

City of Keene  
New Hampshire

**PLANNING, LICENSES AND DEVELOPMENT COMMITTEE**  
**MEETING MINUTES**

**Wednesday, January 13, 2016**

**7:00 PM**

**Council Chambers**

**Members Present:**

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

**Staff Present:**

Medard Kopczynski, City Manager  
Patty Little, City Clerk

**Members Not Present:**

Chair Richards called the meeting to order at 7:00 PM.

**1) COMMUNICATION: Monadnock Travel Council – Request to Use City Property – Keene Ice and Snow Festival**

Jim Narkiewicz, of 3 Ashbrook Road addressed the request for the 14<sup>th</sup> Annual Keene Ice and Snow Festival. Mr. Narkiewicz confirmed the request is the same as in previous years.

Chair Richards asked about the protocol meeting. The City Clerk advised it has not been held yet, and will be scheduled in the very near future.

Chair Richards asked for questions or comments from the Committee.

Councilor Jones noted no hours were provided, and that the applicant usually asks for some parking spaces. Mr. Narkiewicz replied the timeframe is 10:00 AM to 4:00 PM. Mr. Narkiewicz also confirmed parking spaces would be needed for the ice carvers in front of the businesses. Councilor Jones suggested this should be listed as a condition of approval; Chair Richards agreed adding a motion should also include in compliance with any recommendations from staff.

Councilor Chadbourne thanked the applicant for putting this on noting it is a good community event that helps to promote the vibrancy of downtown.

PLD Meeting Minutes  
January 13, 2016

Councilor Sutherland asked if there were any other changes from previous years or any vendor licenses being applied for. Mr. Narkiewicz replied in the negative.

Councilor Jones referred to the event hours and the timeframe for needing the parking spaces. Mr. Narkiewicz noted the barricades are put in position the previous day with a note attached, and we put the barricades out in the morning. Councilor Jones indicated this should also be noted in the recommendation and covered at the protocol meeting.

Chair Richards commented to the City Clerk we usually have more of these things worked out ahead of time. He continued should any of these things fall through at the protocol meeting will you bring this back to us. The City Clerk replied we will try to have these questions answered before you meet next Thursday.

There being no questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the driveway entrance at the Monadnock Developmental Services Building for the 2016 Ice and Snow Festival on Saturday, February 6, 2016 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; submittal of written consent from MDS to use their parking area; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

Chair Richards advised this would go to full Council next week.

Chair Richards took a few moments to explain the meeting process for the new Councilors.

There being no further business Chair Richards adjourned the meeting at 7:08 PM.

Respectfully submitted by,  
Mary Lou Sheats Hall  
January 16, 2016

Additional edits by,  
Terri M. Hood, Assistant City Clerk