



**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA**

Council Chambers A
February 24, 2016
7:00 PM

City of Keene
New Hampshire

David C. Richards
Philip M. Jones
Bettina A. Chadbourne
George S. Hansel
Robert B. Sutherland

-
- | | |
|--------------------|--|
| 1. COMMUNICATION | Danielle Boudrand – Suggested Ban on Single Use Plastic Bags |
| 2. COMMUNICATION | Igor Monteiro/Red Devils Soccer Club, Inc. – Request to Use City Property – Spring Street |
| 3. COMMUNICATION | Mark Fraser/Eversource Energy – Request to use City Property – Electrical Distribution System in Central Business District |
| 4. PERIODIC REPORT | Conservation Commission |
| 5. COMMUNICATION | Councilor Hansel – Adoption of RSA 79-E “Community Revitalization Tax Relief Incentive” |

MORE TIME ITEMS:

- A. Councilor Clark - Definition of “Historic Property” in terms of Demolition Review Process

More Time Awaiting Either Public Hearings/Planning Board Review/Joint Committee:

- A. Ordinance O-2016-01: Creation of residential preservation District, a Business Growth District and Re-Use District and a Neighborhood Business District
- B. Ordinance O-2016-02: Marlboro Street Rezoning
- C. Ordinance O-2016-03: Keene Public Library and Adjacent Parcels Rezoning

Possible Non-Public Session

2A

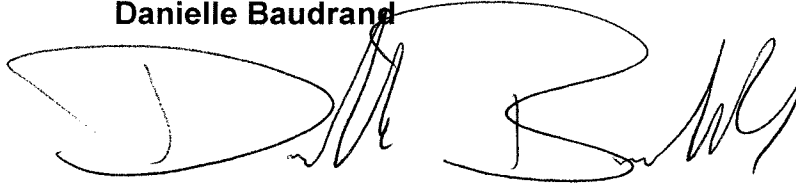
Dear City Council of Keene,

I am submitting a request and concern for the ban of single use plastic bags to this city. In not having a ban we are adding to the ongoing problem of plastic bag pollution. This is unnecessary waste that continues to adversely affect wildlife, wildlife habitat and humans. There have been many studies including the new proposal on what needs be done about this growing issue done by the World Economic Forum.

I can't think of one good reason why anyone would argue that keeping single use plastic bags is a good thing. And to explore this more I am a local artist that started THE PLASTIC BAG PROJECT here in Keene to demonstrate this growing irresponsible waste that we created. I will continue this art piece to bring awareness and gather support to create this ban.

Thank you for attention to this matter,

Sincerely,
Danielle Baudrand



In City Council February 4, 2016.

Referred to the Planning, Licenses and Development Committee whom will meet Wednesday, February 10, 2016 at 7:00 PM in Council Chambers, Keene City Hall. You are hereby notified of the above meeting and requested to be present.

City Clerk

Danielle Baudrand
917-828-4077

2B

Dear Mayor and City Council,

Red Devils Soccer Club is a new Soccer club in Keene, NH, and will be located on 17 Washington Street (the old Keene Middle School). Based on our lease agreement, we will be using the parking lot off Spring Street behind the school and adjacent to the fields. A portion of that parking lot belongs to the City of Keene (please see attached parking lot diagram).

We ask for permission from the City Keene to use the City part of the parking lot, or permission to let cars pass from one side of the parking lot to another, because the City's lot is between the entry and Red Devil's parking lot (please see diagram). We ask for this permission to be between the hours of 5:00 PM to 9:00 PM on weekdays, and from 8:00 AM to 9:00 PM during the weekend.

We will also have porta-potties and a dumpster on our side of the parking lot, to make sure that we keep our business and parking lot clean (see diagram).

Together with this e-mail I have sent you a copy of the parking lot site plan, to better describe what we as an organization are asking for. We appreciate your consideration and will do our best to maintain a well-respected local business.

Sincerely,

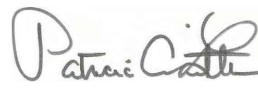


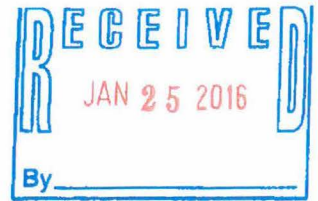
Igor Monteiro
(978)726-3775

President & Director of Coaching
Red Devils Soccer Club, Inc.
www.reddevilssc.com

In City Council February 18, 2016.

Referred to the Planning, Licenses and Development Committee, who will meet Wednesday, February 24, 2016 at 7:00 PM in Council Chambers, Keene City Hall. You are hereby notified of the meeting and requested to be present.


City Clerk



B) Descriptive Narrative

Red Devils Soccer Club (RDSC) provides its members with a committed and supportive environment for athletic development, striving to provide youth players of all ages with the highest level of coaching available. We are excited for the opportunity to bring such a program to our Keene Community.

Red Devils Soccer Club would like to get the approval from the City of Keene Planning Board to use the old "Keene Middle School" field, located on 17 Washington street for our youth soccer club from the Months of April to November. The field is roughly 65 yards x 100 yards, and we hope to have a total of 9 teams this year.

Drainage & Snow Removal:

The field already has proper drainage from its previous use as a soccer and athletic field as part of Keene Middle School, and is well prepared for any type of weather conditions. Snow removal will not be needed since Red Devils Soccer Club will only be using the fields from April to November (no soccer if it snows). The landscape of the field will remain the same.

Sedimentation control, vegetation, debris management, and stormwater, drainage & erosion:

The property has already been prepared for all of the above from its previous use as the KMS athletic field, currently owned by MDP Development, LLC. We are not adding permanent structures to the property or changing its use outside its original intended use as an athletic field.

Landscaping & air quality, not applicable.

Hazardous or toxic materials, filling & excavation, stump dumps: This does not apply, we will not need or use any of these.

We will also have a small dumpster, which we anticipate to be emptied every other week as needed. This is located in red on the plot plan, marked with "D."

Noise:

RDSC would like permission to use the fields 7 days a week. Monday through Friday the peak usage will be 5:30 PM to 8:30 PM, ending at roughly 9 pm. Noise will be minimum because this is only coaches giving direction to players during practice time.

Saturdays and Sundays there may be games or tournaments held throughout the day, and will not start before 8 am, usually ending early evening. Red Devils Soccer Club does not tolerate parents coaching from the sideline, there will be no yelling from parents during games or practices. The noise we anticipate will be players and parents cheering each other on, usually less than the noise of a playground at recess time.

Architecture and visual appearance: We do not propose to add permanent structures to the property. The visual appearance of the fields will improve because they will be mowed and kept clean for the Soccer Club.

Red Devils Soccer Club, would like to request a waiver from the Planning Board Development Standards to use a lights run by generators:

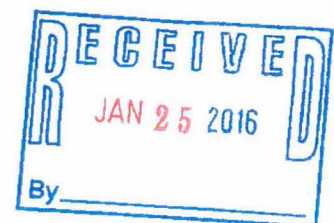
Lighting: Red Devils Soccer Club would like to get permission from the City for Keene Planning Board to use 4 LED lighting poles at our facility. The lights will not be permanently attached to the ground. Instead we will be using portable lights (run by generators) that will not be taller than 20 feet high. Lights can be found of the plan plot "x" on the drawing. The lights will be pointed diagonal to the ground and will be shielded, with no portion of the bulb visible. This will also protect abutters and street traffic from additional lighting. Lights will be on from sunset and may remain on until 10 pm some nights. It is our goal that nobody be adversely affected from the lights, and we will alter their usage as needed (for example we will experiment with the lights in the field to find the safest lighting levels for our players, with the least impact to abutters). The lights will not be permanent and will therefore not affect property values of abutting properties. **The four "X" marks in field corners are where we would like to have the field lights, and most likely they would be off by 9:30 pm on the evenings we have practice.**

Traffic: We anticipate 2 practices 4 days each week with about 50 cars total dropping off or picking up kids in a 3-hour time period. Game days (usually Saturday and Sunday) will have similar traffic, all of which will be coming from Spring Street (there is no access from the Roxbury Street side of the fields). There is an existing sidewalk that runs across the entrance on Spring Street, which is visible within the parking lot (so there will be no increased danger to pedestrians). **The area with orange striping on the plot map is the parking lot, also the existing lot on the property, which holds over 50 vehicles.**

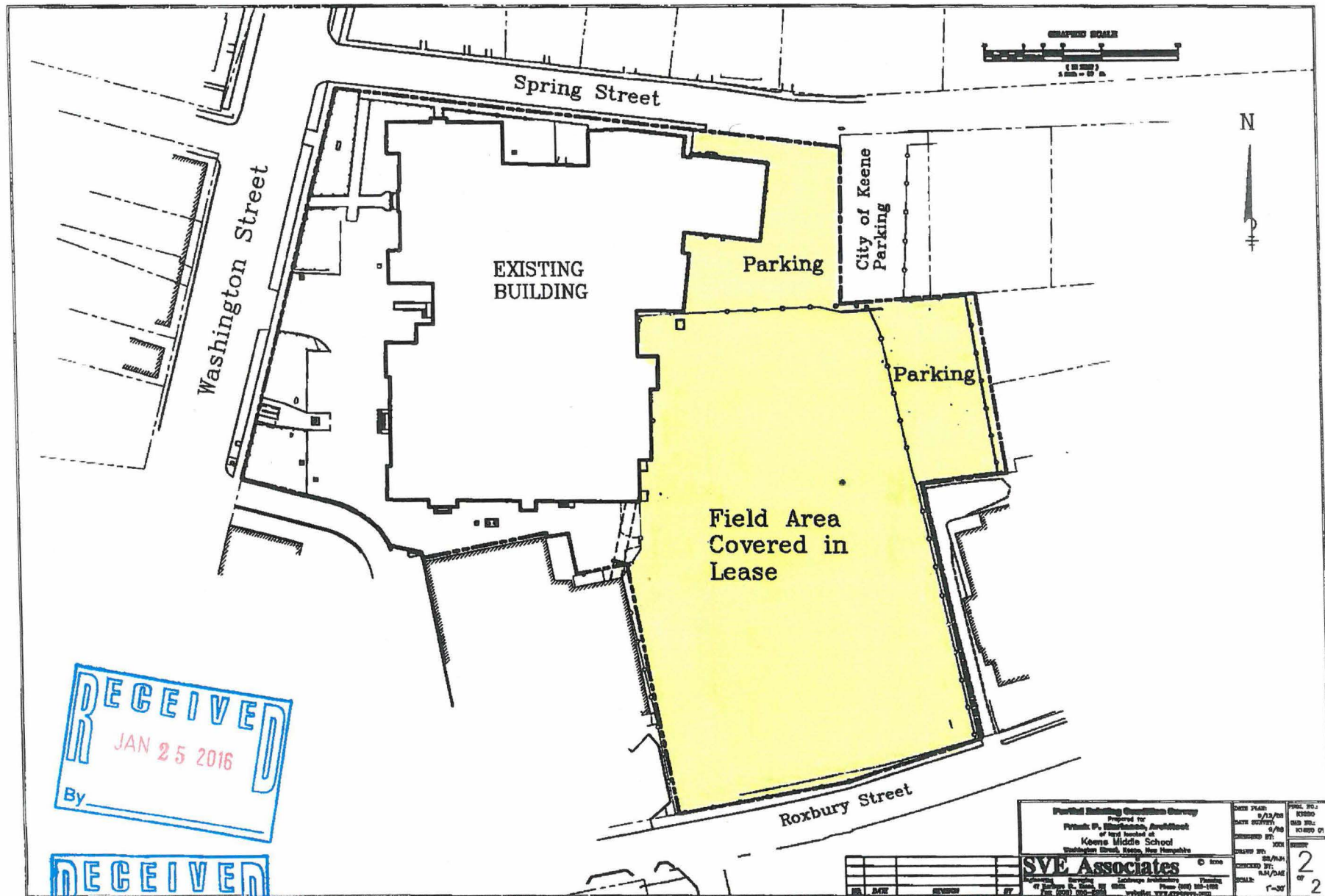
Sewer & Water: We propose to have 2 portapotties and do not plan to use city sewer or water. **The two green circles are for proposed Porta Potties. Please note that this location is a "nook" hidden by the building, so it will not be visible from anywhere except the parking lot. You will not be able to see this via Spring Street or Roxbury St.**

Other:

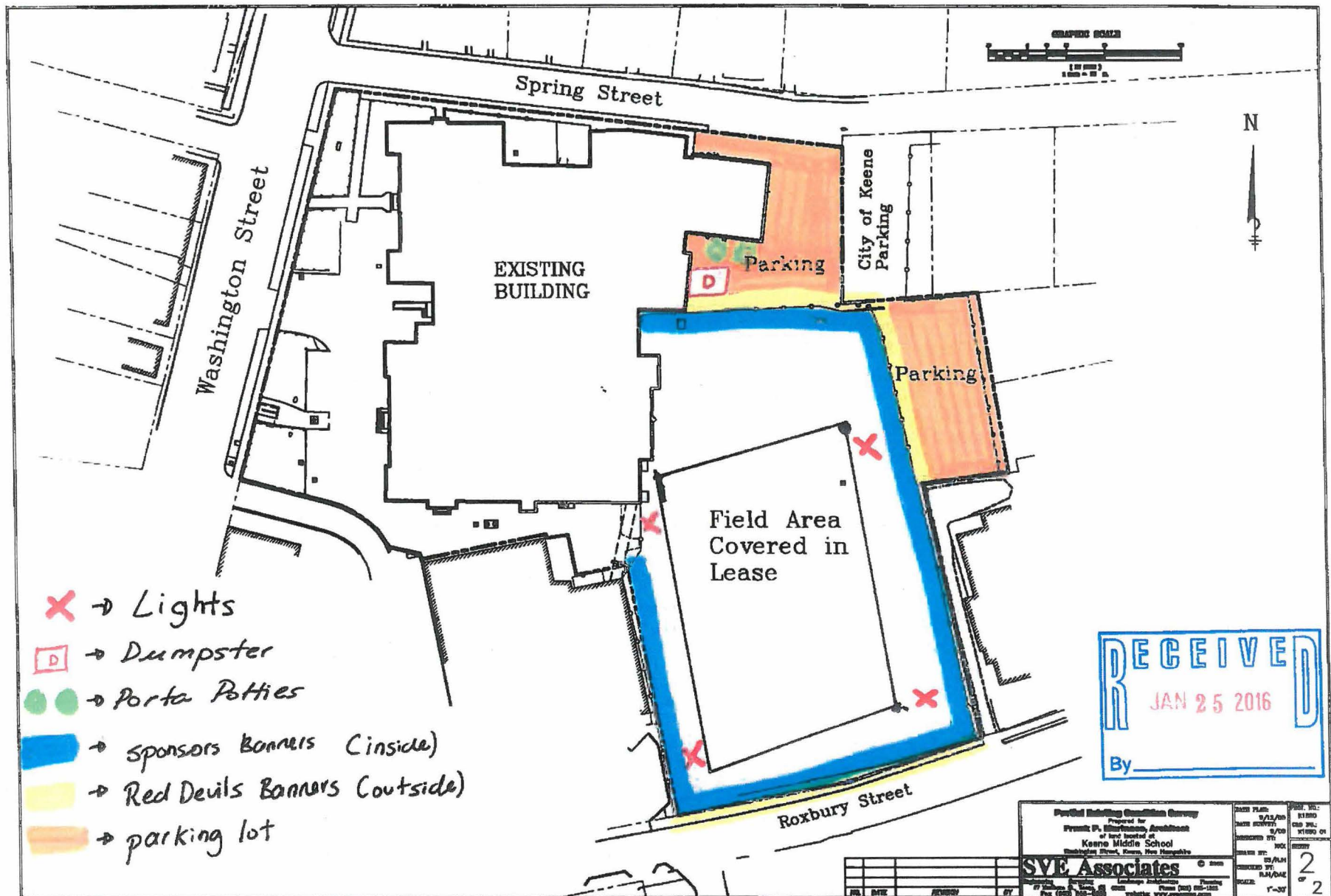
The Blue outline is currently a fence. We would like permission to have "Red Devils Soccer Club" banners on the INSIDE of the fence (facing inside) on all 3 edges. We would like permission to have banners facing the INSIDE AND THE OUTSIDE of the 2 street sides (so the signs would be visible to Roxbury Street and Spring Street traffic).



Existing conditions plan



Proposed conditions plan



2c

February 16, 2016

In City Council February 18, 2016.
Referred to the Planning, Licenses and Development
Committee, who will meet Wednesday, February 24, 2016
at 7:00 PM in Council Chambers, Keene City Hall. You are
hereby notified of the meeting and requested to be present.

Mayor Kendal W. Lane and
Keene City Council
City of Keene
3 Washington Street
Keene, NH 03431



City Clerk

Re: Permission to Use City-Owned Property / Eversource Investments in Electric Distribution
System in Keene's Central Business District

Dear Mayor Lane and Councilors,

In order to increase reliability, minimize outages, and improve outage response and restoration, Eversource is making significant investments to its electric transmission and distribution system statewide. A list of investments in Keene is provided in the enclosed report. One of the priority investments listed is a \$4 million investment in the electric distribution system in the City of Keene's Central Business District. This investment was identified as a priority project in 2012 and included in the Memorandum of Understanding between Eversource and the City of Keene signed in 2015. Following the execution of the Memorandum of Understanding, an advisory committee was established by the City Manager to provide input to Eversource relative to the project.

As part of this reliability improvement project, Eversource respectfully requests permission to use of city-owned property to allow for the installation of two transformers on existing concrete pads adjacent to the Commercial Street parking lot. The existing concrete pads are located (1) near the electric vehicle charging stations and (2) next to an existing aboveground transformer currently serving The Colonial Theatre. The proposed transformers will allow Eversource to serve nearby customers between Gilbo Avenue and 105 Main Street currently served by obsolete underground transformers. Underground conduit to these locations was installed in 2015 during excavation for the Commercial Street parking lot and for the replacement of a sewer line between 105 Main Street and 95 Main Street.

The installation of two pad-mounted transformers adjacent to Commercial Street parking lot is an important initial phase in a comprehensive plan to improve the safety and reliability of the electric infrastructure in the Central Business District by replacing obsolete underground equipment. Additionally, the replacement of underground equipment will eliminate the environmental and safety risks associated with the operation of oil-filled equipment in a highly corrosive and often submerged environment.

Mayor Kendall Lane

February 16, 2016

Page 2

I have enclosed a map of the Central Business District showing existing aboveground transformers and potential locations for future transformers, and an overview of Eversource investments in Keene including the investments planned for the electric distribution system in the Central Business District.

I am available to provide any additional information you may need. I can be reached at mark.fraser@eversource.com or 357-7309 ext 555 5750.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Mark Fraser". The signature is written in a cursive, flowing style.

Mark Fraser
Manager, Field Engineering & Design, Western Region

Enclosures

Investments in Eversource Electric Transmission and Distribution System

As part of a multi-year statewide initiative, Eversource is making significant capital investments to its electric transmission and distribution system in order to improve reliability, minimize the number and duration of outages, and decrease response time and quicken restoration.

Investments in Keene include the following:

- Additional substation (new, North Keene Substation) adjacent to Route 12 and Wheelock Park;
- Upgrades to Keene Substation on Emerald Street;
- Additional distribution circuits to the north and west Keene along Route 12 and in right-of-way to Court Street;
- Circuit resiliency/hardening including plant improvements and the installation of dedicated circuit neutrals between Keene Substation and south of Main Street;
- Circuit upgrades and creation of circuit loops on Court Street, Maple Avenue, and North Court Street;
- Primary cable replacement on West Street;
- Installation of distributive automation equipment in Keene and various locations throughout Eversource's Western Region;
- Improvements to electric distribution system in Central Business District;
- Improvements to service feeds to Keene Housing on Roxbury Street and Colonial Theatre and Miller Bros. – Newton near Main Street; and
- Enhanced tree trimming at various locations in Keene.



Electric Distribution System in Central Business District

The existing electric distribution system in the Central Business district is comprised of both underground and aboveground equipment, including transformers, switches, sector cabinets, conductors, manholes and handholes. See enclosed glossary of terms.

The underground portion of the current system relies on the performance and reliability of seven transformers, seven primary switches and seven secondary tie switches located underground along Main Street, Central Square, and Washington Street. See enclosed map showing existing underground system design.

As part of its reliability enhancement program, Eversource has budgeted approximately \$4 million to improve the system through a redesign of the underground system including the replacement of underground equipment with new, aboveground pad-mounted transformers. See enclosed map showing conceptual plan for system improvements. The new equipment being proposed is very similar in size and appearance to existing aboveground pad-mounted transformers currently located in the Central Business District. Conduit currently underground along Main Street and Central Square will remain underground.



The existing system configuration – which feeds all businesses and residents in the Central Business District – presents a number of challenges including safety, environmental, and reliability challenges. Due to a high water table in the City of Keene, existing underground electrical equipment is often submerged and, as a result, subject to premature degradation and corrosion which causes and/or contributes to failures and malfunctions. Failures and malfunctions often result in oil leaks or releases of SF₆, a powerful greenhouse gas. When repairs are necessary, safety precautions and procedures required to prepare the underground confined space before crews can make the necessary repairs delay restoration and increase the duration of an outage. Existing equipment is obsolete and does not meet current industry standards; however, in-kind replacement is impossible because of the physical size and design configuration of new equipment.

The replacement of underground equipment with strategically located aboveground equipment will minimize the environmental and safety risks, as well as the duration and impact area of an outage. This reliability improvement project will allow Eversource to better serve the current and future electric demand of residents and businesses in the Central Business District and prepare for future economic and community growth. In several locations, the proposed system configuration will also improve safety and aesthetics by allowing for the removal of pole mounted equipment and building mounted secondary feeds.



Project Background and Next Steps

Beginning in 2008, Eversource began to evaluate options to improve the safety and reliability of the electrical distribution system in the Central Business District. By 2012, the project was identified as a priority project. In 2013, company representatives began discussing the need and benefits of the project with the City Manager. These discussions, which continued through 2014, resulted in the inclusion of the project in a memorandum of understanding between the City of Keene and Eversource. (Copy enclosed.) As a result of this memorandum of understanding, which was finalized in April 2015 after the City Council authorized the City Manager to sign, the City Manager established a committee to work with and provide input to Eversource on the project.

Since the Memorandum of Understanding was finalized, Eversource has completed a comprehensive review of the current system configuration including the identification of 35 service feeds and more than 291 meters in approximately 100 locations in the Central Business District. This review allowed Eversource to develop a proposed plan for the improved system configuration and potential equipment locations. Potential locations include both private and public property. See enclosed map showing location of existing aboveground transformers and potential locations for future transformers.

Eversource has also met on several occasions with City of Keene officials (administration and planning) and members of the City Manager's committee to discuss the project. The committee provided valuable input relative to the priorities of the business community and considerations for economic and community development. This input assisted Eversource in the development of a plan to improve the electric distribution system and prepare for economic and community development while

preserving the charm of Keene's Main Street and Central Square. In order to preserve the charm of Main Street and Central Square, measures to minimize the visual impact of new aboveground equipment may be necessary in some locations. Measures discussed with city staff and members of the committee included screening, plantings, and public art.

Moving forward, Eversource will request use of city-owned property for potential locations on public property. The request accompanying this report is seeking approval to locate two aboveground transformers on city-owned property adjacent to the Commercial Street parking lot. Eversource will also begin to engage with individual private property owners to explore the feasibility of potential locations for aboveground transformers. Eversource will also continue to work with city staff to ensure that all planning and zoning requirements are met including historic district requirements. The requirements will vary depending on the exact location of each pad-mounted transformer.

Glossary of Terms

Conductor - Cable or wires used to transport electricity.

Conduit - Underground piping used to encase and protect conductors.

Handhole - A hole providing access to underground electrical equipment, large enough work from above. A handhole is not large enough for a person to work inside.

Manhole - A hole providing access to an underground electrical system, containing equipment, large enough for a person to work inside.

Primary - Distribution voltage on a conductor before being transformed to a lower voltage by a transformer.

Secondary - Conductors used to move electricity at a lower voltage to the customer.

Sector cabinet – A piece of equipment used in underground loops to create a location to go two separate paths with conductors.

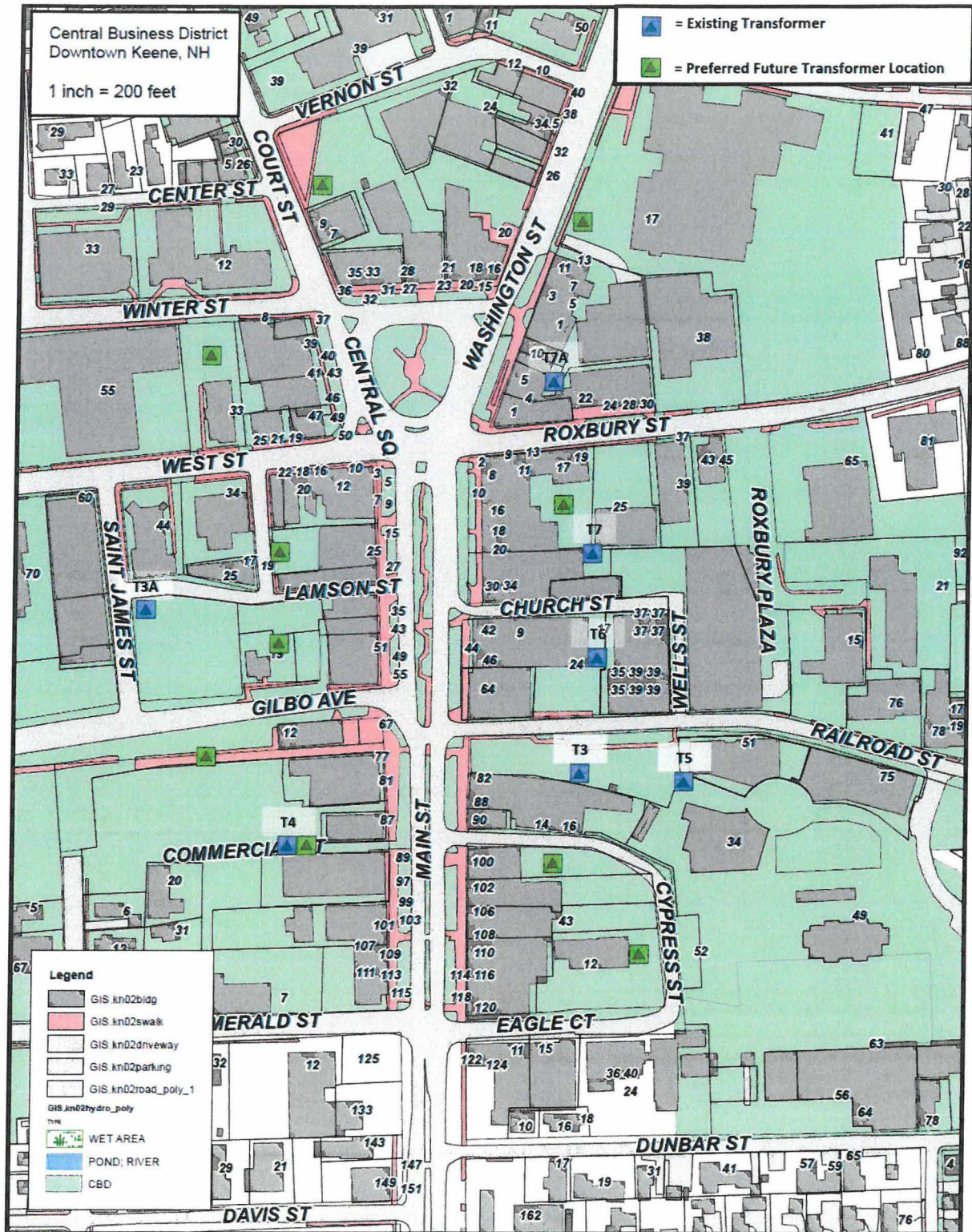
Switch - Used to isolate portions of line, or move electrical load for various reasons.

Transformer - Equipment used to lower voltage to a level that can be used by the customer.

**EVERSOURCE ELECTRIC DISTRIBUTION SYSTEM
EXISTING UNDERGROUND SYSTEM
CENTRAL BUSINESS DISTRICT – KEENE NH**



**Eversource Electric Distribution System
Conceptual Plan for System Improvements
Central Business District - Keene, NH**



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, New Hampshire 03431 ("City"), and **PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, d/b/a EVERSOURCE ENERGY**, a New Hampshire Electric Utility with a principal place of business located at 780 North Commercial Street, Manchester, NH 03101 ("PSNH").

WHEREAS, the City and PSNH have undertaken certain projects within the City for their separate benefit; and

WHEREAS, the separate projects may be related to one another, or may otherwise have an impact on the other party, or require the assistance of the other party; and

WHEREAS, the City and PSNH recognize that it is in their respective interests to understand how the projects may interrelate, and to understand how the parties may work cooperatively together on projects of mutual interest;

THEREFORE, to further this goal, the parties enter into this Memorandum of Understanding:

STREET AND OUTDOOR LIGHTING

From time to time, PSNH receives requests from third party individuals or entities to attach outdoor lighting such as street lights ("Outdoor Lighting") to utility poles located on public land or within a public right-of-way within the corporate boundaries of the City. The City recognizes that PSNH may enter into agreements for such attachments for this purpose.

PSNH recognizes that the City has an interest in knowing when and where additional Outdoor Lighting may be installed on public land or within a public right-of-way within the corporate boundaries of the City. In recognition of this interest, PSNH agrees to require the individual or entity provide documentation of prior notice to the City specific to the request to install Outdoor Lighting on public land or within a public right-of-way within the corporate boundaries of the City.

For purposes of such notification, PSNH agrees to require the individual or entity making such a request to provide a letter addressed to the Mayor and City Council stating the location and the type of Outdoor Lighting to be installed with such notice provided at least sixty (60) days' prior to the date of the installation of the Outdoor Lighting.

ELECTRICAL SERVICES/BOXES:

PSNH operates and maintains an electrical distribution system in the City's downtown. This distribution system is important to the activities and success of institutions, businesses and residents who rely on access to safe and reliable electricity.

The City of Keene places a strong emphasis on downtown as the center of the community, as represented in the 2007 Community Vision: "we will maintain the distinctive, historic and scenic character of downtown while ensuring that it remains the heart of our community and the region." The City's downtown has been recognized nationally for its unique character and appearance that distinguish Keene from the rest of the country. An early effort was made to preserve Keene's downtown included placing overhead electrical wires underground.

The City understands the importance of a safe, reliable and efficient electrical distribution system and specifically the challenges facing PSNH to maintain and upgrade aging underground electrical infrastructure. As discussed at a recent downtown site visit, the City can work cooperatively with PSNH regarding the installation of new above ground switches and transformers in a way that satisfies PSNH's safety and reliability objectives and preserves the beauty and character of Main Street and the downtown historic district.

It is therefore recognized by the City and PSNH that it is important to develop and maintain electrical distribution infrastructure in the downtown that will support a thriving social and business climate, while preserving the unique character of the downtown. Both parties agree to work together to develop mutually acceptable plans for electrical system improvements for the downtown area which may include locating electrical equipment on public or private property.

ROUNDHOUSE T:

The City of Keene has a system of multi-use trails that provide health, recreation, and transportation benefits to the community and its residents. The City is moving forward with the linking of the multi-use trails through the Roundhouse T Phase II multi-use trail project. This project will require the crossing of PSNH land between the end of Emerald Street and Island Street in the City.

It is therefore recognized by PSNH the importance of the network of multi-use trails to the community and as a community partner PSNH wishes to work with the City in providing a mutually agreeable route through PSNH property at the end of Emerald Street and Island Street. Both parties agree to work together to reach a license agreement that conveys the necessary property rights and documents the plans for the construction of the trail.

TREE CUTTING:

The City of Keene places high value on its street trees. Street trees provide significant environmental, social, and economic benefit to the community. The electrical distribution system is also critical to the health, safety, economic and social wellbeing of the businesses and residents of the City. From time to time PSNH trims and remove trees to maintain and operate a reliable electrical distribution system.

PSNH recognizes that the City has an interest in knowing the location and the extent of tree trimming and removal of trees within the corporate boundaries of City. The City recognizes that PSNH is obligated to operate and maintain a reliable electrical distribution system and to do so must perform appropriate vegetation management including maintenance tree trimming and enhanced trimming.

It therefore is recognized by PSNH and the City to mutually work together on addressing vegetation issues along the electrical distribution system. PSNH will work with and participate with the City in the planting of street trees, and semi-annually provide notification of maintenance and enhanced tree trimming to the Mayor and City Council stating the location and the type of vegetation management.

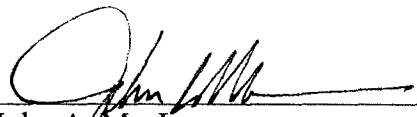
The parties understand that this MOU is intended only to accomplish its stated purpose, and that the MOU imposes no contractual or other obligations on the parties. The parties further understand that this MOU may be rescinded by either party upon thirty (30) days' prior written notice to the other party.

This MOU shall be effective as of the last date written below:

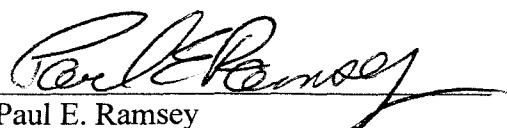
City of Keene

PSNH

By: _____


John A. MacLean
City Manager
Duly authorized

By: _____


Paul E. Ramsey
Vice President -- Engineering
Duly authorized

Dated: _____

4/16/15

Dated: _____

February 5, 2015

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February 17, 2016

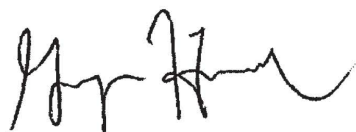
TO: Mayor Kendall Lane, Keene City Council, and City Manager

FROM: George S. Hansel, Councilor At-Large

RE: Exploring the adoption of RSA 79-E "Community Revitalization Tax Relief Incentive"

I request that the City Council authorize city staff to investigate the possibility of adopting RSA 79-E and report back with a recommendation both positive and any negative to The Honorable Mayor and City Council.

Best regards,



George S. Hansel, Councilor At-Large

In City Council February 18, 2016.
Referred to the Planning, Licenses and
Development Committee.



City Clerk