



City of Keene Planning Board

AGENDA

Monday, February 28, 2022 6:30 PM City Hall, 2nd Floor Council Chambers

Note: *The public may join the meeting online or at City Hall in the 2nd Floor Council Chambers. To access the meeting online, visit www.zoom.us/join or call (646) 558-8656 and enter the Meeting ID: 857 8338 6440.**

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meeting** – January 24, 2022
- III. **Capital Improvement Program FY 2023-2029** – Presentation by Merri Howe, City of Keene Finance Director and Kürt Blomquist, Public Works Director/Assistant City Manager
- IV. **NHMA Presentation** – Steve Buckley, Legal Counsel for the New Hampshire Municipal Association (NHMA), will provide a virtual presentation titled “Planning Board Role and Responsibilities.” This presentation is offered as part of the NHMA on-demand training series.
- V. **Staff Updates**
- VI. **New Business**
- VII. **Upcoming Dates of Interest – March 2022**
 - Joint Committee of the Planning Board and PLD – March 14, 6:30 PM
 - Planning Board Steering Committee – March 15, 11:00 AM
 - Planning Board Site Visit – March 23, 8:00 AM – To Be Confirmed
 - Planning Board Meeting – March 28, 6:30 PM

**A Zoom link and call in information is being provided as a public service; however, the public body will be meeting in person with a quorum present at the location, date and time contained in this notice. If for some reason the Zoom link or call in does not work, the public meeting will continue in person.*

1 **City of Keene**
2 **New Hampshire**

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5 **PLANNING BOARD**
6 **MEETING MINUTES**
7

8 **Monday, January 24, 2022**

6:30 PM

**Council Chambers,
City Hall**

Members Present:

Pamela Russell Slack, Chair
David Orgaz, Vice Chair
Emily Lavigne-Bernier
Roberta Mastrogiovanni
Harold Farrington
Armando Rangel, Alternate

Staff Present:

Mari Brunner, Senior Planner
John Rogers, Interim Community
Development Director

Members Not Present:

Mayor George S. Hansel
Councilor Michael Remy
Gail Somers
Tammy Adams, Alternate

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11 **I) Call to Order**
12

13 Chair Russell Slack called the meeting to order at 6:30 PM and a roll call was taken.
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16 **II) Election of Planning Board Chair, Vice Chair, and Steering Committee**
17

18 A motion was made by Vice-Chair Orgaz to nominate Pamela Russell Slack as Planning Board
19 Chair. The motion was seconded by Harold Farrington and was unanimously approved.
20

21 A motion was made by Harold Farrington to nominate David Orgaz as Vice-Chair of the
22 Planning Board. The motion was seconded by Roberta Mastrogiovanni and was unanimously
23 approved.
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25 A motion was made by Roberta Mastrogiovanni to nominate Harold Farrington as the third
26 member of the Steering Committee. The motion was seconded by Emily Lavigne Bernier and
27 was unanimously approved.
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III) Minutes of Previous Meeting – December 20, 2021

Senior Planner Mari Brunner offered the following correction: To indicate Tammy Adams as being in attendance at the meeting.

A motion was made by Vice-Chair Orgaz to approve the December 20, 2021 meeting minutes as amended. The motion was seconded Roberta Mastrogiovanni and was unanimously approved.

IV) Extension Request

SPR-04-21 – Site Plan – Hundred Nights Homeless Shelter – 122 & 124 Water St – Applicant Hundred Nights Inc., on behalf of owner Green Diamond Group LLC, proposes to construct a 15,000-sf building for use as a homeless shelter and other associated site improvements on the properties located at 122 Water St (TMP# 585-027-000) and 124 Water St (TMP# 585-028-000). The 122 Water St site is 0.33-ac in size. The 124 Water St site is 0.29-ac in size and is located in the Downtown Historic District. Both properties are located in the Business Growth and Reuse District, Sustainable Energy Efficient Development Overlay, and Downtown Railroad Property Redevelopment Districts.

A. Public Hearing

Jim Phippard of Brickstone Land Use Consultants addressed the Board and stated 100 Nights recently closed on the property. The request before the Board is for an extension of the site plan application approved in August 2021 which is set to expire on February 20, 2022. Due to the various complications with grants, an extension is being requested. He stated the applicant is at 82% of its fundraising efforts – the applicant is looking for a six-month extension.

Mr. Phippard went on to say phase 2 of the environmental site assessment has been complete; activities and use restrictions have been put place in place so that the property could be safely developed.

A motion was made by Vice-Chair Orgaz to grant the request for a six month extension to meet the deadline for conditions of approval for 100 Nights Shelter. The motion was seconded by Roberta Mastrogiovanni and was unanimously approved.

V) SPR-423, Modification #4 – Site Plan – Corning Specialty Materials, 69 & 0 Island St – Applicant Leighton A. White Inc., on behalf of owner Island Mill Realty Group, proposes to install electrical equipment and modify the parking on the properties located at 69 Island St (TMP# 583-010-000-000-000) and 0 Island St (TMP# 582-048-000-000-000). These combined parcels are 9.2-ac in size and are located in the Commerce District.

A. Board Determination of Completeness

74 Senior Planner Mari Brunner stated the Applicant has requested exemptions from providing a
75 grading plan, lighting plan, landscaping plan, architectural elevations, and technical reports. Staff
76 recommends the Board grant the requested exemptions and accept the application as complete.

77
78 A motion was made by Vice-Chair Orgaz to recommend the Board accept Application SPR-423,
79 Modification #4 as complete. The motion was seconded by Roberta Mastrogiovanni and was
80 unanimously approved.

81
82 B. Public Hearing

83 Mr. John Noonan of Fieldstone Land Consultants addressed the Board on behalf of the applicant.
84 He indicated this request is for electrical improvements to the Corning site. Mr. Noonan stated
85 the applicant's proposal is to install a generator so they are guaranteed uninterrupted power
86 supply to help with their manufacturing.

87
88 The proposal is to install a generator, run underground electricity to the 29' x 42' pad which has
89 a switch gear and a transformer. The pad is at grade. With this improvement, there were changes
90 to 11 parking spaces which is the reason this application is before the Board for its review. The
91 applicant was able to create three new spaces; the other spaces were created by striping only. The
92 new spaces will have wheel stops in front of them. To offset the small impervious area being
93 created, some pavement is being removed.

94
95 With reference to parking, he noted there is no change to parking at the area closer to the Rail
96 Trail. The pavement does go into the Trail but there is a lease on the deed dated back to 1990 and
97 1991 but there is a question as to whether it was paid for or not.

98
99 Mr. Noonan then went over the Development Standards as it pertains to this application:

100
101 Drainage – The electrical improvements will only create 1,236 square feet of impervious surface
102 and the proposal is to remove 1,239 square feet of impervious surface. Therefore, there is not
103 much change with respect to drainage.

104
105 Sediment & Erosion Control – There is a catch basin close to where the pavement is being
106 removed. The construction of the new concrete pad will require a silt sack around the catch
107 basin, and at the lower edge of the excavation there will be silt fencing.

108
109 Snow Storage – Currently snow is plowed to the edges of the pavement and during large storms
110 it is hauled off site.

111
112 Flooding – A portion of the property is in the 100 year flood plain but this area is nowhere close
113 to the area where the improvements are being proposed.

114
115 Landscaping – None is being proposed.

116
117 Noise – The proposed improvements are being proposed to the rear of the property, away from
118 neighboring properties.

119

120 Screening – No screening is being proposed, there is sufficient screening at the present time.

121

122 Air Quality – The proposed project is away from any neighboring properties and there is
123 minimum impact to air quality.

124

125 Lighting – None proposed.

126

127 Water and Sewer – No changes are being proposed, the site currently has municipal water and
128 sewer coming off Island Street.

129

130 Traffic – There will be no impact to traffic.

131

132 Driveways – The minimum driveway width to keep with the current land development code
133 would be adhered to.

134

135 Hazardous or Toxic Material – There are no proposed Hazardous or Toxic Material associated
136 with this project.

137

138 Filling and Excavation - There will be no filling or excavation as part of this project, the
139 proposed concrete pad would be poured at existing grade.

140

141 Wetlands - There are no proposed impact to wetlands.

142

143 Surface Waters – Ashuelot River abuts the property and there is no impact to Ashuelot River.

144

145 Architecture and Visual Appearance – None are provided; what is being proposed is a generator.

146

147 Staff comments were next. Ms. Brunner stated there were two departmental comments received.

148 The applicant needs to be aware that a Building Permit will be required for this project. The next
149 is that there are existing parking spaces that are located within the City right-of-way – the
150 applicant needs to make sure they have an appropriate lease in place for these parking spaces.

151

152 Ms. Brunner went on to say with reference to sediment and erosion control, the applicant has
153 proposed to use silt fencing along the work areas and also install a silt sack along the existing
154 catch basin. With respect to screening, none is being proposed around the generator because of
155 its location, which is not visible from the public right of way or adjacent properties. Staff is
156 requesting as a condition of approval, the applicant provide documentation of a valid lease for
157 the parking lot encroachment on City land. This concluded staff comments.

158

159 The Chair asked for public comment. With no public comment, the Chair closed the public
160 hearing.

161

162 C. Board Discussion and Action

163 A motion was made by Vice-Chair Orgaz that the Planning Board approve SPR-423,

164 Modification #4 for the installation of electrical equipment and parking lot modifications, as

165 presented on the plan identified as “Overall Site Plan, Tax Map Lots 583-010-000 & 582-048-000

166 (69 Island Street) Keene, New Hampshire” prepared by Fieldstone Land Consultants at a scale of
167 1 inch = 40 feet on December 14, 2021 and last revised on January 7, 2022 with the following
168 conditions prior to signature by Planning Board Chair:

- 169
170 1. Submittal of documentation of a valid lease for the parking lot encroachment on City land.
171 2. Owner’s signature appears on the plan.
172

173 The motion was seconded by Roberta Mastrogiovanni and was unanimously approved.
174
175

176 **S-09-21 – Boundary Line Adjustment –90-92 & 0 Off Victoria St** – Applicant

177 Fieldstone Land Consultants PLLC, on behalf of owners James & Beverly Ells, proposes a
178 boundary line adjustment between the properties located at 90-92 Victoria St (TMP# 589-022-
179 000-000-0+00) and 0 Off Victoria St (TMP# 589-023- 000-000-000). This adjustment would
180 result in a transfer of 0.85-ac from the 1.58-ac parcel at 90-92 Victoria St to the 0.57-ac parcel at
181 0 Victoria St. Both properties are located in the Business Growth & Re-Use District.
182

183 A. Board Determination of Completeness

184 Ms. Brunner stated the applicant has requested exemptions from providing a separate grading
185 plan, landscaping plan, lighting plan, and technical reports. After reviewing this request, staff has
186 determined exempting the applicant from submitting this information would have no bearing on
187 the merits of the application, and recommend that the Board accept the application as complete.
188

189 A motion was made by Vice-Chair Orgaz to recommend the Board accept Application SPR-423,
190 Modification #4 as complete. The motion was seconded by Roberta Mastrogiovanni and was
191 unanimously approved.
192

193 B. Public Hearing

194 Mr. John Noonan addressed the Board on behalf of the applicant. Mr. Noonan stated this item is
195 a boundary line adjustment for James and Beverly Ells. He indicated the applicants went before
196 the Zoning Board of Adjustment in September based on frontage for these lots. He referred to a
197 plan and referred to the existing lots. The blue lot currently has Ells Electric and a residence at
198 the rear. There is a back lot with no frontage. Access to the residential lot is through a right of
199 way easement at the end of Victoria Street. The existing frontage is less than the requirement of
200 50 feet. The proposal is to split the frontage between the two new lots (the business and the
201 residence). The existing frontage for the residential lot will remain.
202

203 Mr. Noonan stated with respect to the development standards they are asking for exemptions
204 from all of them as there are no structures being proposed, this is just a boundary line
205 adjustment.
206

207 Staff comments were next. Ms. Brunner stated the request tonight is to transfer 0.851 acres from
208 90-92 Victoria Street to 0 Off Victoria Street. The purpose of this boundary line adjustment is to
209 provide access for 0 Off Victoria Street and to create separate lots for the commercial and
210 residential buildings. Both properties are in the Business Growth & Reuse District which has a
211 minimum lot size of 8,000 square feet. This boundary line adjustment will make 0 Off Victoria

212 Street more conforming with the minimum road frontage requirement. Ms. Brunner stated this
213 proposal has received a variance from the Zoning Board of Adjustment to permit a 19 foot road
214 frontage where 50 feet of frontage is required and the other is to permit a single family residence
215 in the BGR district. There were no departmental comments received on this application. The two
216 standards referred to in this application are regarding traffic and access management. The
217 residential property is accessed via a driveway which would be on a separate lot after the
218 adjustment, hence, staff is recommending documentation of an access easement as a condition of
219 approval.

220
221 She added 0 Victoria Street has wetlands on it, those have been delineated by a wetlands scientist
222 and no development is being proposed at this time.

223
224 The Chair asked for public comment. With no public comment, the Chair closed the public
225 hearing.

226
227 C. Board Discussion and Action
228 A motion was made by Vice-Chair Orgaz that the Planning Board approve S-09-21, as shown on
229 the plan entitled “Lot Line Adjustment Prepared for James L. Ellis and Beverly A. Ellis, 90-92
230 Victoria St, City of Keene, County of Cheshire, State of New Hampshire” prepared by
231 Fieldstone Land Consultants, PLLC at a scale of 1 inch = 30 feet on December 14, 2021, with
232 the following condition prior to signature by Planning Board Chair:

- 233
234 1. Submittal of documentation for an access easement for the 0 Off Victoria Street property
235 granting the right to pass and repass on the 90-92 Victoria Street property.
236 2. Owners’ signatures appear on the plan.

237
238 The motion was seconded by Roberta Mastrogiovanni and was unanimously approved.

239
240 **CLSS-CUP-01-21 – Congregate Living & Social Service Conditional Use Permit** –
241 Monadnock Area Peer Support Agency, 32-34 Washington St #Rear – Applicant and owner
242 Monadnock Area Peer Support Agency proposes to operate a Large Group Home as a second
243 principal use on the property located at 32- 34 Washington St #Rear (TMP 568-058-000-000-
244 000). The site is 0.28-ac in size and is located in the Downtown Core District.

245
246 A. Board Determination of Completeness
247 Ms. Brunner stated the applicant has requested exemptions from providing grading, landscaping,
248 and lighting plans, building elevations, and technical reports. Staff recommend the Planning
249 Board grant the requested exemptions and accept the application as complete.

250
251 A motion was made by Vice-Chair Orgaz to recommend the Board accept Application SPR-423,
252 Modification #4 as complete. The motion was seconded by Roberta Mastrogiovanni and was
253 unanimously approved.

254
255 B. Public Hearing
256 Lisa Steadman, Director for Agency Relations Monadnock Area Peer Support addressed the
257 Board next. Ms. Steadman stated this Conditional Use Permit is to add six bedrooms (five

258 residents and one staff) to the interior of the building which causes moving around of walls
259 resulting in an increase to the square footage for their principal use. In total there will be ten
260 rooms in all (Group Home Large).

261
262 She said as indicated in the staff report they are concerned about the lighting, but their issue is
263 that they only own the westerly wall of the alleyway which is the far end of the alley and Keene
264 Housing or Kristin's Bakery has to provide approval to locate a light on their building.

265
266 Chair Russell Slack indicated she is on the Board of Keene Housing Authority and agreed it is
267 dark in that area.

268
269 Staff comments were next. Ms. Brunner explained Monadnock Area Peer Support is a member
270 based organization that provides a variety of mental health needs through a variety of programs.
271 They also provide short term residential program which is accessory to their principal use;
272 principal use is a clinic. They have been at their current facility for less than a year and the
273 property is in the Downtown Core District. Vehicle access to this site is via Vernon Street but
274 there is pedestrian access via Washington Street.

275
276 Ms. Brunner stated with the five additional rooms being proposed it brings the accessory use up
277 to the scale of a second principal use on the lot. According to Article 8, Section 8.3.4 this use is
278 classified as a Large Group Home and per Article 15 this use requires a Congregate Living &
279 Social Service Conditional Use Permit from the Planning Board. The only departmental
280 comments are from Code Enforcement that a building permit will be required and the Fire
281 Department noted fire alarms will need to be upgraded in order to add additional beds to the site.

282
283 Ms. Brunner then went over the conditional use criteria and noted this is the first of its kind –
284 congregate living and social service conditional use permit is a new item under land development
285 code.

286
287 **A. The nature of the proposed application is consistent with the spirit and intent of the**
288 **Zoning Regulations, this LDC and the City's Comprehensive Master Plan, and complies**
289 **with all the applicable standards in this LDC for the particular use in Section 8.3.4.**

290
291 This property is located in the Downtown Core District which is one of 6 form-based zoning
292 districts in the downtown. The intent of this district is to accommodate the highest intensity of
293 development in the City and promote a mix of uses. The Applicant proposes to create a large
294 group home as the second principal use on the lot, which is allowed within this district. This site
295 is also within the Downtown Historic District; however, no changes are proposed to the exterior
296 of the building or site and hence did not have to go before historic district commission.

297
298 Under Section 8.3.4 of the LDC includes the following use standards for Large Group Home:

- 299 a. Only 1 large group home shall be permitted per lot.
300 b. No large group home shall be constructed or operate without first having obtained a congregate
301 living and social services conditional use permit from the Planning Board – which is why the
302 applicant is here tonight.

303 c. Annually, a large group home shall obtain a congregate living and social service licenses from
304 the City Council as set forth in Chapter 46 of the City Code of Ordinances – applicant is aware of
305 this.

306 d. If located within a residential zoning district, large group homes shall maintain the appearance
307 of a residential structure and the design and operation of the facility shall not alter the residential
308 character of the structure - Downtown Core District is not considered a residential district, hence
309 this requirement does not apply.

310

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

313

314 The applicant did address this item in their narrative and did indicate all activities associated with
315 the proposed use will occur inside the existing building. There will be a staff person on site at all
316 times, including overnight. In addition, a full-time residential case manager will visit the center
317 daily. Residents, members, and staff will access the site from either the Washington Street
318 entrance, which is a pedestrian entrance and this entrance has ADA access. Ms. Steadman added
319 the Vernon Street access is used more often and the Washington Street access which is only used
320 two or three times per day. Ms. Brunner went on to say both entrances would have motion-
321 activated security cameras and will be locked from 7:00 pm to 9:00 am each day. Existing
322 lighting includes a flood light and a porch light on the Vernon Street side of the building, and a
323 flood light and porch light on the Washington Street side of the building. In response to staff
324 comments, the applicant will address the inadequate lighting issue. The Applicant notes that this
325 site is within easy distance (100 feet) of the Fire Station.

326

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

332

333 This site is located in a densely populated area of the downtown. Adjacent uses include a mix of
334 commercial, multi-family, office, institutional, and social service uses. The proposed group home
335 will be operated entirely within the existing building – no outdoor activity areas or waiting areas
336 are proposed with this use. There are 11 parking spaces available onsite. One parking space is
337 currently leased to Keene Housing, and the remaining 10 parking spaces will be utilized by staff,
338 members, residents, and visitors. The applicant did state on an average day, staff uses no more
339 than six spaces, which leaves four spaces for residents, members, and visitors. In addition, both
340 metered and non-metered on-street parking as well as metered off-street parking is located within
341 easy walking distance of the site. Ms. Brunner added Downtown Core District does not have a
342 minimum parking requirement.

343

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

346

347 Ms. Brunner noted due to the fact that the proposed use will be located entirely inside the existing
348 building, staff does not expect this to be an issue. Chair Russell Slack asked whether smoking is

349 permitted and if so where on the site this will be permitted. Ms. Steadman stated smoking is only
350 permitted at the rear of the building and it is not permitted in the alley. She added they are willing
351 to add another camera in the alley to address any issues.

352

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

355

356 No changes to the existing water and sewer access for the building are proposed, and City
357 engineering staff did not express any concerns related to utilities or traffic. The Applicant did
358 submit a traffic generation estimate to show the increase in traffic will be minimal compared to
359 existing traffic volumes on Washington Street.

360

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

363

364 Ms. Brunner stated staff did not identify any features of natural or scenic importance on this site.
365 This existing building is located in the Downtown Historic District; however, no modifications
366 are currently proposed to the exterior of the building.

367

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

370

371 The Applicant submitted a trip generation analysis prepared by Stephen G. Pernaw & Company,
372 Inc. This analysis concludes that the proposed use would generate an additional 10 additional
373 vehicle trips per day (5 arrivals and 5 departures). When compared to the existing traffic volume
374 on Washington Street, the traffic impact is expected to be *de minimis*.

375

376 **H. The proposed use will be located in proximity to pedestrian facilities, public**
377 **transportation, or offer transportation options to its client population.**

378

379 This site is located in an area that is easily accessed by foot, bike and public transit. In addition,
380 MPS operates a van that provides rides to members to arrive at 9:00 am and depart at 7:00 pm
381 each weekday. MPS also provides a shopping trip each Wednesday. This van is not used for on-
382 demand rides.

383

384 This concluded staff comments.

385

386 The Chair asked for public comment next. Mr. Philip Wyzik, CEO of Monadnock Family
387 Services (MFS), extended his appreciation for this project. He stated this project will help MFS
388 clients in desperate need of housing and it meets the contract obligation MFS has with the State to
389 provide six new beds this year. He added he is in support of this project.

390

391 Dante Diffendale, Group Facilitator and Respite Coordinator for Monadnock Peer Support
392 Agency addressed the Board next. Mr. Diffendale stated residents of this facility are grateful for
393 the support they receive and indicated that this agency is member focused. He indicated a
394 person's mental health issues affect the community at large and felt places like Monadnock Peer

395 Support relieve the burden on a community. He stated this agency supports people who can be
396 often forgotten.

397
398 Mr. Farrington asked how medications are dispensed by the agency. Ms. Steadman in response
399 stated, individuals who use this site might be on medication but this is a non-clinical setting and
400 the individuals are responsible for their own medication.

401
402 Ms. Lavigne Bernier asked about the lighting concern. Ms. Steadman stated they will comply
403 with anything the City requests. If however, they were to install a flood light and shine it down
404 the alley there could be the issue of light trespass.

405
406 With no further comment from the public, the Chair closed the public hearing.

407
408 **C. Board Discussion and Action**

409 A motion was made by Vice-Chair Orgaz that the Planning Board approve Conditional Use
410 Permit CLSS-CUP-01-21 for a large group home, as shown on the plan set identified as “Interior
411 Fit Up, 32A Washington Street, Keene NH 03431” prepared by Timothy Sampson Architects at
412 varying scales and dated January 5, 2022, with the following conditions:

413
414 A. The Applicant shall obtain a Congregate Living and Social Services License, which shall be
415 renewed annually in accordance with Chapter 46 of the City Code of Ordinances.

416
417 The motion was seconded by Roberta Mastrogiovanni.

418
419 Mr. Farrington asked whether there should be a condition included regarding lighting. Chair
420 Russell Slack referred this question to Mr. Rogers who indicated installation of a light would
421 require a building permit and it would need to meet light the standards. Ms. Brunner stated a
422 condition with reference to requiring lighting could be challenging because the applicant does not
423 own the building they would need to mount the light on. The Chair stated she is comfortable
424 leaving the motion as is.

425
426 The motion made by Vice-Chair Orgaz was unanimously approved.

427
428 Ms. Steadman commended staff for their help with this application.

429
430
431 **VI. Staff Updates**

432 • Overview of Administrative & Minor Project approvals issued in 2021

433
434 Ms. Brunner began by stating that the Planning Board has delegated some of its authority to staff
435 to approve certain minor modifications to a site plan. She indicated these projects have to meet
436 Board standards; otherwise, staff cannot act on them. She indicated the threshold for
437 administrative approval is outlined in the Land Development Code (LDC) that went into effect in
438 September. With the adoption of the LDC, a Minor Project Review Committee was formed
439 consisting entirely of staff. She added there could be a project that doesn't quite meet the

440 administrative process but also does not need to come before the Planning Board and such
441 projects would go before this Review Committee.

442
443 Ms. Brunner stated there have only been two projects that have had to go through the minor
444 project review since September; these are included in the Board packet. As far as administrative
445 approval there were 23 projects that were approved by staff in 2021. Ms. Brunner stated there are
446 project folders for each of these items should any Board member like to review same.

447
448 Mr. Farrington referred to Item 17 which also came before the Board, he felt it might be prudent
449 to combine such items. Ms. Brunner stated ordinarily that would be the process and staff thought
450 they would be able to approve the item administratively but it was realized it could not be
451 processed in that manner.

452
453 Mr. Farrington asked whether staff has a list of projects that were not approved. Ms. Brunner
454 stated staff often have inquiries but don't have any that were not approved. In a case like that, a
455 project would be referred to the Planning Board, perhaps for a waiver.

456
457 **V11. New Business**

458
459 Ms. Brunner said that the Board will hear a presentation on the Capital Improvement Program
460 (CIP) at the February meeting, She explained the CIP process as it pertains to the Planning
461 Board. She indicated under State Statute, which is geared toward a town format, it contemplates
462 much of the work of putting together the CIP being done by the Planning Board. In the City of
463 Keene the CIP is put together by staff with input received from the City Council. The Planning
464 Board reviews the CIP and votes on it and then sends it to Council for its final approval. The
465 Board will be asked to vote on the CIP at the next meeting, which is why the Board was invited
466 to the CIP presentation and why members were provided with a CIP book.

467
468 **VIII. Upcoming Dates of Interest – February 2022**

- 469 • Joint Committee of the Planning Board and PLD – February 14, 6:30 PM
470 • Planning Board Steering Committee – February 15, 11:00 AM
471 • Planning Board Site Visit – February 23, 8:00 AM – To Be Confirmed
472 • Planning Board Meeting – February 28, 6:30 PM

473
474 There being no further business, Chair Russell Slack adjourned the meeting at 7:40 PM.

475
476 Respectfully submitted by,
477 Krishni Pahl, Minute Taker

478
479 Reviewed and edited by,
480 Mari Brunner, Senior Planner