

City of Keene
New Hampshire

PLANNING, LICENSES AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Wednesday, October 24, 2018 7:00 PM Council Chambers A

Members Present:

Philip M. Jones, Vice-Chair
George S. Hansel
Bart K. Sapeta
Margaret M. Rice

Staff Present:

Jack Wozmak, Airport Manager

Members Not Present:

David C. Richards, Chair

Other Councilors Present

Vice-Chair Jones called the meeting to order at 7:00 PM.

1. **FAA Land Lease Memorandum of Agreement – Airport Manager**

Vice-Chair Jones welcomed Jack Wozmak, Airport Manager. Mr. Wozmak explained the Federal Aviation Administration is requesting the current 4 lease agreements be consolidated into one single agreement. Mr. Wozmak stated that the consolidated lease will not change any of the

current expectations or conditions; this is merely a housekeeping procedure.

Vice-Chair Jones asked for Committee questions or comments.

Councilor Hansel asked if there are any liabilities associated with this. Mr. Wozmak replied that it is really that straight forward. The FAA is given access cards to the airport for any maintenance issues associated with their equipment and they come and go as necessary. This arrangement has been going on like this for decades. All this request is doing is to consolidate the 4 leases into one agreement for tracking abilities on both sides.

Vice-Chair Jones asked for public questions or comments.

There being no further questions or comments from the Committee or public, Vice-Chair Jones asked for a motion.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Manager do all things necessary to execute the memorandum of agreement with the Federal Aviation Administration in order to renew the existing four land leases at Dillant-Hopkins Airport and consolidate those leases into one memorandum of agreement.

**2) Donna Forte – Lodging House License Renewal – 57
Winchester Street**

The Vice-Chair Jones welcomed Tracy Parkhurst, co-owner of 57 Winchester Street to come forward. Mr. Parkhurst explained this is a

renewal after the first year. Vice-Chair Jones asked what the relationship was with Donna Forte and Mr. Parkhurst. Mr. Parkhurst explained that Ms. Forte was his common-law wife and they owned the property together. He is the one who handles the City processes, licenses and inspections.

Councilor Hansel asked if there were any changes planned for this year, in terms of the number of people. Mr. Parkhurst explained that everything is the same as it was last year. Councilor Hansel followed up with nothing significant has changed. Mr. Parkhurst agreed that nothing has changed, just a little maintenance and cleanup; new flooring inside, new kitchen, and so forth. The number of bedrooms is the same.

Councilor Sapeta commended Mr. Parkhurst on the work they have done in the past year to make the property cleaner and more appealing. He also would like to have this be continued throughout this year as well. Mr. Parkhurst agreed.

Vice-Chair stated that he is assuming that Mr. Parkhurst has met with Code and the Fire Departments to ensure that the property has passed the necessary inspections. Mr. Parkhurst stated there were some small issues like insulation around a vent, he had removed the insulation around the vent.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that a lodging house license be granted to Donna Forte to engage in the operation of a lodging house at 57 Winchester Street, Keene, New Hampshire. This license is conditional upon:

- Compliance with all applicable laws, ordinances, codes, rules and regulations.
- No more than 16 persons may reside on the premises.

- No less than 8 vehicular parking spaces must be provided on the premises.
- The names, home addresses, and motor vehicle registrations of the residents of the licensed premises shall be available on the premises at all times for inspection upon request by the Police, Community Development Department or Fire Departments.
- Continued violation of the City parking ordinances by residents of the premises or their guests, as determined by the Police or the Community Development Department may be grounds for suspension or revocation of the license.
- No alcoholic beverages may be sold on the premises except by written permission of the New Hampshire Liquor Commission.
- Loud noises or other disturbances after 10:00 PM that continue after warning by the Police Department may be grounds for suspension or revocation of the license.
- Access to the common areas of the licensed premises shall be granted to the Police, Community Development Department, Fire and Health Departments of the City of Keene at all reasonable times.
- The cellar space does not meet the qualifications for public assembly and therefore cannot be used as a gathering space.
- The continuation of the license is subject to and conditioned upon successful passage of two inspections to be conducted by the City.
- Compliance with any recommendations of City staff.

In addition, the owner shall notify City staff of any changes in building operator; failure to do so may be grounds for suspension or revocation of this license. This license expires on the 20th day of October, 2019 and may be revoked by the City Council in accordance with Sec. 46-590 "Suspension or Revocation".

3) **Adjournment** - There being no further business before the Committee Vice-Chair Jones adjourned the meeting at 7:13 PM.

PLD Meeting Minutes
October 24, 2018

Respectfully submitted by,
Heather Fitz-Simon
October 25, 2018