



City of Keene  
*New Hampshire*

**PLANNING, LICENSES AND  
DEVELOPMENT COMMITTEE  
AGENDA  
Council Chambers A  
April 12, 2017  
7:00 PM**

David C. Richards  
Philip M. Jones  
George S. Hansel  
Robert B. Sutherland  
Bartlomiej K. Sapeta

- 
1. Request to Use City Property - 2017 Fire Prevention Parade - Fire Department
  2. Anthony & Fenella Levick - Granite Roots Brewery - Request to Sell Beer at Farmer's Market
  3. Kevin Watterson - Keene Swamp Bats - Request to Discharge Fireworks
  4. Tim Zinn - Let It Shine - Request to Use City Property - "Keene Pumpkin Festival Brought to You by the Children of SAU 29"
  5. Request to Use City Property - Dillant-Hopkins Airport - New England Aerobatics Club (NEAC)

**MORE TIME ITEMS:**

- A. Ordinance O-2016-01: Creation of Residential Preservation District, a Business Growth District and Re-Use District
- B. Ordinance O-2016-02: Zone Change - Marlboro Street Project Area
- C. Request for Lodging House License - 85 Winchester Street
- D. Land Use Code Update Phase I Report

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

March 14, 2017

**TO:** Planning, Licenses and Development Committee

**FROM:** Mark F. Howard, Fire Chief

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 1.

**SUBJECT:** Request to Use City Property - 2017 Fire Prevention Parade - Fire Department

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**RECOMMENDATION:**

Move that the Planning, Licensing and Development Committee recommend that the Fire Department be granted permission to use City property for the 2017 Annual Fire Prevention Parade to be held on Sunday, October 8, 2017.

**BACKGROUND:**

Annually, the fire department requests permission for use of City property and City streets for the Fire Prevention Parade. The parade kicks off Fire Prevention Week activities. This year we are requesting the use of the parking lot in the area of Fleet Services located at 350 Marlboro Street for the parade line-up. The parade will start at 1:00 pm at 350 Marlboro Street and proceed westerly along Marlboro Street to Main Street to Vernon Street where the parade will disperse. Following the parade there will be an awards ceremony at the Central Fire Station on Vernon Street.



*Transmittal Form*

March 28, 2017

**TO:** Mayor and Keene City Council

**FROM:** Anthony & Fenella Levick, Granite Roots Brewery

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 2.

**SUBJECT:** Anthony & Fenella Levick - Granite Roots Brewery - Request to Sell Beer at Farmer's Market

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**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Planning, Licenses and Development Committee.

**ATTACHMENTS:**

Description

Communication - Levick

Communication - Parke-Sutherland

**BACKGROUND:**

Granite Roots Brewery, formerly known as Mooselick Brewery, is submitting their annual request to sell beer at the Keene farmer's market for the 2017 season. The NH State Liquor Commission requires that permission for the sale of beer at a farmer's market be authorized by a governing body. The Farmer's Market of Keene has indicated their permission for this activity.

In City Council April 6, 2017.

Referred to the Planning, Licenses and Development Committee.

  
City Clerk

Mooselick Brewery/Granite Roots Brewery  
244 North Main St , Troy, NH 03465, location.  
545 West Hill Rd, Troy, NH 03465 , mailing address.

The Mayor of Keene & The City Council  
3 Washington St,  
Keene, NH 03431

March 23, 2017

Dear Mayor & City Council,

We are writing once again to ask permission to sell our beer at the Keene Farmers Market for 2017. We will have bottles of beer in 16 oz and 22oz available for sale. These bottles will remain unopened and no samples will be given at the market.

The State Liquor Commission has been informed of our request to sell our beer at Farmers Markets in New Hampshire in 2017.

Please note that Mooselick Brewery has been forced to change our name to "Granite Roots" by a Canadian Beer Company called "Moosehead" who have managed to trademark the word "MOOSE" in Canada and the USA . We are undergoing a forced rebrand at the moment that will be completed by mid April. 2017

The State Liquor Commission is aware of the situation and has allowed us to continue to do business. We have successfully changed our name to Granite Roots with the Secretary of State earlier this year.

We look forward to hearing from you on this matter.

Yours sincerely,



Anthony Levick Owner /Founder  
Fenella Levick Owner/Founder

RECEIVED  
CITY OF KEENE

MAR 27 2017

OFFICE OF  
CITY CLERK

The Farmers Market of Keene  
PO Box 425  
Keene NH 03431

City of Keene NH  
Board of Selectmen  
City Hall  
Keene, NH 03431

To Whom It May Concern,

I am writing to inform you that Mooselick Brewing/Granite Roots Brewing has the permission of The Farmers Market of Keene to sell their beer at the Market this year in 2017. The Market takes place on Saturdays and Tuesdays from 9am-1pm May through October.

Sincerely,

A handwritten signature in black ink, appearing to be 'SP' with a long horizontal line extending to the right.

Susie Parke-Sutherland  
Co-coordinator  
The Farmers Market of Keene



*Transmittal Form*

March 16, 2017

**TO:** Mayor and Keene City Council

**FROM:** Kevin Watterson

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 3.

**SUBJECT:** Kevin Watterson - Keene Swamp Bats - Request to Discharge Fireworks

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**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Planning, Licenses and Development Committee.

**ATTACHMENTS:**

Description

Communication - Watterson

**BACKGROUND:**

Kevin Watterson is requesting permission to discharge Class B fireworks at two Swamp Bat games in 2017.

In City Council April 6, 2017.  
Referred to the Planning, Licenses  
and Development Committee.

*Patricia C. Clark*  
City Clerk



www.swampbats.com  
P.O. Box 160 • Keene, NH 03431 • (603) 357-5464

March 14, 2017

City of Keene  
Keene City Council  
3 Washington St.  
Keene, NH 03431

City Council Members:

Per this letter, the Keene SwampBats request your approval to host a Class B Fireworks display on two separate dates:

Sat., June 17<sup>th</sup>

Mon., July 3<sup>rd</sup>

These events would take place on at Keene's Alumni Field on Arch Street, immediately following the regularly scheduled SwampBats' game on those nights, at approximately 9:45 pm. Thank you in advance for your consideration.

Sincerely,

*Kevin D. Watterson*

Kevin D. Watterson, Pres.  
Keene SwampBats





City of Keene, N.H.  
*Transmittal Form*

**TO:** Mayor and Keene City Council

**FROM:** Tim Zinn on behalf of Let It Shine

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 4.

**SUBJECT:** Tim Zinn - Let It Shine - Request to Use City Property - "Keene Pumpkin Festival Brought to You by the Children of SAU 29"

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**COUNCIL ACTION:**

In City Council April 6, 2017.

Referred to the Planning, Licenses and Development Committee.

**ATTACHMENTS:**

Description

Communication - Zinn

Let It Shine - 2016 Annual Report

Supporting Organizations

**BACKGROUND:**

On behalf of Let It Shine, Tim Zinn is submitting a communication requesting use of City property for Sunday, October 29, 2017 for an event they are proudly calling "Keene Pumpkin Festival brought to you by the children of SAU 29."

The footprint of the event would be limited to only Central Square and Railroad Square. The organizers do not anticipate the need for closing any streets.

In City Council April 6, 2017.

Referred to the Planning, Licenses and Development Committee.

April 3, 2017

  
City Clerk

Honorable Mayor and City Council,

On behalf of Let It Shine, I would like to present our proposal for Sunday, October 29<sup>th</sup> of 2017 for an event we are proud to call:

“Keene Pumpkin Festival brought to you by the children of SAU29.”

While this proposed event is much smaller in scale, we are convinced that the message this pumpkin festival provides might be one of its most profound. This event will be focused on the children of SAU29, their unique wisdom and perspective, and the simple joy of carving pumpkins.

By voluntarily limiting the size of this Festival to the school system, we think this event provides many opportunities for healing, collaboration, and celebration. Indeed, some Councilors suggested in 2015 that LIS consider this very approach.

Our estimated number of pumpkins totals around 5,000 and require a footprint limited to only Central Square and Railroad Square. We would like to open this event to the public between the hours of 12:00 pm and 08:00 pm. We do not anticipate the need for shutting down any streets. We have opted to not include vendors in this year’s event in order to keep the theme focused on children, smiles, and “pure pumpkins.”

We are encouraged by the many improvements in Off Campus College student accountability and a continued effort at culture change among Keene State College students. We are convinced that many students will see this as an opportunity to live “Wisdom to make a difference.”

We look forward to communicating our vision for this Festival and the unique opportunity to work together in a spirit of collaboration as an example to our community and beyond.

Sincerely,



Tim Zinn  
43 Grove Street  
Keene, NH 03431

# 2016 Annual Report

## 2016: The year of the book

Let it Shine met on February 17, 2016, at Yankee Lanes in Keene. Present were Nancy Hickox, John Hayes, Tim Zinn, Harry Boynton and Ruth Sterling.

The agenda included five items: 1) Review of the 2015 Laconia festival; 2) Preview of Let it Shine's role in the 2016 Laconia festival; 3) The future of a festival in Keene (Tim); 4) Nancy Sporborg's book; and, 5) Review of Let it Shine's status (financial, personnel and functional) including websites, Facebook pages, post office box and accounting.

At that meeting, it was agreed that the Board would have no role in Laconia in 2016 other than attending and possibly volunteering if needed. One board member insisted we keep a flicker going in Keene in hopes that circumstances would someday permit another festival. We unanimously agreed to endorse Nancy Sporborg's book effort and support her as appropriate. A marketing team was formed which included Tim, Ruth and Nancy Sporborg.

Following a marketing plan which included press, an opening, social media and events—including the Laconia festival, the Monadnock festival, the fall festival and Stonewall Farm's fall fair—the book has been successful. Nancy's pledge was to recoup her costs and designate remaining proceeds to fund future pumpkin festivals.

By February 2017, Nancy announced to the board (Tim, Ruth, Harry present) that she would have at least \$4,000 to offer a festival. It was at that meeting at Ramunto's that the group decided to inch forward with a school collaboration pumpkin festival on the weekend before Halloween. The first step was to see if SAU 29 was interested.

A production plan, personnel plan and budget for the small scale event were drafted and Tim Zinn took the proposal forward.



### Revenues

Sponsor Income	9,878.50*
Total Revenues	9,878.50**

### Expenses

City Services	0
Accounting, State of NH	1569.93
2015 Production Expenses	13,303.80*
Event Management	0
Total Expense	14,873.73**

\*Figures reflect unfinished business from the 2015 event in Laconia. Actual donations in 2016 totaled \$2500, received from an anonymous donor to underwrite Let it Shine during a hiatus year.

\*\* Let it Shine also received a loan for \$4000 which became a donation.

### Let it Shine, Inc., Directors

Harry Boynton, Interim Chair  
John Hayes, Secretary/Treasurer  
Nancy Hickox, Ruth Sterling, Alex Bates,  
Tim Zinn.  
Directors Emeriti Lisa Edwards and Mike Haines

Special thanks to TPP and TWS.

Let it Shine, Inc., is a 501 (c) 3 nonprofit organization #27-4941779

LIS 214 Washington Street 03431  
PumpkinFestival.org

### Statement of Purpose

The Keene Pumpkin Festival is a community-hosted, family-friendly celebration of fall and of what is unique about NH. It is also a celebration of artistry and creativity.



Sunday, October 29, 2017 • Noon-8pm

# Keene Pumpkin Festival 2017 brought to you by the children of SAU 29



## Key points 4.3.17

- Kids, Smiles, “Pure Pumpkins”
- Controlled Marketing, Community Event
- Estimated Attendance Under 10,000 (based on 4,000 students)
- Voluntarily Maximum 5,000 Pumpkins
- Limited Footprint: Central Square and Railroad Square only
- Much Smaller Scale
- Downtown merchant support signatures 23, verbal 4
- Sunday date a quiet time in Downtown Keene
- No vendors
- Life lessons in accountability, persistence, teamwork, communication.
- Lessons Learned/Security
  - Anonymity is no longer an option.
  - Accountability for off campus behavior now has severe repercussions.
  - Proactive use of the no guest policy at KSC.
  - Proactive enforcement of assembly ordinances. No longer allow gatherings to reach critical mass.
  - Accountability for Outsiders and those that host them. Prosecute to the full extent of the law.

<b>Budget (Preliminary)</b>	
Pumpkins \$2 ea	\$8,000
A frame delivery	\$500
Candles	\$500
Lumber	\$200
Insurance	\$1,000
Materials	\$500
Sound System	\$1,000
Accounting	\$1,000
Cleanup Derby	\$500
<b>Total</b>	<b>\$13,200</b>



## Overview

While this proposed event is much smaller in scale, we are convinced that the message this pumpkin festival provides might be one of its most profound. This event will be focused on the children of SAU29, their unique wisdom and perspective, and the simple joy of carving pumpkins. By voluntarily limiting the size of this Festival to the school system, we think this event provides many opportunities for healing, collaboration, and celebration. Indeed, some Councilors suggested in 2015 that LIS consider this very approach.

Our estimated number of pumpkins totals around 5,000 and require a footprint limited to only Central Square and Railroad Square. We would like to open this event to the public between the hours of 12:00 pm and 08:00 pm. We do not anticipate the need for shutting down any streets.

We have opted to not include vendors in this year’s event in order to keep the theme focused on children, smiles, and “pure pumpkins.”

We are encouraged by the many improvements in Off Campus College student accountability and a continued effort at culture change among Keene State College students. We are convinced that many students will see this as an opportunity to live “Wisdom to make a difference.”

We look forward to communicating our vision for this Festival and the unique opportunity to work together in a spirit of collaboration as an example to our community and beyond.

*Let it Shine!*   
PumpkinFestival.org

Signed by 22 Downtown businesses and community organizations.

## Let It Shine!

### Mission:

By enhancing community spirit, volunteerism, and pride through the simple act of sharing carved pumpkins, we strive to challenge and bring out the best in the citizens of Keene and the Monadnock region.

### Vision:

To light a spark in every individual that participates in the Pumpkin Festival and motivate them to "Let their Light Shine" and inspire others throughout the world.

### 2017 Proposal:

Provide a small-scale Pumpkin Festival that allows the City of Keene, citizens, college students, and LIS to begin a process of healing and celebration. We propose a SAU29 school-only festival that takes place in a minimal footprint in downtown Keene. We estimate a controlled number of pumpkins to total around 5000 in the footprint of Central Square and Railroad St. area, possibly along the sidewalks of Main Street. In addition, we will reach out to Keene State College and students to offer the opportunity to work together in this effort. We look to use this event to support improved communication, continued culture change and vision. We are convinced this is a tremendous teaching opportunity that can send a positive message to our citizens, children, college students, city, state, and beyond.

The signatures below, endorse their enthusiasm and commitment to help in this effort:

Name Judy Cai Date 2/20/17  
Business Association King's Garden  
Name Roger Weinreich Date 2-20-17  
Business Association Good Fortune Jewelry & Pawn  
Name Doni Ash Date 2-20-17  
Business Association LADEN LADEN Food & Spirits  
Name Hildi Hale Date 2.21.17  
Business Association Cartyard Warrior Downtown Keene



City of Keene, N.H.  
*Transmittal Form*

March 20, 2017

**TO:** Planning, Licenses and Development Committee

**FROM:** Jack Wozmak, Airport Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 5.

**SUBJECT:** Request to Use City Property - Dillant-Hopkins Airport - New England Aerobatics Club (NEAC)

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**RECOMMENDATION:**

That the Planning, Licenses and Development Committee recommends that the City Council authorize the use of the Dillant-Hopkins Airport by Chapter 35 of the International Aerobatic Club from the date of issuance through December 31, 2017, subject to the execution of a Revocable License and Indemnification Agreement, the receipt of an insurance certificate in the amount of at least \$1 million naming the City as an additional insured and all other requirements of City staff including but not limited to the following restrictions: compliance with any requirements of the FAA, limit practice sessions to not more than 5 for the year, there will be no Sunday practice sessions, aerobatic activity shall not occur below 1,500 MSL, limit aerobatic activity to the southern portion of the aerobatic box established by the FAA, restrict use of the aerobatics box until after 10:00 AM, and invite neighbors to the mandatory safety briefings held on practice days.

**ATTACHMENTS:**

Description

NEAC request letter

**BACKGROUND:**

On January 4, 2017 the New England Aerobatic Club (NEAC) submitted a request to conduct practice sessions at the airport. They have asked to hold 6 Saturday sessions in the same format as last year. Their request is an attachment to this submission.

On February 17, 2017 the Airport Advisory Committee reviewed the request of the New England Aerobatic Club to practice at the airport during 6 Saturdays beginning in May. Mr. Bergevin made a motion to approve the request for New England Aerobatics Club to hold up to six practices at the airport in 2017, which was seconded by Mr. Bendzinski. The motion carried unanimously.

This recommendation is ready to move on to the Planning, Licenses and Development Committee for their consideration and recommendation to the full City Council.

Further Background:

In Apr of 2016 the Keene City Council voted to allow Chapter 35 of the International Aerobatic Club to conduct practices on five Saturdays this year operating near Dillant-Hopkins airport. The 9-6 vote came after the council heard opposition from a handful of people, some of whom live near the airport. The club has been basing practices at the airport since 2007.

In March of 2016, the PLD committee voted in favor of the practice sessions: On a vote of 4-1, the Planning,

Licenses and Development Committee recommends that that the City Council authorize the use of the Dillant-Hopkins Airport by Chapter 35 of the International Aerobatic Club from the date of issuance through December 31, 2016, subject to the execution of a Revocable License and Indemnification Agreement, the receipt of an insurance certificate in the amount of at least \$1 million dollars naming the City as an additional insured and all other requirements of City staff including but not limited to the following restrictions: compliance with any requirements of the FAA, limit practice sessions to not more than 5 for the year, there will be no Sunday practice sessions, aerobatic activity shall not occur below 1,500 MSL, limit aerobatic activity to the southern portion of the aerobatic box established by the FAA, restrict use of the aerobatics box until after 10:00 AM.

105 Mason Rd  
Brookline, NH, 03033

January 4, 2017

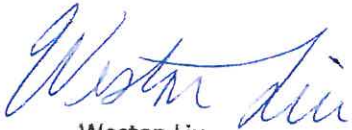
City Council  
City of Keene  
3 Washington Street  
Keene, New Hampshire  
03431

Dear Keene City Council,

The New England Aerobatic Club (NEAC), International Aerobatic Club Chapter 35, and I, had another successful year of flying at the Keene Dillant-Hopkins Airport in 2016. We thank you for our flying at the Keene Dillant-Hopkins Airport. And we appreciate the support of Jack Wozmak the Airport Director, and Beth Bendel at Monadnock Aviation. The last 9 years of practice flying days at Keene have greatly helped the development of our aerobatic competition pilots. I hope we have helped create positive visibility for the airport. I personally was able to compete across the northeast US and earn a #3 regional ranking at the Intermediate level. The practice flights at Keene were a part of that.

NEAC and I request that we renew our airport agreement with the City for 2017. In 2017 we would like to be able to visit Keene on 6 Saturdays. We hope to be able to schedule the first Keene practice flying day of 2017 in May. We look forward to another successful year flying at the Keene Airport.

Sincerely,



Weston Liu  
For the New England Aerobatic Club