



Planning Board – Monday, August 26, 2019, 6:30PM
City Hall Council Chambers – 3 Washington Street, 2nd floor

AGENDA

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meeting** – July 22, 2019 Meeting
- III. **Public Hearings**
 1. **S-04-19 – Subdivision – Monadnock Covenant Church – 90 Base Hill Road**: Applicant, Rob Hitchcock of SVE Associates, on behalf of owner, Monadnock Covenant Church ECC, proposes to subdivide 0.27-acres from the existing 6.83-acre lot located at 90 Base Hill Road (TMP# 242-003-000).. The proposed 0.27-acre lot is the site of an existing single-family residential building. The remaining 6.5-acres of the lot would continue to be used by the existing Church, which is an institutional use. The site is located in the Low Density District.
 2. **S-05-19 – Subdivision – 560 Main Street**: Applicant, Huntley Survey and Design PLLC, on behalf of owner, City of Keene, proposes to subdivide the existing 33.2-acre parcel at 560 Main Street (TMP #114-012-000) into a 9.88-acre lot and a 23.3 acre lot. The proposed 9.88-acre lot lies partially in the Commerce District and the remaining land is in the Industrial District.
 3. **SPR-886 Modification #2 – Site Plan Review – 12 Bradco Street – Keene Self-Storage**: Applicant Brickstone Land Use Consultants LLC, on behalf of owner Keene Self Storage LLC, proposes the addition of two storage buildings, 800 SF and 5,200 SF in size, to the property located at 12 Bradco Street St (TMP# 117-041-000). Other proposed changes include modifications to site grading and drainage, the addition of landscaping, and the addition of lighting. The site is 5.12-acres in size and is located in the Industrial District.
 4. **SPR-902, Modification #5 – Site Plan Review – 346-354 Winchester Street – Riverside Plaza**: Applicant Taylor Associates Architects, on behalf of owner Riverside Improvements LLC, proposes modifications to the building façade and site plan for the property located at 346-354 Winchester St (TMP# 111-004-000). Proposed changes include shifting the southern-most storefront façade further north to allow for a fourth tenant, changes to exterior materials, the removal of an existing loading dock, and the addition of a new loading dock and trash compactor. The site is 21-acres in size and is located in the Commerce District.
- IV. **Driveway Permit**
 1. **DRIVEWAY PERMIT APPLICATION – 18 McKinley Street** – Applicant and owner Maureen Evans is appealing a decision of the City Engineer relative to a driveway permit application for the two-family dwelling located at 18 McKinley Street (TMP# 565-003-000). The request is to allow for a second, gravel driveway 20 feet wide by 35 feet deep. An exception is requested from Sec. 70-135 (e)(4) relative to the number of driveways permitted on residential lots. The site is 0.41 acres in size and is located in the High Density District.
- V. **Community Development Director Report**
NH Municipal Association Seminar – “Planning Board Roles and Responsibilities” – October 16, 2019 5:30 PM-8:30 PM
- VI. **New Business**
- VII. **Upcoming Dates of Interest – September 2019**
Planning Board Meeting – September 23; 6:30 PM
Planning Board Steering Committee – TBD
Joint PB/PLD Committee – September 9; 6:30 PM
Planning Board Site Visits – September 18, 8:00 AM – To Be Confirmed

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**CITY OF KEENE
NEW HAMPSHIRE**

**PLANNING BOARD
MEETING MINUTES**

Monday, July 20, 2019 6:30 PM Council Chambers

Members Present

Chris Cusack, Vice-Chair
Michael Burke
Councilor George Hansel
Andrew Weglinski
Mayor Kendall Lane
Gary Spykman
Pamela Russell Slack

Staff:

Rhett Lamb, Asst. City
Manager/Community Development
Director
Mari Brunner, Planning Technician
Tara Kessler, Senior Planner

Members Not Present:

Douglas Barrett, Chairman
Martha Landry

I. Call to order – Roll Call

Vice-Chair Cusack called the meeting to order at 6:30 PM and roll call was taken.

II. Minutes of previous meeting – June 24, 2019 Planning Board Meeting Minutes

A motion was made by Mayor Kendall Lane to accept the June 24, 2019 minutes. The motion was seconded by Councilor George Hansel and was unanimously approved.

III. Advice and Comment

Charles Michal, on behalf of owner Colonial Theatre Group, Inc. seeks input on proposed modifications to the main entrance and on the installation of an addition to the rear of the Colonial Theatre building located at 89 Main Street (TMP# 575-008-000-000-000). This property is 0.36 acres in size and is located in the Central Business District.

A. Public Hearing

Mr. Charles Michal of Weller and Michal Architects addressed Board on behalf of the Colonial Theater. Mr. Michal began by noting that Colonial Theater was built in 1923 and what is being attempted is to bring this 100-year old building up to date. He described the existing condition of the theater, noting that ropes and pulleys operate all mechanisms. He noted the changes being proposed require the building to go higher to allow for an open grid. The shape of the stage house also needs to be changed and the theater also needs to be deeper.

Mr. Michal went on to note this theater currently has three floors, the theater is on the first floor, offices on the second and apartments on the third floor. Mr. Michal noted the blue areas on the plan are the areas they intend to change in some way. In addition to going higher with this new plan as well as going deeper, there is also the need to construct a building in the rear to handle the entire back of house for dressing rooms, etc.

The plan is for the building to be about 15 feet higher, which will require a special exception from the Zoning Board of Adjustment. This request has already been submitted. This building

also lies within the Historic District and the plans for modifications to the building will require approval from the Historic District Commission.

Councilor Hansel asked whether the mechanical equipment in the rear would need to be moved to the rooftop units. Mr. Michal answered in the affirmative and added this is a very large mechanical system which would need to be located on the roof.

Mr. Michal referred to a rendering of what the Colonial looks like right now and what it would look like post-construction. He noted they would not be going any closer to Main Street than they already are located. Mr. Michal went on to say they are not going to be attempting to replicate the historic detailing with this structure and explained it the Secretary of the Interiors standards state that observers should be able to figure out what are the historical elements of the building and the addition should not mimic the existing historic structure. Hence, they will be proposing exterior materials that differ from the existing building so that the new structure would look like it is an addition.

Mr. Spykman noted the proposed picture in the Board's packet looks different to what was being presented and asked whether it was correct to assume the design process is ongoing at this stage. Mr. Michal stated that was correct and that the applicant would be before the Board with a formal application in August. Mr. Spykman asked whether the loading area would be better than what exists right now. Mr. Michal stated unfortunately this area will not change, because of the limited area of this site and city parking that exists in the perimeter.

Mr. Alec Doyle Executive Director of the Colonial stated the improvements that are being made to the stage house in the interior will change the loading and unloading process; there will now be more area to unload and store boxes with this new design. It will also save on labor moving items back and forth.

Councilor Hansel felt his advice is the back house area should be much more pedestrian friendly and suggested shielding as much of the HVAC units as possible.

Mayor Lane asked about the mechanisms inside the theater, which are currently operated by hand. He asked how the new system for this operation would be. Mr. Michal stated 80% of it would still be done by hand but because of the new counter weight system the new operation would be easier to operate. The walking grid, which is located high, will be motor operated but this is a fraction of the operation. Mr. Doyle noted there are automated systems available but these are mostly used by theaters that have the same type of shows and this type of system requires programming.

The Mayor asked whether the theater will need to be shut down for a period of time while construction happens. Mr. Ted Schrantz, Chairman for the Design and Construction Committee stated they were looking at phasing the project; the front of the house is being planned for summer 2020 which is their slow period, reopen for the 2021 season and finish the rear portion during the summer of 2021.

Mr. Spykman asked what the front of the house changes are going to be. Mr. Michal explained the second floor of the Colonial is currently fully occupied by theater offices. This office area is going to be consolidated to provide for an entire suite of new restrooms which will be accessible by an elevator (the theater will be introducing an elevator). With the current design the elevator will be located on top of the two existing restrooms.

The ticket window will be taken down and there will be a much larger expanse of the lobby and bring more life to the building. There is now going to be more room for merchandising and concession. There is a room created on the second floor, which will double as a conference room and VIP Lounge. The elevator will also be moved up to the third floor, which will not be accessible by patrons. Mr. Michal added the two existing main doors are going to be moved closer to Main Street (the current existing slope of the entryway will be eliminated).

Mr. Schrantz noted they would also be adding a family bathroom. Mr. Michal explained the access from the mezzanine to the new restrooms. He explained anything that is constructed in the rear has to be at stage level to function. The stage is about 2.5 feet above ground so an external ramp for handicap access to the stage area will be required. However, the Colonial Theater's property line runs through the area where the ramp is going to be located. He also noted the location of transformers, which sit on city owned land next to the rear of the building. This concluded the applicant's presentation. The Board wished the applicants the best for a great project in the community.

IV. Community Development Director Report

Ms. Kessler addressed the Board with reference to an update on the land use code update Project. She noted the Steering Committee for this project have been meeting twice a month since May to review draft chapters being produced by staff. At the present time about eight chapters of the Unified Development Code have been reviewed and there are five left. A draft of the updated code is set to be completed by September and then the entire draft will be presented to the Joint Committee for its review.

Ms. Kessler stated they are still working with the consultants on the downtown form based zoning ordinance. Once staff has a draft they are comfortable with they will be conducting public workshops to get feedback (early September). There have also been monthly meetings with the development community.

V. New Business

None

VI. Upcoming Dates of Interest – August 2019

Planning Board Meeting – August 26; 6:30 PM

Planning Board Steering Committee – August 9; 11:30 AM

Joint PB/PLD Committee – August 12; 6:30 PM

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

The meeting adjourned at 7:15 pm.

Respectfully submitted,

Krishni Pahl
Minute Taker

Reviewed by: Tara Kessler, Senior Planner

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STAFF REPORT

S-04-19 - MONADNOCK COVENANT CHURCH – 90 BASE HILL ROAD SUBDIVISION APPLICATION

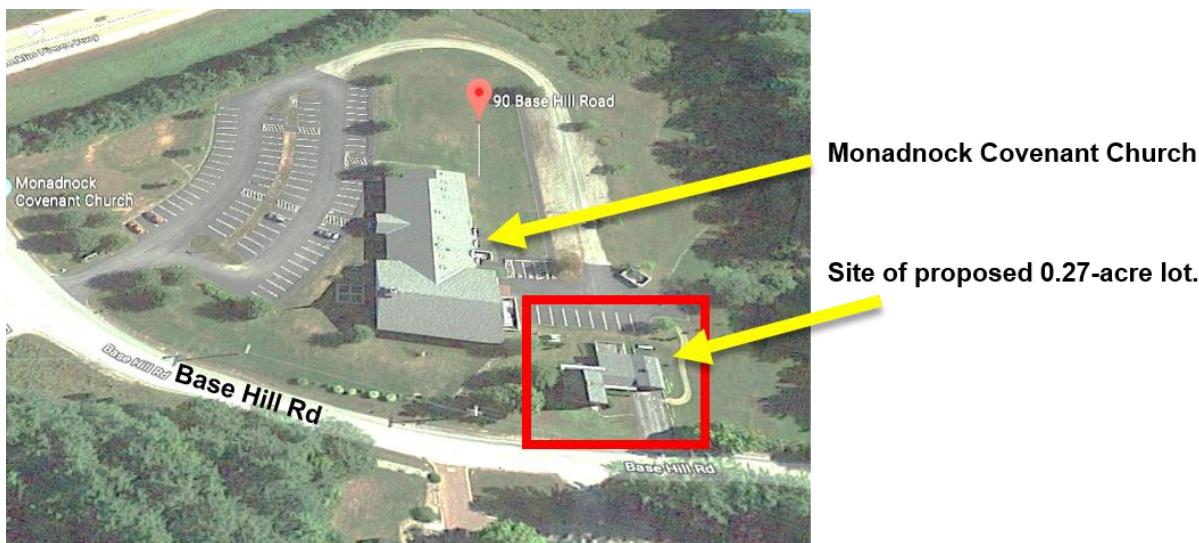
Request:

Applicant, Rob Hitchcock of SVE Associates, on behalf of owner, Monadnock Covenant Church ECC, proposes to subdivide 0.27-acres from the existing 6.83-acre lot located at 90 Base Hill Road (TMP# 242-003-000). The proposed 0.27-acre lot is the site of an existing single-family residential building. The remaining 6.5-acres of the lot would continue to be used by the existing Church, which is an institutional use. The site is located in the Low Density District.

Background:

The existing parcel is 6.83 acres and is located at the intersection of NH Route 9 and Base Hill Rd. The site is currently owned and occupied by the Monadnock Covenant Church, and contains two buildings – a 12,144 sf Church and a 1,861 sf residential building. The single-family building is oriented towards Base Hill Road. It had been used as the parsonage for the Church, but more recently has been used for storage. The Church intends to subdivide the 0.27 acres of land where the residential building is sited, so it can sell this land/building.

While the parcel is located in the Low Density Zoning District, the Church was built as an institutional use in 2006. If the subdivision were approved, the 0.27 acre lot would be in the Low Density District and would be considered a residential use. Per Section 102.1113 of the Zoning Ordinance, the side and rear building setbacks between institutional uses and directly abutting residential properties shall be double those required in the underlying zoning district. In addition, all paving must provide a 10-foot setback to all directly abutting residential properties. To meet this setback requirement, the applicant is proposing to remove a row of paved parking adjacent to the back yard of the residence and replace it with loam and grass. The Applicant is also proposing to relocate an electricity meter that exists along the eastern (rear) property boundary on the proposed 0.27 acre lot onto the proposed 6.5 acre Church property. This electricity meter is connected to the transformer that services the Church building. No other changes are proposed to the site with this application.



STAFF REPORT

Completeness:

Since this application is not associated with any new development, the Applicant has requested exemptions from having to provide the following technical reports / plans: Grading, Landscaping, Lighting, Drainage, and Traffic. After reviewing this request, Staff has determined that exempting the Applicant from submitting this information would have no bearing on the merits of the application. Staff recommends that the Planning Board grant these exemptions and accept the application as “complete.”

Departmental Comments:

Staff from the Community Development, Engineering, Fire, and Police Departments reviewed this application. Engineering staff offered a recommendation that the property owners procure an easement for the existing retaining wall and drainage system; however, this would be at the discretion of the property owners.

Application Analysis:

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

1. **Drainage:** Aside from the removal of pavement at the rear of the proposed 0.27-acre lot, no other changes are proposed as part of this subdivision application that would lead to an increase in the rate or volume of stormwater runoff from either of the proposed lots.
2. **Sewer & Water:** Currently, the sewer line from the existing residential building ties into the sewer line that connects the Church building into the City’s sewer system. The Applicant has included a note on the plan that the parcel with the existing residential structure will have the right to tie into the sanitary sewer line servicing the Church lot. This right will include the right to lay, utilize and maintain the existing sewer line connection, or to lay a new line in a revised location, should the existing line become unable to be utilized. The Applicant notes in their application that the deed to be drafted for the sale of the proposed 0.27 acre lot will include language documenting this sewer easement.
3. **Comprehensive Access Management:** Both of the proposed parcels have existing driveways/entrances off Base Hill Road. The Applicant does not propose to change the configuration or layout of either driveway at this time.
4. **Wetlands:** Wetlands are present along the southeast portion of the parcel; however, there are no wetlands present near the location of the proposed 0.27 acre lot.



Photo to left is of existing single-family residential building taken facing east from Base Hill Rd.

STAFF REPORT

RECOMMENDATION FOR APPLICATION:

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

Approve S-04-19, as shown on the plan identified as “Two Lot Subdivision Plan Land of Monadnock Covenant Church E.C.C. located at Tax Map Parcel No. 242-003-000 90 Base Hill Road, Keene, Cheshire County, New Hampshire Book 1673, Page 529” dated July 3, 2019 and prepared by Huntley Survey and Design, PLLC at a scale of 1-inch equals 40-feet with the following conditions:

- 1. Prior to Planning Board Chair’s signature on plan:**
 - a. Remove pavement and install loam and seed adjacent to the eastern boundary of the 0.27-acre lot as shown on the subdivision plan.**
 - b. Owner’s signature on Plan**

CITY OF KEENE | PLANNING BOARD

SUBDIVISION 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.

A Project Name MONADNOCK Coven. CHURCH		Date Received/Date of Submission: Date of pre-application meeting: Date Application is Complete: Community Development Dept File #: S-04-19
Tax Map Parcel number(s) 242 - 03 - 000		
Project Address: 90 BASE HILL RD		Printed Name: MONADNOCK COVENANT CHURCH Signature: <i>Kenneth D Cook</i>
Acreage/S.F. of Parcel: 6.03 / 297,510		Owner Address: 90 BASE HILL RD Telephone/E-mail:
Zoning District: L.D.		Applicant Printed Name: SVE ASSOCIATES Signature: <i>Rob Hitchcock</i> Address: P.O. Box 1818 Telephone/E-mail: 603. 381. 4667

B Descriptive Narrative Including

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

C A complete application must include the following

SVE Associates



Engineering * Surveying * Landscape Architecture * Planning

July 16, 2019

Keene Planning Board
c/o Community Development Office
City Hall
Keene, NH

hand delivered

**Re: Proposed Subdivision for Monadnock Covenant Church
90 Base Hill Road**

Dear Members of the Board:

The Monadnock Covenant Church, MCC, proposes to subdivide their lot, separating the “red house” property from the Church property. The red house was once the parsonage for the Church but has been used as storage only for several years. The Church is planning to sell the red house.

The only physical change that will be needed is removal of pavement behind the red house. Pavement removal is needed to meet compliance with the pavement setback. This will result in the loss of 9 parking spaces which the Church is willing to do. The remaining parking will still meet the parking demand required by Zoning as well as the functional demand of the Church.

There are no changes to existing drainage, snow storage, landscaping, screening, lighting, water and sewer services, traffic, driveways, wetlands, or architecture.

The sewer from the red house presently connects to the sewer from the Church which flows into the City sewer system. The deed to be drafted for the sale of the red house will include rights to the Church sewer.

We request subdivision approval subject to the pavement/parking being removed.

Should you have any questions about this proposal please give me a call or send an email.

Sincerely,

SVE Associates

Rob Hitchcock, P.E.
Senior Engineer/Project Manager

cc: Ken Cook, MCC

SVE Associates

Engineering * Surveying * Landscape Architecture * Planning
P.O. Box 1818, Brattleboro, VT 05302-1818 Phone: (802) 257-0561 Fax (802) 257-0721

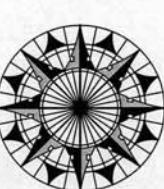
Plan References

REFERENCES INCLUDE ALL INFORMATION REFERRED TO ON ANY OF THE FOLLOWING PLANS

- EXISTING CONDITIONS SURVEY, LAND OF MONADNOCK COVENANT CHURCH, E.C.C., LOCATED AT TAX MAP 911, BLOCK 28, LOT 6, BASE HILL ROAD, KEENE, CHESTERFIELD COUNTY, NEW HAMPSHIRE, DATED FEBRUARY 22, 2010, BY SVE ASSOCIATES (On file at SVE Proj No K1435A)
- EXISTING CONDITIONS PLAN, MONADNOCK COVENANT CHURCH, MONADNOCK COVENANT CHURCH E.C.C., 100 BASE HILL ROAD, KEENE, NH, LAST REVISED APRIL 6, 2006, BY SVE ASSOCIATES (On file at SVE Proj No K1435)
- BASE HILL ROAD RELOCATION RIGHT-OF-WAY, EASEMENTS AND SUBDIVISION, DATED OCTOBER 1995, LAST REVISED BY MARCH 21, 2000, BY RUSSELL L. HUNTLEY, CFA (Cab #12 Dr #138 CCRD)
- PROPERTY OF THE CITY OF KEENE, NH PURCHASED FROM E. JAMES AND DOROTHY M. ROBERTS, BASE HILL ROAD, KEENE, NH, DATED AUGUST 1990 (Cab 11 Dr 5456 CCRD)
- SUBDIVISION PLAN OF THREE LOTS BELONGING TO E. JAMES & DOROTHY M. ROBERTS, BASE HILL ROAD, KEENE, NH, DATED AUGUST 8, 1974 BY WILLIAM E. SHUMWAY (On file at https://www.axisgis.com/keene/nh/pacel 242-004)

June 2019

[242-024-000]
HARIMI H. &
STILLINGS, III
ROBERT V.
73 Base Hill Road
Keene, NH 03431
2347530
Plan Ref. No. 2



June 2019

Zoning Districts ZONE LD (Low density)

Requirements

MAX HEIGHT 2 STORIES/35' 10,000 sf

FRONTAGE 60'

BUILDING SETBACKS FRONT 15' 10'20" FOR AN INSTITUTIONAL USE ABUTTING A RESIDENTIAL USE (see § 102-1113 (b))

REAR 20' MAX IMPERMEABLE COVERAGE 35%

MAX BUILDING COVERAGE 45% ZONE SWP (Surface Water Protection Overlay District)

REQUIREMENTS From wetlands and open water (See § 102-1493)

SEE CITY OF KEENE CODE CONCERNING ADDITIONAL REQUIREMENTS PERTAINING TO PARCEL

[242-022-000]
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1619372

[242-023-000]
HARIMI H. & ROBERT V.
STILLINGS, III
MATTHEW D. &
BERDINE E. ROBINSON
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Keene, NH 03431
1619372

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1619372

[242-023-000]
HARIMI H. & ROBERT V.
STILLINGS, III
MAT

STAFF REPORT

S-05-19 – 560 MAIN STREET SUBDIVISION APPLICATION

Request:

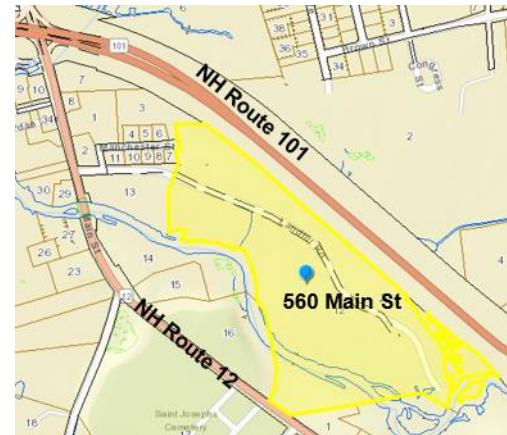
Applicant, Huntley Survey and Design PLLC, on behalf of owner, City of Keene, proposes to subdivide the existing 33.2-acre parcel at 560 Main Street (TMP #114-012-000) into a 9.88-acre lot and a 23.3 acre lot. The proposed 9.88-acre lot lies partially in the Commerce District and the remaining land is in the Industrial District.

Background:

The 33.2 acre parcel at 560 Main Street is primarily used by the City's Public Works Department for materials storage, stockpiling, and handling, and is the current location of the City's 6,240 sf salt shed. The majority of the parcel is located in the Industrial District; however, there are ~2 acres in the northwest area of the parcel that is in the Commerce District. The City is currently petitioning the City Council to amend the Zoning Map to locate the entire parcel in the Industrial District.

The parcel is bordered to the north by NH Route 101 and Manchester Street, to the east and south by the Branch River and NH Route 12, and to the west by Cheshire Tire. While there is existing road frontage on Manchester Street and on NH Route 101 (aka Main Street), the parcel is currently accessed by an easement that runs over 580 Main St (site of Cheshire Tire).

The City proposes to subdivide 9.88 acres at the north of the parcel into a separate lot, which the City intends to sell. The remaining 23.3 acres would be located to the south of this proposed parcel and would continue to be owned by the City. The City proposes to retain an easement over the 9.88 acre lot to access the rear parcel.



The City has owned this land since 1876. In the early 1950s, several buildings were constructed to house the Public Works Department. These facilities were located here until the Public Works building at 350 Main Street was constructed in 2003. Throughout the mid-20th century this property was the site of open burning solid waste disposal, the City's incinerator, and the disposal of liquid materials. As a result of these activities there are known environmental challenges associated with this property that may impact the future development of the site.

Completeness:

Since this subdivision is not associated with any new development, the Applicant has requested exemptions from having to provide the following technical reports / plans: Grading, Landscaping, Lighting, Drainage, and Traffic. After reviewing this request, Staff has determined

STAFF REPORT

that exempting the Applicant from submitting this information would have no bearing on the merits of the application. Staff recommends that the Planning Board grant these exemptions and accept the application as “complete.”

Departmental Comments:

Staff from the Community Development, Engineering, Fire, and Police Departments reviewed this application and had no issues with the proposal.

Application Analysis:

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

1. **Drainage:** No changes are proposed as part of this subdivision application that would lead to an increase in the rate or volume of stormwater runoff from either of the proposed lots. However, the potential contamination of soils on the site may pose challenges to installing drainage systems onsite.
3. **Hillsides:** A small portion of the parcel on the south side of the Branch River is very steep; however, the majority of the site to the north of the Branch River is relatively flat (0-3% slope). The Applicant does not propose to impact steep slopes as part of this subdivision application.
5. **Floodplains:** Portions of the parcel are within the 100-year floodplain, particularly along the Branch River and a small area along the northeastern boundary with NH Route 101. The Applicant does not propose to impact the floodplain as part of this subdivision application.
11. **Sewer and Water:** The site is not currently serviced by the City’s sewer or water; however, the Applicant notes that both of the proposed parcels have the ability to connect to the City’s Sewer and Water systems.
13. **Comprehensive Access Management:** While there is existing road frontage on Manchester Street (~60 feet) and on NH Route 12 / Main Street (~160 feet), the site is currently accessed by a 40 foot wide easement that runs over property owned by 580 Main St LLC, which is the site of Cheshire Tire (580 Main St). The existing road frontage at Manchester Street is at the end of a narrow road that primarily serves single-family residences. The frontage along NH Route 12 / Main Street is land (~3 acres) with steep slopes, located to the south of the Branch River. Currently, it is not possible to access the 30.2 acres to the north of the Branch River from this frontage. Proposed access to the 9.88 acre parcel would be from the existing easement over the land at 580 Main Street. The Applicant states that the City would retain an easement over the 9.88 acre lot to access the proposed 23.3 acre lot.
14. **Hazardous and Toxic Materials:** The site is a brownfield as it is a former landfill, where liquid and solid waste materials were disposed.
16. **Wetlands:** The Applicant notes that there are wetlands present on this site, primarily along the banks of the Branch River and along the eastern boundary of the property. The Applicant

STAFF REPORT

has mapped these wetland areas on the subdivision plan and has noted that no impacts are proposed to these wetlands as part of this application.

17. Surface Water: The Branch River runs across the property in an east-west direction. The River bisects 30.2 acres of land to the north of the river and 3 acres to the south of the river. The Branch River is subject to the State's Shoreland Water Quality Protection Act. A portion of the river near the northwest of the property is exempt from the Shoreland Water Quality Protection Act as it is located in an urban exemption zone. The Applicant does not propose to impact the areas adjacent to the River as part of this proposal.

RECOMMENDATION FOR APPLICATION:

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

Approve S-05-19, as shown on the plan identified as "Two Lot Subdivision Overall Plan Land of City of Keene, New Hampshire located at Tax Map Parcel No. 114-012 560 Main Street, Keene, Cheshire County, New Hampshire, Book 253, Page 421" dated July 10, 2019 and prepared by Huntley Survey and Design, PLLC at a scale of 1-inch equals 80-feet with the following conditions:

1. *Owner's signature on Plan.*

CITY OF KEENE | PLANNING BOARD

SUBDIVISION 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.



RECEIVED

JUL 17 2019

By _____

A Project Name Two Lot Subdivision Plan, Land of the City of Keene, New Hampshire		Date Received/Date of Submission:
Tax Map Parcel number(s) 1 1 4 - 012 - 0 0 0 · 0 0 0 0		Date of pre-application meeting:
		Date Application is Complete:
		Planning Department File #: S-05-19
Project Address: 560 Main Street Keene, NH 03431	Owner	Name: City of Keene
		Address: 3 Washington Street, Keene, NH 03431
		Telephone/E-mail: 603 352-0133
		Signature:
Acreage/S.F. of Parcel: 33.15 / 1,444,014	Applicant	Name: Huntley Survey & Design, PLLC
		Address: 659 West Road, Temple, NH 03084
		Telephone/E-mail: (603) 381-3227
		Signature: Russell Huntley
B Descriptive Narrative Including		
<input type="checkbox"/> Type of development <input type="checkbox"/> Sedimentation Control <input type="checkbox"/> Scope/scale of development <input type="checkbox"/> Proposed uses <input type="checkbox"/> Vegetation <input type="checkbox"/> Parcel size <input type="checkbox"/> Location of access points <input type="checkbox"/> Debris management <input type="checkbox"/> Proposed stormwater, drainage & erosion plan <input type="checkbox"/> Any other descriptive information <input type="checkbox"/> Disposal proposals for boulders, stumps & debris		
C A complete application must include the following		
<input type="checkbox"/> Two (2) copies of completed application forms signed & dated <input type="checkbox"/> Plans stamped/signed by reg. professional <input type="checkbox"/> Two (2) copies of descriptive narrative <input type="checkbox"/> Two (2) copies on 11" x 17" <input type="checkbox"/> Notarized list of all owners of property within 200' <input type="checkbox"/> Three (3) copies of all technical reports <input type="checkbox"/> Two (2) sets of mailing labels, per abutter <input type="checkbox"/> A check to cover the costs of legal notice to advertise <input type="checkbox"/> Seven (7) copies on "D" size paper of plans (24" x 36") the public hearing, mailing notices out to abutters		

Required Items for Submittal	N/A	Applicant Verifies Presence	Applicant Requests Exemption	Staff Recommends Exemption
Soils report prepared by a licensed NH engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Documentation of all test pits	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bedrock within 48" of ground level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poorly drained soils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly erosive soils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL TECHNICAL REPORTS (Section IV.D.2.g)

The Planning Board may request additional technical studies from the Applicant; including, but not limited to, Natural Heritage Documentation, Historic Evaluation, Screening Analysis, detailed Architectural Study.

Waivers from the Planning Board's 19 Development Standards? Y N
(If yes, please provide a detailed list in the space below.)

The Planning Board Development Standards are to be met for all applications. Please review the development standards and provide a brief narrative description for how your application addresses each and/or indicate where on the plan or in the application proof of compliance can be found. Applicants can either supply the information in the space provided, or attach a brief narrative (use of a separate sheet is recommended).

- 1) Drainage: Site development is not part of this proposal
- 2) Sedimentation & Erosion Control: Site development is not part of this proposal
- 3) Hillside Protection: Steep slopes, limited to areas along the river bank are minimal and will not be utilized or affected by this proposal.
- 4) Snow Storage & Removal: Portions of the site are utilized as municipal snow storage. This proposal does not alter areas affected.
- 5) Flooding: Portions of both parcels are within the 1000 year flood, and those areas are shown. The subdivision does not affect flood storage or propose development
- 6) Landscaping: Site development is not part of this proposal and landscaping is not planned.
- 7) Noise: Site development is not part of this proposal. Current noise levels will remain the same.
- 8) Screening: Site development is not part of this proposal and screening is not required.

- 9) Air Quality: Air quality will not be affected by this proposal.
- 10) Lighting There is not lighting associated with this proposal.
- 11) Sewer & Water: the lots will have the capability to tie into municipal services
- 12) Traffic: Traffic levels are anticipated to remain consistent with existing uses.
- 13) Driveways Both lots will be serviced by an existing driveway and right of way to Manchester Street
- 14) Hazardous & Toxic Materials: This proposal does not affect or address hazardous materials. The lot is a prior city landfill.
- 15) Filling & Excavation: The remaining city lot is utilized as a stockpile area for recyclables, construction fill and lawn debris
- 16) Wetlands: Wetlands are limited to the perimeter along the river and along the eastern boundary. Wetlands and buffer areas are shown and are not anticipated to be affected
- 17) Surface Waters: Surface waters and the Branch River are shown. This proposal does not affect surface waters.
- 18) Stump Dumps: As this is a prior landfill, the existence or extent of stump dumps is not known, This proposal does not change the existing uses on the city retained lot.
- 19) Architecture & Visual Appearance: The lots will essentially remain similar in use and appearance as they are today.

Huntley Survey & Design, PLLC

New Hampshire & Vermont ~ Land Surveying * Wetlands Delineation & Permitting * Septic System Design

Two Lot Subdivision

Land of the City of Keene, New Hampshire
560 Main Street, Keene, New Hampshire

July 10, 2018

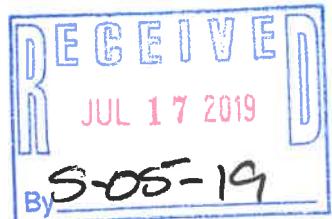
Project Narrative

The City of Keene, New Hampshire has agreed to convey 9.88 acres off the westerly end of its 33-acre lot located at 560 Main Street, Tax map parcel 114-012-000, to 560 Main Street, LLC. The said LLC would like to utilize the land for a business enterprise. This area fits its requirements and has the appropriate infrastructure, as well as an existing building to utilize. The land in question has been previously utilized as the City's DPW headquarters, and prior to this, as the community land fill.

560 Main Street, LLC retained Huntley Survey & Design, PLLC to perform the necessary survey and wetlands around the proposed 9.88-acre lot and to prepare the subdivision. The proposed lots were designed to meet the dimensional requirements of the zoning ordinance. Both lots could be serviced by municipal sewer and water systems.

The 9.88-acre lot, parcel 114-012-100, lies partially in the commerce zone and mostly in the industrial zone. Steep slopes and wetlands are limited to a very narrow strip along the Branch River. A small portion of land along the river falls in the 100-year flood zone and flood way. The lot has 60.4' of frontage off the end of Manchester Street and is accessed via a 40' right of way across parcel 114-013 (580 Main Street) to a point on Manchester Street.

The 20-acre lot that will be retained by the City of Keene, parcel 114-012-000, lies wholly within the Industrial zone. There are wetlands and steep slopes near the Branch River and along the easterly end of the property, but most of the land is relatively flat, dry and covered with various stockpiles, piles of debris and fill. About 26% of the parcel is within the 100-year flood zone or floodway. The parcel has 160' of frontage on Main Street and will be accessed via a proposed easement over 114-012-100 and the existing 40' easement over parcel 114-013-000.



659 West Road, Temple, New Hampshire 03084 * (603) 924-1669 Office * (603) 381-3227 Cell * Email: Russ@huntleysurvey.com

F:\HSD - Huntley Survey & Design, PLLC\Projects\H19-016 Froling Subdivision\Application\2019-07-10 Project Narrative.docx



Zoning Districts
ZONE: COM (Commerce)
REQUIREMENTS

MAX HEIGHT	2 STORIES/35'
LOT SIZE	15,000 sf
FRONTAGE	50'
BUILDING SETBACKS	
FRONT	20'
SIDE	20'
REAR	20'
PAVEMENT SETBACKS	
FRONT	20'
SIDE & REAR	15'
OPEN SPACE SETBACK	
FRONT	20'
MAX BUILDING COVERAGE	80%
MAX IMPERMEABLE COVERAGE	80%
SEE CITY OF KEENE CODE CONCERNING ADDITIONAL REQUIREMENTS PERTAINING TO PARCEL	

ZONE I (Industrial)	
REQUIREMENTS	
MAX HEIGHT	2 STORIES/35'
LOT SIZE	None
FRONTAGE	50'
BUILDING SETBACKS	
FRONT	20'
SIDE	15'
REAR	20'
PAVEMENT SETBACKS	
FRONT	None
SIDE & REAR	None
MAX BUILDING COVERAGE	80%
MAX IMPERMEABLE COVERAGE	80%
ZONE: SURFACE WATER PROTECTION/ Overlay	
REQUIREMENTS	30' Buffer Zone

Two Lot Subdivision Plan

Land of the City of Keene, New Hampshire

Located at
Tax map Parcel 114-012
560 Main Street, Keene, New Hampshire

Prepared for
560 Main Street LLC
590 Hancock Road, Peterborough, New Hampshire 03458
and
City of Keene, New Hampshire
3 Washington Street, Keene, New Hampshire 03431

Owner of Record

[114-009]
THE CITY OF KEENE
3 Washington Street
Keene, NH 03431
253/421

Index

- S1 Cover/Notes
- S2 Overall Plan
- S3 Detail Plan

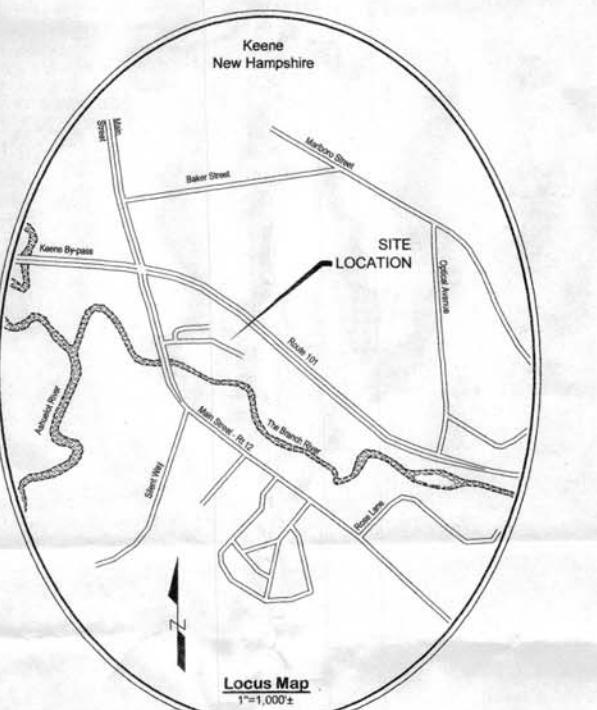
Owner Certification
I CERTIFY THAT I AM THE CURRENT OWNER OF THE TRACTS SHOWN HEREON AND THAT I APPROVE OF THE SUBDIVISION.

OWNER'S SIGNATURE

DATE

Symbol Legend

MONITORING WELL	CHAIN LINK FENCE
CATCH BASIN	WOOD RAIL/STOCKADE FENCE
DRAIN MANHOLE	GUARDRAIL
HYDRANT	EDGE OF WATER
WATER VALVE	TREE LINE
SEWER MANHOLE	EDGE OF PAVEMENT
MANHOLE	EDGE OF GRAVEL
UTILITY POLE W/GUY WIRES, OVERHEAD LINES AND NUMBERS	
ELECTRIC MANHOLE	IRON PIPE
ELECTRICAL BOX/PEDESTAL	NAIL
LIGHT POLE	STONE/CONCRETE BOUND
TELECOM MANHOLE	RAILROAD SPIKE
TELEPHONE BOX/PEDESTAL	DISK
GAS SHUT OFF VALVE LID	5/8" REBAR WITH CAP (SET)
SIGN	RAILROAD SPIKE SET
POST/BOLLARD	KED
SOILS TYPE KEY LETTER	CHESHIRE COUNTY REGISTRY OF DEEDS
WETLAND FLAG & NUMBER	[1-2-3] TAX MAP PARCEL NUMBER
	123/456 DEED VOLUME & PAGE



Surveyed 05/2019 Plan prepared 07/10/2019
Project No. H19-016 Cad File No. H19-016B.dwg

Sheet No. 1 of 3

Huntley Survey & Design, PLLC
NH & VT Land Surveying, Wetlands & NH Septic System Design
659 West Road, Temple, NH 03084 (603) 924-1669
www.huntleysurvey.com



Plan References

- REFERENCES INCLUDE ALL INFORMATION REFERRED TO ON ANY OF THE FOLLOWING PLANS
1. TWO LOT SUBDIVISION OF TAXMAP 306-22-007-0000, 580 MAIN STREET, PREPARED FOR CITY OF KEENE, DATED FEBRUARY 28, 2004; BY ROGER MONSELL, CLOUGH HARBOUR & ASSOCIATES (Cab. Dr. No. CCRD)
 2. BOUNDARY SURVEY, LAND OF CITY OF KEENE, LOCATED AT TAX MAP 90, BLOCK 22, LOT 006, ROSE LANE, KEENE, NEW HAMPSHIRE, DATED JUNE 30, 2009; BY RUSSELL J. HUNTLEY, SVE ASSOCIATES (PROJECT No. K1929 OBTAINED FROM SVE)
 3. PERIMETER BOUNDARY SURVEY, TAX MAP PARCELS 906-22-002 & 906-22-018, 36 ROSE LANE, KEENE, NEW HAMPSHIRE, DATED AUGUST 29, 2016; BY RUSSELL J. HUNTLEY, SVE ASSOCIATES (PROJECT No. K2503 OBTAINED FROM SVE)
 4. STATE OF NEW HAMPSHIRE, PLANS OF PROPOSED FEDERAL AID URBAN PROJECT U 013-1(6), NH PROJECT NO. P-3435-C, ASBUILT PLANS, DATED 4/5/1963 OBTAINED FROM NH DOT ONLINE PROJECT CENTER.
 5. CITY GRAVEL BANKS, DATED 1893 (12-25 KED)
 6. PLAN OF LANDS BELONGING TO ST JOSEPH'S CEMETERY, KEENE, NH 1906, BY SAMUEL WADSWORTH (10-65 KED)
 7. PROPOSED RIGHT OF WAY ON LAND OF CITY OF KEENE, DATED DECEMBER 19, 1948 (Pb. 7 Pg. 50A CCRD)
 8. PLAN OF PART OF THE CITY PASTURE SHOWING CHANGES IN COURSE OF THE BRANCH, 1895 BY SAMUEL WADSWORTH (7-18 KED)

Notes

1. THE BEARINGS SHOWN ON THIS PLAN IS/ARE REFERENCED TO NAD83 NH STATE PLANE GRID, BASED ON A STATIC GPS SURVEY PERFORMED ON JUNE 7, 2019 USING AN iGS3 GNSS RECEIVER.
2. THE BOUNDARY LINES SHOWN ON THIS PLAN WERE CALCULATED FROM RECORD DEEDS, PLAN REFERENCES AND PHYSICAL EVIDENCE FOUND.
3. TOPOGRAPHY SHOWN ON THIS PLAN IS FROM AN ACTUAL FIELD SURVEY BY HUNTLEY SURVEY & DESIGN, PLLC PERFORMED DURING THE MONTH OF MAY & JUNE OF 2019. THE VERTICAL DATUM IS NAVD 88 OBTAINED BY THE GPS SURVEY DESCRIBED IN NOTE No.1. CONTOUR INTERVAL IS FIVE (5) FEET ON SHEET 2 AND TWO (2) FEET ON SHEET 3. INDIVIDUAL MOVEABLE PILES OF REFUSE, GLASS AND FILL AND CHANGING TREE LINES ARE NOT SHOWN.
4. ANY UNDERGROUND UTILITIES, STRUCTURES AND FACILITIES HAVE BEEN PLOTTED FROM DATA OBTAINED FROM FIELD SURVEY OF SURFACE LOCATIONS. THEIR EXISTENCE MUST BE CONSIDERED APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITIES THE EXISTENCE OF WHICH ARE NOT KNOWN. THE SIZE AND LOCATION OF ALL UTILITIES AND STRUCTURES MUST BE VERIFIED PRIOR TO ANY AND ALL CONSTRUCTION. CALL DIG-SAFE PRIOR TO ANY CONSTRUCTION.
5. JURISDICTIONAL WETLANDS WERE DELINEATED BY HUNTLEY SURVEY & DESIGN, PLLC DURING THE MONTHS OF MAY & JUNE IN 2019 USING THE THREE PARAMETER APPROACH DESCRIBED IN TECHNICAL MANUAL Y-87-1, THE CORPS OF ENGINEERS 1987 WETLAND DELINEATION MANUAL, AND SUPPLEMENTED BY THE JANUARY 2012, REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL.
6. PORTIONS OF THE PARCELS SHOWN ARE LOCATED IN THE 1% CHANCE FLOOD HAZARD AREA (100 YEAR FLOOD), THE 2% FLOOD HAZARD AREA (500 YEAR FLOOD) AND THE RIVER FLOODWAY PER FEMA PANEL 33006C0287E EFFECTIVELY DATED MAY 23, 2006. THE FLOOD LINES ARE SHOWN HEREON FROM DIGITAL MAPPING OBTAINED FROM FEMA.
7. SOILS DATA SHOWN HEREON WAS OBTAINED FROM NRCS WEB SOIL SURVEY ONLINE PROGRAM, SOIL SURVEY STAFF, NATURAL RESOURCES CONSERVATION SERVICE, UNITED STATES DEPARTMENT OF AGRICULTURE, WEB SOIL SURVEY. AVAILABLE ONLINE AT [HTTPS://WEBSOILSURVEY.USDA.GOV](https://WEBSOILSURVEY.USDA.GOV). ACCESSED JUNE13, 2019.
8. THE BRANCH RIVER IS A PUBLIC WATER OF THE STATE OF NEW HAMPSHIRE SUBJECT TO THE SHORE LAND WATER QUALITY PROTECTION ACT (SWQPA). THE BED OF A PUBLIC WATER IS THE PROPERTY OF THE STATE OF NEW HAMPSHIRE UP TO THE NATURAL HIGH WATER MARK (SCOUR LINE). THE SURVEYED PARCEL NORTHERLY OF THE RIVER IS EXEMPT FROM SWQPA REGULATIONS.

APPROVED BY THE KEENE PLANNING BOARD	
BY _____	CHAIRMAN
AND _____	SECRETARY
ON _____	

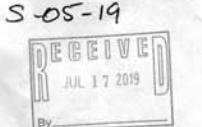
Surveyor's Certification
THIS SURVEY AND PLAT WERE PRODUCED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION AND DATA COLLECTOR TRAVERSE THAT MEETS THE ALLOWABLE RELATIVE POSITIONAL ACCURACY FOR URBAN AREAS AS REQUIRED BY THE STATE OF NEW HAMPSHIRE IN TABLE 500.1. "ACCURACY MEASUREMENTS, LOCAL ACCURACY OF CONTROL SUPPORTING THE SURVEY," AND IS BASED ON INFORMATION RECORDED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS AS REFERENCED HEREON, INFORMATION PROVIDED BY THE CLIENT AND PHYSICAL EVIDENCE FOUND.

THIS IS A SUBDIVISION SURVEY AND IS SUBSTANTIALLY CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. ALL DIMENSIONS ARE SUBJECT TO THE ERROR OF CLOSURE PREVIOUSLY STATED.

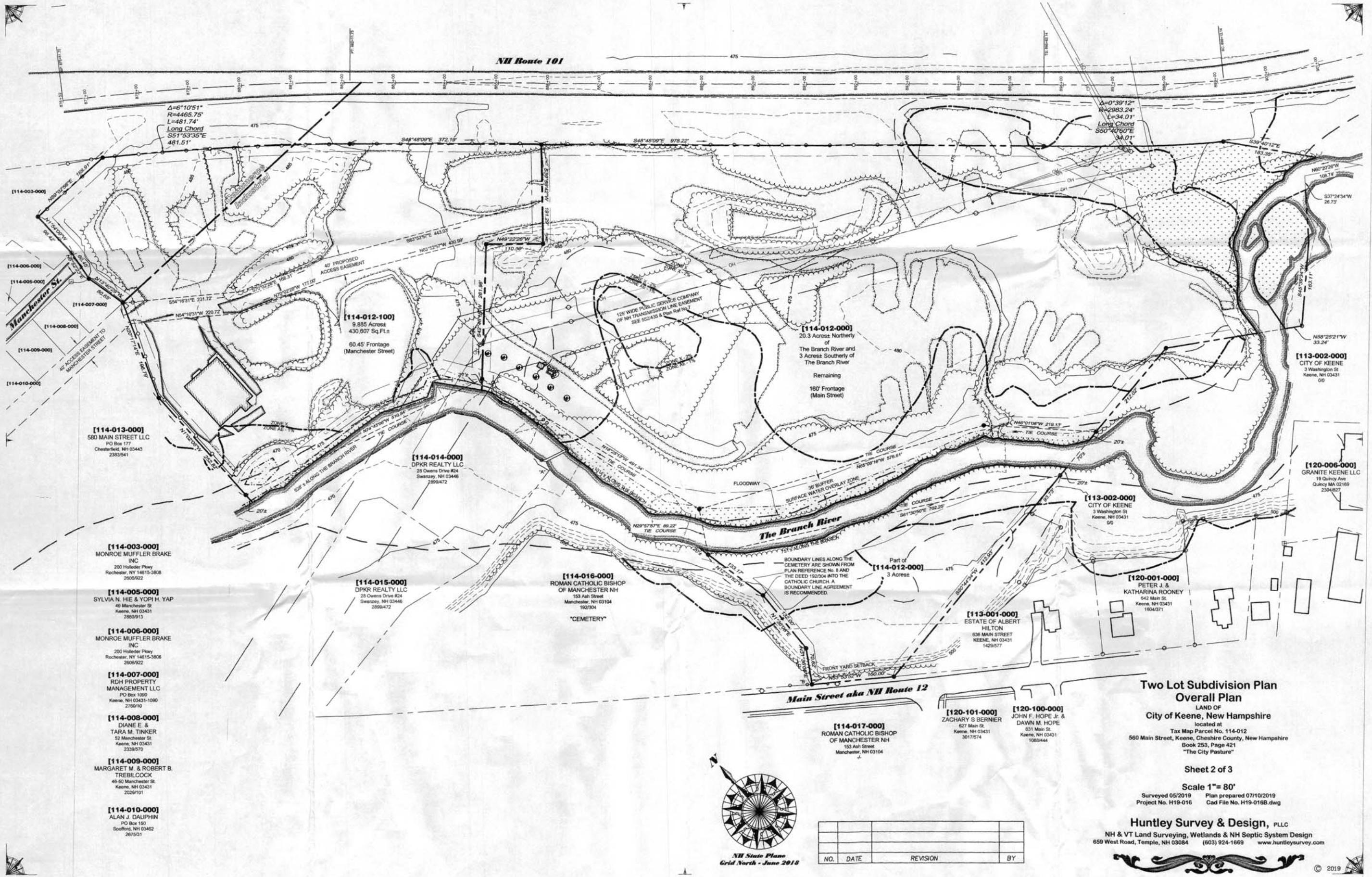


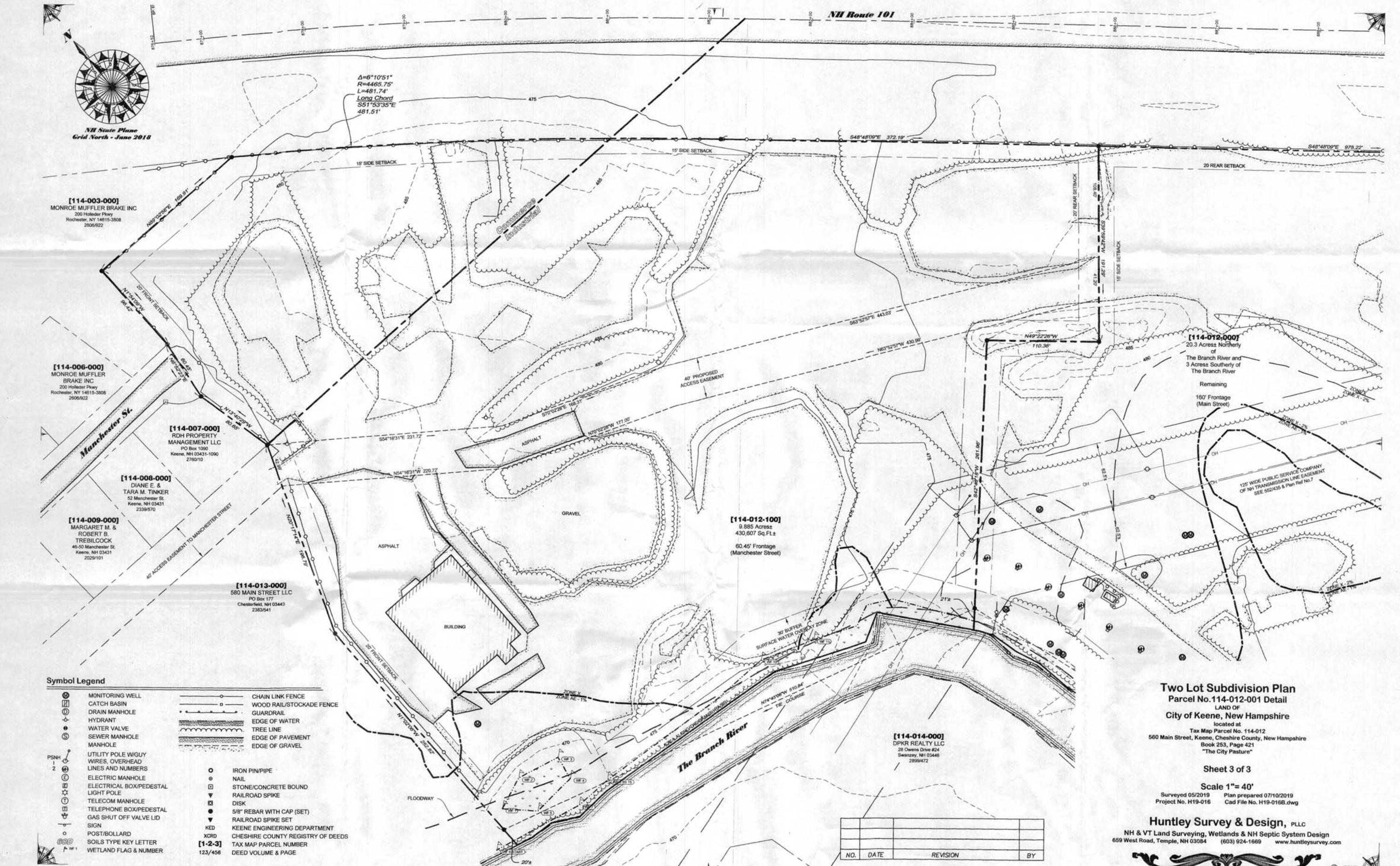
RUSSELL J. HUNTLEY NH LLS No. 00877

DATE



© 2019





STAFF REPORT

SPR-886 Modification #2 – SITE PLAN REVIEW – 12 Bradco Street – Keene Self-Storage

Request:

Applicant Brickstone Land Use Consultants LLC, on behalf of owner Keene Self Storage LLC, proposes the addition of two storage buildings, 800 SF and 5,200 SF in size, to the property located at 12 Bradco Street (TMP# 117-041-000). Other proposed changes include modifications to site grading and drainage, the addition of landscaping, and the addition of lighting. The site is 5.12 acres in size and is located in the Industrial District.

Background:

This property is located at 12 Bradco Street in the Industrial District and is the site of a self-storage company. The parcel is bordered by industrial uses to the north and west, and residential uses to the east and south.

The previous owner of this property received a Special Exception from the Zoning Board of Adjustment (ZBA) in 1999 to permit a mini storage facility in the Industrial Zone (See Notice of Decision ZBA-99-20, attached). The Special Exception was granted with two conditions. The first required an evergreen buffer along 50 feet of the southeast property boundary adjacent to a residential home on Bergeron Ave., and the second condition required that the construction be of neutral color. Both conditions were subject to approval by the Planning Board.

The Planning Board approved site plan application

SPR-886 in September 1999 for the construction of 15 mini-storage buildings in three phases, with Phase I consisting of 14,400 Square feet of construction, Phase II consisting of 14,400 square feet, and Phase III consisting of 16,000 square feet.

In October 2018, the Community Development Department conducted an administrative review of a site plan modification for this site, SPR-886 Modification #1. Approval was granted for the installation of 34 American arborvitae trees 5'-6' in height to replace landscaping that had died, as well as a change in building materials from concrete masonry units to metal for Phase III construction. Phase III of this project is currently under construction.

The request is to install two, new mini-storage buildings, 800 and 5,200 square feet in size, on a portion of the site that was previously used for outdoor storage. These buildings would match the buildings that were approved for Phase III of this project in terms of materials and color scheme. A Special Exception was granted by the ZBA at their meeting on September 4, 2018 to allow the expansion of the existing self-storage facility (see Notice of Decision ZBA 18-16, attached).

Completeness:

The Applicant requests exemptions from submitting a Landscaping Plan, Architectural elevations, and Traffic, Drainage and Soils Reports. Staff has determined that exempting the applicant from submitting this information would have no bearing on the merits of this application and recommends that the Planning Board accept the application as “complete.”



Figure 1. Aerial view of 12 Bradco Street (highlighted in yellow).

STAFF REPORT

Departmental Comments:

- Fire: No comments
- Code Enforcement: No comments
- Police: No comments
- Engineering: Engineering staff initially requested drainage calculations to demonstrate the existing detention basin could handle the increase in impervious surface. After reviewing a drainage report prepared for the site in 1999, it was determined that the existing detention basin was designed to accommodate a full build-out of the site, including the gravel area proposed to be paved.

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

1. Drainage: The applicant proposes to install catch basins with three-foot sumps to collect stormwater runoff and direct it to the existing detention basin on the site; This standard appears to be met.
2. Sedimentation and Erosion Control: The applicant proposes to install silt fencing and stone check dams to control sedimentation and erosion during construction. Silt fencing has already been installed on the portion of the site that is currently under construction. This standard appears to be met.
4. Snow Storage: Snow storage areas are shown on the site plan in two locations, one area at the south end of the site and one at the north end of the paved area. The original site plan application for SPR-886 indicates that excess snow will be removed from the site. This standard appears to be met.
5. Flooding: A section of the site at the north end of the parcel (adjacent to Bradco Street) is in the 100-year floodplain. A Floodplain Development Permit was issued in October 1999 to permit the placement of fill and construction of an onsite compensatory storage area. No changes are proposed that would affect the area of the site in the floodplain. This standard does not apply.
6. Landscaping: The applicant received approval as part of application SPR-886 Modification #1 to install 34 American arborvitae to replace 12 Austrian pines that had died. In a conversation with staff, the applicant noted that the owner installed a total of 64 arborvitae. The images below show the installed landscaping. This standard appears to be met.



Above: Images of the American arborvitae planted along the southeast boundary of the site. Photos taken August 12, 2019.

STAFF REPORT

8. Screening: This standard states that landscaping should be used whenever possible to form a buffer between residential and non-residential uses. Per the conditions of the Special Exceptions granted by the ZBA in 1999 and 2018 (ZBA 99-20 and ZBA 18-16), the owner has installed an evergreen buffer consisting of 64 American arborvitae to screen the site from an adjacent residential property on Bergeron Avenue. This standard appears to be met.

10. Lighting: The applicant proposes to install 42 full cut-off, wall-mounted LED light fixtures on the four buildings currently under construction and the two buildings proposed as part of this application. Each light fixture would be on a motion sensor to provide lighting in areas of the site where there is activity after dark. The applicant has noted that, while the site is accessible for use by clients after dark, the site is completely fenced-in and can only be accessed with a security code. There is one existing pole-mounted light at the entrance gate to provide security lighting. This standard appears to be met.

11. Sewer and Water: This site connects to the City's sewer and water system. No changes to these connections are proposed. This standard appears to be met.

12. Traffic: The applicant notes that the additional 6,000 square feet of mini storage will be divided into approximately 38 individual storage units. Per the ITE trip generation manual, this increase in self-storage space would result in an increase of about 10 vehicle trips per weekday, 10 vehicle trips on Saturday, and between 2-3 vehicle trips during peak hours on weekdays and Saturday. The applicant has requested an exemption from providing a traffic study due to the modest increase in vehicle trips anticipated as a result of this proposal.

15. Filling and Excavation: The applicant notes in the project narrative that existing gravel areas would be coated with a layer of gravel and paved to provide access to the proposed new buildings on the site. No wetland, floodplain, or steep hillsides will be affected. The proposed truck route is Route 10 to Bradco Street. This standard appears to be met.

16. Wetlands: There is an existing wetland at the north end of the property. A NHDES Wetlands Permit was issued in September 1997 (Permit 97-01028) to allow the fill of wetland for the driveway crossing and the dredge of 6778 sf of wetland to provide flood storage. No work is proposed in the wetland. This standard does not apply.

17. Surface Waters: No work is proposed within 30 feet of the existing wetland on the site, and no other surface waters are present. This standard does not apply.

19. Architecture and Visual Appearance: In general, this standard is intended to ensure new development reflects the City's historic architecture and settlement pattern, provide visual interest, ensure that building height and massing is consistent with the prevailing architectural style, prevent the use of aggressive colors, and ensure that the orientation of structures on a site do not interfere with pedestrian travel or detract from aesthetic character.

This property is located in the Industrial District and is set back from Bradco Street by about 200 feet. As previously discussed under Landscaping and Screening, the property is screened from view from adjacent residential properties with a landscape buffer. The proposed color scheme includes slate gray walls with a shale gray trim and garnet red doors to match the colors on the existing buildings; this color scheme was determined to be neutral by the Planning Board in 1999. The two new buildings would have metal siding and roofs, and would be 20' wide by 40' long and 20' wide by 260 feet long and 8'-4" high with a 1/4 :12 pitched roof.

STAFF REPORT



Above: An image of existing CMU buildings on the site. Photo taken August 12, 2019

Recommended Motion:

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

Approve SPR-886 Modification #4, as shown on the site plan identified as “Keene Self Storage, 12 Bradco St., Keene, NH 03431, Modification #4” prepared by Brickstone Land Use Consultants LLC at a scale of 1” = 50’ on July 22, 1999 and revised July 18, 2019 with the following conditions prior to signature by Planning Board Chair:

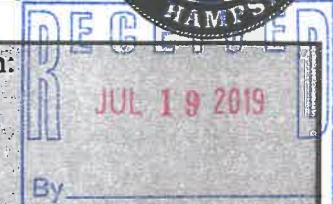
- A. Owner’s signature appears on plan.

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.



A Project Name Keene Self Storage Modification #4		Date Received/Date of Submission: Date of pre-application meeting: Date Application is Complete: Community Development Dept File #: SPR-886 mod. 2
Tax Map Parcel number(s) 117 - 041 - 000 - - - - -		PRINTED Name: Keene Self Storage LLC Signature:
Project Address: 12 Bradco Street		Address: 4203 Dean Martin Drive Las Vegas, NV 89103 Telephone\ Email:
Acreage/S.F.of Parcel: 5.12 / 223,027 SF		PRINTED Name: Brickstone Land Use Consultants LLC Signature:
Zoning District: Industrial		Address: 185 Winchester street Keene NH 03431 Telephone\ Email: jphippard@ne.rr.com
Owner Applicant		

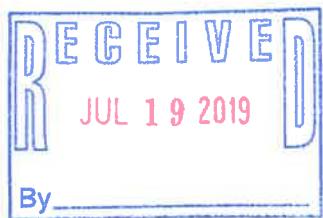
Modifications: Is this a modification to a previously-approved site plan: No Yes: SPR#: 886 Date: 9/27/1999

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

- Type of development
- Sedimentation Control
- Scope/scale of development
- Proposed uses
- Vegetation
- Parcel size
- Location of access points
- Debris management
- Proposed stormwater, drainage & erosion plan
- Any other descriptive information Disposal proposals for boulders, stumps & debris

C A complete application must include the following



July 19, 2019

Rhett Lamb, Community Development Director
City of Keene
3 Washington Street
Keene, NH 03431

Re: Request for Modifications to SPR-886, Keene Self Storage, 12 Bradco Street

Dear Rhett:

On behalf of Keene Self Storage, LLC, I am hereby submitting an application for modifications to SPR-886. The modifications involve the addition of 6000 sf in two new storage buildings at the south end of the site. The proposed modifications include:

1. Addition of two storage buildings 20 x 40 and 20 x 260.
2. Revisions to grading and drainage.
3. Revisions to add screen plantings at southeast side.
4. New lighting.

Attached is an application for modification to an approved site plan along with copies of the modified plan sheets. Please let me know if any additional information is needed.

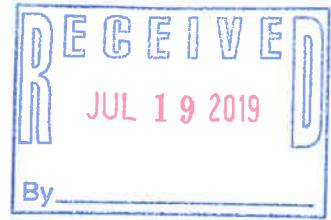
Thank you for your consideration of this request.

Sincerely,

James P. Phippard, agent

**Modification #4 to Approved Site Plan
SPR-886**
**Bradco Mini Storage
12 Bradco Street
Keene, NH**

July 19, 2019



Development Standards

- 1. Drainage** - No increase in runoff is proposed. The new buildings will be constructed on an existing gravel area which was previously used for outside storage. Catch basins with three-foot sums have been added to collect runoff and sediment from the developed area.
- 2. Sediment/Erosion Control** - Silt fence and stone check dams will be used throughout construction to prevent sediment from entering the existing stormwater pond.
- 3. Hillside Protection** – N/A
- 4. Snow Storage and Removal** – A large snow storage area is existing at the south end of the site. Two existing catch basins are being replaced to capture runoff from the snow melt and will be discharged into the existing stormwater pond.
- 5. Flooding** - No change.
- 6. Landscaping** – A row of arbor vitae have been added to provide additional screening at the southeast end of the site adjacent to Bergeron Avenue.
- 7. Noise** - No change.
- 8. Screening** - See landscaping above.
- 9. Air Quality** – N/A
- 10. Lighting** – New site lighting will be installed on the four buildings under construction and on the two new buildings. Full cutoff LED fixtures will be used and will provide an average of 1.98 footcandles if all fixtures are on. Each fixture is equipped with a photocell and a motion sensor. Fixtures will turn on when triggered by activity after dark. Otherwise, all fixtures are off. An exemption is requested from providing a uniformity ratio since it is not applicable in this case.
- 11. Sewer and Water** – No changes are proposed.

12. Traffic – The proposed modifications will not result in significant additional traffic. The additional 6000 sf of storage units will be divided into approximately 38 individual units. The ITE Trip Generation manual estimates that for 38 storage units will generate an average of approximately 10 vehicle trips per weekday and 10 vehicle trips per Saturday. AM peak hour trips are estimated at 2 vehicle trips. PM peak hour trips are estimated at 2 vehicle trips on a weekday and 3 on Saturday. This small amount of traffic will result in no change to the safety or capacity of Bradco Street at this location.

13. Comprehensive Access Management– No change.

14. Hazardous and Toxic Materials – The property owner has no knowledge of existing contamination on the property.

15. Filling/Excavation – Existing gravel areas will be top dressed with crushed gravel and paved. Trucks will use Route 10 to Bradco Street for the haul route.

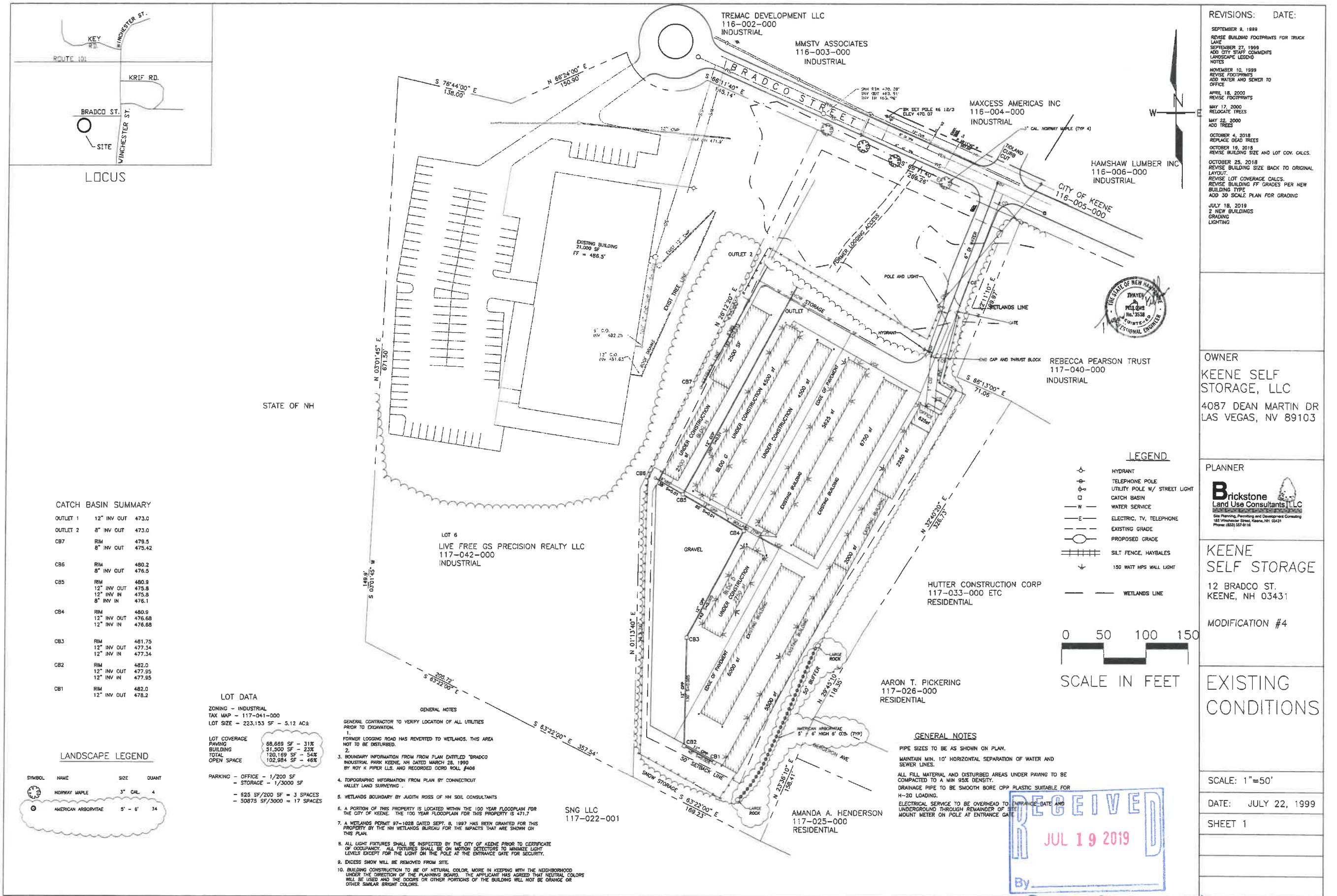
16. Wetlands – No change.

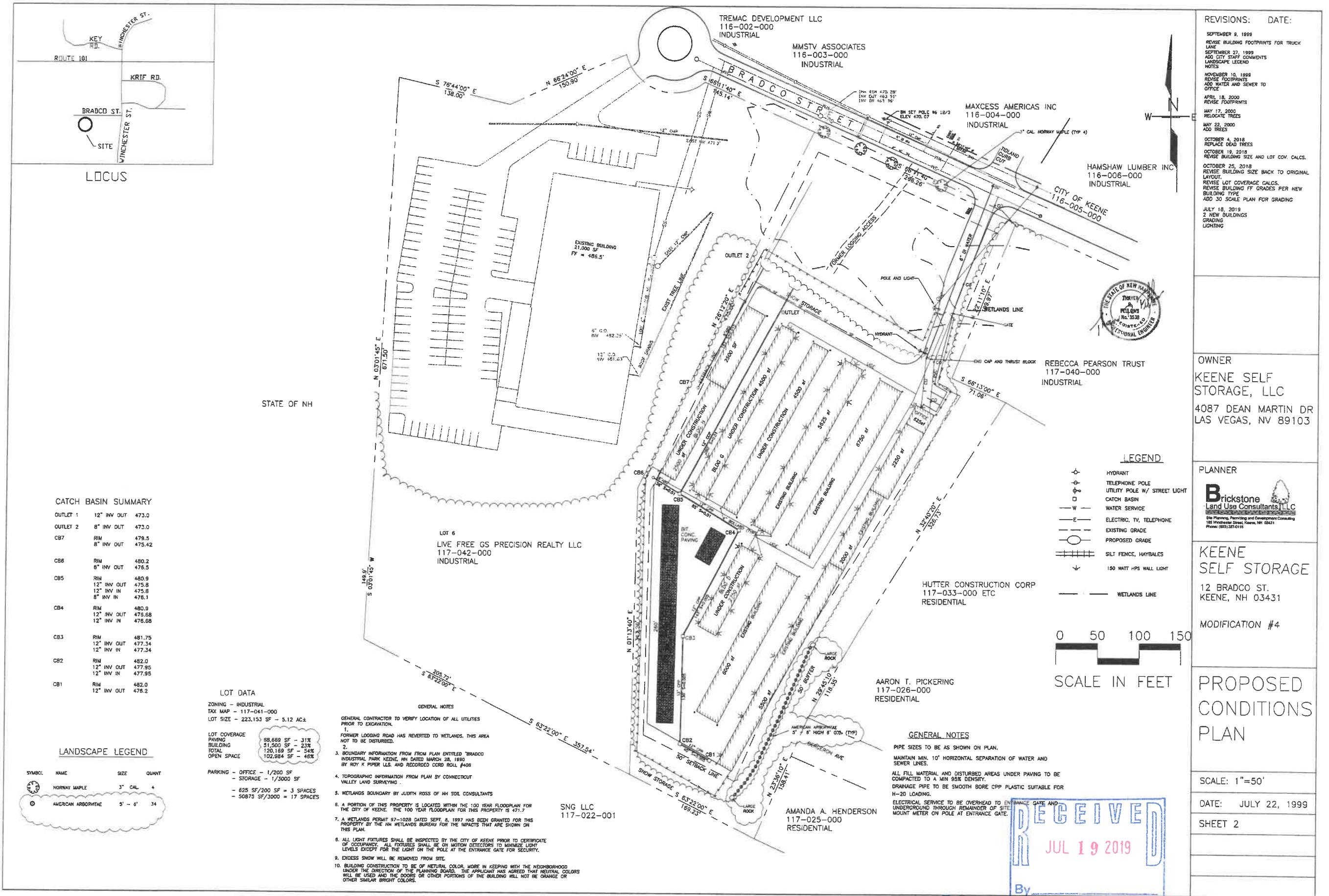
17. Surface Waters – No change.

18. Stump Dumps – None.

19. Architecture and Visual Appearance –

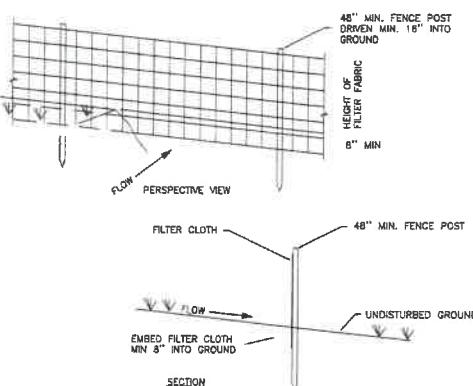
The new storage buildings will be all metal buildings with metal roofs. The new storage buildings are 20' wide and vary in length up to 260'. Each building will be 8'-4" high with a ¼:12 pitched roof. The colors will be garnet red doors, slate gray metal siding and shale trim at the roof line.





EROSION CONTROL MEASURES

1. ALL WORK SHALL PROGRESS IN A MANNER SO AS TO MINIMIZE SOIL EROSION AND SILTATION OF DRAINED CHANNELS ON AND OFF SITE. THE SMALLEST POSSIBLE AREA OF LAND SHALL BE DISTURBED DURING THE COURSE OF CONSTRUCTION OF THE PROJECT.
2. ALL LOAM SHALL BE STOCKPILED FOR USE AFTER FINAL GRADING. THE STOCKPILE SHALL BE PROTECTED FROM EROSION WITH THE USE OF HAY BALES IF NECESSARY.
3. ALL RIP RAP DEPOSITED ON THE PLANS SHALL BE 4" TO 8" FRAGMENTED STONES AND SHALL BE PLACED TO A MINIMUM THICKNESS OF 12". SIDE SLOPES OF SWALES SHALL BE NO STEEPER THAN 2:1.
4. AT DISTURBED AREAS WHICH POSE AN EROSION OR SILTATION THREAT, TEMPORARY STABILIZATION MEASURES SHALL BE TAKEN. THESE MEASURES SHALL INCLUDE AT MINIMUM: SEEDING WITH WHEATGRASS AT A RATE OF 2.5 LBS PER THOUSAND SQUARE FEET AND ADEQUATE MULCHING TO ENCOURAGE GERMINATING AND INHIBIT SOIL MOVEMENT.
5. FOLLOWING FINAL GRADING, ALL DISTURBED AREAS SHALL BE LOAMED ("4" MINIMUM), SEDED IN ACCORDANCE WITH THE SPECIFICATION ON THE SHEET, AND MULCHED.
6. ALL EROSION CONTROL STRUCTURES PROVIDED SHALL BE PROPERLY MAINTAINED SO AS TO REMAIN FUNCTIONAL UNTIL COMPLETION OF THE PROJECT.

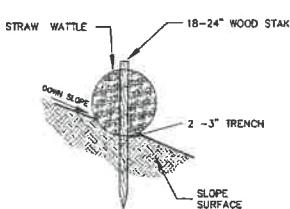


CONSTRUCTED WETLAND SEQUENCE

1. STRIP LOAN AND ORGANIC MATERIAL AND STOCKPILE WITH THE NECESSARY SEDIMENT CONTROL PROTECTION.
 2. TEMPORARY STABILIZATION OF DISTURBED AREAS SHALL TAKE PLACE AS SPECIFIED IN THE EROSION AND SEDIMENT CONTROL HANDBOOK.
 3. STRIP MITIGATION AREAS AND CUT TO REQUIRED SUBGRADE.
 4. PLACE ORGANICS ON MITIGATION AREAS A MIN. 6 INCHES THICK LEAVING ROOTS AND PLANT MATERIAL IN THE ORGANIC MATERIAL.
 5. APPLY 4-10-10 FERTILIZER AT 2.3 LBS PER 1000 SF AND SEE ALL DISTURBED AREAS WITH THE BELOW SEED MIX.
 6. COVER SEDED AREAS WITH HAY OR STRAW MULCH. MAINTAIN COVER UNTIL SEED IS ESTABLISHED. RESEED AS NECESSARY TO SECURE PERMANENT COVER.
 7. ALL DISTURBED UNSTABLE AREAS SHALL BE STABILIZED WITHIN 72 HOURS.

SILT FENCE DETAIL

NTS

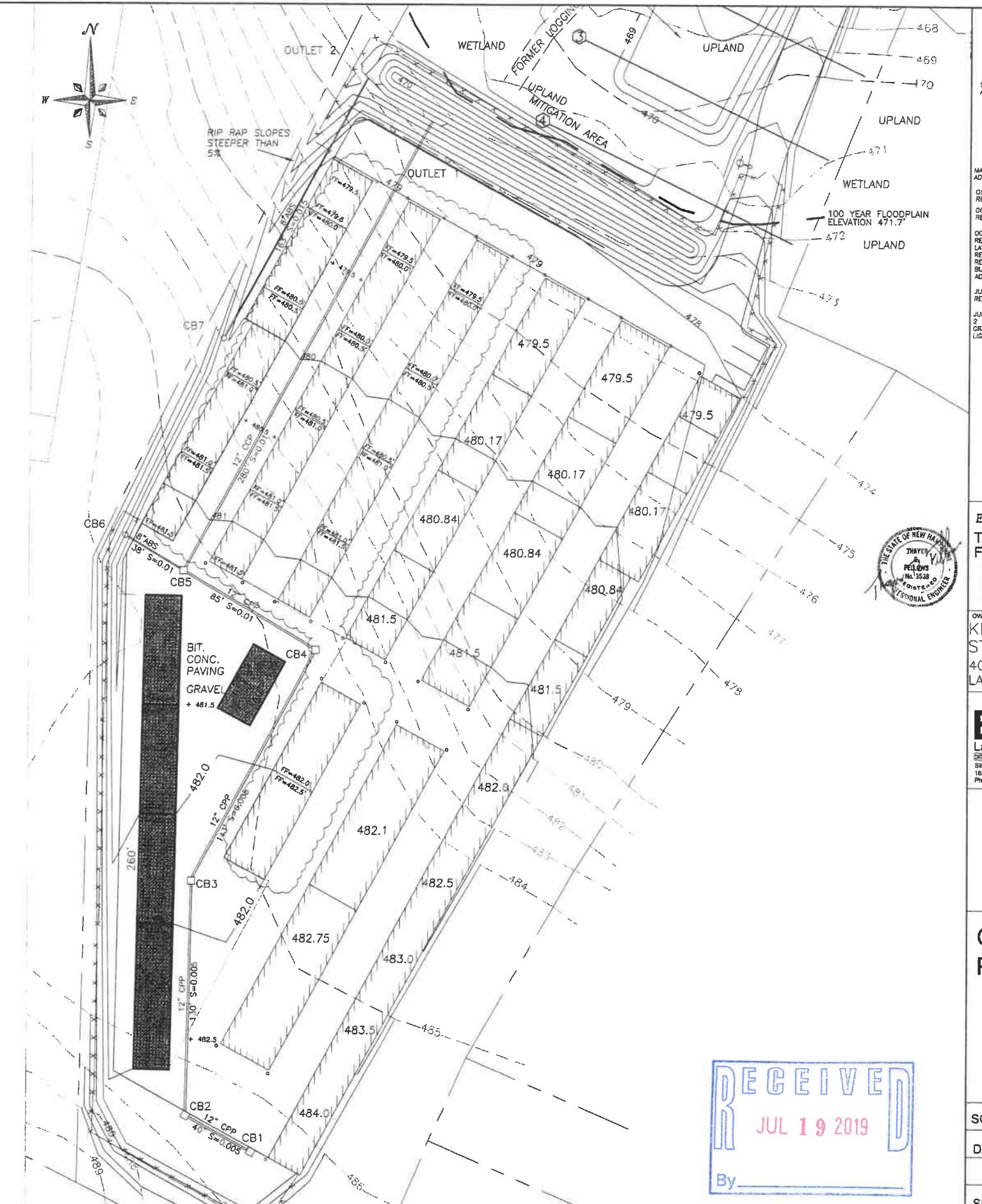
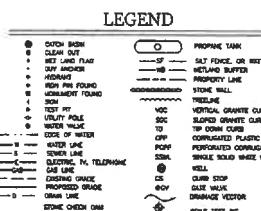


STRAW WATTLE DETAILS

3
SC



ST



SPR-886, Mod. 2

REVISIONS: DATE:

SEPTEMBER 9, 1999
REVISE GRADING AT REAR OF LOT
ADD WALL LIGHTS

SEPTEMBER 27, 1999
DD CITY STAFF COMMENTS

OCTOBER 8, 1999
DD FLOODPLAN SECTIONS

NOVEMBER 10, 1999
REVISE BUILDING FOOTPRINTS

APRIL 18, 2000
REVISE BUILDING FOOTPRINTS

22, 2000
TREES

TOBER 4, 2018
PLACE DEAD TREES

TOBER 19, 2018
USE BUILDING SIZE AND LOT COV. CALC'S.

OBER 25, 2018
USE BUILDING SIZE BACK TO ORIGINAL
USE LOT COVERAGE CALC'S.
USE BUILDING FF GRADES PER NEW
LOND TYPE
30 SCALE PLAN FOR GRADING

Y 10, 2019
USE GRADING

18, 2019
NEW BUILDINGS
DING
TING

ENGINEER:
HAYER
FELLOWS, PE

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

**BRADCO
MINI STORAGE
12 BRADCO ST.
KEENE, NH 03431**

GRADING PLAN

SCALE: 1"=30'

DATE: 10/25/18

Digitized by srujanika@gmail.com

HEET 4



City of Keene

3 Washington Street

New Hampshire 03431

NOTICE OF DECISION

September 7, 1999

ZONING BOARD OF ADJUSTMENT

CASE NUMBER: ZBA-99-20
Property Address: Lot 7 Bradco Street
Zone: Industrial Zone
Petitioner: James P. Phippard, Agent
Owner: Bradco Six Limited Partnership

You are hereby notified that the petition for a Special Exception at the **September 7, 1999**, meeting was granted by a **5 - 0** vote of the Board.

CONDITIONS:

1. Existing 50' buffer be enhanced with appropriate evergreens under the direction of the Planning Board.
2. Building construction be of neutral color more in keeping with the neighborhood under the direction of the Planning Board.

Marcia F. White
Marcia F. White, Clerk

NOTE: Any person affected has a right to appeal this Decision. If you wish to appeal, you must act within twenty (20) days of the date of this notice. The necessary first step, before any appeal may be taken to the Courts, is to apply to the Board of Adjustment for a rehearing. The motion for rehearing must set forth all the grounds on which you will base your appeal. See New Hampshire Statutes, RSA Chapter 677, for details.

Airport 357-9835 • Assessment 352-2125 • City Attorney 357-9806 • City Clerk 352-0133 • Code Enforcement 352-5440 • Facility Maintenance 357-9844
Fleet Services 357-9831 • Fire 357-9861 • Finance 352-1013 • Health 352-5440 • Human Resources 357-9858 • Human Services 357-9809 • Information Management Services 357-9802 • Library 352-0157 • Mayor 357-9804 • Manager 357-9804 • Recycle Center/Transfer Station 352-5739 • Parks, Recreation & Facilities 357-9829 • Planning 352-5474 • Police 357-9815 • Public Works 352-6550 • Purchasing 357-9800 • Revenue Collection 357-9801
Water Treatment Facility 357-8483 • Wastewater Treatment Plant 357-9836 • Water & Sewer 352-3239 • Youth Services 357-9810

FAX
Airport 357-9853 • Assessment 357-9857 • City Clerk 357-9884 • City Hall 357-9847 • Fire 358-3420 • Recycle Center/Transfer Station 352-8325
Revenue Collection 357-9898 • Library 352-1101 • Parks, Recreation & Facilities 357-9859 • Police 357-9823 • Public Works 357-9848
Water Treatment Facility 358-1008 • Wastewater Treatment Plant 357-9854



City of Keene

New Hampshire

NOTICE OF DECISION

ZONING BOARD OF ADJUSTMENT

CASE NUMBER: ZBA 18-16
Property Address: 12 Bradco St.
Zone: Industrial District
Owner: Gridley Enterprises, LLC
Petitioner: Jeremiah Boucher of Keene Self Storage, LLC
Date of Decision: September 4, 2018

Notification of Decision:

Petitioner, Jeremiah Boucher of Keene Self Storage, LLC, requested a Special Exception for property located at 12 Bradco St. which is in the Industrial District and owned by Gridley Enterprises, LLC. This request is to allow the expansion of the existing self-storage facility has been approved 5-0, with the following conditions.

Conditions:

1. All previous Zoning and Site Plan conditions are met prior to the beginning of new construction.
2. A continuous vegetative evergreen buffer established along the boundary of the south side of the storage property and all abutting residential properties.



Corinne Marcou, Clerk

Any person directly affected has a right to appeal this Decision. The necessary first step, before any appeal may be taken to the courts, is to apply to the Board of Adjustment for a rehearing. The Motion for Rehearing must be filed not later than 30 days after the first date following the referenced Date of Decision. The Motion must fully set forth every ground upon which it is claimed that the decision is unlawful or unreasonable. See New Hampshire RSA Chapter 677, et seq.

cc: Planning Dept.
Assessing Dept.
City Attorney
File Copy



MERU Series

LED GENERAL & EMERGENCY LIGHTING

PROJECT:
Fixture Type:
Location:
Contact/Phone:

PRODUCT DESCRIPTION

The MERU Series is an architectural, low-profile outdoor light, offering "normally On" AC and emergency lighting with powerful LED illumination. The housing is fully sealed and gasketed, and has an IP65 rating. Designed for wall mounting with universal K/O pattern in back-plate for easy installation to most standard size junction boxes. Includes a single 1/2" NPT conduit entry in the top, center of the housing. Illumination provided by 8 high power LEDs which achieve 1,600 lumens in AC and 600 lumens in emergency. LED color at 4000K.

PRODUCT SPECIFICATIONS

CONSTRUCTION

Die cast aluminum housing with superior heat sink • Scratch resistant Polyester powder coat finish • UV resistant polycarbonate lens • Snap-fit housing and mounting plate are held together by four stainless steel clips • Universal mounting pattern molded into the back plate • 1/2" threaded top access for surface conduit installation • Silicone rubber seal with hollow center, shape adaptive design protects the electrical components • Junction box neoprene seal is attached to the back plate for a weather proof installation • Dark Bronze or White textured finish.

ELECTRICAL

Dual voltage 120/277VAC 60Hz input • Solid state charging and switching • Battery low voltage disconnect • AC power indicator and test switch at the bottom of the unit • Standard with Self Diagnostics to monitor proper operation.

LAMPS

Supplied with eight (8) LG SMD 4000K LED'S • L70 > 72,000hours • 17 Watts total (32 Watts with IH option) • 1600 Lumens in AC mode, 600 Lumens in Emergency mode • Full cut-off optics for Dark Sky compliance

BATTERY

Maintenance-free, long-life rechargeable NiCad battery will operate fixture for a minimum of 90 minutes in the event of a power outage • 24 hour recharge after 90 minute discharge.

CODE COMPLIANCE

UL924 • Listed for wet location applications (0°C-50°C) • Optional "IH" cold weather package for (-40°C-50°C) • IP65 Rated • NFPA 101 Life Safety Code compliant • NEC and OSHA compliant • DLC Listed • RoHS Compliant

WARRANTY

5-year warranty. Product specifications subject to change without notice.

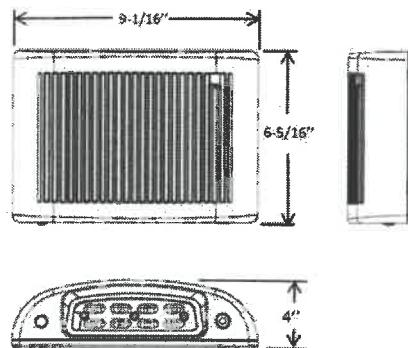
INSTALLATION

MOUNTING

Suitable for indoor or outdoor wall mounting on junction box, or with surface conduit using the supplied 1/2" threaded top access • Mounting plate has molded universal mounting pattern for simple mounting over junction box.

ORDERING INFORMATION

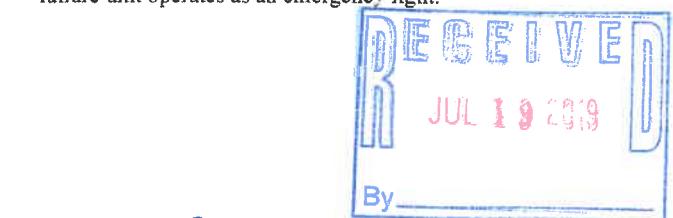
model	operation mode	housing color	options
MERU-LED	ACEM = General & Emergency Lighting AC = General Lighting	DB = Dark Bronze WH = White BK = Black NK = Nickel	<i>Self-Diagnostics & Photocell (Included Standard)</i> IH = Internal Heater PIR = Passive Infra-Red Motion Sensor
Ordering Example: MERU-ACEM-DB			



ACEM Model (NiCad Battery Backup)

Integral photocell: Unit operates as a dusk to dawn luminaire and in the event of a power failure as an emergency light.

Remote Switched: The integral photocell can be defeated to allow remote switching for normal operation. In the event of a power failure unit operates as an emergency light.



SPR-886, M. 2

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STAFF REPORT

SPR-902, Modification #5 – SITE PLAN REVIEW – 346-354 Winchester Street – Riverside Plaza

Request:

Applicant Taylor Associates Architects, on behalf of owner Riverside Improvements LLC, proposes modifications to the building façade and site plan for the property located at 346-354 Winchester St. (TMP# 111-004-000). Proposed changes include shifting the southern-most storefront façade further north to allow for a fourth tenant, changes to exterior materials, the removal of an existing loading dock, and the addition of a new loading dock and trash compactor. The site is 21 acres in size and is located in the Commercial District.

Background:

This property, located at 346-354 Winchester Street in the Commerce District, is currently the site of a variety of retail, restaurant, and other commercial uses. The parcel is bordered by Winchester Street to the west, NH Route 101 to the south, the Ashuelot Rail Trail and Keene State College athletic fields to the east, and a Keene State College parking lot to the north. Primary access to the site is from Winchester Street.

The applicant received approval from the Planning Board in December 2018 to divide the space previously occupied by Shaw's Department Store into three new retail tenant spaces (SPR-902 Modification #4). At this time, the Planning Board granted approval for three separate, raised storefront facades bordered by columns and the addition of three new loading docks. Two of the tenant spaces, Tenant space "A" and "B," are currently under lease by Home Goods and Harbor Freight, respectively.

The applicant proposes to divide the remaining tenant space into two tenant spaces, tenant spaces "C" and "D". In order to accommodate a fourth tenant, the applicant proposes to move the storefront façade for Tenant C further north and modify the exterior materials for the raised façade. In addition, the applicant proposes to remove a loading dock intended for Tenant C, add a new loading dock in a different location, and install a trash compactor to the rear of the building.



Figure 1. Photo of the existing facade for Tenant Spaces C and D (taken August 6, 2019).



Figure 2. Photo of the rear of the building where a new loading dock and trash compactor is proposed.

Completeness:

The Applicant has requested exemptions from submitting a Grading Plan, a Landscaping Plan, and a Lighting Plan as well as the Traffic, Drainage and Soils Reports. Staff has determined that exempting the applicant from submitting this information would have no bearing on the merits of this application and recommends that the Planning Board grant these exemptions, accepting the application as "complete."

STAFF REPORT

Departmental Comments:

There were no comments on this application from Code Enforcement, Fire, Engineering, or Police.

Application Analysis: No changes are proposed to drainage, sedimentation and erosion control, snow storage, sewer and water, traffic, or filling and excavation. The following is a review of the Planning Board development standards relevant to this application:

5. Flooding: A portion of the site is located in the 100-year floodplain. The applicant is in the process of obtaining a Floodplain Development Permit from the Community Development Department, which was a condition of approval for the previous modification to this site plan (SPR-902 Modification #4). At the time of this staff report, the Floodplain Development Permit was ready to be issued.



Figure 3. Aerial view of the property located at 346-354 Winchester Street (2015 imagery).

8. Screening: The proposed new loading dock and trash compactor are located behind the existing building out of view from the street and parking lot to the west and north, and would be screened by a natural wooded buffer to the east and south. This standard appears to be met.

13. Comprehensive Access Management: Vehicle access to the site is from an existing driveway on Winchester Street. New accessible pedestrian curb cuts are proposed at each of the entrances to Tenants A, B, and C. The fourth tenant space would utilize the same curb cut as Tenant C. The applicant has noted that the parking lot will be re-striped to allow for pedestrian access to each storefront entrance. In addition, a bike rack will be added to the front of the building to provide bicycle parking, which was a condition of approval for the previous modification to this site plan (SPR-902 Modification #4).

16. Wetlands: It appears as though wetlands are present near the property boundary on the southeast corner of the site; however, the edge of the wetlands is located more than 30 feet from the proposed site work. This standard appears to be met.

19. Architecture and Visual Appearance: The applicant proposes to shift the storefront façade for Tenant C further north to allow space for a fourth tenant, as shown in Figure 3. The applicant noted that the reason for this change is the proposed new retail tenant for the third space requires approximately 18,000 square feet of space, which is less than the total space available and leaves 5,586 square feet for use by a fourth tenant. At the time of this staff report, Sierra Trading had been identified as a prospective tenant for Tenant Space C.

The applicant proposes to change the cladding on the lower half of the columns for the Tenant C storefront façade from brick to fieldstone, and change the cladding on the upper half of the columns from EIFS material in "Amarillo white" to EIFS material in "Brite White" to match the cladding on the face of the façade. This change in design is based on the prototype for Sierra Trading. Figure Four depicts the proposed

STAFF REPORT

architectural elevations (top image) and the architectural elevations that were conditionally approved by the Planning Board at the December 2018 meeting (bottom image).



Figure 4. Top: Image of the proposed elevations submitted by the applicant. Bottom: The elevations conditionally approved by the Planning Board for this building in December 2018.

Recommended Motion:

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

Approve SPR-902 Modification #5, as shown on the plan sheet identified as "Site Plan" prepared by Taylor Associates Architects at a scale of 1" = 50' on July 18, 2019 and the architectural elevations identified as "Lease Outline Elevation at New Tenant C & D" prepared by Taylor Associates Architects at varying scales on July 18, 2019 with the following conditions prior to signature by Planning Board Chair:

- A. *Owner's signature appears on plan.*

The original conditions of approval for SPR-902 Modification #4 shall remain in full force and effect.

RECEIVED
JUL 19 2019

By _____



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.

SPR-902 M00.5

A	Project Name Riverside Plaza	Date Received/Date of Submission Date of pre-application meeting Date Application is Complete Community Development Dept File #
Tax Map Parcel number(s) _____ _____ _____		
Project Address: Riverside Plaza 350 Winchester Avenue Keene, NH		Owner PRINTED Name: <i>Jose Navarro Sr. Project Manager</i> Signature: Address: <i>565 Water Rd, Elmsford, NY 10523</i> Telephone\ Email: <i>jnavarro@lcmgnyt.com</i>
Acreage/S.F.of Parcel: 21.16 / 921,741		
Zoning District: Commerce		Applicant PRINTED Name: <i>Jeffrey Taylor</i> Signature: Address: 572 North Broadway, White Plains, NY 10603 Telephone\ Email: <i>914-289-0011</i> <i>jt@taylorarchitects.com</i>

Modifications: Is this a modification to a previously-approved site plan: No Yes: SPR#: 902 Date: 7/18/19

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

C A complete application must include the following

Frederick Taylor Associates
Architects, P.C.

572 North Broadway
White Plains, New York 10603

Tel 914 289 0011

Fax 914 289 0022

Taylor Associates Architects

July 18, 2019

City of Keene - Planning Board
City Hall, 4th Floor
3 Washington Street
Keene, NH 03431
P: (603)-352-5474

Attn: City of Keene Planning Department



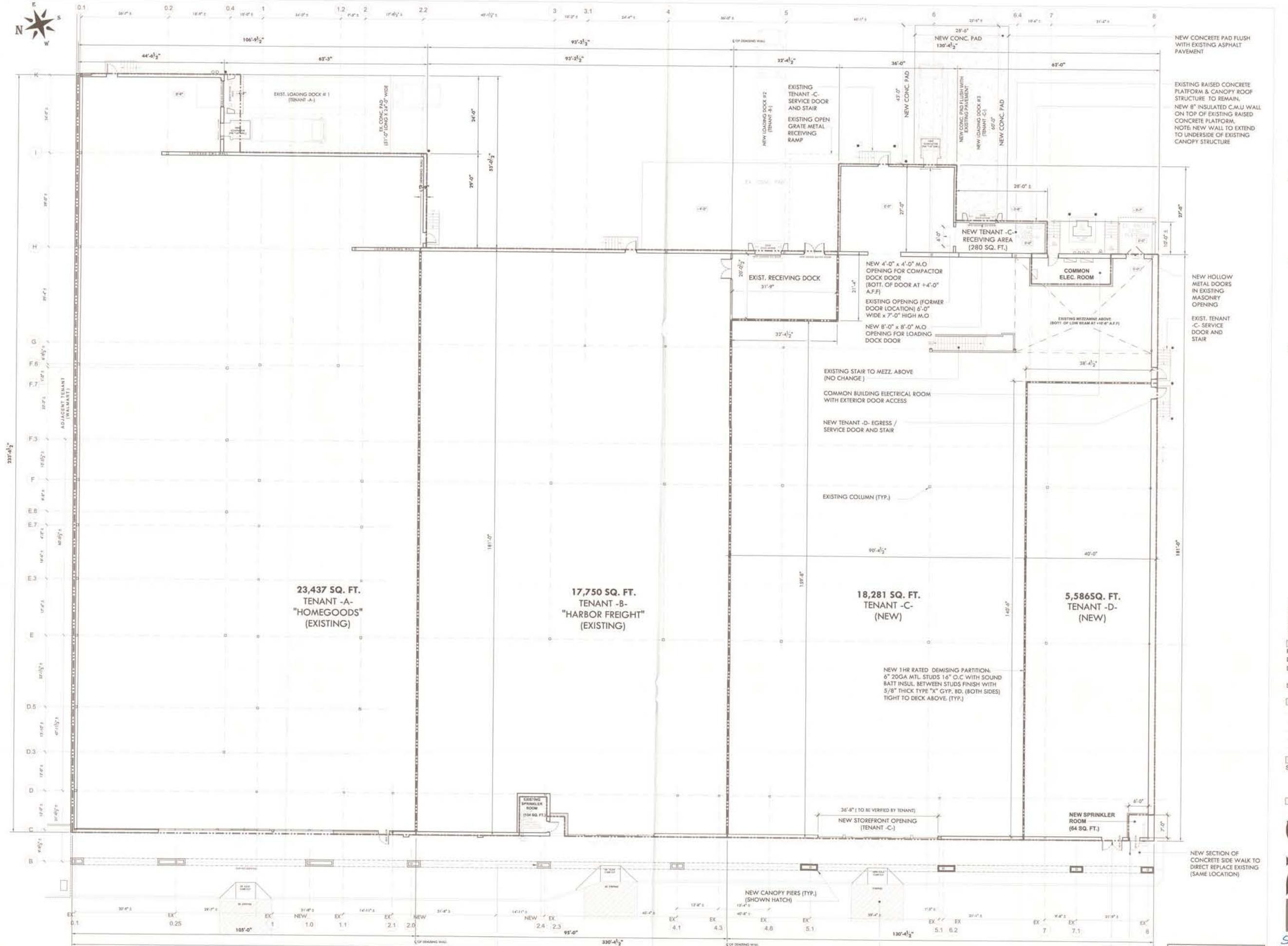
RE: Site Plan Review/Modification Application
Riverside Plaza
350 Winchester Street
Keene, NH
Shell Work
FTA Project Number 10,429

To Whom It May Concern:

DESCRIPTIVE NARRATIVE

We are herewith submitting for a Site Review/Modification Application indicating an adjustment to the previously submitted and approved site plan to accommodate (4) potential tenant divisions in the former Shaw's Grocery Store tenant space. The original submission indicated a (3) tenant sub-division.

Modifications include a revised storefront façade elevation, a revised lease outline drawing (indicating (4) tenant spaces), as well as minor changes to the rear building truck receiving areas.



**TAYLOR
ASSOCIATES
ARCHITECTS**

572 NORTH BROADWAY
WHITE PLAINS, NEW YORK 10603

TEL 914 289 0011
FAX 914 289 0022



REVISIONS:
07.18.19 RE-SUBMITTED FOR PLANNING APPROVAL

PROJECT NO. 10429
DATE: 07.18.19
DRAWN BY: FTA (RDRM)

SCALE: AS NOTED

SHEET TITLE:
**LEASE OUTLINE
FLOOR PLAN AT NEW
TENANT C & D**

DLC
MANAGEMENT CORP.
RIVERSIDE PLAZA
360 WINCHESTER STREET
WHITE PLAINS, NY
406 07 2019

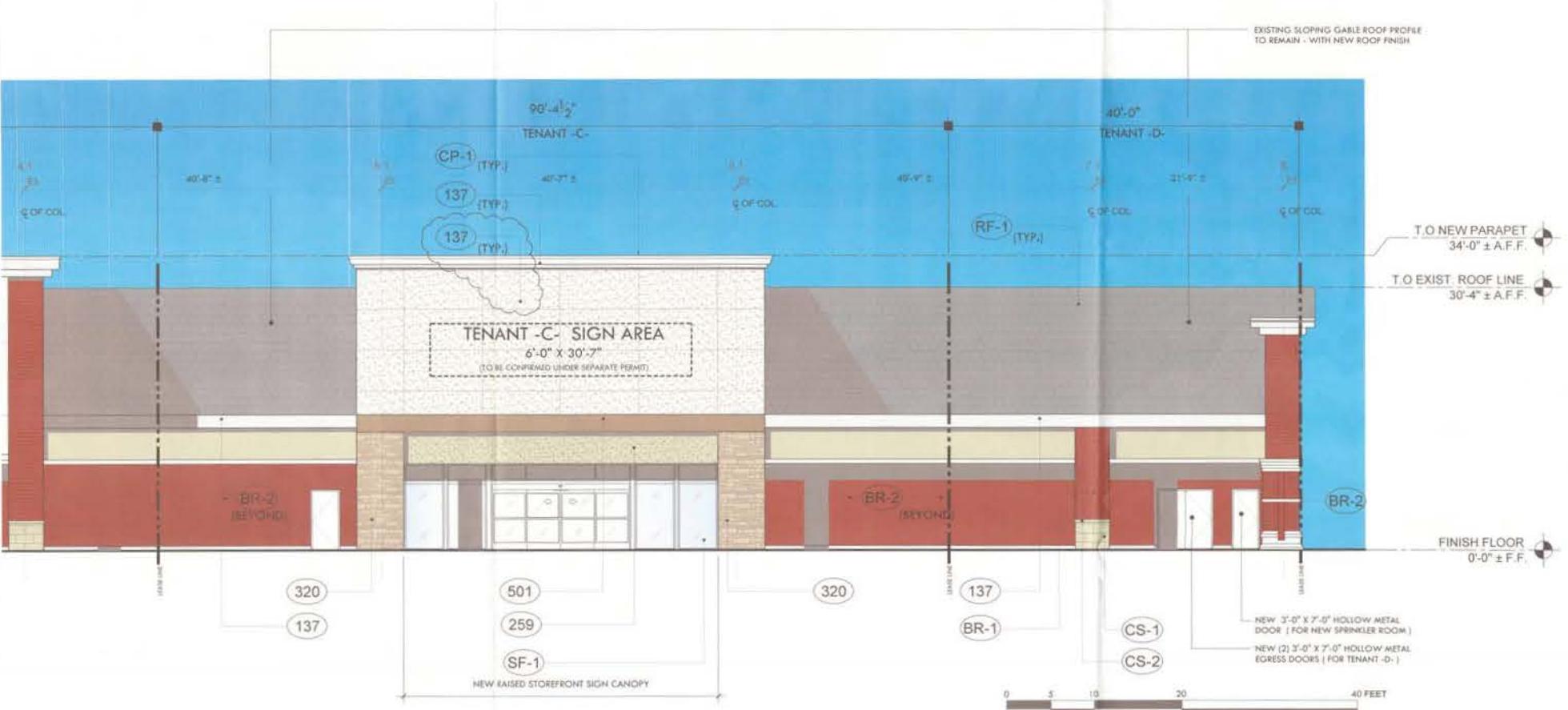
SPR 902, Mats S

SHEET NO:

LOD-1B



AUG 06 2013



STOREFRONT FINISH SCHEDULE			
FINISH NO.	MATERIAL	MANUFACTURER	SPECIFICATION
137	EIFS	DRYVIT	#110 "CHINA WHITE"
256	EIFS	DRYVIT	#102 "WHITE WHITE"
258	EIFS	DRYVIT	#113 "AMARILLO WHITE"
259	EIFS	DRYVIT	#111 "PRAIRIE CLAY"
CP-1	PREFINISHED ALUMINUM COPING		TO MATCH ADJACENT EIFS COLOR
CJ	CONTROL JOINT	DRYVIT	39"-0" SPACING (MAX) TO MATCH ADJACENT EIFS COLOR
CS-1	CAST STONE BASE	READING ROCK	
CS-2	CAST STONE SILL	READING ROCK	
BR-1	BRICK		NEW BRICK TO MATCH EXISTING EXISTING BRICK
BR-2	BRICK		
RF-1	ASPHALT SHINGLE		NEW ARCHITECTURAL PROFILE ASPHALT ROOF SHINGLES TO MATCH EXISTING SHOPPING CENTER STANDARDS
SF-1	STOREFRONT SYSTEM	KAWNEER	BONE WHITE - STANDARD PERMAFLOUR COLOR #UC100880 (TO BE VERIFIED WITH TENANT)
501	ROUGH SAWN TIMBERS (2) @ 4"-0" X 12"-0" (STAIN)	BEHR	SC106 "WRANGLER BROWN" (EXTERIOR STAIN)
320	STONE	BORAL STONE	"MOJAVE" PRO-FIT LEDGE-STONE

NOTES:

- STOREFRONT FINISHES AND COLORS ARE TYPICAL AT BOTH SIDES OF STOREFRONT FAÇADE
- ALL STOREFRONT SIGNS FILED UNDER SEPARATE APPLICATION (SIZE, COLOR & STYLE OF SIGN T.B.D.)

REVISIONS:
07/18/19 RE-SUBMITTED FOR PLANNING APPROVAL
07/18/19 REVISED PER PLANNING BOARD COMMENTS

PROJECT NO.: 10546
DATE: 07/18/19
DRAWN BY: FTA (RDRM)

SCALE: AS NOTED

SHEET TITLE:
LEASE OUTLINE
ELEVATION AT NEW
TENANT C & D

DLC MANAGEMENT CORP.
RIVERSIDE PLAZA
350 WINCHESTER STREET
WAKEFIELD, MA 01880
AUG 07 2019

SPR02.Mod.5

SHEET NO.

LOD-2B

BLOW-UP AT STOREFRONT / CANOPY ELEVATION (TENANT -C- & -D- FACADE NEW)

NO SCALE: ENLARGED FOR DETAIL

STAFF REPORT

DRIVEWAY PERMIT APPLICATION – 18 McKinley Street

Request:

Applicant and owner Maureen Evans is appealing a decision of the City Engineer relative to a driveway permit application for the two-family dwelling located at 18 McKinley Street (TMP# 565-003-000). The request is to allow for a second, gravel driveway 20 feet wide by 35 feet deep. An exception is requested from Sec. 70-135 (e)(4) relative to the number of driveways permitted on residential lots. The site is 0.41 acres in size and is located in the High Density District.

Background:

This property is the site of a two-family dwelling located in the High Density District, about 0.3 miles southeast of Symonds Elementary School and 350 feet north of the intersection of West Street and Park Avenue. There are two driveways, which currently exist on the site: a paved driveway on the south side of the building used by tenants of unit 1, and a gravel driveway on the north side of the house used by the tenants of unit 2.

According to aerial imagery, the area where the second driveway is proposed was not used for parking in 1990 or 2002; however, it was being used for parking by 2010. Code enforcement staff received a complaint in 2011 regarding vehicles that were parked on an un-approved surface; at this time, code enforcement staff asked the owner to address the situation. Hardpack was installed to improve the surface where the vehicles were parked, however it does not appear that the owner at the time was informed that a driveway permit would be required.

The current owner, who purchased this property in March 2019, submitted a driveway permit application to the Community Development Department on April 12, 2019 to increase the size of the gravel driveway to be 24 feet wide and 20 feet deep. The City Engineer reviewed this application and determined that the second driveway was never approved. The applicant was informed they would need to seek an exception from Sec. 70-135(e)(4), which states that “There shall be no more than one driveway access for each residential lot,” and Sec. 70-135(e)(8) which states that the driveway cannot be more than 20 feet wide at the property line.

The City Engineer reviewed the exception request following a notice to direct abutters and determined that the request does not satisfy the criteria for granting an exception. Specifically, the City Engineer was not able to determine that there is a unique characteristic of the land or property which presents a physical hardship to the applicant. Following notification of this decision, the applicant submitted a written letter to the Planning Board appealing this decision in accordance with Sec. 70-136(d) of City Code.



Figure 1. Photo of 18 McKinley Street, taken August 6, 2019.



Figure 2. Image of 18 McKinley Street, taken from Google Map images, dated May 2012.

STAFF REPORT

Application Analysis: The following is a review of the relevant driveway standards listed in Section 70-135 sub-section (e) of City Code:

- (1) *If the installation of a driveway requires disrupting an existing sidewalk, the sidewalk must be restored or replaced in compliance with section 70-127.*

This request would not disrupt an existing sidewalk; this standard does not apply.

- (2) *Driveways must be placed so as to ensure that vehicles entering and exiting the driveway have an all season safe sight distance in all directions not only of the road, but also of bicycle and pedestrian traffic on the sidewalk. For purposes of this section, an all-season safe sight distance shall be at least 200 feet in all directions within which there are no visual obstructions.*

According to the City Engineer, the proposed second driveway would have an all-season safe sight distance of at least 200 feet in all directions; this standard has been met.

- (4) *There shall be no more than one driveway access for each residential lot.*

The applicant requests an exemption from this standard to allow a second driveway on the lot to provide easier access to the second unit. The applicant notes in their application that there is no safe path of travel from the existing paved driveway to the second unit during winter. By placing a driveway on the north side of the building, tenants would be able to access Unit 2 using an existing paved walkway on the site. Figure Three shows the north side of the house where the proposed driveway would be located.



Figure 3. Photo of the proposed location for a second, gravel driveway. The location of the entrance to Unit 2 is indicated by the yellow arrow.

In deciding whether to grant an exception, the Board is required to evaluate the request using the following criteria, per Sec. 70-136 (a) sub-section (2):

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

- (6) *Driveways must not block the flow of drainage in gutters or drainage ditches or pipes.*

The City Engineer has determined that the proposed driveway would not adversely affect drainage; this standard has been met.

- (7) *Driveways must not direct stormwater across sidewalks or onto city streets, except that the portion of a driveway within the public right of way may drain towards the street.*

The City Engineer has determined that the proposed driveway would not direct stormwater onto the City Street; this standard has been met.

STAFF REPORT

- (8) *Driveways for single-family homes and duplexes, including shared drives, shall not be more than 20 feet wide at the property line and 30 feet wide at the curbline.*

In the initial application, the applicant proposed a driveway that would be 24 feet wide at both the curbline and the property line. During a conversation with staff, the applicant noted that their intent is to install a driveway where two vehicles can park side-by-side, and they are willing to reduce the width of the driveway to 20 feet. In a letter dated August 13, 2019, the applicant revised the request and proposes a driveway that is 20 feet wide; this standard appears to be met.

- (10) *New driveways must be placed so as not to conflict with existing driveways.*

The City Engineer has no concerns with the placement of the driveway relative to existing driveways; this standard appears to be met.

- (11) *Driveways on opposite sides of the street shall be aligned or offset sufficiently, so as to avoid turning conflicts.*

The proposed driveway would be offset from the next closest driveway on the opposite side of the street by approximately 70 feet; this standard has been met.

- (13) *All driveways shall be constructed to standards approved by the city engineer. Portions of a driveways lying outside of the public right-of-way shall additionally comply with the design standards described in section 102-794.*

Section 102-794, “Parking lot and parking space requirements,” includes standards related to the acceptable materials that may be used for driveway surfaces. These materials include concrete, gravel, paving, or other suitable materials to prevent erosion and raising of dust as determined by the City Engineer. The proposed driveway would be construction of crushed gravel and hardpack, and would be lined with road fabric. The City Engineer has determined that the proposed driveway meets all standards described in Section 102-794 with regards to acceptable materials.

Additionally, Sec. 102-794(a)(5) states that “*Parking areas not included in article VI, division 4, shall have the parking surface located to the rear of the front setback or building line and the surface shall be at least three feet from the side property line.*”

The applicant submitted a letter dated August 13, 2019 to the Planning Board revising the request to meet this standard. Specifically, the proposed dimensions of the driveway are 20 feet wide by 35 feet deep, which would allow adequate space for vehicles to park behind the front setback line, which is 15 feet in the High Density District.

Recommended Motion:

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

Grant the request for an exception from Section 70-135, sub-section (e)(4) and approve the driveway permit application and attachments submitted by Maureen Evans to the Community Development Department on April 16, 2019 and revised on July 23, 2019 for a second residential driveway at 18 McKinley Street (TMP# 565-003-000), subject to the following conditions:

1. *The Applicant will submit a revised sketch to show the driveway dimensions as 20' wide by 35' long.*
2. *The Applicant will procure all necessary permits and approvals prior to commencing construction.*



August 13, 2019

Dear City of Keene Planning Board,

We are appealing the decision by the City Engineer to deny our request to improve the existing second driveway on the right side of our duplex located at 18 McKinley Street, Keene. We requested to increase the size of this driveway from 10'x15' to 10'x20'. Now that we have been made aware of the zoning requirements we would like to change the requested dimensions to 20' wide at the street by 35' deep to allow for the required setbacks per zoning.

Bottom Line Up Front:

We request that the Planning Board consider this request favorably for several key reasons namely:

1. This request does not violate any of the *intents* of the standards cited in the Ordinance.
2. This driveway had been directed by Code Enforcement Department for the City in November 2011.
3. This improvement will improve drainage on the lot, permit a currently existing driveway and will keep tenants from having to walk all the way around the house on the street to access their unit.

As an additional explanation we offer that we feel this request is warranted for several reasons:

- We feel this request does not violate the intent of Keene Ordinance O-2017-15. As stated in the subject Ordinance, the intent of these standards is to:
“(1) Promote the safe passage bicycles, pedestrians and vehicles;
(2) Locate driveways so as to ensure adequate sight distances;
(3) Avoid disruption of existing drainage systems;
(4) Ensure that drainage from new driveways is properly channeled;
(5) Avoid the creation of hazardous traffic conditions;
(6) Ensure that city sidewalks are preserved; and
(7) Ensure that roadways and intersections are not overly burdened by improperly located or excessive numbers of driveways.”

The standard that this driveway would violate is: “There shall be no more than one driveway access for each residential lot.” This standard seems to be more applicable for a high traffic area. McKinley Street is not a high traffic area and the addition/sanctioning/permitting of this one driveway does not seem like it will adversely affect the traffic patterns or in any other way violate the stated intent of the Ordinance. The increase in size of this driveway would not create additional load for the city sewer system, would not interfere with any sidewalks, and it will limit the impacts to existing roadways and city drainage systems.

- The driveway is used by the occupants of 18 McKinley St #2. Access to unit #2 is on the far right side of the building as marked with an X on the annotated Mortgage Inspection Plan.
- If tenants of unit #2 have to use the current paved driveway on the left of the home, they will need to go around the entire house to the far side of the building to access their unit and go onto the street. There is no sidewalk on that side of the street and during winter conditions or icy roadways, we feel this could be dangerous and hazardous to our tenants. We feel this would be a hardship to the occupants of unit #2 and would also impose an unsafe situation for them as pedestrians. We feel this driveway improvement would satisfy the intent of the Ordinance to "Avoid the creation of hazardous traffic conditions".

As we continue to offer our apartment to the wide range of possible tenants, any possible tenants with mobility challenges or other disabilities would be unable to access the primary entrance to their apartment without having to walk considerable distances to their vehicles along the street without a sidewalk. This could prove very challenging for future tenants with these challenges, especially during winter conditions and inclement weather.

- When we purchased the property on March 15, 2019 we had no reason to believe the current gravel driveway to the right of the house was not permitted. The previous owners realtor actually represented that renters for unit #2 parked in that driveway. Per the document from the City of Keene records reference code enforcement case # C2011-0875, the driveway was known by the city and had been approved for improvements as recently as November 22, 2011. It is now our understanding per the City Engineer that the current gravel driveway is not permitted. We respectfully wish to permit the current driveway at a minimum.
- Our plan to improve/enhance the existing gravel driveway include placing pervious materials on the driveway that would allow for the appropriate drainage on the property.

Respectfully Submitted,

Maureen and Robert Evans

\$50.00 fee required, check payable to the City of Keene

4-16-19
Pd. Lee Langella

1/5/88

City of Keene
New Hampshire

Date: 4/12/19

Location of Proposed Driveway: 18 McKinley St, to the right (attach map showing
(Street Address)
of the house to expand the current location
gravel driveway

Description of Proposed Action: Upgrade current driveway by adding to it to make the entire driveway a total of 24'x20' (attach diagram
Surface will be expanded/upgraded to crushed gravel and hard pack showing dimensions
lined with road fabric and drainage)

Name of Owner: Maureen Evans
Address: 3 Sycamore LN Essex Junction, VT 05452
Daytime Phone: (802) 233-6127
evansvt5@gmail.com

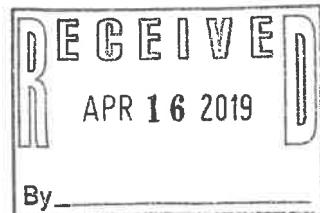
For City Use Only:

Reviewed by City Engineer: Date: 7/11/19 Signed: 
Denied Approved _____ Approved w/conditions _____

- Culvert required under driveway.
 No drainage is to be allowed from the driveway onto the City of Keene right of way.
 Driveway not to block gutter flow in street.

Other: _____

Planning Board Approval Date



Request for Exception to Keene Ordinance O-2017-15 for 18 McKinley Ave, Keene, NH
Submitted by: Maureen and Robert Evans

Dear Planning Board,

We are requesting an exception to this ordinance requirement (e) (4).

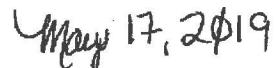
We are requesting to increase the size of an 8' wide x 20' deep existing gravel driveway located to the right side of the home to be used by the tenants of unit #2. We are requesting to increase the gravel driveway to 24'wide x 20' deep.

We feel this exception is warranted for several reasons:

- When we purchased the property on March 15, 2019 we had no reason to believe the current gravel driveway to the right of the house was not permitted. The previous owners realtor actually represented that renters for unit #2 parked in that driveway. It is now our understanding per the Keene City Engineer that the current gravel driveway was not permitted.
- The access to unit #2 is on the far right side of the building as marked on the attached annotated Mortgage Inspection Plan (Attachment 1).
- If tenants of unit #2 have to use the current driveway they will need to go around the entire house to the far side of the building to access their unit and go onto the street. There is no sidewalk on that side of the street and during winter conditions or icy roadways, we feel this could be dangerous and hazardous to our tenants.
- As we continue to offer our apartment to the wide range of possible tenants, any possible tenants with mobility challenges or other disabilities would be unable to access the primary entrances to their apartment without having to walk considerable distances to their vehicles. This could prove very challenging for future tenants with these challenges, especially during winter conditions and inclement weather.
- The current driveway would need to be expanded to fit the number of cars for both units. We would also need to remove a very large healthy tree on the lot to expand the existing driveway to provide adequate driveway space. We feel it would be more beneficial to the environment to leave the existing tree there and install a pervious surface in a location more appropriate to access the right side of the building.
- The property actually is a double lot, as shown in the Attachment 2.
- Our intent with improving/enhancing the existing driveway would be to place permeable materials on the driveway area that would allow for the appropriate drainage on the property, would not interfere with any sidewalks or roadway access, and it would limit the impacts to existing roadways and city drainage systems.

We feel this request does not violate any of the intents of the standards cited in the ordinance (section (d)).

This improvement will improve drainage on the lot with a permeable surface, will preserve a large tree on the property and will keep tenants from having to walk all the way around the house on the street to access their unit.



Attachment 1

ABL #02-074-19

ABL

REGISTERED LAND SURVEYORS

P.O. Box 70702

Quinsigamond Village Station
WORCESTER, MA 01607
508-752-8050 (PHONE)
508-752-8004 (FAX)

A Division of H. S. & T. Group, Inc.

REGISTRY CHESHIRE

MORTGAGE INSPECTION PLAN

NAME ROBERT L. EVANS & MAUREEN A. EVANS

LENDER NEW ENGLAND FEDERAL CREDIT UNION

LOCATION 18 MCKINLEY STREET

KEENE, NH

SCALE 1" = 40' DATE 02-15-2019

DEED BOOK/PAGE 2910/1057

PLAN BOOK/PLAN DEED/ASSESSORS

WE CERTIFY THAT THE BUILDING(S) ARE NOT WITHIN THE SPECIAL FLOOD HAZARD AREA SEE FEMA MAP:

477F DTD 07-07-2014

FLOOD HAZARD ZONE HAS BEEN DETERMINED BY SCALE AND IS NOT NECESSARILY ACCURATE UNTIL DEFINITIVE PLANS ARE ISSUED BY FEMA AND/OR A VERTICAL CONTROL SURVEY IS PERFORMED, PRECISE ELEVATIONS CANNOT BE DETERMINED.

CERTIFY TO:

NEW ENGLAND FEDERAL
CREDIT UNION

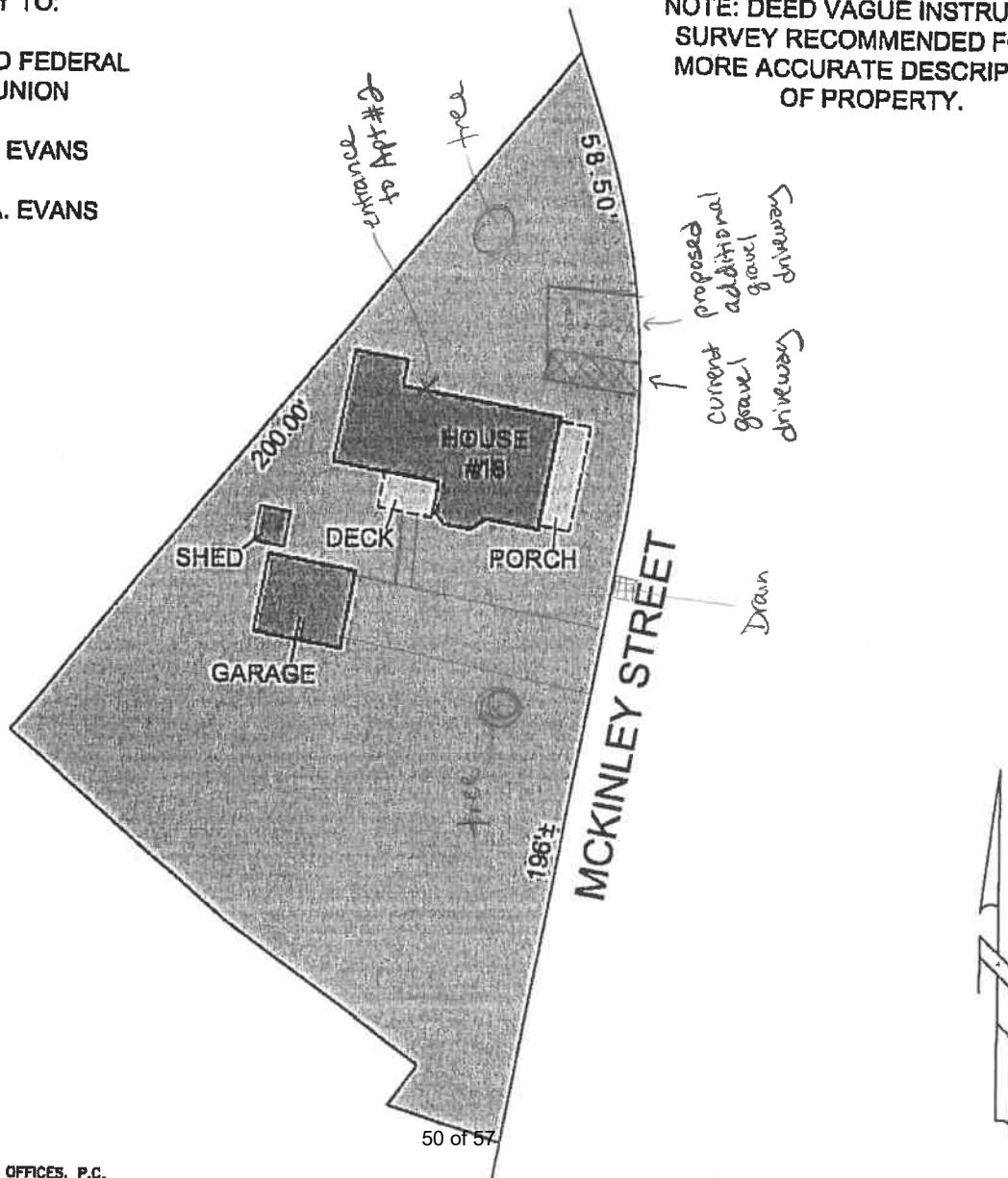
&

ROBERT L. EVANS

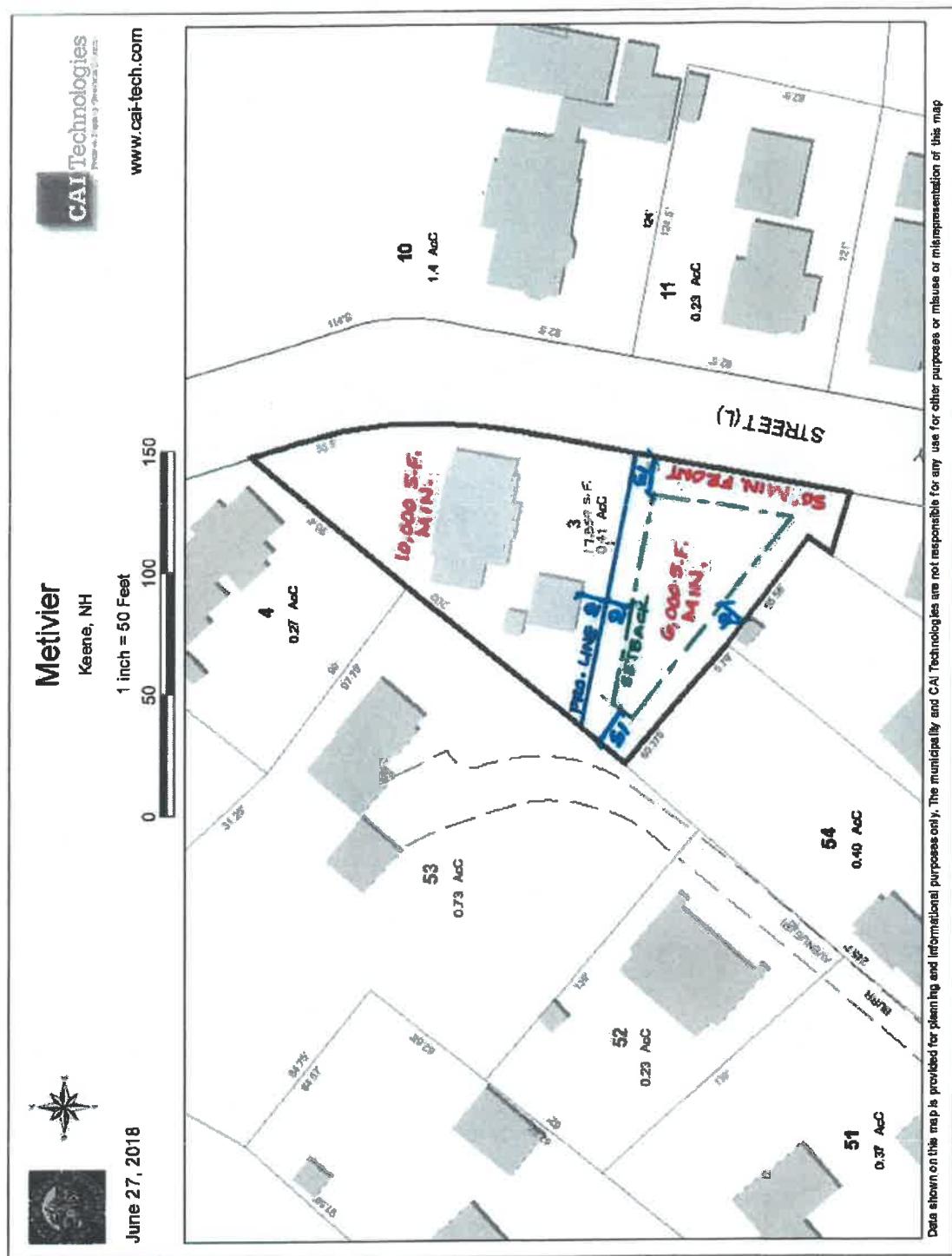
&

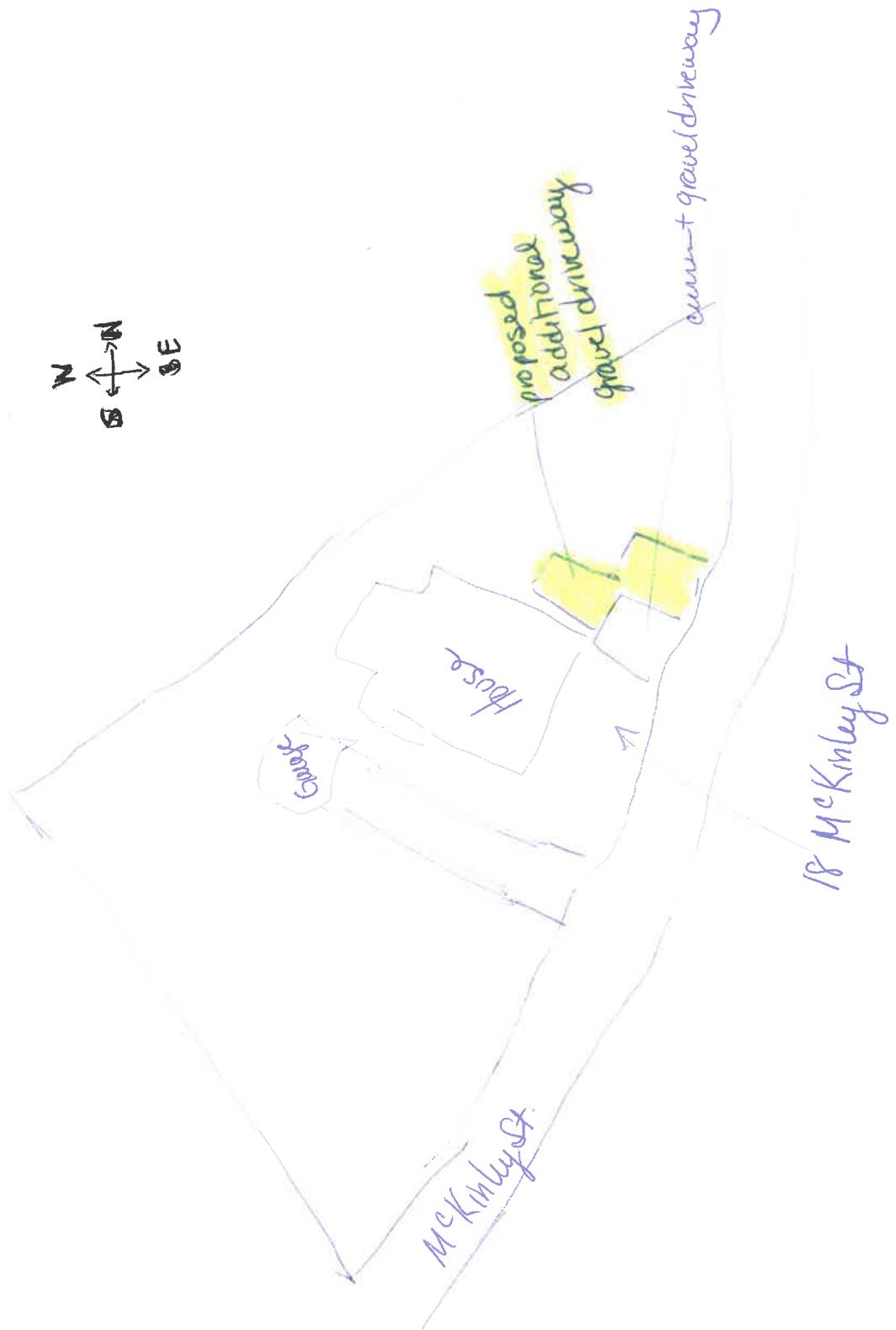
MAUREEN A. EVANS

NOTE: DEED VAGUE INSTRUMENT SURVEY RECOMMENDED FOR A MORE ACCURATE DESCRIPTION OF PROPERTY.



Attachment 2





Mr. Donald Lussier
City Engineer
Keene, New Hampshire

Dear Mr. Lussier:

Re: 18 McKinley Street Keene - second driveway permit

1. My name is Fred Parsells. My wife Karen and I have lived at 11 McKinley Street for 47 years.
2. My wife and I are in favor of and hope that the City sees fit to issue a permit to the owner of 18 McKinley Street for a second driveway.
3. The current illegal "driveway" has existed for some 20 years or so and even though it has always been illegal under City codes, it has largely been ignored by the City. When we moved into our house in 1972 the then long-time owner of 18 McKinley Street did not have said illegal driveway. It was not until an absentee landlord/owner bought the property and set about doing, what and as, they wished that the illegal driveway happened. When I was a Code Enforcement Officer for the City several years ago my partner/co-worker tried to get the then absentee landlord to apply an approved surface for the illegal driveway. The then absentee landlord put down a coarse of sand and the City let the matter go, even though everything about the driveway was still illegal by City code. It seemed that the illegal driveway and illegal surfacing was by-and-large condoned by the City. If the new owner continued to be an irresponsible property owner, as was the previous owner, and had not applied for a permit to do the right thing for themselves, the City and the neighborhood, it is likely this matter would not be the issue it is because Code Enforcement has done almost nothing and the City Engineer Department would not have otherwise been involved. So much for trying to do the right thing.
4. The aforementioned absentee landlord/owner allowed the property to deteriorate and the illegal driveway to be continued to be used all with barely a word from the Code Enforcement Department and/or the City Engineer.

5. The property has been recently purchased by a new owner who is working to restore the property to meet the existing character of the well-maintained neighborhood only to be rebuffed by the City upon their application to create a permitted and properly constructed second driveway.
6. It might be fair to observe that the real estate agent who represented the property told the new owner that the illegal" driveway was in fact legal. Who knows what the real estate agent knew, but it is fair to know that the new owner did not know any better and took the real estate agent's word as to the driveway being legal.
7. So, thinking the driveway was legal, the new owner wanted to do the right thing to make the property more presentable applied for a permit to bring the illegal driveway up to code in terms of surface and all other applicable standards.
8. Upon the new owner's desire to do the right thing and follow City codes, they were rebuffed by the Engineering Department of Public Works. A driveway that has existed for years and all but ignored by city staff at all levels for years now has a chance to become legal at all levels and under all standards.
9. One issue at-hand is that of safety. Parking on McKinley Street 24 hours a day from May 1 thru October 31, is legal but somewhat unsafe on the bend in the road in front of 18 McKinley Street and right where the illegal driveway in question is located. As a neighbor I much prefer from an aesthetics perspective as well as that of safety, to have a legal second driveway that meets the City's needs as well as the property owners and the neighbors.
10. While the City is busy working against a property owner that wishes to improve the safety and aesthetics of their property and neighborhood, other close by properties are busily destroying their property and diminishing the property value of their own property as well as that of their neighbors. I would hope that you will see your way clear to provide the requested waiver and allow the owner of 18 McKinley Street to provide a fully code compliant second driveway that meets everyone's

needs. It seems to me that that is the right thing to do.

11. As an aside, while you will likely not hear in writing from any of the abutters that received the official letter from the City, I have spoken with them and they all agree that a second driveway will be a positive for them as well as the owner of 18 McKinley Street and the neighborhood in general.

12. Please do the right thing.

Respectfully,

Frederick B. Parsells
11 McKinley Street



City of Keene

New Hampshire

July 11, 2019

Maureen Evans
3 Sycamore Lane
Essex Junction, VT 05452

RE: Request for an Exception to Driveway Standards
18 McKinley Street

Dear Maureen,

The abutter comment period related to your application has now expired. I have reviewed your application, as well as comments received, in light of the specific criteria for granting an exception, as defined in Sec. 70-136 of the City Code:

- (2) *In determining whether to approve or disapprove an exception request, the issuing authority shall evaluate the exception request using the following criteria:*
- a) *Issuance of the exception will not adversely affect the safety of pedestrians, bicyclists and vehicles using adjacent streets and intersections.*
 - b) *Issuance of the exception does not adversely affect the efficiency and capacity of the street or intersection.*
 - c) *There are unique characteristics of the land or property which present a physical hardship to the requester.*
 - d) *In no case shall financial hardship be used to justify the granting of the exception.*

I've determined that your request does not satisfy the criteria in that there is no unique characteristic which prevents you from accessing the property from a single driveway.

You have the right to appeal my decision. Appeals must be submitted in writing to the Planning Board within 30 days.



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If you have any questions, please contact me at 352-6550.

Sincerely,

Donald R. Lussier, P.E.
City Engineer

CC: Douglas Barrett, Planning Board Chairman
 Rhett Lamb, Planning Director
 Kurt Blomquist, P.E., Public Works Director

Encl: Permit Application