Avenue, Liberty Utilities will install a gate valve on the existing water mainline at the proposed limits of discontinuance, such that this control point will be located in the City's Right-of-Way. The sewer line that extends onto the site will be cut and capped and may be reconnected in the future. This standard appears to be met.

## STAFF REPORT

12. Traffic: The Applicant notes that the site will be visited most frequently during the winter months. The estimated weekly traffic volume to the site will be approximately 2 to 3 CNG tanker trucks and 1 service van during normal winter operations when the temperature is above 0°F. During peak winter operations when the temperature is at or below 0°F, the daily traffic volume is anticipated to be 1 CNG tanker truck and 1 service van. This standard appears to be met.
13. Comprehensive Access Management: The Applicant notes that the vehicles entering and exiting the site will utilize Production Avenue as well as the existing paved driveway on the adjacent property at 30-42 Production Avenue (TMP# 702-01-010), which is owned by Ranger Curran. There are multiple businesses that occupy this building including Autoparts International, Fastenal, Green Mountain Electric Supply. The tank trucks that will be entering and exiting this parcel will be approximately 74' long and have a minimum turning radius of 45'. The Applicant has submitted a truck turning plan documenting the proposing truck turning movements. Staff have requested that the Applicant secure a temporary easement on this property to ensure the right to access and turn onto this property throughout the duration of the temporary CNG facility.

The City Engineering Department has noted that the design of the proposed meets the City's standards for the design and construction of City Streets per Chapter 70 of the City Code of Ordinances.

14. Hazardous and Toxic Materials: The Applicant will submit copies of all appropriate state permits and Best Management Plans as required by NH Department of Environmental Services to the City of Keene Health Department and Fire Department. The Applicant notes that there will be no storage of hazardous liquids on the site that could impact the surrounding wetlands except for the CNG delivery trucks, which use diesel, oil and hydraulic fluids. The Applicant proposes to maintain a vehicle spill kit at the temporary CNG facility in the event of a malfunction. The kit would consist of a 25-gallon over-pack drum containing spill response materials. The Applicant notes that a release of CNG from the trucks or the facility or pipeline would not pose any risk to the adjacent wetland, as any possible leakage of CNG would evaporate into the atmosphere. This standard appears to be met.
15. Filling / Excavation: No changes to the existing grades will be made on the site. This standard appears to be met. An excavation permit from the City will be required for any excavation in the City Right-of-Way.
16. Wetlands: Although there are substantial wetland areas on this parcel (approximately 12.7 acres), the Applicant does not propose to impact any wetland areas. The Applicant is proposing to install silt fence around the paved portion of the site to reduce and potentially prevent impacts to the wetland from snow storage.

The City's Surface Water Protection Ordinance includes wetlands in its definition of surface waters. Per this Ordinance, the Applicant is seeking a Conditional Use Permit (CUP) to install the proposed turnaround, as a portion of it will be located inside the 30' Surface Water Protection Buffer.

The CUP application has been shared with the Conservation Commission for their review and comment at their May 15<sup>th</sup> meeting. Staff will share comments provided by this Commission on this application at the May 22<sup>nd</sup> meeting. A copy of this application is included in the meeting packet.

The criteria for granting a CUP are included below.

*"a) The proposed use and/or activity cannot be located in a manner to avoid encroachment into the overlay district.*

*b) Encroachment into the buffer zone has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.*



## STAFF REPORT

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.*

d) *The buffer zone shall be maintained in a natural state to the maximum extent possible. In granting a conditional use permit, 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.*

1. *Dead, diseased, unsafe, or fallen trees, saplings, shrubs, or ground cover may be removed.*
2. *Stumps and their root systems shall be left intact in the ground, unless removal is specifically approved in conjunction with a Conditional Use Permit granted by the planning board.*
3. *Exotic, invasive trees, saplings, shrubs, or ground covers, as defined by NHDES, may be removed. The stumps and root balls of exotic, invasive species may also be removed by hand digging and/or hand cutting.*
4. *Preservation of dead and living trees that provide dens and nesting places for wildlife is encouraged. Planting of native species of trees, shrubs, or ground cover that are beneficial to wildlife is encouraged.*
5. *Where there has been disturbance or alteration of this buffer during construction, excavation, or grading, re-vegetation with native species may be required by the planning board.*

e) *With the exception of state permitted wetlands crossings, and in zoning districts listed in section 102-1493, a non-disturbance buffer zone shall be maintained to at least 30 feet from the delineated edge of the surface water.*

f) *In determining whether or not a conditional use permit should be granted, the planning board shall 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 buffer being encroached upon.*
2. *The location and connectivity of the surface water in relation to other surface waters in the surrounding watershed.*
3. *The nature of the ecological and hydrological functions served by the surface water.*
4. *The nature of the topography, slopes, soils, and vegetation in the buffer that encompasses the surface water.*
5. *The role of the buffer in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.*
6. *The extent to which the buffer serves as wildlife habitat or travel corridor.*
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.*
8. *The sensitivity of the surface water and the buffer to disruption from changes in the grade or plant and animal habitat (biotic structure) in the buffer zone.”*

17. **Surface Waters:** There are no impacts to surface waters proposed as a result of this proposal. Ash Swamp Brook, which is the nearest surface water body, is located 550-feet away from the proposed temporary CNG facility. This standard appears to be met.

18. **Stump Dumps:** As this project does not involve any tree clearing, this standard appears to be met.

19. **Architectural and Visual Appearance:** The temporary CNG facility will include a modular metal decompression skid that is approximately 8’ high by 40’ long by 8’ wide and rests on top of the existing pavement. An image of a similar structure is included below. The decompression skid will be largely out of view from the public Right-of-Way and will be located in a predominantly industrial area. This standard appears to be met.

## STAFF REPORT

### **RECOMMENDATION FOR APPLICATION:**

**Staff will provide a recommended motion at the meeting on May 22, 2017.**

# CITY OF KEENE | PLANNING BOARD

## SITE PLAN REVIEW / MODIFICATION APPLICATION



*This form must be filled out in its entirety. If a box is not checked, staff will assume that the information is not provided and the application is, therefore, not complete. Incomplete applications will not be accepted for review.*

<b>A</b> Project Name Temporary CNG Plant	Date Received/Date of Submission:	APR 14 2017 By: _____ SPR-02-17
	Date of pre-application meeting:	
Tax Map Parcel number(s) 7 0 2 - 0 1 - 0 0 5	Date Application is Complete:	
	Planning Department File #:	

Project Address: 43 Production Avenue	Owner	Name: Liberty Utilities
		Address: 15 Buttrick Road, Londonderry, NH 03053
Acreage/S.F. of Parcel: 707,000 sf / 16.2 ac	Applicant	Telephone\ Email: 603-216-3544
		Signature: <i>[Signature]</i>
Zoning District: Industrial	Applicant	Name: Liberty Utilities
		Address: 15 Buttrick Road, Londonderry, NH 03053
		Telephone\ Email: 603-216-3544
		Signature: <i>[Signature]</i>

**Modifications:** Is this a modification to a previously-approved site plan:  No  Yes: SRE#: \_\_\_\_\_ Date: \_\_\_\_\_

For those sections of the application that are not affected by the proposed modification to the previously approved site plan, you are encouraged to request exemptions in lieu of submitting required documents.

### **B** Descriptive Narrative Including

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Type of development               | <input type="checkbox"/> Sedimentation Control                            | <input checked="" type="checkbox"/> Scope/scale of development        |
| <input checked="" type="checkbox"/> Proposed uses                     | <input type="checkbox"/> Vegetation                                       | <input checked="" type="checkbox"/> Parcel size                       |
| <input checked="" type="checkbox"/> Location of access points         | <input type="checkbox"/> Debris management                                | <input type="checkbox"/> Proposed stormwater, drainage & erosion plan |
| <input checked="" type="checkbox"/> Any other descriptive information | <input type="checkbox"/> Disposal proposals for boulders, stumps & debris |   |

### **C** A complete application must include the following

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Two (2) copies of completed application forms signed & dated | <input checked="" type="checkbox"/> Plans stamped/signed by reg. professional   |
| <input checked="" type="checkbox"/> Two (2) copies of descriptive narrative                      | <input checked="" type="checkbox"/> Two (2) copies on 8.5" x 11" or 11" x 17"   |
| <input checked="" type="checkbox"/> Certified list of all owners of property within 200'         | N/A <input type="checkbox"/> Three (3) copies of all technical reports  |
| <input checked="" type="checkbox"/> Two (2) sets of mailing labels, per abutter                  | N/A <input type="checkbox"/> Two (2) color architectural elevations on 11" x 17"  |
| <input checked="" type="checkbox"/> Seven (7) copies on "D" size paper of plans (22" x 36")      | <input checked="" type="checkbox"/> A check to cover the costs of legal notice to advertise the public hearing, mailing notices out to abutters |
| N/A <input type="checkbox"/> Three (3) copies of "D" size architectural elevations (22" x 36")   |   |

SPR-02-17

# Descriptive Narrative

## 1.0 Project Description

Liberty Utilities (EnergyNorth Natural Gas Corp.) proposes to install a temporary compressed natural gas (CNG) facility at 43 Production Avenue, located on Map 702 Lot 01-05 (approximately 16.2 acres), in the City of Keene (the "Site").

The proposed CNG facility will be composed of a temporary fenced area with two swing gates that enclose up to two CNG tanker trucks, a decompression skid, and a natural gas fueled generator. A photo of the decompression skid that will be used in the temporary CNG facility is provided in **Figure 1**, below. The proposed project includes the following:

- A 35-foot by 135-foot fenced-off section of the existing paved space at the terminus of Production Avenue.
- Placement of the modular temporary CNG facility equipment along with two CNG tanker trailers directly on the existing asphalt pavement of Production Avenue.
- A standby generator to maintain CNG facility operation at the Site during a power failure.
- Temporary lighting around the CNG facility and along Production Avenue.
- Construction of a turn-around for vehicles on the northwestern portion of the Site.

To accomplish placement of the temporary CNG facility, Liberty Utilities will execute a lease agreement with Xpress Natural Gas (XNG) for the temporary CNG facility setup.

The project is necessary to convert the existing propane air gas system that currently serves Keene to a more efficient natural gas system, and represents the first phase of a multi-phase effort to convert the entire existing system to natural gas. The temporary CNG facility will provide natural gas service to the Monadnock Mall shopping plaza located north of Production Avenue across NH Route 9. Liberty Utilities is currently



in the early stages of project planning and engineering design for a new permanent facility to replace the temporary facility proposed in this application. Details of the permanent facility (including facilities for both CNG and LNG) will be provided in a subsequent Site Plan Application, but we expect that the permanent facility will be similar in scope to the facility designed and permitted by NH Gas in 2002 (See SPR-895).

Note that the proposed location of this temporary facility is within the current Production Avenue public right-of-way. Discontinuance of this portion of the public right-of-way was previously conditionally approved by the City of Keene (See City Council Resolution passed on March 21, 2002), but was never fully effected. A new petition for discontinuance for this portion of Production Avenue is expected to be filed with the City Council on April 18, 2017. Discontinuance of this portion of the roadway will not affect any residents, businesses, or rights-of-way as there are no developed areas within this portion of Production Avenue. This Site Plan Application for the proposed temporary CNG facility assumes the approval for the discontinuance of Production Avenue will be contingent upon final approval of the Planning Board and *vice versa*.

All activities will occur within the existing developed and paved area of Production Avenue, with no new permanent grading or paving, except for the installation of a new turn-around on the northern portion of the Site. This turn-around will eventually be deeded to the City pursuant to the discontinuance of a portion of Production Avenue. No permanent buildings will be installed on the Site. Activities will not change any of the existing land use around the terminus of Production Avenue. The temporary CNG facility, including all equipment, fencing, and lighting, will be installed in a manner such that it could be removed and the Site returned to its original condition.



Figure 1: Decompression skid used in CNG facilities.



2 Descriptive Narrative

SPR-02-17

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## 2.0 Exemption from Submission Requirements

Liberty Utilities respectfully requests exemptions from the following Site Plan Application submission requirements related to the project:

- **Grading Plan:** There will be no grading associated with the proposed project. The temporary CNG facility will be installed on top of an existing paved roadway. Therefore, a grading plan is not necessary for the proposed project.
- **Landscaping Plan:** Installation of the temporary CNG facility will not require vegetation clearing. Therefore, no landscaping or screening is proposed as a part of the proposed project. Therefore, a landscaping plan is not necessary for the proposed project.
- **Visual and Architectural Details:** The proposed CNG facility is a temporary facility composed of a small modular container and generator surrounded by temporary fencing and lighting, therefore, no architectural plans have been developed for the proposed facility. A photo of the decompression unit has been provided to show the visual appearance of the proposed temporary CNG facility. Therefore, visual and architectural details are not necessary for the proposed project.

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## 3.0 Keene Development Standards

The following is a description of the compliance status of the proposed project to the City of Keene Planning Board's nineteen (19) development standards.

1. **Drainage:** No additions of impervious areas or modifications to existing drainage structures will be required to install the temporary facility. No increased surface runoff will result from the project. Therefore, the project complies with the Planning Board's Drainage Development Standard.
2. **Sedimentation/Erosion Control:** There will be no soil disturbance associated with the proposed project. The temporary CNG facility will be installed on top of an existing paved roadway.
3. **Hillside Protection:** The proposed project will utilize level ground located along the terminus of Production Avenue. The proposed project is not located within or near slopes that are 15% or greater.
4. **Snow Storage and Removal:** Snow removed from the terminus of Production Avenue around the CNG facility will be stored in the upland area between the roadway and the wetland boundary that surrounds the Site. Snow will not be stored within parking spaces and will be stored in such a way to prevent accumulation on adjacent properties. Care will be taken to not push or move snow into adjacent surface waters. A silt fence will be installed around the facility



- 3 Descriptive Narrative

SPK-U2-17

prior to snowfall to reduce the discharge of sands used in roadway treatments into the wetland, and to reduce any possible erosion within the wetland due to snowmelt from the snow storage areas. Therefore, the project complies with the Planning Board's Snow Storage and Removal Development Standard.

5. **Flooding:** A portion of the Site is located within the 100-year floodplain associated with Ash Swamp Brook, but there will be no placement of fill within areas subject to flooding. The base flood elevation at the Site is approximately el. 471 ft, based on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for Cheshire County, New Hampshire (Map Number 33005C0266E, Panel 266 of 610, effective date May 23, 2006 and its supporting Flood Insurance Study). The portion of Production Avenue where the temporary facility is proposed lies at approximately el. 476, and therefore is outside of the jurisdiction of the City of Keene's floodplain ordinance. The base flood elevation for Ash Swamp Brook is depicted on the *Existing Conditions Plan of Land* for reference. Therefore, the project complies with the Planning Board's Flooding Development Standard.
6. **Landscaping:** No landscaping or screening will be installed or modified as a part of the proposed project. Therefore, the project complies with the Planning Board's Landscaping Development Standard.
7. **Noise:** No noises are expected from the Site except those specifically allowed under the noise ordinance such as snow removal and emergency alarms. The CNG facility will be located adjacent to industrial businesses and will have similar noise impacts as these businesses. Based on information provided by XNG, operation of the CNG skid equipment typically generates approximately 50 to 60 dBA, which is consistent with typical sound levels in an industrial area. The terminus of Production Avenue where the temporary CNG facility is proposed to be installed is located away from residential areas. The nearest residential area to the terminus of Production Avenue is located greater than 0.3 miles to the west. Therefore, the project complies with the Planning Board's Noise Development Standard.
8. **Screening:** No screening currently exists on the Site. Temporary fencing will be installed around the CNG facility. The fence will be 10-foot tall with barbed wire at the top, with 15-foot swing gates at the entrance and a 5-foot swing gate along the southeast corner of the fence. Refer to the *Area Fencing Plan* for further information. Therefore, the project complies with the Planning Board's Screening Development Standard.
9. **Air Quality:** The temporary CNG facility will not generate significant air emissions except for potential emissions from the emergency generator and exhaust emissions from the boilers within the decompression skid. Liberty Utilities will comply with NH Department of Environmental Services requirements regarding permitting of emergency generators. The sizing and



specifications of the emergency generator is still being determined, but is estimated to be approximately 40 KVA (but will likely be smaller) which would use approximately 584,000 BTU/hour at maximum load (100%). Since this is substantially less than 10 MMBTU/hour, neither an individual air permit nor a General State Permit will be required. However, the facility would comply with applicable sections of the Federal Regulations, including 40 CFR Part 60 Subpart JJJJ and/or 40 CFR Part 63 Subpart ZZZZ as applicable.

10. **Lighting:** Lighting will be installed in accordance with the City of Keene Planning Board's Development Standards and City of Keene requirements. Six (6) lighting fixtures are proposed to be installed around the CNG facility. Four of these lights are proposed to be approximately 200 watts and mounted on 20-foot square black poles (model KAX2 LEB P1 30K R4 MVOLT SPA PIRH DBLXD). A light stanchion fixture is proposed to be installed at a height of 10-feet on the decompression skid, and is proposed to be approximately 80 watts (model HAZSLED80C). Additionally, a wall mount fixture is proposed to be installed as lighting for the electrical structure and generator located within the southeastern portion of the CNG equipment area, proposed to be approximately 29 watts (model KAXW LED P1 30K R3 MVOLT DBLXD). The proposed light fixtures are designed such that light emitted by the lamp is below horizontal. As depicted on the *Area Lighting Plan*, only Production Avenue and the area around the CNG facility will be illuminated by the light fixtures, with no spill onto abutting properties. Lighting will be dimmed to 50% illumination between the hours of 10:00 PM and 6:00 AM as required in the Lighting Development Standard. However, for security and safety purposes, lighting will be controlled by motion sensors which will temporarily increase illumination to 100% in the event of an approaching vehicle or fuel delivery. Refer to the *Area Lighting Plan* for further information.
  
11. **Sewer and Water:** The Site is served by an existing sewer and water line. The temporary CNG facility will not require connecting to these services. However, as part of the discontinuance of Production Avenue, Liberty Utilities has agreed to hire a contractor to install a gate valve on the existing water main line and a manhole on the sewer line at the proposed limits of the discontinuance such that these control points will be located within the public right-of-way. Once the discontinuance is effective, the water and sewer lines beyond this point will be considered a private service to the lot.
  
12. **Traffic:** Expected traffic to the location of the CNG facility will be well below the City of Keene's threshold criteria of 100 vehicles per day or 50 vehicles during the peak hour. CNG tanker trucks visiting the Site will be the most frequent during the winter months. During normal winter operations (temperature above 0°F), approximately two to three (2-3) CNG tanker trucks and one (1) service van will visit the Site weekly. During peak winter operations, (temperature at or below 0°F), one (1) truck and one (1) service van will visit the Site daily. Additionally, the Site is on existing truck routes (NH Route 9/101).





Since the CNG facility will be located within the cul-de-sac of Production Avenue, a new turn-around for vehicles will be constructed within the northwestern portion of the project area (refer to the attached *Proposed Conditions Plan*). This portion of the lot will be incorporated into the public right-of-way, and this turn-around will serve to replace the cul-de-sac.

13. **Driveways:** The proposed Site will use the existing paved surface of Production Avenue, as well as the existing paved driveway on the adjacent property (Map 702 Lot 01-10) as a turn-around area for CNG tanker trucks. Liberty Utilities has entered into a written agreement with Mr. Ranger Curran, owner of the parcel located on Map 702 Lot 01-10. This agreement allows Liberty Utilities to use the driveway on the lot for CNG trucks to turn around and be positioned to back down Production Avenue to the CNG facility. Currently there are no developed areas within this portion of Production Avenue, therefore the presence of the CNG facility will not interrupt existing through-ways. Therefore, the project complies with the Planning Board's Driveways Development Standard.
14. **Hazardous & Toxic Materials:** Two CNG tank trailers will be parked on the Site and natural gas will be distributed to the Monadnock Mall shopping plaza located across NH Route 9 using existing buried gas pipeline facilities. Liberty Utilities (Keene Division) is a regulated and permitted gas utility under jurisdiction of the New Hampshire Public Utilities Commission. As is required by the City of Keene Development Standards, copies of all appropriate State permits and Best Management Plans as required by the NH Department of Environmental Services (NHDES) shall be submitted to the City of Keene Health Department and Fire Department for the proposed project. Therefore, the project complies with the Planning Board's Hazardous and Toxic Materials Standard.
15. **Filling & Excavation:** No changes to existing grades will be made on the Site. Therefore, the project complies with the Planning Board's Filling and Excavation Development Standard.
16. **Wetlands:** The temporary CNG facility will not require impacts to wetlands, and the decompression skid and CNG tank trailers will be located outside of the 30 ft buffer required by the City of Keene's Surface Water Protection Overlay (Article XVI). All activities are limited to the existing paved surface of Production Avenue and immediate surrounding area. Therefore, the project complies with the Planning Board's Wetlands Development Standard.
17. **Surface Waters:** There will be no impacts to surface waters. The nearest surface water to the Site is Ash Swamp Brook, located approximately 550 feet away from the proposed temporary CNG facility. The proposed CNG facility will be located outside of the 30-foot Surface Water Protection Overlay, as is shown on the *Proposed Conditions Plan*. The Surface Water Protection Overlay is reduced to a 30-foot buffer within the project area since the proposed project is located in the



Industrial District (Article XVI, Sec. 102-1493). Therefore, the project complies with the Planning Board's Surface Waters Development Standard.

18. **Stump Dump:** No tree clearing is proposed for this project. Therefore, the proposed project complies with the Planning Board's Stump Dump Development Standard.
19. **Architecture & Visual Appearance:** No permanent buildings or structures will be constructed as part of the proposed temporary CNG facility. The Site where the facility is proposed to be located is at the terminus of Production Avenue and is not typically accessed by the general public. Additionally, the views of the Site are restricted from NH Route 9, such that only the businesses directly abutting the proposed project would have a view of the Site. Therefore, the project complies with the Planning Board's Architecture and Visual Appearance Development Standard.



7

Descriptive Narrative

SPR-02-17

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Keeneteck\Planning Board\Planning Board Site Plan  
Application for April 14, 2017\Production Ave\_Planning  
Board Submission Report\_Final.docx



May 9, 2017

Ref: 52420.06

Tara Kessler, Planner  
City of Keene  
Planning Department  
3 Washington Street  
Keene, NH 03431



Re: Response to City of Keene Memorandum dated April 27, 2017  
Comments on Site Plan Application for 43 Production Avenue  
Liberty Utilities (Energy North Natural Gas) Temporary CNG Facility

Dear Ms. Kessler:

This letter responds to your memo dated April 27, 2017 regarding a Site Plan Application for Liberty Utilities' proposed Temporary CNG Facility at 43 Production Avenue in Keene (TMP #702-01-005). Each comment is provided below, followed by our response, and additional documentation is attached.

- 1. As we discussed on April 21st, a Conditional Use Permit from the City of Keene Surface Water Protection Ordinance is required for the expansion of Production Avenue to install the vehicle turnaround. The Planning Department will need to receive this application by May 5th. Please, be prepared to attend and give a presentation on the proposed project at the May 15th Conservation Commission. The Commission meets at 4:30 p.m. in the 2nd Floor Conference Room of City Hall. The Commission will conduct a site visit at 3:30 p.m. on the 15th in advance of the meeting.**

An application for a Conditional Use Permit for the proposed vehicle turnaround was submitted to the City of Keene Planning Department on May 5, 2017. We look forward to meeting with the Conservation Commission on May 15 to discuss the proposed project.

- 2. Please contact the City of Keene Engineering Division for updated standard details for work within the Right-of-Way. Planning Department Staff are in consultation with the Public Works Director to confirm that the proposed turnaround complies with Chapter 70-124 of the City Code of Ordinances. Once more information is available, staff will share this directly with you for your review.**

In an email dated April 21, 2017 to Mr. Steven Rokes (Liberty Utilities), Don Lussier, PE, Keene City Engineer, stated that the proposed turnaround complies with Chapter 70-124 of the City Code of Ordinance. Additionally, Mr. Rokes reviewed a revised draft plan of the turnaround with Mr. Lussier

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on May 4. Sheet C3, Proposed Roadway Turnaround, included in the enclosed revised plan set, reflects Mr. Lussier's comments. Liberty is committed to continuing coordination with the City to ensure that the turnaround meets City standards.

**3. Display the proposed vehicle turning radius/vehicle movement and vehicle types entering/exiting the site.**

The proposed CNG tanker vehicle movements are shown in a new plan, Sheet C4, Truck Turning Plan, attached. The design vehicle for this turning analysis is AASHTO WB-67, with an overall length of 73.5 ft and a minimum turning radius of 45 ft.

**4. Display the edge of pavement for the road/turnaround reconfiguration in addition to the right-of-way boundary.**

Please see Sheet C3, Proposed Roadway Turnaround.

**5. The project application states that the adjacent property (TMP 702-01-10) will be utilized as a turnaround for the CNG trucks. A written agreement with the property owner is not sufficient to ensure adequate access to/from the site for vehicles. Have you explored the option of an easement on the neighboring property to ensure access?**

We have attached a copy of the executed agreement between Liberty Utilities and Mr. Ranger Curran, owner of the adjacent property. The written agreement incorporates provisions typically found within an access easement, and Liberty is confident that the agreement will ensure access to the temporary CNG facility. If the City determines that a formal easement is required, Liberty would work with Mr. Curran and the City's attorney to develop such a document.

**6. The area proposed for snow storage appears to encroach into the public right of way. Please confirm that the snow storage will be entirely on the property, and revise plans to reflect this detail.**

Silt fence was proposed to be installed between snow storage areas and the wetland located on the Site. The portion of silt fence proposed along the northeastern portion of the Site which encroached on the public right-of-way has been removed. We have also slightly revised the silt fence configuration within the upland area along the northwestern portion of the Site. See revised Sheet C1.

**7. Provide details for sedimentation and erosion control on the plans.**

A detail of the proposed silt fence erosion control barrier has been added to Sheet C2 of the revised project plans.



**8. Display the location of the proposed sewer manhole.**

During further coordination with the Keene Department of Public Works, it was determined that no new sewer manhole would be required, since one already exists in an appropriate location. Rather, the sewer line that extends onto the Site will be cut and capped as part of the discontinuance of Production Avenue. (See Sheet C3.) The sewer line may be reconnected in the future to serve the Site if a more permanent facility is constructed.

**9. Display the location of the proposed gate valve.**

The location of the proposed gate valve has been added to Sheet C3 of the Project Plans. The location and type of valve has been coordinated with the Keene Department of Public Works.

**10. Is the Hazsled80c light fixture full cut-off?**

The HAZLED80C fixture shown in the previous plan set was used in the illumination study as a surrogate for the fixture that will come mounted to the decompression skid. The final lighting fixture will be a full cut-off, Class I Div. 2, LED fixture mounted on the northern wall of the decompression skid with similar lighting properties.

**11. What measures will be in place to ensure against spills or impacts to the surrounding wetlands from the proposed facility/tankers entering/exiting the site?**

There would be no storage of hazardous liquids on the Site that could impact the surrounding wetlands except for the CNG delivery trucks, which use diesel, oil, and hydraulic fluids. Therefore, Liberty will maintain a vehicle spill response kit at the temporary CNG facility in the unlikely event of a vehicle malfunction. The spill kit would consist of a 25-gallon over-pack drum containing spill response materials. A release of CNG from the trucks or the facility would not pose any risk to the adjacent wetland, as any possible leakage of CNG would evaporate into the atmosphere.

We hope that these responses fully address all your questions. But, if you have any other questions or need any more information, please don't hesitate to contact me or Lindsay Jones at (603) 391-3900. We look forward to discussing this information with the Conservation Commission at their May 15 meeting and with the Planning Board on May 22.

Sincerely,

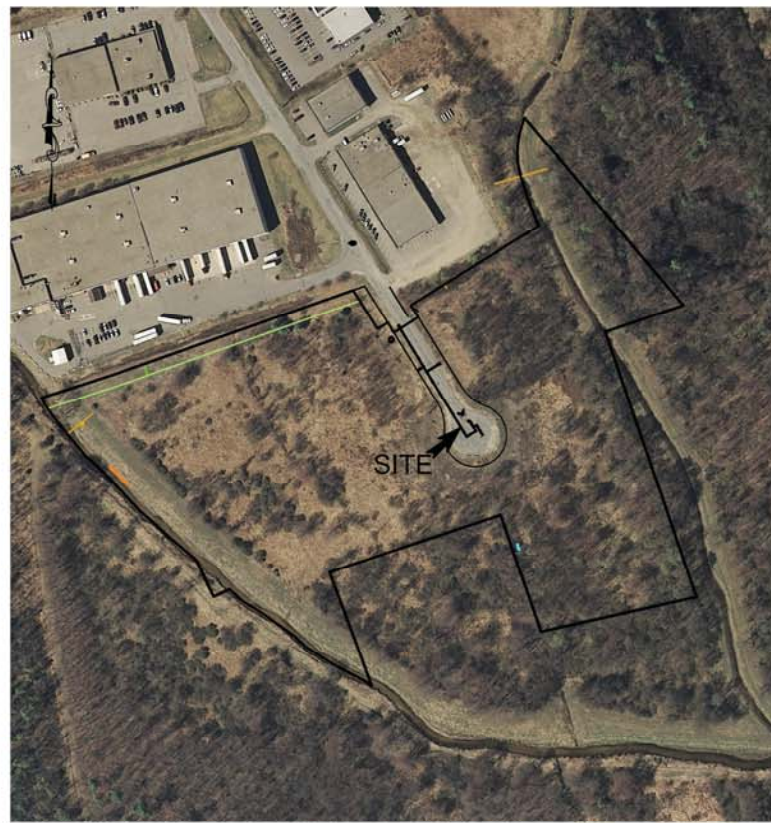
A handwritten signature in black ink, appearing to read 'Peter Walker', written over a horizontal line.

Peter Walker  
Principal, Environmental Services

cc: Shawn Furey, Liberty  
Michael Sheehan, Esq., Liberty  
Steve Rokes, Liberty

# SITE PLAN REVIEW / CONDITIONAL USE PERMIT KEENE TEMPORARY CNG LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP.

PRODUCTION AVE.  
KEENE, NEW HAMPSHIRE  
DATE: MAY 9, 2017



FROM: USGS TOPOGRAPHIC MAP- 7.5-MINUTE QUADRANGLES, NEW HAMPSHIRE (2010)

## VICINITY PLAN

SITE LOCATION: LAT 42°55'09.2" N LON 72°18'13.1"W  
SCALE: 1" = 200'

## SHEET INDEX

<u>NUMBER</u>	<u>TITLE</u>
-	TITLE SHEET
SV-1	EXISTING CONDITIONS PLAN OF LAND
C1	PROPOSED CONDITIONS PLAN
C2	AREA FENCING PLAN
C3	PROPOSED ROADWAY TURNAROUND
C4	TRUCK TURNING PLAN
M1	PIPING ARRANGEMENT
E4	AREA LIGHTING PLAN

PREPARED FOR:



15 BUTTRICK ROAD, LONDONDERRY, NEW HAMPSHIRE 03053

PREPARED BY:



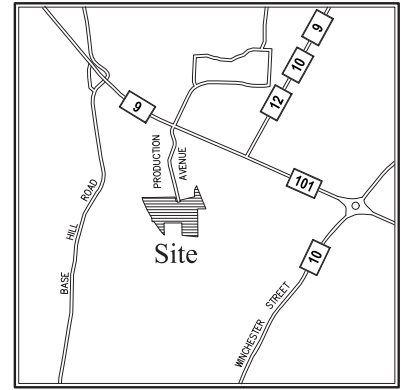
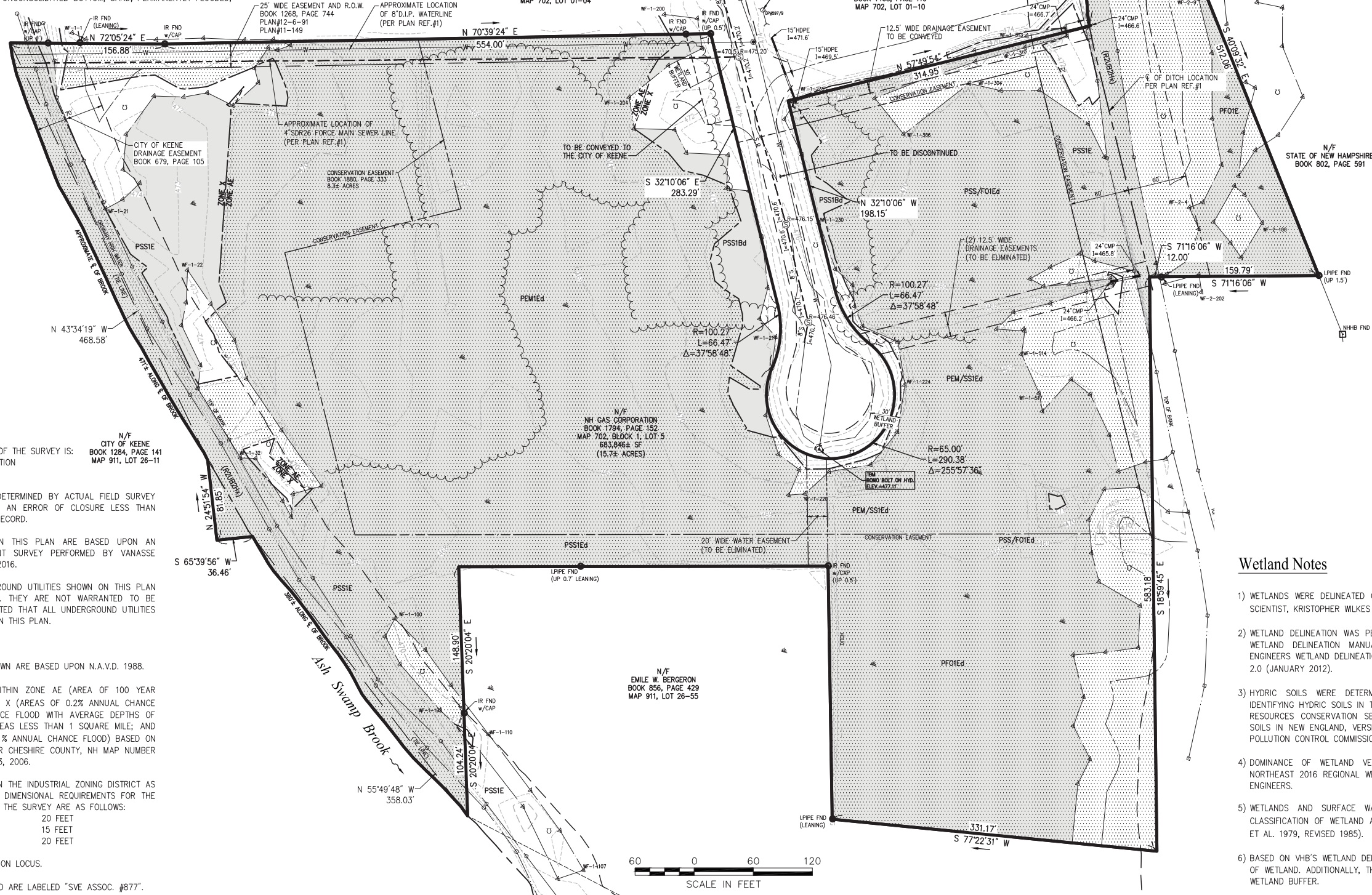
20 FOUNDRY STREET, CONCORD, NEW HAMPSHIRE 03301

**Wetland Classification Codes**

CODE	CODE DESCRIPTION
PEM1Ed	PALUSTRINE, EMERGENT, PERSISTENT, SEASONALLY FLOODED/SATURATED, PARTLY DRAINED/DITCHED
PSS1Ed	PALUSTRINE, SCRUB-SHRUB, BROAD-LEAVED DECIDUOUS, SEASONALLY FLOODED/SATURATED, PARTLY DRAINED/DITCHED
PSS1E	PALUSTRINE, SCRUB-SHRUB, BROAD-LEAVED DECIDUOUS, SEASONALLY FLOODED/SATURATED
PSS1Bd	PALUSTRINE, SCRUB-SHRUB, BROAD-LEAVED DECIDUOUS, SATURATED, PARTLY DRAINED/DITCHED
PFO1E	PALUSTRINE, FORESTED, BROAD-LEAVED DECIDUOUS, SEASONALLY FLOODED/SATURATED
PFO1Ed	PALUSTRINE, FORESTED, BROAD-LEAVED DECIDUOUS, SEASONALLY FLOODED/SATURATED, PARTLY DRAINED/DITCHED
R2UB2Hx	RIVERINE, LOWER PERENNIAL, UNCONSOLIDATED BOTTOM, SAND, PERMANENTLY FLOODED, EXCAVATED

**Plan References**

1. PLAN ENTITLED "PERIMETER SURVEY AND VOLUNTARY MERGER PREPARED FOR NEW HAMPSHIRE GAS CORPORATION" DATED 3/20/00, REVISED 3-21-01 RECORDED IN THE C.C.R.D. CABINET 12, DRAWER 6, #091.
2. PLAN ENTITLED "MAP SHOWING REVISED LAYOUT OF PRODUCTION AVENUE PREPARED FOR NEW HAMPSHIRE GAS CORPORATION" DATED 5/31/00, REVISED 1-8-02 RECORDED IN THE C.C.R.D. CABINET 12, DRAWER 7, #60.
3. PLAN ENTITLED "CONSERVATION EASEMENT PLAN OF PORTIONS OF NEW HAMPSHIRE GAS CORPORATION" DATED 2/17/01, REVISED 1-8-02 RECORDED IN THE C.C.R.D. CABINET 12, DRAWER 7, #052.



**Locus Map**  
(NOT TO SCALE)

**Legend**

- ⊕ DRAIN MANHOLE
- ⊕ CATCH BASIN
- ⊕ SEWER MANHOLE
- ⊕ ELECTRIC MANHOLE
- ⊕ TELEPHONE MANHOLE
- ⊕ MANHOLE
- ⊕ HH - HANDHOLE
- BOLLARD
- WATER GATE
- FIRE HYDRANT
- GAS GATE
- ☆ STREET SIGN
- ☆ LIGHT POLE
- ☆ UTILITY POLE
- GUY POLE
- GUY WIRE
- MONITORING WELL
- ⊕ WELL
- ⊕ F.F.E.=45.27 FINISHED FLOOR ELEVATION
- ⊕ EOP - EDGE OF PAVEMENT
- ⊕ CC - CONCRETE CURB
- ⊕ VGC - VERTICAL GRANITE CURB
- ⊕ SLOPED GRANITE EDGE
- ⊕ BB - BITUMINOUS BERM
- ⊕ BC - BITUMINOUS CURB
- ⊕ GUARD RAIL-STEEL POST
- ⊕ GUARD RAIL-WOOD POST
- ⊕ CHAIN LINK FENCE
- ⊕ STOCKADE FENCE
- ⊕ DRAINAGE LINE
- ⊕ SEWER LINE
- ⊕ OVERHEAD WIRE
- ⊕ UNDERGROUND ELECTRIC
- ⊕ TELEPHONE LINE
- ⊕ GAS LINE
- ⊕ WATER LINE
- ⊕ STONE WALL
- ⊕ TREE LINE
- ⊕ LIMIT OF BANK
- ⊕ BF1-100 WETLAND BOUNDARY
- ⊕ WF1-100 WETLAND BUFFER
- ⊕ PFO1Ed ORDINARY HIGH WATER
- ⊕ PFO1Ed WETLAND CLASSIFICATION

**General Notes**

1. THE OWNER OF RECORD AT THE TIME OF THE SURVEY IS: NEW HAMPSHIRE GAS CORPORATION BOOK 1794, PAGE 152. CITY OF KEENE BOOK 1284, PAGE 141 MAP 911, LOT 26-11
2. THE PROPERTY LINES SHOWN WERE DETERMINED BY ACTUAL FIELD SURVEY CONDUCTED IN NOVEMBER 2015 WITH AN ERROR OF CLOSURE LESS THAN 1:10,000 AND PLANS AND DEEDS OF RECORD.
3. THE EXISTING CONDITIONS SHOWN ON THIS PLAN ARE BASED UPON AN ACTUAL ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY VANASSE HANGEN BRUSTLIN, INC IN DECEMBER 2016.
4. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE BASED ON FIELD OBSERVATIONS. THEY ARE NOT WARRANTED TO BE EXACTLY LOCATED NOR IS IT WARRANTED THAT ALL UNDERGROUND UTILITIES OR OTHER STRUCTURES ARE SHOWN ON THIS PLAN.
5. HORIZONTAL DATUM IS N.A.D. 1983.
6. CONTOURS AND SPOT ELEVATIONS SHOWN ARE BASED UPON N.A.V.D. 1988.
7. MAP 702, LOT 5 LIES PARTIALLY WITHIN ZONE AE (AREA OF 100 YEAR FLOODING - ELEV. 471.2) AND ZONE X (AREAS OF 0.2% ANNUAL CHANCE FLOOD; AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD) BASED ON THE FLOOD INSURANCE RATE MAP FOR CHESHIRE COUNTY, NH MAP NUMBER 33005C0266E, EFFECTIVE DATE MAY 23, 2006.
8. MAP 702, LOT 5 LIES ENTIRELY WITHIN THE INDUSTRIAL ZONING DISTRICT AS DEFINED BY THE KEENE ZONING MAP, DIMENSIONAL REQUIREMENTS FOR THE COMMERCIAL DISTRICT AT THE TIME OF THE SURVEY ARE AS FOLLOWS:  
 MINIMUM FRONT YARD SETBACK 20 FEET  
 MINIMUM SIDE YARD SETBACK 15 FEET  
 MINIMUM REAR YARD SETBACK 20 FEET
9. NO PARKING SPACES WERE OBSERVED ON LOCUS.
10. ALL PROPERTY MONUMENT CAPS FOUND ARE LABELED "SVE ASSOC. #877".

**Wetland Notes**

- 1) WETLANDS WERE DELINEATED ON DECEMBER 1ST AND 2ND, 2016 BY VHB SENIOR WETLAND SCIENTIST, KRISTOPHER WILKES (CWS #288).
- 2) WETLAND DELINEATION WAS PERFORMED TO THE STANDARDS IN THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL AND THE REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION, VERSION 2.0 (JANUARY 2012).
- 3) HYDRIC SOILS WERE DETERMINED IN ACCORDANCE WITH THE FIELD INDICATORS FOR IDENTIFYING HYDRIC SOILS IN THE UNITED STATES, VERSION 7.0 PUBLISHED BY THE NATURAL RESOURCES CONSERVATION SERVICE, AND THE FIELD INDICATORS FOR IDENTIFYING HYDRIC SOILS IN NEW ENGLAND, VERSION 3.0 PUBLISHED BY THE NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION.
- 4) DOMINANCE OF WETLAND VEGETATION WAS ASSESSED USING THE NORTHCENTRAL AND NORTHEAST 2016 REGIONAL WETLAND PLANT LIST PUBLISHED BY THE U.S. ARMY CORPS OF ENGINEERS.
- 5) WETLANDS AND SURFACE WATERS WERE CLASSIFIED USING THE USFWS METHODOLOGY CLASSIFICATION OF WETLAND AND DEEPWATER HABITATS OF THE UNITED STATES (COWARDIN ET AL. 1979, REVISED 1985).
- 6) BASED ON VHB'S WETLAND DELINEATION, THE SITE CONSISTS OF APPROXIMATELY 12.7 ACRES OF WETLAND. ADDITIONALLY, THE SITE CONSISTS OF APPROXIMATELY 2.5 ACRES OF 30-FOOT WETLAND BUFFER.

NO.	DATE	DESCRIPTION	BY

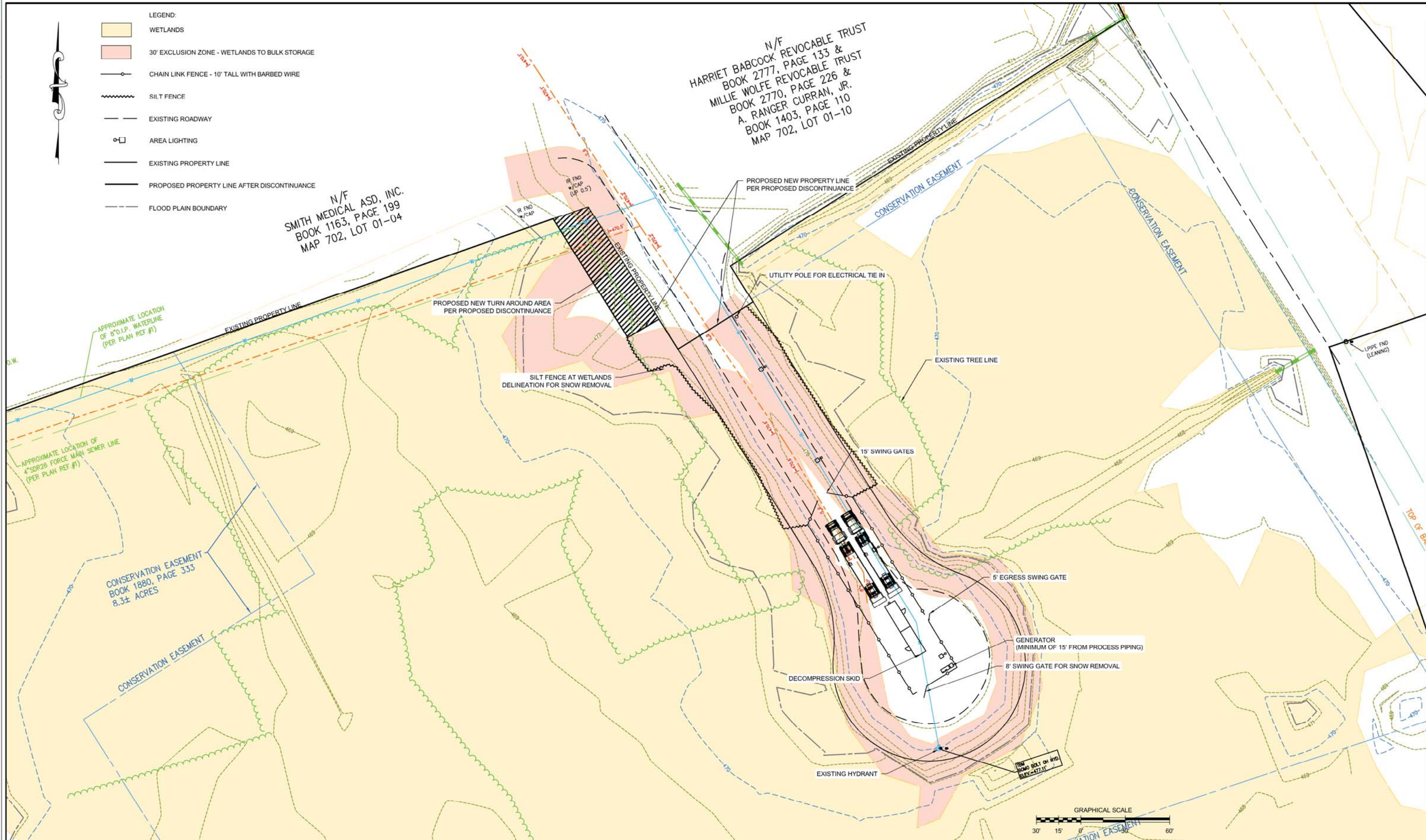
DRAWN BY: PGG  
 DESIGNED BY:  
 REVIEWED BY: GEJ  
 PROJECT MGR: PJW  
 PIC: PJW  
 DATE: MAY 3, 2017

**PHASE 1: TEMPORARY CNG LIBERTY UTILITIES**  
 KEENE, NH  
**EXISTING CONDITIONS PLAN OF LAND**

PROJECT NUMBER:  
52420.06  
 SHEET NUMBER:  
Sv-1

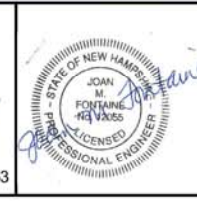
FILE: P:\104103\104103.dwg  
 LAYOUT: C1  
 PLOT DATE: 04/17/17 10:10 AM  
 PLOT SCALE: 1/1"=30'

- LEGEND:**
- WETLANDS
  - 30' EXCLUSION ZONE - WETLANDS TO BULK STORAGE
  - CHAIN LINK FENCE - 10' TALL WITH BARBED WIRE
  - SILT FENCE
  - EXISTING ROADWAY
  - AREA LIGHTING
  - EXISTING PROPERTY LINE
  - PROPOSED PROPERTY LINE AFTER DISCONTINUANCE
  - FLOOD PLAIN BOUNDARY



**SANBORN HEAD**

**Liberty Utilities**  
 15 BUTTRICK ROAD  
 LONDONDERRY, NEW HAMPSHIRE 03053



NO.	DATE	DESCRIPTION	BY
2	05/09/2017	REVISED SITE PLAN REVIEW SUBMISSION	JTD
1	05/05/2017	CONDITIONAL USE PERMIT SUBMISSION	JTD
0	04/14/2017	SITE PLAN REVIEW SUBMISSION	JTD

DRAWN BY: JTD  
 DESIGNED BY: JTD  
 REVIEWED BY: JMF  
 PROJECT MGR: JMF  
 PIC: JMF  
 DATE: APRIL 2017

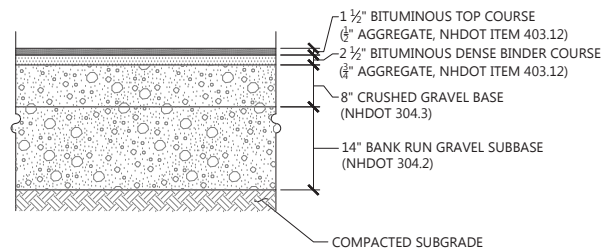
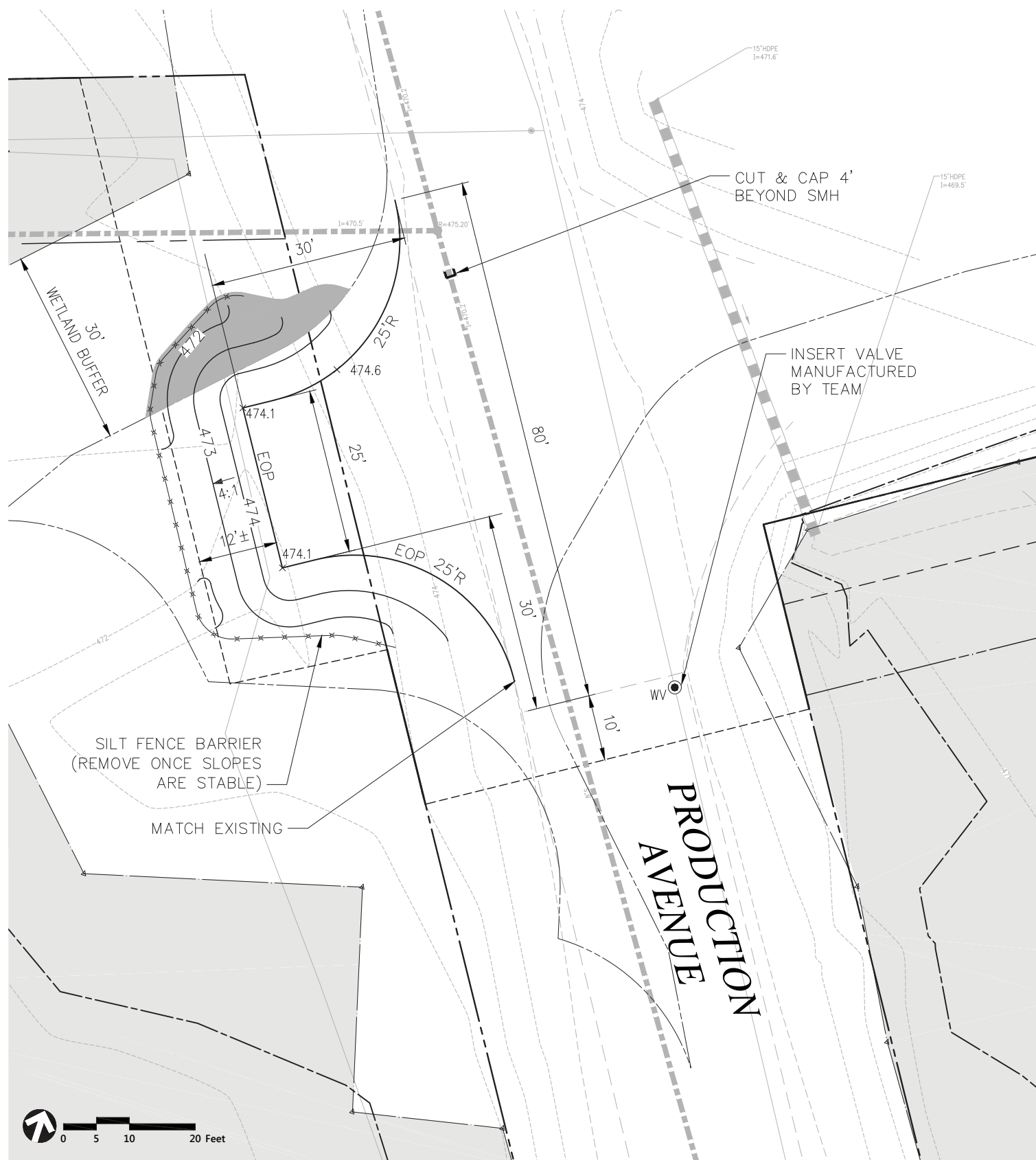
**PHASE 1: TEMPORARY CNG  
 LIBERTY UTILITIES**  
 KEENE, NH

**PROPOSED CONDITIONS PLAN**

PROJECT NUMBER: 4155.00  
 SHEET NUMBER: C1







**NOTES**

- PAVEMENT SECTION SHALL BE IN ACCORDANCE WITH THE STATE HIGHWAY SPECIFICATIONS, SECTION 403 AND 304 AND THE CITY OF KEENE PUBLIC IMPROVEMENT STANDARDS.
- BASE MATERIAL SHALL EXTEND 3 FEET BEYOND EDGE OF PAVEMENT.

**Bituminous Concrete Pavement Section**

5/17

N.T.S.

Source: City of Keene



**Key Plan**



**Legend**

Exist.	Prop.	
---	---	PROPERTY LINE
---	---	PROJECT LIMIT LINE
---	---	RIGHT-OF-WAY/PROPERTY LINE
---	---	EASEMENT
---	---	WETLAND LINE WITH FLAG
---	---	FLOODPLAIN
---	---	BORDERING LAND SUBJECT TO FLOODING
---	---	WETLAND BUFFER ZONE
---	---	GRAVEL ROAD
---	---	EDGE OF PAVEMENT
---	---	TREE LINE
---	---	SILT FENCE
---	---	MINOR CONTOUR
---	---	MAJOR CONTOUR
---	---	SPOT ELEVATION
---	---	UNDERDRAIN
---	---	DRAIN
---	---	ROOF DRAIN
---	---	SEWER
---	---	FORCE MAIN
---	---	OVERHEAD WIRE
---	---	WATER
---	---	FIRE PROTECTION
---	---	DOMESTIC WATER
---	---	CATCH BASIN
---	---	DRAIN MANHOLE
---	---	PLUG OR CAP
---	---	SEWER MANHOLE
---	---	WATER VALVE & BOX
---	---	FIRE HYDRANT

**Erosion Control**

- INSTALL SILT FENCING PRIOR TO START OF CONSTRUCTION, TO BE MAINTAINED UNTIL COMPLETION OF CONSTRUCTION AND ESTABLISHMENT OF PERMANENT GROUND COVER.
- SLOPES SHALL BE STABILIZED WITHIN 72 HOURS OF ACHIEVING FINISHED GRADE.
- LOAM AND SEED (4-INCHES) WITHIN 72 HOURS OF ACHIEVING FINISHED GRADE.
- PERMANENT SEEDING SHALL OCCUR BETWEEN APRIL 1 AND JUNE 1, AND/OR BETWEEN AUGUST 15 AND OCTOBER 15. ALL SEEDING FROM SEPTEMBER 15 SHALL BE HAY MULCHED.

5. ALL PERMANENT AND TEMPORARY SEEDING SHALL BE AS FOLLOWS (UNLESS OTHERWISE NOTED):

PERMANENT SEEDING	PROPORTION	GERMINATION MINIMUM	PURITY MINIMUM
LAWNS:			
CREeping RED FESCUE	50%	85%	95%
KENTUCKY BLUEGRASS	40%	85%	90%
MANHATTAN PERENNIAL RYE	10%	90%	95%
TEMPORARY SEEDING*	% WEIGHT	GERMINATION MINIMUM	
WINTER RYE	80% MIN.	85%	
RED FESCUE (CREeping)	4% MIN.	80%	
PERENNIAL RYE GRASS	3% MIN.	90%	
RED CLOVER	3% MIN.	90%	
OTHER CROP GRASS	0.5% MAX.		
NOXIOUS WEED SEED	0.5% MAX.		
INERT MATTER	1.0% MAX.		

\* TEMPORARY SEED FOR LAWNS SHALL ONLY BE PLANTED WHEN PERMANENT GRASSES CANNOT BE PLANTED DUE TO THE GROWING SEASON.

- CONTRACTOR SHALL INSPECT AND MAINTAIN EROSION CONTROL MEASURES, AND REMOVE SEDIMENT THEREFROM ON A WEEKLY BASIS AND WITHIN TWELVE HOURS AFTER EACH STORM EVENT (0.5" OF RAINFALL OR GREATER) AND DISPOSE OF SEDIMENTS IN AN UPLAND AREA SUCH THAT THEY DO NOT ENCUMBER OTHER DRAINAGE STRUCTURES AND PROTECTED AREAS.

FOR PERMITTING  
5/05/17

30' BUFFER IMPACT = 262 SF



2 Bedford Farms Drive, Suite 200  
Bedford, New Hampshire 03110  
603.391.3900 • FAX 603.518.7495



15 BUTTRICK ROAD  
LONDONDERRY, NEW HAMPSHIRE 03053



NO.	DATE	DESCRIPTION	BY

DRAWN BY: MEO  
DESIGNED BY: MEO  
REVIEWED BY: DHF  
PROJECT MGR: PJW  
PIC: PJW  
DATE: MAY 3, 2017

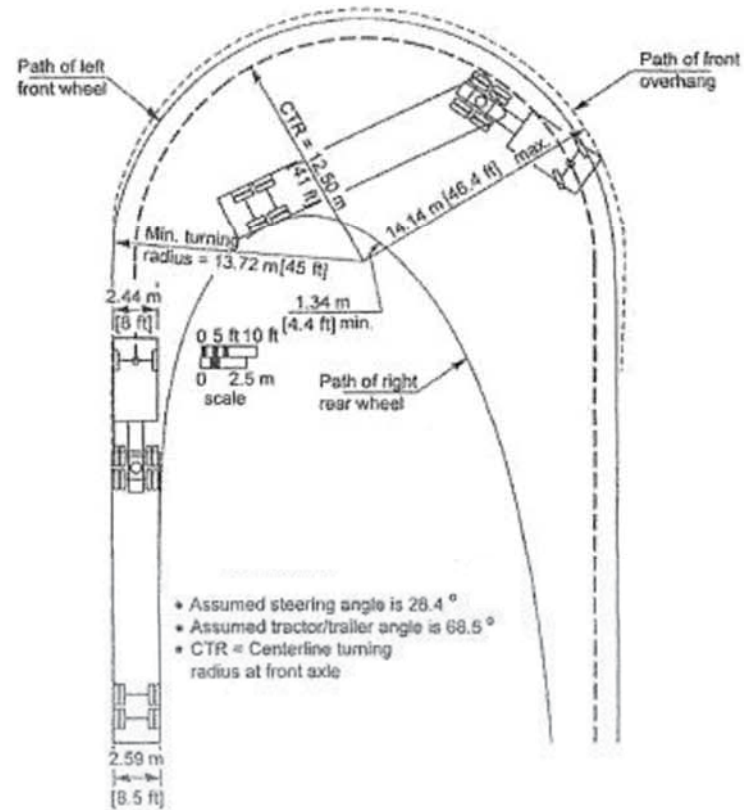
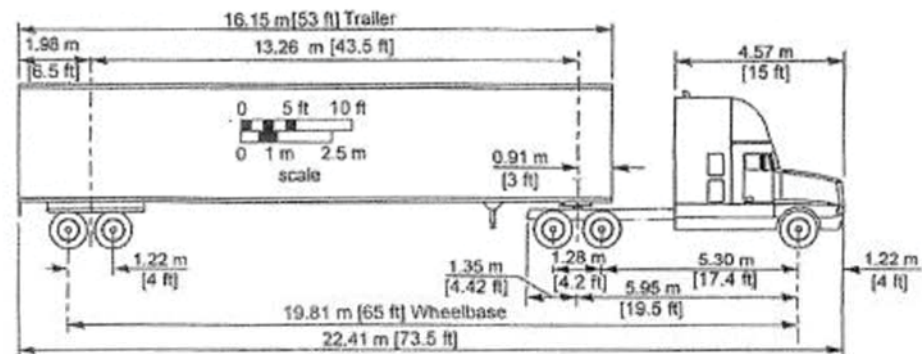
PHASE 1: TEMPORARY CNG  
LIBERTY UTILITIES  
KEENE, NH

**PROPOSED ROADWAY TURNAROUND**

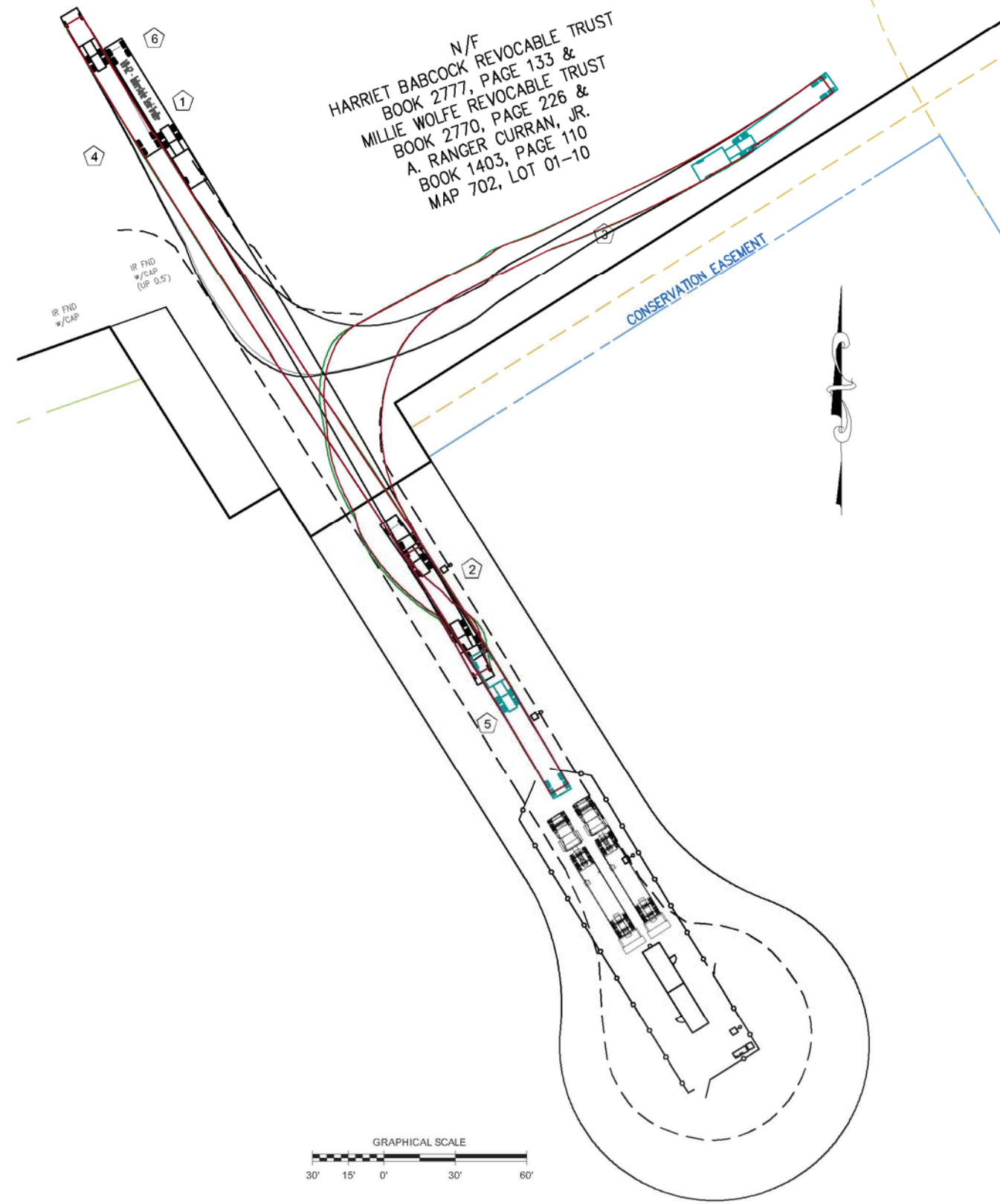
PROJECT NUMBER:  
52420.06

SHEET NUMBER:  
C3

TRUCK TURNING PATTERN	
①	TRUCK ENTERS PRODUCTION AVE
②	TRUCK DRIVES DOWN PRODUCTION AVE PAST TURN AROUND AREA
③	TRUCK REVERSES WHILE TURNING INTO PARKING LOT OF ADJACENT PROPERTY
④	TRUCK TURNS RIGHT OUT OF DRIVEWAY, NORTH ON PRODUCTION AVE
⑤	TRUCK BACKS DOWN PRODUCTION AVE TO DROP TRAILER NEAR DECOMPRESSION SKID
⑥	TRUCK PULLS FORWARD AND EXITS PRODUCTION AVE



1 AASHTO WB-67 TRUCK AND TRAILER DIMENSIONS AND TURNING RADIUS  
 SCALE: NTS



2 TRUCK TURNING DETAIL

SANBORN HEAD

Liberty Utilities

15 BUTTRICK ROAD  
 LONDONDERRY, NEW HAMPSHIRE 03053



NO.	DATE	DESCRIPTION	BY
2	05/09/2017	REVISED SITE PLAN REVIEW SUBMISSION	JTD

DRAWN BY: JTD  
 DESIGNED BY: JTD  
 REVIEWED BY: JMF  
 PROJECT MGR: JMF  
 PIC: JMF  
 DATE: APRIL 2017

PHASE 1: TEMPORARY CNG  
 LIBERTY UTILITIES  
 KEENE, NH

TRUCK TURNING PLAN

PROJECT NUMBER:

4155.00

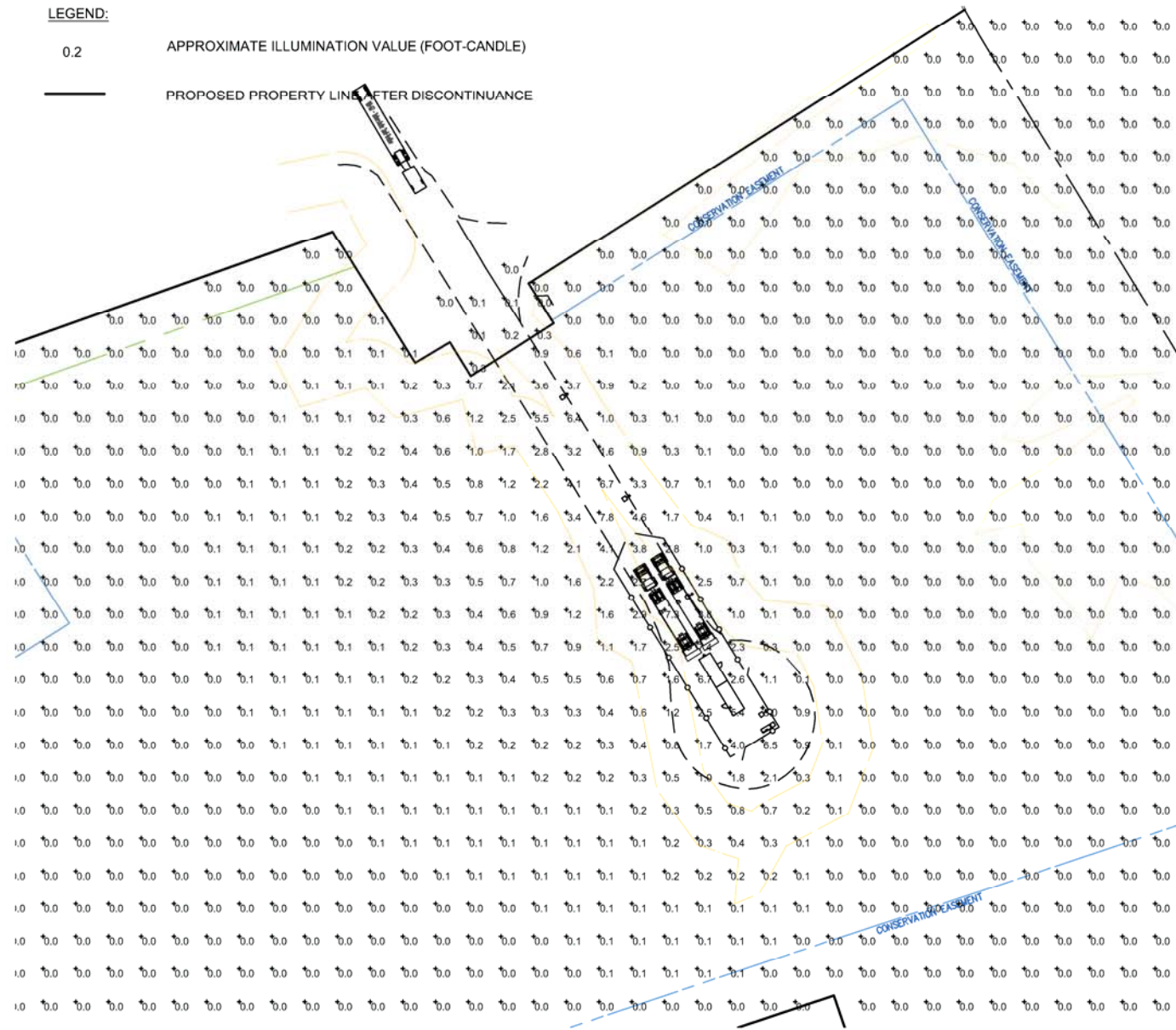
SHEET NUMBER:

35 of 59 C4

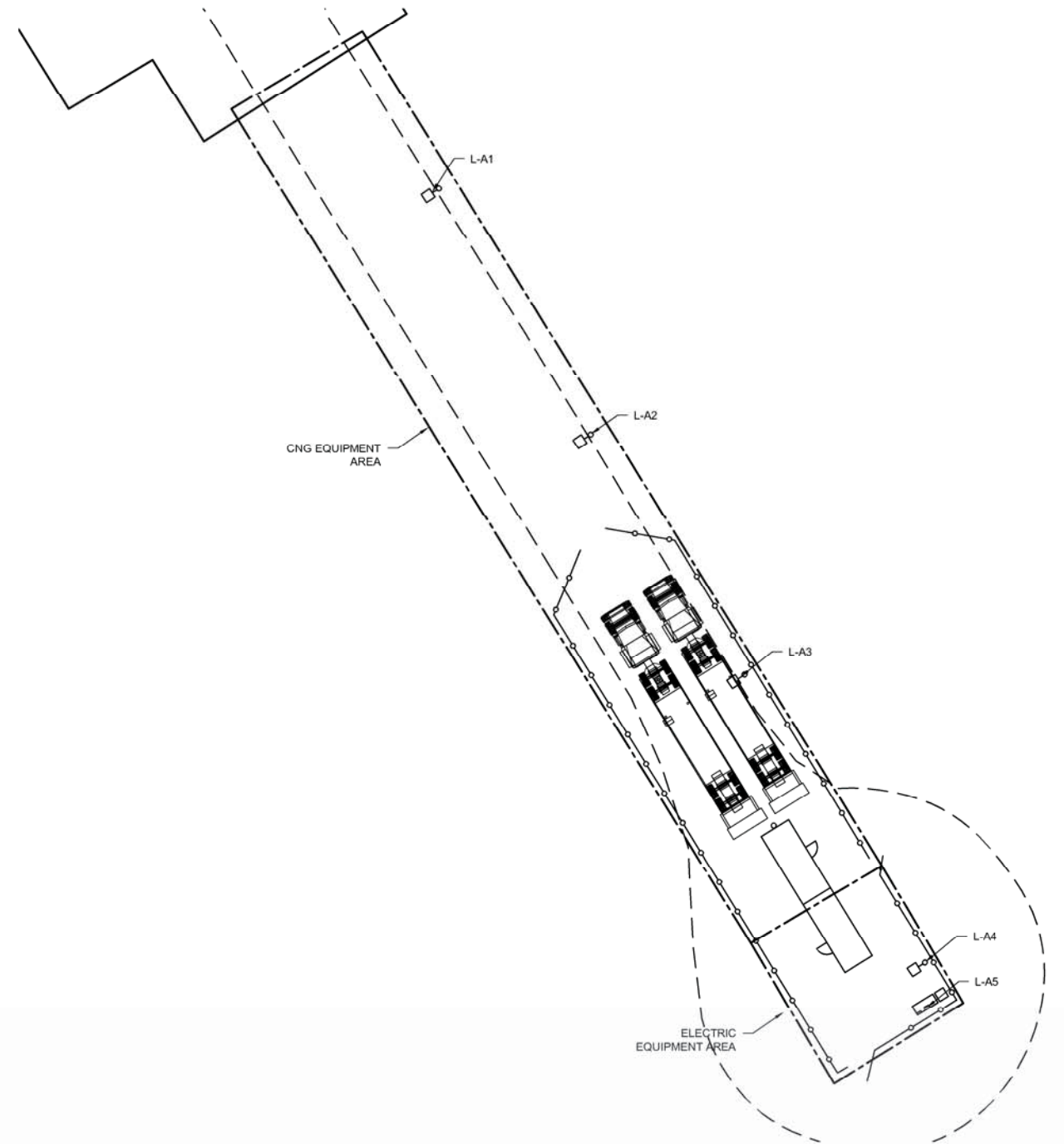


**LEGEND:**

- 0.2 APPROXIMATE ILLUMINATION VALUE (FOOT-CANDLE)
- PROPOSED PROPERTY LINE AFTER DISCONTINUANCE



1 SITE LIGHTING ANALYSIS



2 AREA LIGHTING EQUIPMENT ARRANGEMENT



LIGHTING FIXTURE SCHEDULE								
TAG	QTY	MFR	MODEL	MOUNTING	COLOR	WATTAGE	NOTES	
L-A1 THRU A4	4	LITHONIA	KAX2 LED P1 30K R4 MVOLT SPA PIRH DBLXD	20' POLE MT	BLACK	200	BI-LEVEL MOTION SENSOR, 20' X 4" SQUARE POLE, BLACK	
L-A5	1	LITHONIA	KAXW LED P1 30K R3 MVOLT DBLXD	WALL MOUNT UNDER ELECTRIC CANOPY	BLACK	29	LIGHTING FOR ELECTRICAL STRUCTURE AND GENERATOR	

LIGHTING LEVELS			
AREA	AVG	MAX	MIN
CNG EQUIPMENT AREA	5.4 fc	13.9 fc	1.4 fc
ELECTRIC EQUIPMENT AREA	5.9 fc	19.4 fc	1.7 fc
SITE	0.1 fc	19.4 fc	0.0 fc

**NOTES:**

1. ALL SITE LIGHTING INSTALLATION SHALL BE IN ACCORDANCE WITH REQUIREMENTS PROVIDED BY THE CITY OF KEENE, NH SITE PLAN AND SUB DIVISION REGULATIONS, SECTION D.2 (f) (6). MOUNTING HEIGHTS AND LOCATIONS SHALL BE AS SHOWN ON PLAN.
2. AREA LIGHTING FIXTURES SHALL FULLY SHIELDED SUCH THAT LIGHT EMITTED BY THE LAMP IS PROJECTED BELOW HORIZONTAL.
3. LIGHT SHALL BE AIMED TO AVOID TRESPASS BEYOND PROPERTY BOUNDARIES. TRESPASS SHALL BE LIMITED TO 2.0 FC OR LESS.
4. CONTRACTOR MAY PROVIDE AND INSTALL ALTERNATE, EQUIVALENT FIXTURES WITH APPROVAL OF ENGINEER.
5. STREET LIGHTS SHALL INCORPORATE AN AMBIENT LIGHT SENSOR, AND TURN ON AUTOMATICALLY WHEN LIGHT LEVELS FALL BELOW 5 fc.
6. STREET LIGHTS SHALL INCORPORATE A BI-LEVEL MOTION/AMBIENT LIGHT SENSOR TO DIM LIGHTS BY 50% WHILE SITE IS INACTIVE.
7. ILLUMINATION LEVELS SHOWN WERE DETERMINED USING VISUAL 3D 2016 SOFTWARE, VERSION 2.07.



NO.	DATE	DESCRIPTION	BY
2	05/09/2017	REVISED SITE PLAN REVIEW SUBMISSION	JTD
1	05/05/2017	CONDITIONAL USE PERMIT SUBMISSION	JTD
0	04/14/2017	SITE PLAN REVIEW SUBMISSION	JTD

DRAWN BY: JTD  
 DESIGNED BY: JTD  
 REVIEWED BY: JMF  
 PROJECT MGR: JMF  
 PIC: JMF  
 DATE: APRIL 2017

PHASE 1: TEMPORARY CNG  
 LIBERTY UTILITIES  
 KEENE, NH

AREA LIGHTING PLAN

PROJECT NUMBER:  
4155.00

SHEET NUMBER:  
37 of 59 E4

FILE: P:\104103\104103.dwg  
 LAYOUT: 24  
 PLOT DATE: 04/17/17 10:18 AM

# CITY OF KEENE PLANNING BOARD

Planning Department File #

*SP-02-17*

Received \_\_\_\_\_

**Surface Water Protection Conditional Use Permit (SWP CUP) Application**  
**To be used when project also requires Site Plan Review**

**Please fill out entire application**

## Section One: Project

Tax Map Parcel # 702 - 01 - 005

Existing Zoning: Industrial

### Project:

Name Temporary CNG Facility

Address 43 Production Avenue, Keene, NH 03431

## Section Two: Contact Information

### Owner:

Name Shawn Furey, Liberty Utilities

Signature *Shawn Furey*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address 15 Buttrick Road, Londonderry, NH 03053

Phone (day) (603) 216-3544

(Fax) ( ) \_\_\_\_\_

Date \_\_\_\_\_

### Applicant/Agent:

Name Shawn Furey, Liberty Utilities

Signature *Shawn Furey*

Address 15 Buttrick Road, Londonderry, NH 03053

Phone: (day) (603) 216-3544

Fax: ( ) \_\_\_\_\_

Date 5/5/17

### Surveyor/Planner/Engineer:

Name Peter Walker, VHB

Signature *Peter Walker*

Address 2 Bedford Farms Drive, Suite 200, Bedford, NH 03110-6532

Phone: (day) (603) 391-3900

Fax: ( ) \_\_\_\_\_

Date: 5/5/17



# Descriptive Narrative

---

## 1.0 Project Description

Liberty Utilities (EnergyNorth Natural Gas Corp.) proposes to construct a vehicle turnaround on a portion of Tax Map 702, Lot 01-005 (the "Site") currently owned by Liberty Utilities to serve motorists using Production Avenue. The new turnaround is intended to replace the existing cul-de-sac at the end of Production Avenue which will be discontinued as part of a proposed energy development on the Site.

The turnaround would require approximately 262 square feet of impact within the 30-foot wetland buffer (i.e., Surface Water Protection Overlay District), as a result of the addition of graded fill associated with the proposed slopes of the turnaround. Erosion controls (i.e., silt fence) would be installed downslope of the turnaround footprint to contain the work site and reduce the risk of sediment-laden discharge from entering the wetland and/or wetland buffer. The turnaround has been designed in accordance with the City of Keene Ordinance Section 70-124 – Streets. (See Sheet C3 in the attached plans.)

Upon construction of the turnaround, a portion of the Site will be deeded to the City in exchange for the discontinuance of a portion of Production Avenue. A Petition for Discontinuance was filed with the City Council on April 18, 2017, with a site visit and public hearing scheduled for June 1, 2017.

The turnaround and discontinuance of Production Avenue is necessary to allow installation of a temporary CNG facility on the Site. This facility would comprise a temporary fenced-in area with two swing gates that enclose up to two CNG tanker trucks, a decompression skid, and a natural gas fueled generator. The temporary CNG facility is part of a long-term plan to convert the energy source of the Monadnock Mall Shopping Plaza to natural gas. The Monadnock Mall Shopping Plaza is located north of Production Avenue across NH Route 9. Note also that Liberty Utilities is currently in the early stages of project planning and engineering design for a new permanent facility to replace the temporary facility that will be constructed on the Site.

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## 2.0 Wetland Description

A wetland delineation of the Site was performed by VHB Senior Environmental Scientist, Kristopher Wilkes (CWS #288), on December 1 and 2, 2016. All wetland, top-

of-bank and ordinary high water flags were surveyed and mapped by VHB's survey team during the week of December 5, 2016. The Site contains a single large wetland complex consisting of several cover class types. This wetland surrounds the Site to the east, south, and west of the cul-de-sac. Additionally, a second large forested wetland intersects the northeastern edge of the Site but is physically separated from the main complex by an unnamed tributary running north to south along the eastern edge of the Site.

The wetland buffer associated with a portion of the wetland complex delineated to the west of Production Avenue will be permanently impacted by the proposed turnaround. At this location, the wetland is dominantly comprised of a Palustrine, Emergent, Persistent, Seasonally-Flooded/Saturated, Partly Drained/Ditch (PEM1Ed) cover type, with the exception of portions of the wetland located immediately along the eastern bank of Ash Swamp Brook. The wetland cover type transitions in this area to Palustrine, Scrub-Shrub, Broad-leaved Deciduous, Seasonally-Flooded/Saturated (PSS1E). Wetland hydrology is directly influenced by Ash Swamp Brook as well as site topography. In general, the wetland within this portion of the Site is located at a lower elevation than the cul-de-sac to the east, industrial development located outside of the Site's boundary to the north, and an unnatural berm associated with Ash Swamp Brook located along the Site's western boundary.

A total of 12.7 acres of the 15.7-acre parcel is composed of wetlands, and the 30-foot wetland buffer on the industrially-zoned Site totals approximately 2.5 acres. Therefore, the Surface Water Protection Overlay District covers approximately 15.2 acres of the Site. A general summary of wetland vegetation, soils and hydrology as well as other special features noted at the Site is provided in the attached memorandum from Kristopher Wilkes which describes the wetlands further.

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### **3.0 Conditional Use Permit Criteria**

The following outlines the Conditional Use Permit criteria as found in the Surface Water Protection Ordinance (Section 102-1490). The Surface Water Protection Overlay District includes a 75-foot buffer around all delineated surface waters, with the exception of certain zoning districts including the Industrial Zoning District, in which the Site is located, which has a 30-foot buffer.

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#### **3.1 Surface Water Protection Ordinance: Section 102-1490**

The following addresses the criteria outlined in City of Keene Zoning Ordinance Section 102-1490 – Surface Water Protection Ordinance.



- (a) *The proposed use and/or activity cannot be located in a manner to avoid encroachment into the overlay district.*

The temporary CNG facility would be installed within a portion of Production Avenue (to be discontinued). Therefore, a new vehicle turnaround must be established to serve as the new terminus of Production Avenue. Only a small portion of the Site is located adjacent to Production Avenue and is therefore available for use as a turnaround, as depicted on the *Proposed Conditions Plan* and on the plan entitled *Proposed Roadway Turnaround*. The proposed location of the new turnaround uses an upland area, but grading into the buffer area is required.

- (b) *Encroachment into the buffer zone has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.*

The proposed turnaround area was designed to reduce the amount of impact to the 30-foot wetland buffer to the maximum extent practicable, while still meeting the City of Keene's Standards for Turnarounds at Dead End Roads (Section 70-124 – Streets). Use of this portion of the Site as a turnaround will result in approximately 262 square feet of permanent impact within the 30-foot wetland buffer.

Two designs of the proposed turnaround were considered. The first design involved complete avoidance of the 30-foot wetland buffer. However, this alternative required construction of a retaining wall and the addition of guard rail. Slopes that would be graded around the turnaround would have to be 3:1 or greater to avoid impact to the wetland buffer. These design features would decrease the safety of the proposed turnaround, which was a basis for rejecting the alternative.

The proposed design incorporated slopes less than 3:1 to improve safety and constructability and eliminate the need for guardrail. To achieve more gradual slopes, grading will extend into the 30-foot wetland buffer zone and will result in approximately 262 square feet of permanent impact.

- (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.*

The proposed turnaround will not result in direct impacts to the adjacent wetland due to the limited amount of encroachment into the wetland buffer (262 square feet). Additionally, the turnaround is proposed within an area that has been previously disturbed by cut and fill activities associated with the construction of Production Avenue. Lastly, the proposed turnaround will not extend into the wetland or cause fragmentation of the wetland or wetland buffer. Further description regarding topography, soils, vegetation, and habitat are provided in the attached memorandum from Kristopher Wilkes (NH CWS #288).

- (d) *The buffer zone shall be maintained in a natural state to the maximum extent possible. In granting a conditional use permit, the planning board may establish conditions of approval regarding the preservation of the buffer including the extent to which trees, saplings, or ground cover shall be preserved.*

The proposed turnaround will occur adjacent to an existing impervious area (Production Avenue) and will not extend into wetland or cause fragmentation of the wetland or wetland buffer. The encroachment into the wetland buffer will be minimal, as the proposed turnaround will only result in 262 square feet of permanent impact, and since this area is dominated by herbaceous ground cover with sparse shrubs and saplings. Therefore, the turnaround is not anticipated to result in significant adverse impacts to the wetland buffer or the wetland itself.

- 1) *Dead, diseased, unsafe, or fallen trees, saplings, shrubs, or ground cover may be removed.*

Construction of the turnaround will involve minor (262 square feet) clearing and removal of existing trees and shrubs within the 30-foot wetland buffer.

- 2) *Stumps and their root systems shall be left intact in the ground, unless removal is specifically approved in conjunction with a Conditional Use Permit granted by the planning board.*

Should any trees or shrubs need to be cut in the 30-foot wetland buffer, stumps and their associated root systems will be cut off at ground level and covered with fill used for the graded slopes.

- 3) *Exotic, invasive trees, saplings, shrubs, or ground covers, as identified by NHDES, may be removed. The stumps and root balls of exotic, invasive species may also be removed by hand digging and/or hand cutting.*

Some invasive species were observed on Site during the wetland delineation conducted by Kristopher Wilkes, as described in the attached memorandum. Should any invasive species be found within the footprint of the proposed turnaround they will be cut at ground level and covered with fill used for the graded slopes.

- 4) *Preservation of dead and living trees that provide dens and nesting places for wildlife is encouraged. Planting of native species of trees, shrubs, or ground cover that are beneficial to wildlife is encouraged.*

Vegetation within the affected area consists of shrubs and saplings, with no trees that provide dens or nesting places. No significant habitat for wildlife is located within the footprint of the proposed turnaround or the

adjacent wetland buffer. The graded slopes of the turnaround will be loamed, seeded, and mulched as part of restoration efforts once the turnaround is completed.

- 5) *Where there has been disturbance or alteration of this buffer during construction, excavation, or grading, re-vegetation with native species may be required by the planning board.*

All disturbed areas containing exposed soils will be loamed, seeded, and mulched as part of restoration efforts following the completion of the turnaround.

- (e) *With the exception of state permitted wetlands crossings, and in zoning districts listed in Section 102-1493, a non-disturbance buffer zone shall be maintained to at least 30 feet from the delineated edge of the surface water.*

As previously explained, the Surface Water Protection Overlay includes a 75-foot wetland buffer around all wetlands with the exception of certain zoning districts, including the Industrial Zoning District, which requires a 30-foot wetland buffer. The proposed turnaround will encroach into the 30-foot wetland buffer, as described in (b) above.

- (f) *In determining whether or not a conditional use permit should be granted, the planning board shall 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 buffer being encroached upon.*

The amount of wetland delineated on the Site totals 12.7 acres of the 15.7-acre parcel. The 30-foot wetland buffer totals approximately 2.5 acres of the Site. Therefore, there are approximately 15.2 acres of Surface Water Protection Overlay District on the Site, which is large in comparison to the 262 square feet of permanent impact on previously disturbed land for the proposed turnaround. While some portions of the wetland on the Site are relatively diverse, particularly those areas directly adjacent to Ash Swamp Brook, the area being encroached upon for the proposed turnaround has been previously disturbed and consists of characteristics typical to roadside/road shoulder environments.

- 2) *The location and connectivity of the surface water in relation to other surface waters in the surrounding watershed.*

The wetlands on the Site are hydrologically connected to Ash Swamp Brook, which is located along the western side of the Site. Ash Swamp Brook flows in a southeasterly direction, eventually discharging into the

Ashuelot River approximately 1 mile to the southeast of the Site. The proposed turnaround is located approximately 550 feet from the Brook, and its construction would not result in direct impacts to the Brook or associated wetlands. Further information regarding Site hydrology and the characteristics of wetlands and surface waters delineated is provided in the attached memorandum from Kristopher Wilkes.

- 3) *The nature of the ecological and hydrological functions served by the surface water.*

The proposed encroachment into the 30-foot buffer of the wetland will not significantly impact the ecological and hydrological functions of the wetland due to the minor nature of the impacts (262 square feet) and since the turnaround is proposed within an area that has been previously disturbed by cut and fill activities associated with the construction of Production Avenue.

- 4) *The nature of the topography, slopes, soils, and vegetation in the buffer that encompasses the surface water.*

The topography at the proposed turnaround location is relatively flat. While some grading and fill would be required, the flat nature of the proposed location limits any potential impacts to the adjacent wetland. Vegetation within the footprint of the turnaround will be removed and covered with fill. As the encroachment into the 30-foot buffer will be relatively minor (262 square feet) and since the footprint of the proposed turnaround is located within an area that was previously disturbed by the construction of Production Avenue, the proposed turnaround would not significantly affect the adjacent wetland.

- 5) *The role of the buffer in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.*

The wetland buffer currently receives sheet flow from Production Avenue and other adjacent impervious surfaces, and provides some level of sediment and nutrient retention, treating stormwater prior to its discharge into the adjacent wetland. Groundwater recharge does not appear to be a significant function of this buffer, and the impacted buffer is not located within the floodplain. The remaining portions of the wetland buffer would continue to provide stormwater treatment since a substantial buffer would remain.

- 6) *The extent to which the buffer serves as wildlife habitat or travel corridor.*

The wetland buffer at the location of the proposed turnaround does not provide significant wildlife habitat, or significantly valuable ecosystem

services for wildlife. While the wetland located to the west contains food sources, is densely vegetated, and is connected to a watercourse (Ash Swamp Brook), which are important characteristics for wildlife habitat, the portion of the wetland buffer where impacts are proposed for the turnaround is fragmented by Production Avenue and is located directly adjacent to the developed footprint of the roadway and industrial buildings to the north. Additionally, this portion of the wetland buffer has been previously disturbed by cut and fill activities associated with the construction of Production Avenue. Lastly, Ash Swamp Brook, which provides valuable ecosystem services, is located approximately 550 feet away from the proposed turnaround, therefore wildlife utilizing the brook are unlikely to be impacted by the proposed activity.

- 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.*

The wetland located on the Site receives stormwater runoff from Production Avenue and the industrial parking lots and buildings located to the north of the Site. The proposed turnaround will result in approximately 262 square feet of additional impervious area. Due to the amount of surface water that is currently received by the wetland, and since the wetland discharges into Ash Swamp Brook, the turnaround is unlikely to significantly impact the existing hydrology of the wetland. Additionally, due to the minor amount of proposed impervious area to be added with construction of the turnaround, it is not expected to result in any adverse impacts to water quality.

- 8) *The sensitivity of the surface water and the buffer to disruption from changes in the grade or plant and animal habitat (biotic structure) in the buffer zone.*

The wetland is located directly adjacent to Production Avenue to the southeast and the parking lot of industrial buildings to the north, therefore this wetland has experienced disruption from changes in surrounding land uses within the wetland and buffer zone. Additionally, the area where the turnaround is proposed to be located has been previously disturbed by cut and fill activities associated with the construction of Production Avenue. Due to the minor encroachment into the 30-foot wetland buffer (262 square feet), the installation of the turnaround is unlikely to disrupt the existing biotic structure of the wetland located on the Site.

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### 3.2 Mitigation Measures

Proposed mitigation measures will include the installation of erosion controls (i.e., silt fence) downslope of the area to be impacted by grading for the turnaround during construction to contain the work site and reduce the risk of sediment-laden discharge from entering the wetland and/or wetland buffer. See Sheet C3 of the attached plans.

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### 3.3 Other Permits

The proposed temporary CNG facility will not require a New Hampshire Department of Environmental Services (NHDES) Wetlands Permit, since the proposed project will not result in any direct impacts to wetlands. Likewise, a permit from the US Army Corps of Engineers (USACE) is not required, since there is no fill proposed in inland wetlands or waterways for the turnaround.

Note that Liberty does intend to construct a permanent energy facility on the Site in the future which would have direct impacts to wetlands and wetland buffer. This permanent facility is anticipated to be similar in scope to the LNG plant designed and permitted on the Site by NH Gas in 2002. Liberty has already initiated discussions with the NHDES Wetlands Bureau, the USACE, and the USEPA regarding state and federal permitting requirements for the permanent facility.

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## STAFF REPORT

### SPR-04-17 SITE PLAN REVIEW – 185 Winchester St., Barn & Office

#### **Request:**

Owner Theroux Properties LLC is proposing to remove and replace an existing barn structure on a 0.59-acre lot (TMP# 052-01-003) into a new office and storage space. The property is located in the Commerce Zoning District at 185 Winchester St. near the Keene State College campus. The attached house currently contains office space as well as two apartments and the subject barn previously held an antique and used furniture retail business.

#### **Background:**

While the property is not within the Historic District, the house is a traditional New England structure with the attached barn which is proposed to be replaced. The existing building will be removed although the new building will be in the same style keeping with the New England traditional architecture of an attached barn structure. This new 1,650 SF “barn” will contain a bathroom, storage area and offices.

Parking will be expanded however no additional driveways are necessary. The project takes advantage of sandy soils to do onsite drainage.



#### **Completeness:**

The applicant has requested site-specific exemptions from the aspects that are not relevant to the project scope. After review of the requests, Staff has determined that exempting the applicant from submitting this information would have no bearing on the merits of the application and recommends that the Planning Board accept the application as “complete.”

#### **Departmental Comments:**

*Code: no issues*

*Police Dept.: no issues*

*Fire Dept.: Need to show distance between curb and new barn for Fire Department access.*

*Engineering Dept.:*

- a) Show location of temporary construction entrance into the site.
- b) Existing condition contour lines are not labeled.
- c) Provide pipe inverts for proposed and existing catch basins.
- d) Confirm that all symbology and lines used in the drawings are defined in the legend (e.g. proposed silt fence, storm drain, grading, etc.).
- e) The drainage summary states that the proposed infiltration system designed to handle the 50-yr storm, but there is overflow pipe for higher storm frequencies.
- f) Provide seasonal high ground water table elevations.



## STAFF REPORT

### Application Analysis:

The following is a review of the Board's relevant standards in relation to the proposed application:

1. Drainage: Per Dev. Standard 1.b.1. The new building will be constructed on the existing footprint. However the project requires additional parking spaces. Therefore, the existing parking lot is to be expanded necessitating additional drainage provisions. Currently the existing parking lot is drained in two different ways: the southern part of the existing parking lot sheet drains, whereas the existing four spaces in the northeastern parking area drain into a dry well or "infiltration catch basin". These methods are possible due to the existing sharply drained Occum Fine Sandy Loam on site which was shown to be able to drain 30 inches per hour.

In the proposed project, a second dry well will be added to the NE area to drain the additional paving and parking spaces. These two dry wells will be connected with perforated pipe to create increased surface area for infiltration. The east parking area will continue to sheet drain into the existing lawn after being expanded from 5 to 7 spaces. See the attached drainage report by Thayer R. Fellows, PE. This standard appears to be met.

2. Sedimentation and Erosion Control: Per Dev. Standard 2.1) and 2) Silt fence is shown to be installed surrounding the west side of the site prior to any site disturbance to prevent any sediment from leaving the site. The site is nearly level so there is not a great danger of erosion. This standard appears to be met.
4. Snow Storage: Snow storage will be provided onsite adjacent to the paved parking area. There are adequate grassed areas for such storage. This standard appears to be met.
6. Landscaping: The site has a mix of existing landscaping.
  - a) Per Dev. Standard 6.b. Three Chanticleer Pear trees are proposed along Foundry St. They are specified at the City's required 3" caliper.
  - b) The project also proposes a line of new Arborvitae shrubs along Foundry St. to screen the added parking spaces and pavement. These shrubs are spaced at 4' on center which is an appropriate on-center distance to accomplish screening. This screening accomplishes its purpose for views from Foundry St. however; a second line of these or similar large shrubs would be necessary to screen this parking lot from the adjacent property to the north as well. The Board may wish to discuss this possibility with the applicant.
8. Screening:
  - a) Per Dev. Standard 8.C.1. The project proposes a new dumpster enclosure at the far northeast corner of the site. The enclosure is proposed to be screened with 6' high solid wood fencing. This standard appears to be met.
10. Lighting:
  - a) Per Dev. Standard 10. C.1. The building-mounted wall-paks are full cut-off fixtures. They are proposed to be installed on the north, east and south sides of the new building. This meets our standard.
  - b) Per Dev. Standard 10.C.4. The mounting height of these wall-paks will be at 12'-14'. This meets our standard.
  - c) Per Dev. Standard 8.D.1. The parking lot lighting levels are at the lowest end of the "General Parking and Pedestrian" use. This seems appropriate given the proposed hours of operation as well as the mixed use status (including apartments) of the two connected buildings. The proposed uniformity ratio meets the Keene Planning Board's lighting standard.

## STAFF REPORT

- d) Smaller fixtures will be mounted over the passage and overhead doors. The Board may wish to ask whether these fixtures are full cut-off as well.
12. Traffic: Per Dev. Standard 12. B. As mentioned earlier, the property was formerly retail; an antique and used furniture store with a seven-day business schedule. The project would reduce traffic trips by reducing the office-business hours to a M-F schedule with an “occasional Saturday”. This standard appears to be met.
13. Comprehensive Access Management:
- a) Per Dev. Standard 13.b. The Ashuelot Rail Trail is immediately adjacent to the site. Additionally there is a sidewalk along Winchester Street in front of the property. Both the Black and the Red Lines of the City Express bus have a stop at the adjacent, Island St. Bridge.
  - b) Per Dev. Standard 13.d. Accessible parking spaces are shown at the new building façade.
  - c) Per Dev. Standard 13.d.1. A bicycle rack is called to be located “at the east side of the driveway adjacent to the parking spaces”. The Board may wish to request that this proposed bicycle rack be shown on the plan.
19. Architectural and Visual Appearance:
- a) Per Dev. Standard 19.3. The proposed new structure has traditional architectural elements such as gable end roofs, and an articulated garage door with windows as well as traditional windows suitable for a New England “barn”.
  - b) Per Development Standard 19.4. The materials specified of white, vinyl, clapboards with cement board trim will meet the City’s requirement of being visually non-aggressive. As well, the roofing is specified as dark gray fiberglass shingles. This standard appears to be met.

### **RECOMMENDATION FOR APPLICATION:**

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

*Approve SPR-04-17 as shown on the plans entitled “New Storage Barn & Office” as well as “Theroux Properties”; Tax Map 052-01-003, 185 Winchester Street, Keene, Cheshire County, NH, dated March 14, 2017 and January 5, 2017 respectively. The site plan set is drawn by Brickstone Land Use Consultants, LLC at various scales and the schematic architectural drawings are by db architects, LLC at a scale of 1/4” = 1’-0”;* with the following conditions:

*Prior to signature by Planning Board Chair:*

1. *Submittal of a revised site plan to show:*
  - a. *The location of the proposed bicycle rack, and*
  - b. *A second line of large shrubs to screen the proposed additional parking spaces from the northern, adjacent property.*
2. *All lighting fixtures are confirmed to comply with the City’s full cut-off requirement.*
3. *Submittal of security for landscaping, site erosion control and an “as-built” plan in a form and amount acceptable to the Planning Director and City Engineer.*

# NEW STORAGE BARN & OFFICE

185 WINCHESTER STREET  
KEENE, NEW HAMPSHIRE, 03502

OWNER:  
**THEROUX PROPERTIES, LLC**

12 COLBY ROAD  
LITCHFIELD, NH 03502  
TAX MAP #5-02-003

APRIL 14, 2017  
REV. -

DEVELOPMENT CONSULTANT:

**Brickstone**  
Land Use Consultants, LLC

Site Planning, Permitting and Development Consulting  
185 Winchester Street, Keene, NH 03431  
Phone: (603) 357-0116

ENGINEER:

**THAYER  
FELLOWS, PE**

COUNTY ROAD  
P. O. BOX 428  
WALPOLE, NH  
03608-0428



ARCHITECT



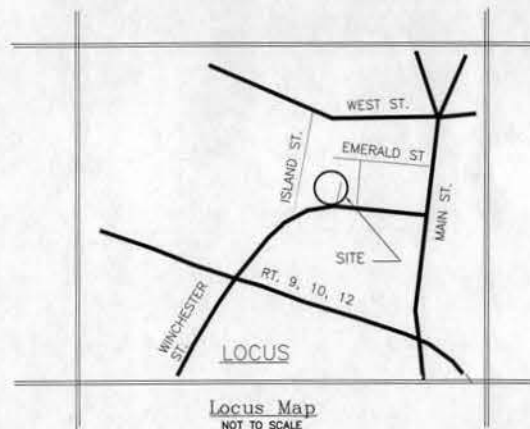
LIGHTING

OWNERS CERTIFICATION:

I CERTIFY THAT I AM THE OWNER OF THIS PROPERTY  
AND THAT I APPROVE OF THIS SITE PLAN.

OWNER: \_\_\_\_\_

DATED \_\_\_\_\_



SHEET INDEX

- C1 EXISTING CONDITION PLAN
- C2 PROPOSED CONDITION PLAN
- C3 GRADING & DRAINAGE PLAN
- C4 LANDSCAPING PLAN
- C5 LIGHTING PLAN

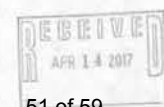
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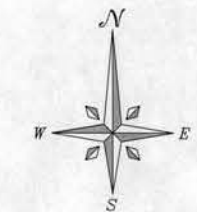
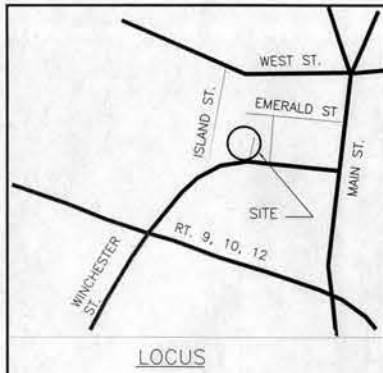
- KEENE PLANNING BOARD
- BUILDING PERMIT

APPROVED BY THE KEENE  
PLANNING BOARD

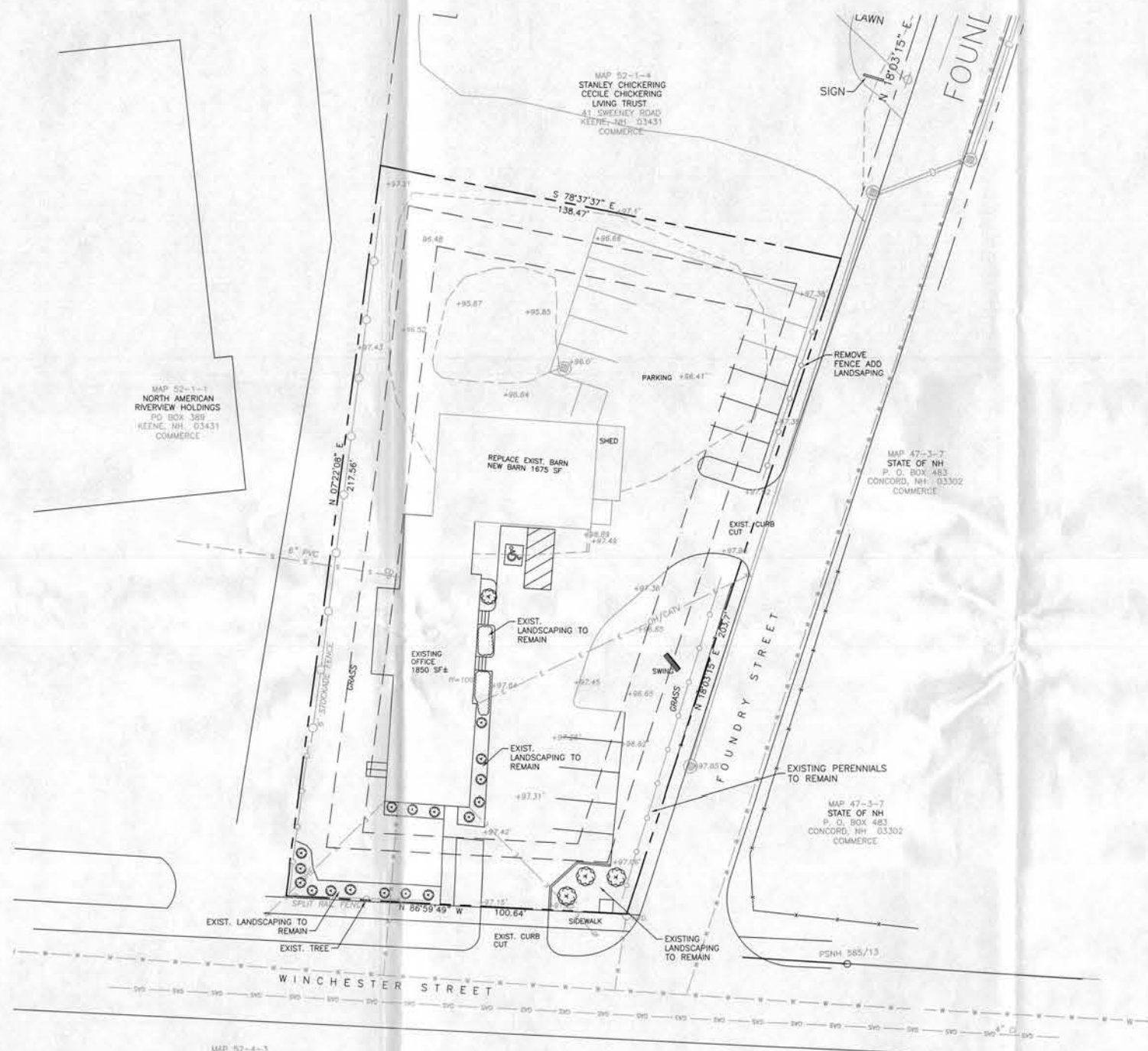
CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

SPR-03-17 #1





REVISIONS: DATE:



**LEGEND**

	HYDRANT
	TELEPHONE POLE
	CATCH BASIN
	WATER LINE
	SEWER LINE
	ELECTRIC, TV, TELEPHONE
	GAS LINE
	EXISTING GRADE
	DUMPSTER
	WALL LIGHT
	PERFORATED CORRUGATED PLASTIC PIPE

- GENERAL NOTES**
1. SURVEY INFORMATION FROM DEEDS OF RECORD AND FROM PROPERTY SURVEY ENTITLED "STANG AUTO BODY" BY TOM FLAVIN L.L.S. #287
  2. LOCATION OF UTILITIES IS FROM THE CITY OF KEENE ENGINEERING DEPARTMENT RECORDS. LOCATIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY LOCATIONS OF ALL UTILITIES PRIOR TO EXCAVATION.
  3. CONTRACTOR TO NOTIFY "911 SAFE" AT 1-888-244-7233 A MIN. OF 72 HOURS PRIOR TO THE START OF EXCAVATION.
  4. THIS PROPERTY IS NOT LOCATED WITHIN THE 100 YEAR FLOODPLAIN FOR THE CITY OF KEENE.

MAP 52-4-3  
204 WINCHESTER ST. LLC  
80 THOREAU ST #202  
CONCORD, MA 01742  
COMMERCE

MAP 52-1-4  
THEODORE ATHANASOPOULOS  
200 WINCHESTER ST  
KEENE, NH 03431  
COMMERCE

MAP 52-4-1  
NORTH AMERICAN RIVERVIEW HOLDINGS  
PO BOX 389  
KEENE, NH 03431  
COMMERCE

MAP 47-3-7  
STATE OF NH  
P. O. BOX 483  
CONCORD, NH 03302  
COMMERCE

MAP 52-3-1  
UNIVERSITY SYSTEM OF NH  
KEENE STATE COLLEGE  
229 MAIN ST  
KEENE, NH 03431  
COMMERCE

**ENGINEER:**  
**THAYER FELLOWS, PE**  
COUNTY ROAD  
P. O. BOX 428  
WALPOLE, NH  
03608-0428

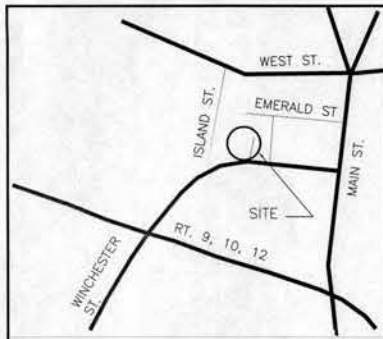
**OWNER**  
**THEROUX PROPERTIES, LLC**  
12 COLBY ROAD  
LITCHFIELD, NH 03502

**Brickstone**  
Land Use Consultants LLC  
Site Planning, Permitting and Development Consulting  
185 Winchester Street, Keene, NH 03431  
Phone: (603) 357-0116

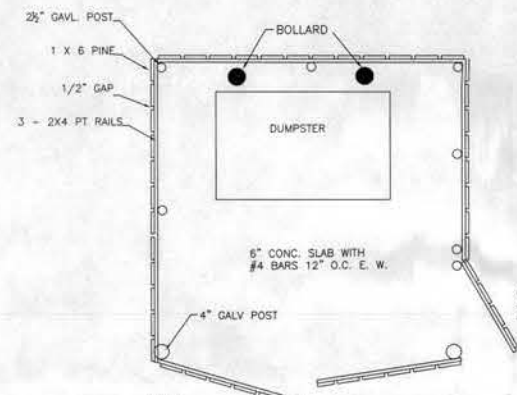
**NEW STORAGE BARN & OFFICE**  
185 WINCHESTER  
KEENE, NH

**EXISTING PLAN**

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DATE: MARCH 14, 2017  
SHEET 1

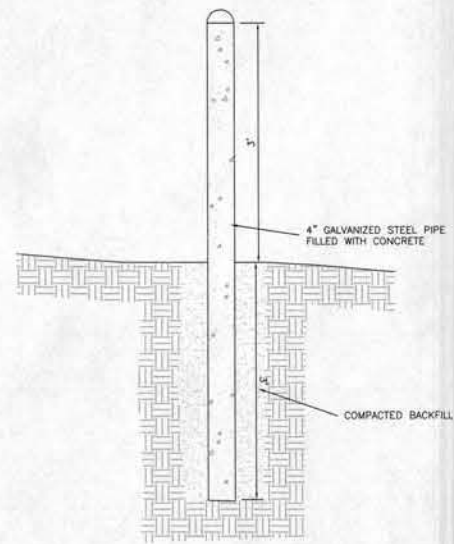


LOCUS



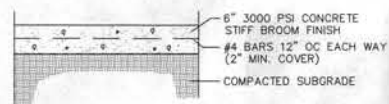
- NOTES:
1. WOOD RAILS TO BE PRESSURE TREATED, FREE FROM EXCESSIVE CRACKS, CHIPS, WARPS OR KNOTS.
  2. VERTICAL WOOD SLATS TO BE SPF #2 OR BETTER PAINTED TO MATCH MAIN BUILDING COLOR.
  3. ALL FASTENERS AND POSTS TO BE HOT DIPPED GALVANIZED.
  4. NUMBER OF DUMPSTERS AND SIZE TO BE DETERMINED BY OWNER. SIZE AND NUMBER WILL DETERMINE FINAL DIMENSIONS OF ENCLOSURE.
  5. PROVIDE 4' WIDE ACCESS OPENING ON SIDE, W/ A.D.A. ROUTE.

DUMPSTER ENCLOSURE DETAIL  
NTS



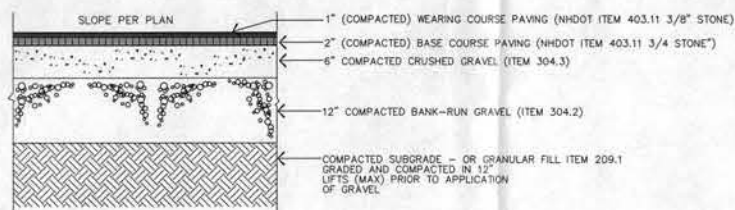
BOLLARD DETAIL  
(NTS)

OTHER SUITABLE MATERIAL ACCEPTED SUCH AS 3" STEEL BEAMS, RAILROAD RAILS, ETC. PENDING APPROVAL BY OWNER.



CONCRETE PAD DETAIL

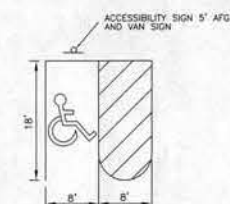
SCALE: NOT TO SCALE



PARKING LOT DETAIL

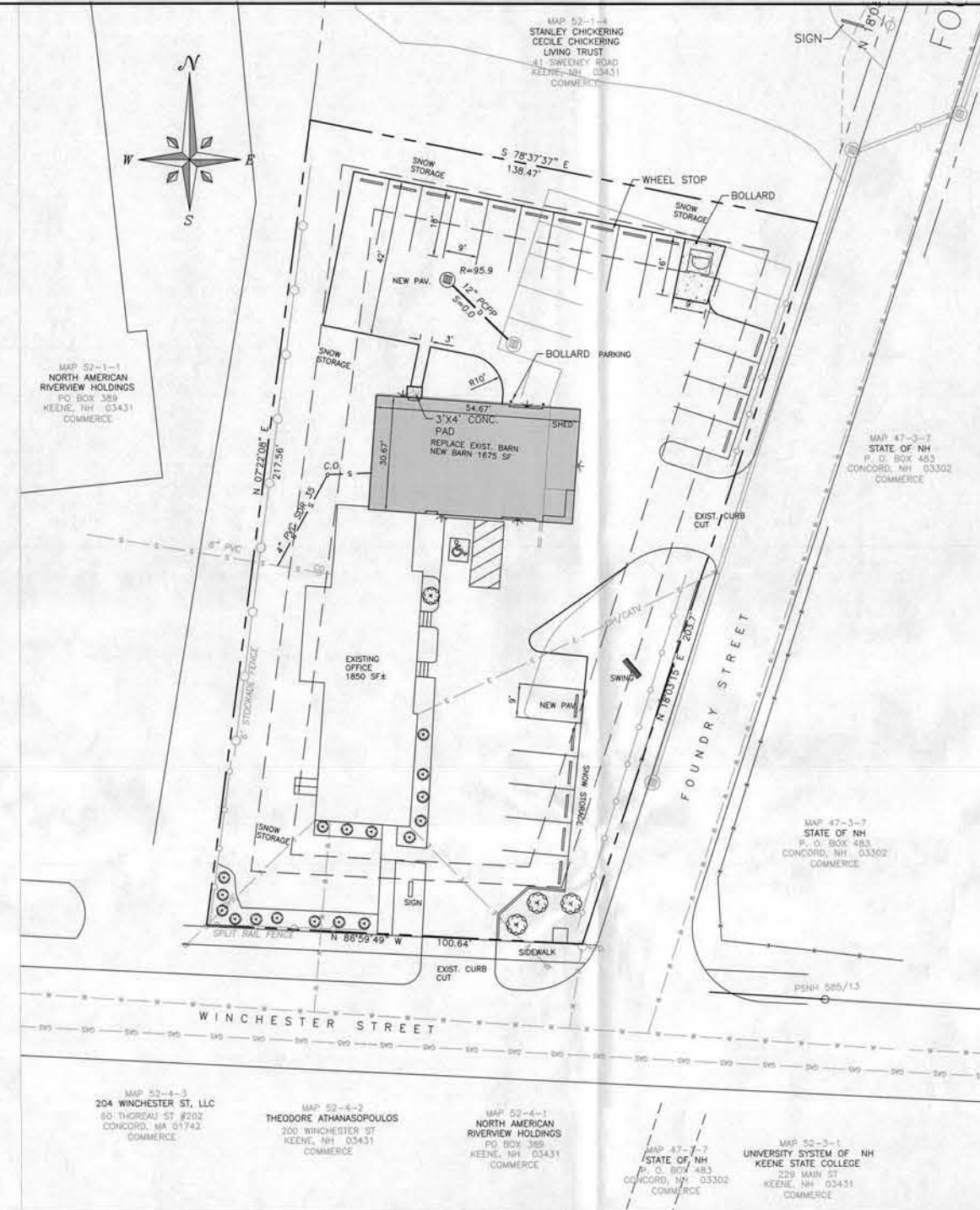
NOT TO SCALE

ALL FILL MATERIAL AND DISTURBED AREAS UNDER PAVING TO BE COMPACTED TO A MIN 95% DENSITY.



1. ACCESS ISLE SHALL HAVE A FIRM NON SLIP SURFACE.
2. ACCESS ISLE AND PARKING SPACE MAX. SLOPE OF 2%.
3. IF ACCESSIBLE ROUTE IS LOCATED IN FRONT OF THE PARKING SPACE, WHEELSTOPS MAY BE REQUIRED TO KEEP VEHICLE OVERHANG FROM REDUCING WIDTH BELOW 36 INCHES.

VAN ACCESSIBLE SPACE  
NTS



SITE PLAN

SCALE: 1"=20'

LOT DATA

ZONING	COMMERCE
TAX MAP #	52-1-3
LOT SIZE	24,928 SF 0.53 AC±
LOT COVERAGE	
BUILDING	3860 SF - 16%
PARKING	9070 SF - 36%
TOTAL	12,930 SF - 52%
BUILDING	3,870 SF - 15%
PARKING	10,390 SF - 42%
TOTAL	14,260 SF - 57%
PARKING	
OFFICE	3360 SF @ 1/200 = 17 SPACES
STORAGE	1680 SF @ 1/3000 SF=1 SPACE
RESIDENTIAL	2 UNITS @ 2 SPACES / UNIT = 4 SPACES
SPACES REQUIRED	- 22 SPACES
SPACES PROVIDED	- 22 SPACES

LEGEND

- HYDRANT
- ⊕ TELEPHONE POLE
- CATCH BASIN
- WATER LINE
- SEWER LINE
- ELECTRIC, TV, TELEPHONE
- GAS LINE
- EXISTING GRADE
- DUMPSTER
- ⊕ WALL LIGHT
- PCPP PERFORATED CORRUGATED PLASTIC PIPE

GENERAL NOTES

1. SURVEY INFORMATION FROM DEEDS OF RECORD AND FROM PROPERTY SURVEY ENTITLED "STANS AUTO BODY" BY TOM FLAVIN L.L.S. #587
2. LOCATION OF UTILITIES IS FROM THE CITY OF KEENE ENGINEERING DEPARTMENT RECORDS. LOCATIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY LOCATIONS OF ALL UTILITIES PRIOR TO EXCAVATION.
3. CONTRACTOR TO NOTIFY "DIG SAFE" AT 1-888-344-7233 A MIN. OF 72 HOURS PRIOR TO THE START OF EXCAVATION.
4. THIS PROPERTY IS NOT LOCATED WITHIN THE 100 YEAR FLOODPLAIN FOR THE CITY OF KEENE.

REVISIONS: DATE

ENGINEER:  
THAYER  
FELLOWS, PE

COUNTY ROAD  
P. O. BOX 428  
WALPOLE, NH  
03608-0428

OWNER  
THEROUX  
PROPERTIES, LLC  
12 COLBY ROAD  
LITCHFIELD, NH 03502

**Brickstone**  
Land Use Consultants, LLC  
Site Planning, Permitting and Development Consulting  
185 Winchester Street, Keene, NH 03431  
Phone: (603) 357-0116

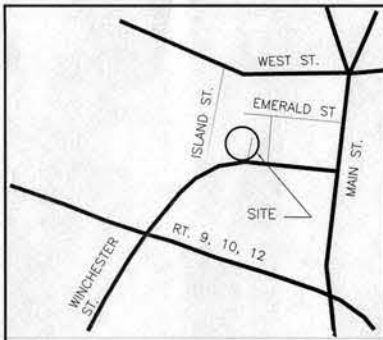
NEW STORAGE  
BARN & OFFICE  
185 WINCHESTER  
KEENE, NH

PROPOSED  
PLAN

SCALE: 1"=20'

DATE: MARCH 14, 2017

SHEET 2



**LOCUS**

**EROSION CONTROL SEQUENCE**

THIS IS A SUGGESTED SEQUENCE FOR THE IMPLEMENTATION OF EROSION CONTROLS. IT SHALL NOT LIMIT THE CONTRACTOR IN MEANS, METHODS AND TECHNIQUES FOR THE CONTROLLING OF EROSION AND SEDIMENTATION NECESSARY TO FULFILL THE REQUIREMENTS OF NEW HAMPSHIRE STORM WATER MANAGEMENT AND EROSION CONTROL 485-A:17.

1. INSTALL SILT FENCE WHERE SHOWN AND WHERE REQUIRED TO CONTROL EROSION AND INSTALL STABILIZED CONSTRUCTION ENTRANCE.
2. REMOVE EXISTING STRUCTURES AND PAVING WHERE REQUIRED OR WHERE SHOWN ON THE PLANS.
3. CLEAR AND GRUB CONSTRUCTION AREAS.
4. CONSTRUCT FOUNDATION AND BRING TO SUBGRADE AND STABILIZE.
5. INSTALL UNDERGROUND UTILITIES AND STABILIZE.
6. FINE GRADE AND STABILIZE ALL AREAS WITHIN 72 HOURS OF ACHIEVING FINISH GRADE.
7. ALL CUT/FILL SLOPES TO BE LOAMED AND MULCHED OR PLANTED WITH GROUND COVER WITHIN 72 HOURS OF ACHIEVING FINISHED GRADE.
8. THE SMALLEST AREA PRACTICABLE SHALL BE DISTURBED DURING CONSTRUCTION. STABILIZATION SHALL BE DEFINED AS EITHER BASE COURSE PAVING, CONCRETE, RIP RAP, 3 INCHES OF BARK MULCH, OR A MIN. OF 85% OF VEGETATED GROWTH HAS BEEN ESTABLISHED.
9. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 45 DAYS.
10. WHEN ALL WORK IS COMPLETED, SLOPES AND DITCHES ARE STABILIZED, REMOVE TEMPORARY EROSION CONTROL MEASURES AND ANY SEDIMENT THAT HAS COLLECTED IN DITCHES, CULVERTS OR DETENTION PONDS.
11. SHOULD THE CONTRACTOR WISH TO ALTER THIS SEQUENCE, HE SHALL SUBMIT THE PROPOSED CHANGES IN WRITING TO THE ENGINEER. THE ENGINEER WILL REVIEW THE PROPOSED CHANGES AND ADVISE THE CONTRACTOR.
12. CONTRACTOR IS RESPONSIBLE FOR IMPLEMENTING ANY AND ALL PROCEDURES TO CONTROL EROSION ON AND OFF THE CONSTRUCTION SITE.
13. CONTRACTOR SHALL MAINTAIN AN INSPECTION LOG FOR VIEWING BY THE CITY ENGINEER.

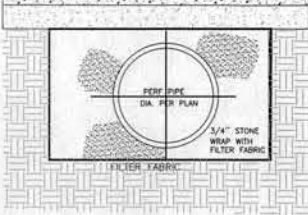
**WINTER CONSTRUCTION NOTES:**

1. ALL PROPOSED VEGETATED AREAS WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH ANCHORED NETTING, ELSEWHERE. THE INSTALLATION OF EROSION CONTROL BLANKETS OR MULCH AND NETTING SHALL NOT OCCUR OVER ACCUMULATED SNOW OR FROZEN GROUND AND SHALL BE COMPLETED IN ADVANCE OF THAW OR SPRING MELT EVENTS.
2. ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED TEMPORARILY WITH STONE OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITIONS.
3. AFTER NOVEMBER 15TH, INCOMPLETE ROAD OR PARKING SURFACES, WHERE WORK HAS STOPPED FOR THE WINTER SEASON, SHALL BE PROTECTED WITH A MINIMUM OF 3 INCHES OF CRUSHED GRAVEL PER NHDOT ITEM 304.3.

**EROSION CONTROL INSPECTION:**

INSPECTIONS OF THE CONSTRUCTION SITE SHALL BE MADE BY PERSONNEL FAMILIAR WITH THE CONSTRUCTION ACTIVITY. EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED IN THE PLAN SHALL BE OBSERVED TO ENSURE THAT THEY ARE OPERATING CORRECTLY. INSPECTIONS SHALL BE CONDUCTED AT LEAST ONCE EVERY EACH WEEK AND WITHIN 48 HOURS OF THE END OF A STORM EVENT THAT IS 0.5 INCH OR GREATER. THESE INSPECTIONS SHALL COVER DISTURBED AREAS THAT HAVE NOT BEEN FINALLY STABILIZED, AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION, STRUCTURAL CONTROL MEASURES, AND LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE. WHERE AREAS HAVE BEEN FINALLY OR TEMPORARILY STABILIZED OR RUNOFF IS UNLIKELY DUE TO WINTER CONDITIONS (E.G., SITE IS COVERED WITH SNOW, ICE, OR FROZEN GROUND EXISTS) SUCH INSPECTIONS SHALL BE CONDUCTED AT LEAST ONCE EVERY MONTH. THE CONTRACTOR SHALL KEEP WRITTEN REPORTS SUMMARIZING EACH INSPECTION ONSITE.

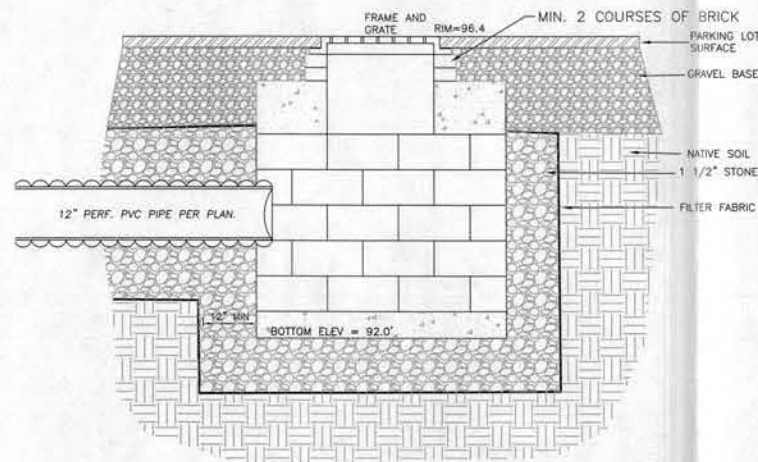
**SEE GRADING PLAN FOR ELEVATIONS OF PIPE AND FINISH GRADE**



STONE TO BE 1" BELOW PIPE, MIN. OF 12" ON EACH SIDE AND A MIN OF 6" ABOVE PIPE. WRAP STONE IN FILTER FABRIC PRIOR TO BACKFILL.

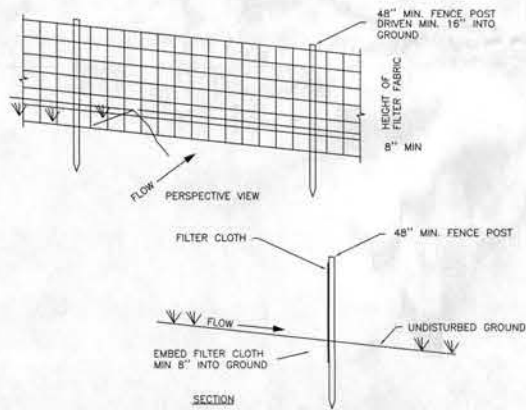
SOIL TIGHT N-12 DRAINAGE PIPE FOLLOW MANUFACTURERS RECOMMENDATIONS FOR INSTALLATION OF PIPE.

**INFILTRATION TRENCH SECTION**  
SCALE: NOT TO SCALE



DRYWELL TO BE CONSTRUCTED WITH SEGMENTED BASE AND BARREL BLOCK OR PREFAB DRYWELL UNIT. BASIN TO BE BACKFILLED WITH A MIN OF 12 INCHES OF 1 1/2\"/>

**DRYWELL DETAIL**  
SCALE: NTS

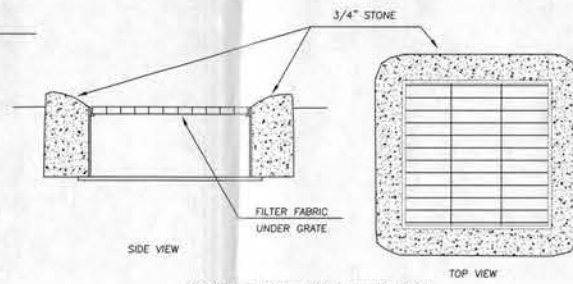


- CONSTRUCTION SPECIFICATIONS**
1. FABRIC TO BE FASTENED SECURELY TO FENCE POSTS WITH WIRE TIES OR STAPLES.
  2. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER, THEY SHALL BE OVERLAPPED AT A POST BY 6 INCHES, FOLDED AND STAPLED.
  3. MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED WHEN 'BULGES' DEVELOP IN THE SILT FENCE.

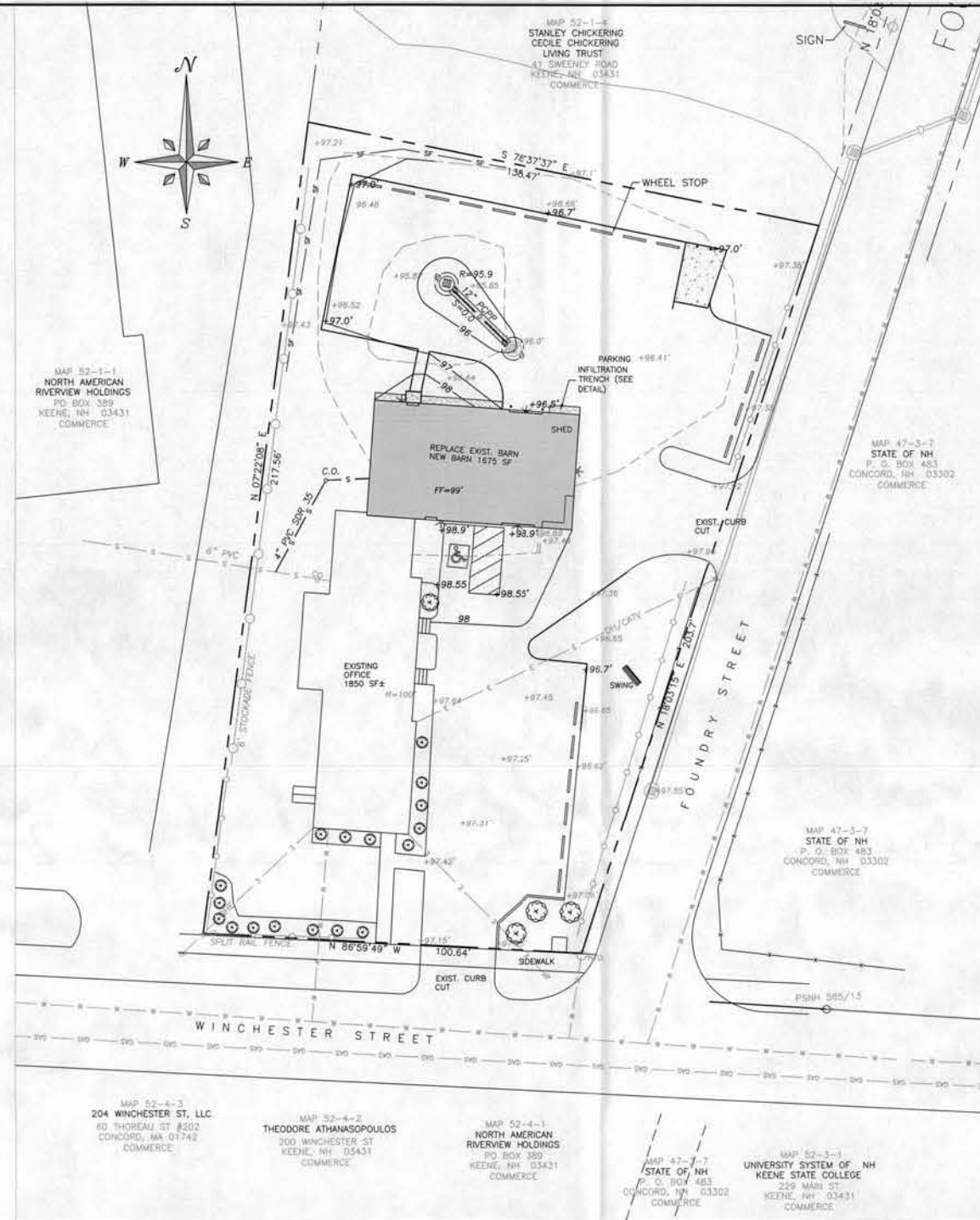
**SILT FENCE DETAIL**  
NTS

**GENERAL NOTES**

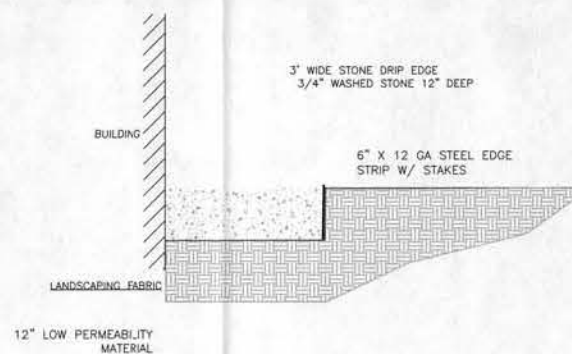
1. ALL CATCHBASINS TO HAVE A MIN. 2' SUMP.
2. GRATES SHALL BE TYPE "B" OR AS APPROVED BY CITY OF KEENE IF WITHIN THE CITY ROW.
3. PAVING SHALL CONSIST OF 2" BASE COURSE AND 1" TOP PAVING BASE SHALL BE OF 12" BANK RUN GRAVEL AND 5" CRUSHED GRAVEL. ALL FILL MATERIAL AND DISTURBED AREAS UNDER PAVING TO BE COMPACTED TO A MIN 95% DENSITY.
4. DRAINAGE PIPE TO BE CORRUGATED PLASTIC PIPE (CPP) OR PERFORATED CORRUGATED PLASTIC PIPE (PCPP) SUITABLE FOR H-20 LOADING.
5. CONSTRUCTION WITHIN THE CITY ROW REQUIRES AN EXCAVATION PERMIT FROM THE PUBLIC WORKS DEPT. CONTRACTOR IS RESPONSIBLE FOR ALL EXCAVATION PERMITS REQUIRED.
6. EXCAVATION WITHIN THE CITY STREET SHALL BE SAW CUT. WORK TO BE DONE TO DPW STANDARDS AND INSPECTED BY DPW.
7. SEWER LINES WITH LESS THAN 4 FEET OF COVER SHALL BE INSULATED WITH 2" EPS.
8. DOMESTIC WATER SERVICE SHALL REQUIRE A KEENE DPW APPROVED TESTABLE BACKFLOW DEVICE TO BE INSTALLED IN BUILDING.
9. INSTALL CORPORATIONS OR GATE VALVES AT ALL WATER LINE CONNECTIONS TO THE CITY MAIN LINE.



**CATCH BASIN PROTECTION DETAIL**  
NOT TO SCALE



**SITE PLAN**  
SCALE: 1"=20'



**STONE INFILTRATION AT BUILDING**  
SCALE: NOT TO SCALE

REVISIONS: DATE:

**ENGINEER:**  
**THAYER FELLOWS, PE**  
COUNTY ROAD  
P. O. BOX 428  
WALPOLE, NH  
03608-0428

**OWNER:**  
**THEROUX PROPERTIES, LLC**  
12 COLBY ROAD  
LITCHFIELD, NH 03502

**Brickstone Land Use Consultants LLC**  
Site Planning, Permitting and Development Consulting  
185 Winchester Street, Keene, NH 03431  
Phone: (603) 357-0116

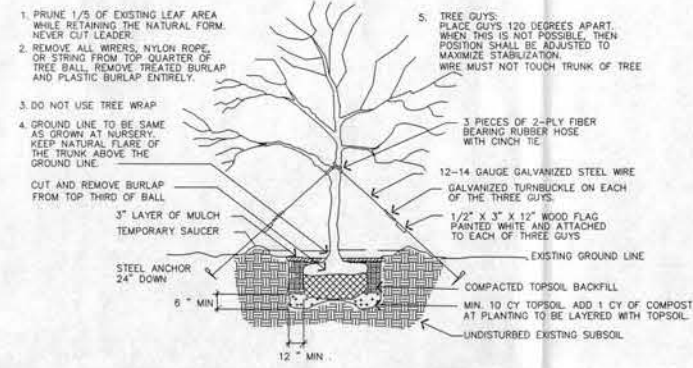
**NEW STORAGE BARN & OFFICE**  
185 WINCHESTER  
KEENE, NH

**GRADING & DRAINAGE PLAN**

SCALE: 1"=20'

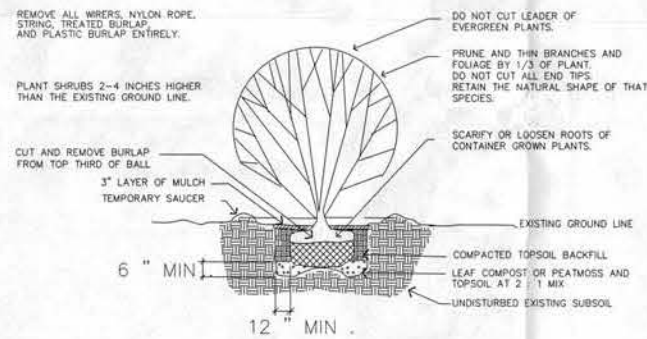
DATE: MARCH 14, 2017

SHEET 3



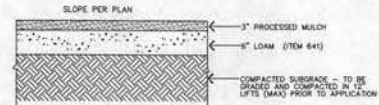
DETAIL OF TREE PLANTING AND GUYING

NOT TO SCALE



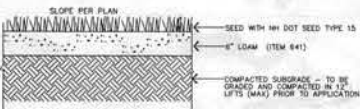
DETAIL OF SHRUB PLANTING

NOT TO SCALE



LOAM AND MULCH DETAIL

NOT TO SCALE



LOAM AND SEED DETAIL

NOT TO SCALE

NH DOT SEED TYPE 15

KIND OF SEED	MINIMUM PURITY %	GERMINATION %	LBS/ACRE
CREeping RED FESCUE	98	85	40
PERENNIAL RYEGRASS	98	90	50
KENTUCKY BLUEGRASS	97	85	25
REDTOP	95	80	5
		TOTAL	120

LEGEND

- ⊕ HYDRANT
- ⊙ TELEPHONE POLE
- ⊞ CATCH BASIN
- W WATER LINE
- S SEWER LINE
- E ELECTRIC, TV, TELEPHONE
- G GAS LINE
- ⊞ EXISTING GRADE
- ⊞ DUMPSTER
- ⊞ WALL LIGHT
- PCPP PERFORATED CORRUGATED PLASTIC PIPE

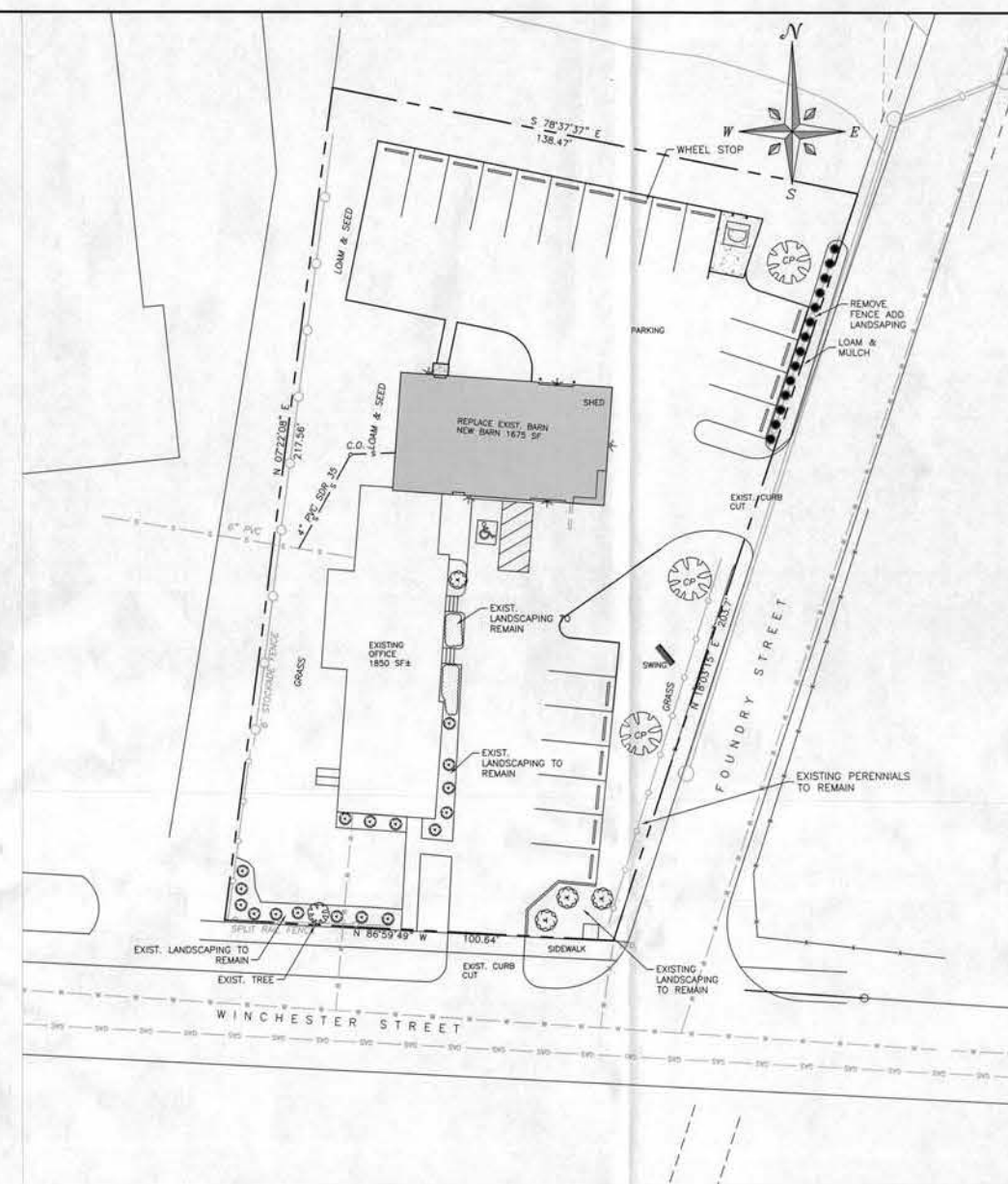
SITE PLAN

SCALE: 1"=20'

LANDSCAPE LEGEND

TYPE	QUANTITY	PLANTING SIZE	MATURE HEIGHT
AMERICAN ARBORVITAE	14 EA	4 - 5' HIGH @ 4' OC	20 FEET
DRIFLINE AT MATURITY			
CHANTICLEER PEAR	3 EA	3" CAL (12' HEIGHT X 8' WIDTH)	35 FEET

PARKING LOT LANDSCAPING  
LANDSCAPING REQUIRED - 22X9X18X0.1=356 SF  
LANDSCAPING PROVIDED - 1025 SF



REVISIONS: DATE:

ENGINEER:  
**THAYER FELLOWS, PE**  
COUNTY ROAD  
P. O. BOX 428  
WALPOLE, NH  
03608-0428

OWNER:  
**THEROUX PROPERTIES, LLC**  
12 COLBY ROAD  
LITCHFIELD, NH 03502

**Brickstone**  
Land Use Consultants, LLC  
Site Planning, Permitting and Development Consulting  
185 Winchester Street, Keene, NH 03401  
Phone: (603) 357-0116

**NEW STORAGE BARN & OFFICE**  
185 WINCHESTER  
KEENE, NH

LANDSCAPE PLAN

SCALE: AS NOTED

DATE: MARCH 14, 2017

SHEET 4



**LEGEND**

- HYDRANT
- TELEPHONE POLE
- CATCH BASIN
- WATER LINE
- SEWER LINE
- ELECTRIC, TV, TELEPHONE
- GAS LINE
- EXISTING / GRADE
- DUMPSTER
- WALL LIGHT
- PCPP
- PERFORATED CORRUGATED PLASTIC PIPE

**SITE PLAN**  
SCALE: 1"=20'

Luminaire Schedule				
Symbol	Qty	Label	Arrangement	Description
	4	W	SINGLE	XTOR2B
	2	W1	SINGLE	XTOR1B

StatArea\_1  
PARKING LOT AREA  
Illuminance (Fc)  
Average = 0.66  
Maximum = 5.6  
Minimum = 0.2  
Avg/Min Ratio = 3.3  
Max/Min Ratio = N.A.

**ENGINEER:**  
**THAYER FELLOWS, PE**  
COUNTY ROAD  
P. O. BOX 428  
WALPOLE, NH  
03608-0428

**OWNER:**  
**THEROUX PROPERTIES, LLC**  
12 COLBY ROAD  
LITCHFIELD, NH 03502

**Brickstone Land Use Consultants, LLC**  
Site Planning, Permitting and Development Consulting  
185 Winchester Street, Keene, NH 03421  
Phone: (603) 357-0116

**NEW STORAGE BARN & OFFICE**  
185 WINCHESTER  
KEENE, NH

**LIGHTING PLAN**

SCALE: 1"=20'  
DATE: MARCH 14, 2017



**CITY OF KEENE**  
**NEW HAMPSHIRE**

**M E M O R A N D U M**

**TO:** Planning Board  
**FROM:** Tara Kessler, Planner  
**DATE:** May 12, 2017  
**SUBJECT:** Planning Board Fee Schedule Proposed Changes

At the May 22<sup>nd</sup> Planning Board Meeting, there will be a public hearing to review proposed amendments to the Planning Board Fee Schedule. The current Fee Schedule was last revised in February of 2012. This document is attached.

Also included in this agenda packet, is a version of the Fee Schedule entitled “Proposed Revisions (Draft)”, which contains the amendments proposed by staff to the 2012 Fee Schedule. This document is dated May 10, 2017.

Staff will conduct a presentation on the proposed changes at the May meeting.

**CITY OF KEENE**  
**PLANNING BOARD FEES**

**SITE PLAN APPLICATION**

❖ Advice & Comment	\$25.00
❖ Design Review	\$100.00 + \$1.00/100 sq ft of new construction. Add \$10.00/acre when total building square footage is less than 5% of the total site area.
❖ Formal Review	\$250.00 + \$5.00/100 sq ft of new construction. Add \$20.00/acre when total building square footage is less than 5% of the total site area.
❖ Request for Modifications to an approved Site Plan	\$100.00
❖ Request for Waiver of Full Site Plan Review	\$50.00
❖ Request to extend expiration of conditionally approved Site Plan	\$25.00
❖ Postage for Certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$9.00

**SUBDIVISION APPLICATION**

❖ Advice & Comment	\$25.00
❖ Design Review	\$100.00 + \$50.00/ lot or dwelling unit, whichever is greater.
❖ Formal Review	\$200.00 + \$100.00/lot or dwelling unit, whichever is greater.
❖ Formal Review for Boundary Line Adjustment	\$100.00 + \$20.00 per lot.
❖ Request for Modifications to an approved Subdivision	\$100.00
❖ Boundary Line Survey (RSA 676:18)	\$25.00
❖ Request to extend expiration of conditionally approved Subdivision	\$25.00
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$9.00
❖ Filing mylar with Cheshire County Registry of Deeds made payable to Cheshire County Registry of Deeds.	\$51.00 per mylar (includes LCHIP fee).
Due after approval when mylar and paper copies are submitted.	Other costs
	- \$12.00 for the first page of 8-½ x 11 documents.
	- \$4.00 for each additional page of 8-½ x 11 documents.

**ADMINISTRATIVE REVIEW**

❖ Administrative Review - Minor Projects & Minor Modifications	\$50.00
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**CONDITIONAL USE APPLICATION**

❖ Telecommunication CU	\$200.00
❖ Accessory Dwelling CU	\$100.00
❖ Conservation Residential Development CU	\$150.00 + \$100.00/lot or dwelling unit, whichever is greater.
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$9.00

**DRIVEWAY-CURB CUT APPLICATION**

❖ New Driveway Curb-Cut	\$50.00
❖ Expansion of existing Driveway Curb-Cut	\$50.00

**VOLUNTARY MERGER APPLICATION**

❖ Application Fee	\$25.00
❖ Recording fee	\$16.00

**Notes:**

- ❖ 1) The balance of any design review fees over \$1000.00 shall be credited to the application fee for the formal submittal.
- ❖ 2) All abutter mailing costs, legal notifications and recording fees are to be paid by the applicant.
- ❖ 3) All fees are requested in a check made payable to The City Of Keene, **except for recording fees** which should be made out to the Cheshire County Registry of Deeds.

# **PROPOSED REVISIONS (DRAFT)**

## **CITY OF KEENE PLANNING BOARD FEES**

### **SITE PLAN APPLICATION**

❖ Advice & Comment	\$25.00
❖ Formal Review	\$250.00 + \$0.05 per sq. ft. of new construction
❖ Request for Modifications to an approved Site Plan	\$250.00 + \$0.05 per sq. ft. of new construction
❖ Request to extend expiration of conditionally approved Site Plan	\$25.00 for 1st request, \$50 for each request thereafter
❖ Postage for Certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25

### **SUBDIVISION APPLICATION**

❖ Advice & Comment	\$25.00
❖ Formal Review	\$200.00 + \$100.00 per lot
❖ Formal Review for Boundary Line Adjustment	\$100.00 + \$20.00 per lot
❖ Boundary Line Survey (RSA 676:18)	\$25.00
❖ Request to extend expiration of conditionally approved Subdivision	\$25.00 for 1st request, \$50 for each request thereafter
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25
❖ Filing mylar with Cheshire County Registry of Deeds made payable to Cheshire County Registry of Deeds. Due after approval when mylar and paper copies are submitted.	Cheshire County Registry of Deeds Fee (Includes LCHIP fee)

### **ADMINISTRATIVE REVIEW**

❖ Administrative Review - Minor Projects & Minor Modifications	\$125
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### **CONDITIONAL USE PERMIT (CUP) APPLICATION**

❖ Telecommunication CUP	\$300.00
❖ Accessory Dwelling CUP	\$100.00
❖ Hillside CUP	\$100.00
❖ Surface Water Buffer CUP	\$100.00
❖ Conservation Residential Development CUP	\$200.00 + \$100.00 per lot
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25

### **DRIVEWAY-CURB CUT APPLICATION**

❖ New Driveway Curb-Cut	\$50.00
❖ Expansion of existing Driveway Curb-Cut	\$50.00

### **VOLUNTARY MERGER APPLICATION**

❖ Application Fee	\$50.00
❖ Recording fee	Cheshire County Registry of Deeds Fee

#### **Notes:**

- ❖ 1) All abutter mailing costs, legal notifications and recording fees are to be paid by the applicant.
- ❖ 2) All fees are requested in a check made payable to The City Of Keene, **except for recording fees** which should be made out to the Cheshire County Registry of Deeds.