

**CITY OF KEENE
NEW HAMPSHIRE**

**PLANNING BOARD
MEETING MINUTES**

Monday, February 26, 2018

6:30 PM

Council Chambers

Members Present

Gary Spykman, Chairman
Councilor George Hansel
Nathaniel Stout
Tammy Adams, Alternate
David Webb, Alternate

Staff:

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

Members Not Present:

Douglas Barrett, Vice-Chair
Mayor Kendall Lane
Andrew Bohannon
Martha Landry
Pamela Russell Slack
Chris Cusack

I. Call to order – Roll Call

Chair Spykman called the meeting to order at 6:40 PM and roll call was taken.

II. Minutes of previous meeting – January 22, 2018 Meeting

A motion was made by Councilor George Hansel to accept the January 22, 2018 Meeting minutes. The motion was seconded by Nathaniel Stout and was unanimously approved.

III. Boundary Line Adjustment

1. **S-07-17 – Hillside Village – 99 Wyman Road – Boundary Line Adjustment** –Applicant and owner, the Prospect-Woodward Home & the Monadnock Economic Development Corporation proposes to adjust the boundary line between the property at 99 Wyman Road (TMP# 919-09-024-000) and the neighboring property, 44 Black Brook Road (TMP# 919-09-026-0100) owned by NH Black Brook, LLC. The proposal will transfer 0.34 acres from the NH Black Brook, LLC lot currently occupied by Precitech to the southern boundary of the Hillside Village project area to accommodate additional parking garages for its Woodside apartment building. The proposed additional area to the Hillside Village property is located in the Corporate Park Zoning District differing from the rest of the project parcel in the Rural Zoning District.

A. Board Determination of Completeness.

Planner Michele Chalice recommended to the Board that the Application S-07-17 was complete. A motion was made by Councilor George Hansel that the Board accept this application as complete. The motion was seconded by Nathaniel Stout and was unanimously approved.

B. Public Hearing

Mr. Jim Phippard representing Prospect Woodard Home and NH Blackbrook LLC addressed the Board. Mr. Phippard noted Hillside Village is owned by Prospect Woodard Home. Mr. Phippard referred to a hatched area along the southern boundary along the Hillside Village Property about 1/3rd acre. This will leave the Precitech property at over 18 acres in size and expand the Hillside Village lot to a little over 36 acres. The purpose of this boundary line adjustment is to add garages next to the Woodside Apartments.

Staff comments were next. Ms. Chalice addressed the Board and stated this was a pretty straight forward boundary line adjustment and staff has no concerns. There will be a separate project where other development issues will be discussed.

The Chair stated even though this is not a public hearing, the Board will be taking public comment. With no comments from the public the Chairman closed the public hearing.

C. Board Discussion and Action

A motion was made by Councilor George Hansel that the Planning Board approve S-07-17 as shown on the plan identified as “Boundary Line Adjustment Plan between Tax map parcel 919-09-24, located at 99 Wyman Road, Keene NH & Tax Map Parcel 919-09-26.01, located at 44 Black Brook Road. Prepared for The Prospect-Woodward Home on 8/17/2017, and revised 02/12/2018 by SVE Associates, at a scale of 1”=100’ with the following condition:

1. Both property owners’ signatures on the plan prior to signature by Chair.

The motion was seconded by Nathaniel Stout and was unanimously approved.

IV. Public Hearing

1. **SPR-11-16, Modification #2 – Hillside Village – 99 Wyman Road – Site Plan** – Applicant Prospect-Woodward Home proposes to modify the site plan for Hillside Village at 99 Wyman Road to include the installation of six additional garages and the associated pavement reconfiguration adjacent to the approved Woodside Apartment Building at the south end of the site. The site is approximately 35.7 acres in the Rural Zoning District (TMP# 919-09-024).

A. Board Determination of Completeness.

Planner Michele Chalice recommended to the Board that the Application SPR-11-16 was complete. A motion was made by Councilor George Hansel that the Board accept this application as complete. The motion was seconded by Nathaniel Stout and was unanimously approved.

B. Public Hearing

Mr. Phippard stated this item is a proposed modification to a previously approved site plan for Woodard Home. The changes being proposed happen at the south end of the property where six more garages are being proposed to be constructed for Woodside Village residents. On the previous plan, the Board approved 17 garages and this modification would add six more so each residential home would have a garage. This modification would increase the lot coverage by about 3,500 square feet and would cause a minor increase to runoff. This modification relied on the boundary line adjustment the Board just approved so the applicant could meet the setback requirement. The applicant is still in compliance with the variances and the conditional use permit they received. The garages follow the theme of what was previously approved – typical New England style garage.

Mr. Phippard referred to page 17 of the staff report – item 2 requires security for erosion control, landscaping and as built plan. Mr. Phippard stated he requests this not be a condition as the applicant has already posted security for the original site plan in the amount of \$131,900. Chair Spykman asked whether the overall area of parking is increasing. Mr. Phippard stated the overall parking is increasing by 3,500 square feet.

Mr. Stout asked why the orientation of the buildings changed. Mr. Phippard stated the proposed orientation is to minimize impact to the buffer areas and the setback areas

Staff comments were next. Ms. Chalice stated the drainage does not exceed the original design, the disturbance does not exceed the already approved 540 contour lines. For lighting – additional fixtures have been added to accommodate these additional garages. There are two less ADA spaces compared to the original design, which was concerning to staff but the overall requirement for this site is seven and the applicant is providing that number of ADA spaces. A bike rack has also been added to the pavement area where a garage has now been added. The pedestrian access wraps around the outside edge which was not the case previously, which is a much safer route for travel.

Snow storage – there are wetlands on both sides of the site and snow will be stored to the west of the emergency access so that when it melts it would not access the wetland area.

Architecture – it is in keeping with the already approved style.

She added the request for additional security was an oversight on her part.

Standard 19 – staff looked at locating parking at the rear or to the side; the proposed location is at the far corner of the site and from Wyman Way, these parking spaces are not visible.

Councilor Hansel agreed the pedestrian access is going to be much safer and asked where the new lighting scheme is going to be located. Mr. Phippard stated there would be wall mounted fixtures on all sides of this building and on the ends of the building.

The Chairman asked for public comment. With no comments, the Chairman closed the public hearing.

C. Board Discussion and Action

A motion was made by Councilor George Hansel that the Planning Board approve SPR-11-16, Modification 2, as shown on the plan identified as “Hillside Village, Wyman Road, Keene New Hampshire”, Tax Map 919-09-024-000, prepared for The Prospect-Woodward Home on 1/30/2017, and revised 02/12/2018 by SVE Associates, at various scales with the following conditions:

1. Owner’s representative’s signature on the plan set.
2. Signature by Planning Board Chair.

The motion was seconded by Nathaniel Stout and was unanimously approved.

V. CIP Discussion – Steve Thornton, Finance Director

The Planning Director introduced the Finance Director Steve Thornton. Mr. Lamb stated Mr. Thornton has been involved with the completion of the capital improvement plan for many years and this is the time the council is approving the plan and the time when the Council is looking for Board recommendation.

Mr. Thornton stated he was before the Board to present the 2019/2024 CIP. The plan is in keeping with the goals and priorities identified in the master plan adopted in 2010 as well as the council goals and priorities. He noted it is the responsibility of staff to implement these goals and priorities. He noted at times these priorities can be in conflict due to budgetary reasons.

Mr. Thornton went on to say water and sewer are a large portion of the CIP, as well as drainage infrastructure and road projects. Other items in the CIP are parks, transportation, and city fleet and safety equipment.

Mr. Thornton then talked about some of those projects that have a large impact on citizens of Keene. The first of such projects he addressed was the Downtown Revitalization project. In 2022, there is a considerable amount of infrastructure work scheduled for downtown (drainage, water and sewer lines). The other such projects is a drainage project scheduled for Central Square where a 30-inch drainage line from Court Street to Central Square to Roxbury Street to Town Brook (to replace a 12-inch tile drain) will be replaced. This is to address some localized flooding. Another drainage project is on Main Street where a 24-inch line from Eagle Court to Water Street (to replace an 8-inch tile drain), this again is to reduce localized flooding. The third project on Church Street is to construct a 48-inch drain line from Church Street to Beaver Brook, this will supplement a 30-inch line which already exists.

The other substantial project is on Marlboro Street; 2.2 million to replace sub-standard water and sewer lines, repairs to curbing and sidewalks, some paving work, bike lanes and other amenities. The Keene/ Swanzey Bypass is also another large project. This project is primarily funded by the State - FY19-20 – the work goes from the Winchester

Street bridge to Route 101. The work being proposed is the construction of a roundabout at Key Road, replace the island street bridge as well as some utility work. FY25 brings about work on Winchester Street from Route 101S to the Swanzy town line.

Victoria Street Extension (FY22) – Extend Victoria Street to Marlboro Street, which would alleviate some of the truck traffic on Water Street. Mr. Lamb noted for the city to complete this project, it would need approval from the owner of the Kingsbury property to use their land to cross over their property. The redevelopment of the Kingsbury property could likely happen at the same time this road extension happens.

Mr. Stout asked whether there was any connection to the work being proposed on Marlboro Street and the Victoria Street extension. Mr. Lamb stated there has been an initiative for a while to revitalize east Keene with the hope that with the City spending money private ownership initiatives could be encouraged.

Bridge Work – four bridges are being proposed in the CIP – In FY18 Main Street/Route 12 bridge. FY19 – Winchester Street Bridge over Ash Swamp Brook Bridge and Roxbury Street Bridge over Beaver Brook. FY22 – George Street bridge over Beaver Brook. These projects will be undertaken with funding from the state.

Water projects – FY20 – Water Supply Master Plan and a Wellfield Study.

Traffic Signal Program – FY24 this work would last about six years.

Pat T. Russell Park Redevelopment – FY21.

The last two projects are from the Planning Department in FY23 and FY24 – Update to the Comprehensive Master Plan and Aerial Imaging update.

Mr. Stout asked about sidewalk work and asked whether the city was going back to asphalt sidewalk. Mr. Thornton answered in the negative. Mr. Stout asked about the landuse code update project. Mr. Lamb stated two of the three contracts (planning consultant and communication consultant) – these firms should be on board in a couple of weeks with work to begin sometime in March.

Councilor Hansel stated with each year that goes by he seems to be referring less to the master plan document and raised concern as to its update being pushed to FY23. He asked what this work would entail in FY23. Mr. Lamb stated the plan is to evaluate what can be preserved and what would need to be updated. Chair Spykman stated he would like the opportunity for the Board to see which portions of the master plan need updating and working on it section by section. Mr. Lamb noted there is always the struggle between writing plans and implementing them. Mr. Stout stated he would not want to lose what was valuable in the last process and noted to the many who contributed to the last plan.

A motion was made by Councilor George Hansel that the Planning Board recommend to the City Council the adoption of the 2019/2024 CIP and find it in compliance with the master plan. The motion was seconded by Nathaniel Stout and was unanimously approved.

VI. Director Reports

None

VII. New Business

Councilor Hansel suggested discussion of the Comprehensive Master Plan.

VII. Upcoming Dates of Interest – March 2018

Planning Board Meeting – March 26, 6:30 PM

Planning Board Steering Committee – March 13, 12:00 PM

Joint PB/PLD Committee – March 12, 6:30 PM

Planning Board Site Visits – March 21, 8:00 AM – To Be Confirmed

On a unanimous vote, the meeting adjourned at 7:45 pm.

Respectfully submitted,

Krishni Pahl
Minute Taker

Reviewed by: Rhett Lamb, Planning Director