



City of Keene
New Hampshire

**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA
Council Chambers A
January 9, 2019
7:00 PM**

David C. Richards
Philip M. Jones
George S. Hansel
Bartlomiej K. Sapeta
Margaret M. Rice

-
1. Vicki Bacon - Body & Soul Road Runners' Club - Request to Use City Property - Red Cap Run
 2. Jim Narkiewicz - Monadnock Travel Council - Use of City Property - 2019 Ice and Snow Festival
 3. Keene Lions Club - Request to Use City Property - 30th Annual Ashuelot River Duck Race - Public Works Department
 4. Mindy Cambiar - Hundred Nights Shelter - Request for Renewal of Lodging House License
 5. Rev. Cynthia E. Bagley & Kathy Blair - The United Church of Christ - Request for Renewal of Lodging House License

MORE TIME ITEMS:

- A. Daron Friedman - Request to Acquire Property - Washington Street

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

November 28, 2018

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: 1.

SUBJECT: Vicki Bacon - Body & Soul Road Runners' Club - Request to Use City Property - Red Cap Run

COUNCIL ACTION:

In City Council December 6, 2018.

More time granted.

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends this item be placed on more time.

BACKGROUND:

Councilor Jones stated that City staff is asking to put this item on more time to allow staff to hold a protocol meeting with the applicant. Kurt Blomquist, Public Works Director and Emergency Management Director stated this meeting will be scheduled shortly. He went on to ask if the committee is comfortable with staff representing these routine licenses when they come back to Committee, or would they prefer the petitioners be present. Speaking on his own behalf, Councilor Jones responded that these are people that have done this before and because it is routine, he does not feel that they need to be present. Councilor Rice stated that Chair Richards usually asks the petitioner how many years the event has been held and felt it could be a good promotional opportunity for them if they would like to come to the televised meeting.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends this item be placed on more time.



City of Keene, N.H.
Transmittal Form

December 13, 2018

TO: Mayor and Keene City Council

FROM: Jim Narkiewicz, Festival Committee Chair

THROUGH: Patricia A. Little, City Clerk

ITEM: 2.

SUBJECT: Jim Narkiewicz - Monadnock Travel Council - Use of City Property - 2019 Ice and Snow Festival

COUNCIL ACTION:

In City Council December 20, 2018.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Narkiewicz Communication

BACKGROUND:

Mr. Narkiewicz is making the annual request for the 2019 Ice and Snow Festival to be held on February 2, 2019.



December 12, 2018

Mayor Kendall Lane
Keene City Council
3 Washington Street
Keene, NH 03431

Dear Mayor Kendall Lane and City Council,

This past year on Saturday, February 3, 2018 the Monadnock Travel Council produced the 16th Annual Keene Ice & Snow Festival in downtown Keene. The Monadnock Travel Council has submitted the paper work for Community Event Funding for this coming year's 2019 Keene Ice and Snow Festival. I would like to request the permission for the Monadnock Travel Council to produce and a license be issued to hold the 17th Annual Keene Ice & Snow Festival on Saturday, February 2, 2019 in downtown Keene, New Hampshire.

The Keene Ice & Snow Festival has been a community event in downtown Keene for many years and provides a free day of family packed fun. Thank you for your consideration in allowing this annual event to continue through the Monadnock Travel Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Narkiewicz", is written over a faint, larger version of the same signature.

Jim Narkiewicz, Committee Chair Keene Ice & Snow Festival
Lifetime Board Member Monadnock Travel Council
P.O. Box 358
Keene, NH 03431
(603) 313-8585

In City Council December 20, 2018.
Referred to the Planning, Licenses
and Development Committee.

A handwritten signature in black ink, appearing to read "Patricia Castle", is written in a cursive style.

City Clerk



City of Keene, N.H.
Transmittal Form

December 6, 2018

TO: Planning, Licenses and Development Committee

FROM: Kurt D. Blomquist, PE, Public Works Director/Emergency Management Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Keene Lions Club - Request to Use City Property - 30th Annual Ashuelot River Duck Race -
Public Works Department

RECOMMENDATION:

Move that the Planning, Licenses and Development Committee recommend to support the 30th Annual Great Ashuelot Duck Race and that the Keene Lions Club be granted a license to close the appropriate City street on June 29, 2019, and if necessary on another date, in coordination with City staff; the use of 350 Marlboro Street for counting and sorting ducks and a City front end loader to be coordinated with City Staff; and the provision of the appropriate insurance and indemnification to be coordinated by City Staff.

BACKGROUND:

The Keene Lions Club has submitted their annual request for the closure of a City Street to dump ducks into the Ashuelot River, use of 350 Marlboro Street for counting ducks and use of a City front end loader to dump the ducks. This will be the 30th time the Keene Lions have held this event. The Keene Lions have been evaluating the location for their duck race and have not finalized a location. The Lions Club has been working with City staff to determine the appropriate location to safely dump the ducks and for club members to retrieve the ducks from the Ashuelot River. Due to weather conditions, locations have not been able to be adequately located.

Staff is comfortable with continuing to work with the Keene Lions Club to determine the best location and recommend that the City Council grant permission to close the appropriate street.



City of Keene, N.H.
Transmittal Form

December 13, 2018

TO: Mayor and Keene City Council

FROM: Mindy Cambiar, Executive Director

THROUGH: Patricia A. Little, City Clerk

ITEM: 4.

SUBJECT: Mindy Cambiar - Hundred Nights Shelter - Request for Renewal of Lodging House License

COUNCIL ACTION:

In City Council December 20, 2018.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Cambiar Communication

BACKGROUND:

Ms. Cambiar has submitted the annual request for a Lodging House License for Hundred Nights Shelter. The current license expires February 2, 2019.



HUNDRED NIGHTS INC.
Cold Weather Shelter Open Doors Resource Center

P.O. Box 833
17 Lamson Street
Keene, NH 03431
(603) 352-5197
www.hundrednightsinc.org
Tax ID: 45-2798171

**Keene City Council
3 Washington St
Keene, NH 03431**

December 12, 2018

Re: Renewal Application for Operation of a Lodging House
Hundred Nights Inc. Cold Weather Shelter

Dear City Council Members,

Enclosed is our application and a check in the amount of \$165.00 to renew our Lodging House License at Hundred Nights Inc., 15 Lamson Street in Keene.

The Cold Weather Shelter opened for the season on November 12, 2018, although we had 30 different people who stayed with us between April and November. Between January 1 and December 12, 2018 there were 195 unique guests, including 18 children, who received 4,537 bed-nights of shelter.

Please let me know if you need any other information. Thank you for your time and consideration in the renewal of our license.

Sincerely,

Mindy Cambiar
Executive Director
Hundred Nights, Inc

In City Council December 20, 2018.
Referred to the Planning, Licenses
and Development Committee.

Patricia Costello
City Clerk



The mission of Hundred Nights, Inc. is to provide a cold weather shelter offering clean beds in a safe and warm space to our neighbors in need, to operate the Open Doors Resource Center, which provides a welcoming space for people to gather for sustenance of body and spirit on a year-round basis and hold a free medical clinic on a regular basis for the uninsured and homeless people in our community.



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 12/13/18 Location of Lodginghouse 15 Lamson St Keene

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) _____

Property Owner Timoleon & Kiriaky Chakalos Business Phone 352-4230

Address 49 Blackberry Lane Keene Home Phone 352-1843

Operator/Resident Agent Mindy Cambiar Business Phone 352-5197

Address 574 N Shore Rd Monsonville Home Phone 667-1481
NH 03454

Number of Persons Authorized to reside on premises 26

I hereby certify that the information listed above is complete and accurate:

(Signature)
Signature of Property Owner

Timoleon Chakalos
Name (Printed or Typed)

(Signature)
Signature of Operator/Resident Agent

Mindy Cambiar
Name (Printed or Typed)

I hereby certify that the above named Sorority or Fraternity is duly recognized by Keene State College, and is in good standing with the College:

Signature of College Representative

Name and Title (Printed or Typed)

(For Office Use Only)

Date Received 12/13/18 CH Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk



City of Keene, N.H.
Transmittal Form

December 31, 2018

TO: Mayor and Keene City Council

FROM: Rev. Cynthia E. Bagley & Kathy Blair

THROUGH: Patricia A. Little, City Clerk

ITEM: 5.

SUBJECT: Rev. Cynthia E. Bagley & Kathy Blair - The United Church of Christ - Request for Renewal of Lodging House License

COUNCIL ACTION:

In City Council January 3, 2019.

Referred to the Planning, Licenses and Development Committee.

RECOMMENDATION:

ATTACHMENTS:

Description

Communication_United Church of Christ

BACKGROUND:

The United Church of Christ is submitting their annual request for their lodging house license. The current license expires February 2, 2019.



UNITED CHURCH OF CHRIST IN KEENE

The Heart of the City, at the Head of the Square

www.ucckeene.org

603-352-4136

Rev. Cindy E. Bagley
Senior Minister

Julie White
Church Administrator

Beverly Caldon
Director of Music

Diantha Dorman
Handbell Director

Megan Butterfield
Youth Director

Kim Anderson
Church Bookkeeper

December 18, 2018

To: The Keene City Council
3 Washington Street
Keene, NH 03431

In City Council January 3, 2019.
Referred to the Planning, Licenses
and Development Committee.

Patricia C. [Signature]
City Clerk

Dear Honorable Mayor Lane and City Council Members:

We are applying to the City Council for a Lodging House License in order to provide space for an overflow for homeless people from the Hundred Nights Shelter. This letter will serve as our request for this license. We will have an inspection by the Keene Fire Department to ensure that we comply with the safety regulations, and are happy to welcome anyone to visit our Church.

We are providing this shelter on an overflow basis only, so it is not in operation every night nor throughout the year. We do not "let" rooms. We use a process by which people asking for shelter must check in at Hundred Nights, and comply with their procedures before being escorted to our church. Church volunteers are contacted by the Shelter in order to admit people to the overflow shelter in our downstairs meeting space. When it is in operation, we have an average of 6 to 9 guests, not including the two supervisors, one from Hundred Nights, and one a Church volunteer. There is always at least one person awake overnight.

We would like the license to allow for 10 people seeking shelter overnight plus the two supervisors in the church at any one time. The United Church of Christ in Keene asks for no money from the people using the shelter, from Hundred Nights, from the City, nor from any other person or organization. This Mission Outreach program is completely paid for by the Church and its members.

It is our understanding that there is a cost of \$165 associated with the Lodginghouse license.

Thank you for your consideration.

We wish you the Peace of Christ,



Rev. Cynthia Bagley
Rev. Cynthia E. Bagley
Senior Minister

Kathy Blair
Kathy Blair
Church Council Chair





APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 12/27/2018 Location of Lodginghouse The United Church of Christ
in Keene
23 Central Square
Keene, NH 03431

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) N/A

Property Owner Kathryn Blair, Chair Business Phone 603-352-4136
Church Council

Address 175 West Surr Rd, Keene, NH Home Phone 603-357-2084

Operator/Resident Agent Julie White Business Phone 603-352-4136
Church Administrator

Address 23 Central Square, Keene, NH Home Phone 603-320-1820

Number of Persons Authorized to reside on premises 12
Hundred Nights Winter Overflow Shelter

I hereby certify that the information listed above is complete and accurate:

Kathryn Blair
Signature of Property Owner

Church Council Chairperson
Name (Printed or Typed)

Julie White
Signature of Operator/Resident Agent

Julie White
Name (Printed or Typed)

I hereby certify that the above named Sorority or Fraternity is duly recognized by Keene State College, and is in good standing with the College:

NA
Signature of College Representative

NA
Name and Title (Printed or Typed)

(For Office Use Only)

Date Received Dec. 28, 2018 Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk