

City of Keene
New Hampshire

PLANNING, LICENSES AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Wednesday, January 9, 2019

7:00 PM

Council Chambers A

Members Present:

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

Staff Present:

Rhett Lamb, ACM/Community Dev. Dir.
John Rogers, Building Official
Kurt Blomquist, Public Works Director

Members Not Present:

Other Councilors Present

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

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

Sara Alderfer, of 3 West Street, and Vicki Bacon, of 31 West Surrey Road were present and confirmed all City requirements have been met with the exception of the insurance voucher. Ms. Alderfer indicated she is working with the mother club and expects to have the voucher by the end of the month.

Kurt Blomquist, Public Works Director noted this request was previously placed on more time. He continued this is the 5th Annual Body & Soul run. A protocol meeting was held with the sponsor to discuss this Community Event and staff is happy to recommend moving forward with the prepared motion.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that

the City Council grant permission to Body & Soul Road Runners to sponsor a running race on February 9, 2019, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street from Main Street to Community Way as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff.

2. Jim Narkiewicz - Monadnock Travel Council - Use of City Property - 2019 Ice and Snow Festival

Jim Narkiewicz, of 3 Ash Brook Road was present and noted this is the 17th Annual Ice and Snow Festival. The event will take place February 2, 2019.

Kurt Blomquist, Public Works Director reported in order to make the next Council meeting a protocol meeting was held this morning. Mr. Narkiewicz commented due to the insurance the activities will take place in two locations; Central Square and Railroad Square. He continued we currently have six ice carvers and are looking for two more. Mr. Blomquist added this is a nice family event. Mr. Blomquist said staff is comfortable with the proposal and recommends moving forward.

Chair Richards asked for Committee questions.

Councilor Hansel asked if Mr. Narkiewicz promoted the event with the downtown businesses. Mr. Narkiewicz said they did take flyers around and asked for sponsors. Councilor Hansel noted comments by a downtown business from last year and agreed to speak to Mr. Narkiewicz after the meeting.

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

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

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 exit of the Wells Street Parking structure for the 2019 Ice and Snow Festival on Saturday, February 2, 2019 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

Councilor Sapeta said it seems like this request came in late. Mr. Blomquist reported the request actually came in around the December timeframe when Committee and Council meetings were cancelled due to the holidays. Councilor Sapeta referred to a Downtown Events Coordinator position authorized by Council last year and asked if anyone was hired. Both Mr. Blomquist and Mr. Lamb indicated they could not answer the question. They both noted they remember the authorization but do not remember what actions were taken. Mr. Narkiewicz added he intends to come in by November 1st next time to avoid holiday meeting cancellations.

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

Mr. Blomquist, Public Works Director reported the representative was unable to attend this evening due to an emergency. He also reported this item did come to the Committee at its last December meeting. Mr. Blomquist referred to the prepared motion and advised it is set up the way it is because they are looking at readjusting their course (where the ducks are dumped and picked up). The prepared motion provides for staff to make the decision. Mr. Blomquist reported they would still use 350 Marlboro Street to count the ducks and on the event day use of a City loader to dump the ducks.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends 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.

4. Mindy Cambiar - Hundred Nights Shelter - Request for Renewal of Lodging House License

John Rogers, Building Official reported all inspections were done yesterday by both the Keene Fire Department and the City's Building Department at both locations involved. The few minor issues were taken care of. Mindy Cambiar, of Hundred Nights Shelter was present and available to answer questions.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2020 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation."

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

Chair Richards referred to the report out by Mr. Rogers regarding the required inspections. He asked if the applicant had any comments. Sherman Morrison, of 209 Roxbury Street #2 noted this is the Church's fifth year running the overflow shelter. He said unlike previous years this year the need has been more urgent; there are more families than in the past. He noted they did open a couple of days early this year because of the need and have had six or seven people every night.

Chair Richards asked for Committee questions or comments.

Councilor Jones referred to a question asked by Councilor Sutherland last year regarding why the word families was removed from the prepared motion. Mr. Morrison could not answer the question. Ms. Cambiar replied most of the families now have children under the age of 10. It is very difficult to have them walk from Point A to Point B at 8:45 PM because the children are usually already asleep. It was never an official decision to remove families from the motion. Mr. Lamb said in terms of the licensing procedures he does not think the Committee could set that type of limit anyway. Chair Richards agreed. Everyone agreed they believed the original intent was for families to go over to the Church. There was no opposition to the logic of now sending individuals rather than families with children.

Councilor Hansel commented the UCC Church really did step up in a big way this year by getting everything coordinated to open a few days early. He also noted this overflow shelter is run with all volunteers. Mr. Morrison indicated there were still a few people camping and will not use the shelter until there are significant amounts of snow on the ground. Councilor Hansel commended the work being done by the UCC Church.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to the United Church of Christ to engage in the operation of a lodging house at 23 Central Square subject to the following conditions: said lodging house license shall only being used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 16 persons may reside at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff. Said license will expire on the 17th day of January, 2020 and may be revoked by the City Council in accordance with Section 26-590 "Suspension or Revocation."

Before Chair Richards could complete his meeting adjourned statement Councilor Sapeta said he would like to ask a question. Chair Richards refrained from completing the meeting closure to allow Councilor Sapeta to speak. Councilor Sapeta referred to the question he asked earlier regarding a Downtown Events Coordinator authorized by City Council. He continued after last year's discussion there was supposed to be some sort of report back and he has not heard

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anything back. Councilor Sapeta asked if the Committee could hear an update at the next meeting. Mr. Lamb advised the topic would be appropriate at a future meeting where the topic has been agendaized. Mr. Lamb suggested he would speak to the City Manager and work through Chair Richards to get the item on the agenda.

6. **Adjournment** - There being no further business before the Committee Chair Richards adjourned the meeting at 7:22 PM.

Respectfully submitted by,
Mary Lou Sheats Hall
January 10, 2019

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