



City of Keene
New Hampshire

**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA
Council Chambers A
August 28, 2019
7:00 PM**

David C. Richards
Philip M. Jones
George S. Hansel
Kate M. Bosley
Robert J. O'Connor

-
1. Attorney Heather Carlisle/Tilson Technologies - Requesting the City Manager's Signature on Application for a Conditional Use Permit to Install Small Wireless Facilities in the City Right-of-Way
 2. DISCUSSION: Periodic Update - Energy and Climate Committee
 3. 2019 Fire Prevention Parade - Fire Department
 4. Keene Kiwanis Club - Request to Use City Property - 2019 Tree Lighting Event
 5. Keene Elm City Rotary - Request for Event License - Clarence DeMar Marathon
 6. REPORT OUT: Daron Friedman - Request to Acquire Property - Washington Street

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

July 31, 2019

TO: Mayor and Keene City Council

FROM: Heather Carlisle, Staff Attorney - Tilson Technologies

THROUGH: Patricia A. Little, City Clerk

ITEM: 1.

SUBJECT: Attorney Heather Carlisle/Tilson Technologies - Requesting the City Manager's Signature on Application for a Conditional Use Permit to Install Small Wireless Facilities in the City Right-of-Way

COUNCIL ACTION:

In City Council August 1, 2019.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication_Tilson

BACKGROUND:

Tilson Technologies is working with US Cellular on a deployment of small wireless facilities in the City right-of-way. They are going through the conditional use permit process with the Planning Board and are in need of the City Manager's signature on their applications.



TILSON

On a Mission

July 22, 2019

City of Keene
3 Washington Street
Keene, NH 03431
Attn: Mayor Kendall W. Lane
Keene City Council

Re: Small Wireless Facilities in the Keene Right-of-Way – Conditional Use Permit Application Signature

Dear Honorable Mayor Lane and City Council,

My name is Heather Carlisle and my company is working with U.S. Cellular on a deployment of small wireless facilities to increase wireless capacity and coverage in New Hampshire. Our affiliate, SQF, LLC is registered with the State of New Hampshire as a telecommunications carrier and we are looking at placing up to six (6) new U.S. Cellular small wireless facilities on new utility poles/streetlights/stealth structures in the Keene right-of-way.

I understand we will need to go through the conditional use permit process in order obtain approval to install these types of facilities, and we need to have an owner's signature accompany each application. Since the City of Keene is the owner of the rights-of-way, we would like to formally request the City Council allow the City Manager to sign our applications for conditional use permits to install small wireless facilities in the Keene right-of-way.

Please do not hesitate to contact me with any questions or concerns regarding this request.

Respectfully,

Heather Carlisle
Staff Attorney
16 Middle Street, 4th Floor
Portland, ME 04102
Tel: (774) 285-1082
E-mail: hcarlisle@tilsontech.com

In City Council August 1, 2019.
Referred to the Planning, Licenses
and Development Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

July 11, 2019

TO: Planning, Licenses and Development Committee

FROM: Mark Howard, Fire Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: 2019 Fire Prevention Parade - Fire Department

RECOMMENDATION:

Move that the Planning, Licensing and Development Committee recommend that the Fire Department be granted permission to use City property for the 2019 Annual Fire Prevention Parade to be held on Sunday, October 6, 2019.

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 north on Main Street to Washington Street where it will disperse at Vernon Street. Following the parade there will be an awards ceremony at the Central Fire Station on Vernon Street.



City of Keene, N.H.
Transmittal Form

June 12, 2019

TO: Mayor and Keene City Council

FROM: Elizabeth Sayre, Kiwanis Club of Keene

THROUGH: Patricia A. Little, City Clerk

ITEM: 4.

SUBJECT: Keene Kiwanis Club - Request to Use City Property - 2019 Tree Lighting Event

COUNCIL ACTION:

In City Council June 20, 2019.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication_Kiwanis Club

BACKGROUND:

Annual request from the Keene Kiwanis Club for permission to host the Tree Lighting Celebration on November 29, 2019. In addition, the Kiwanis Club is requesting permission to leave the string lights installed on the center median light poles in place throughout the year.



Kiwaniis[®]

CLUB OF KEENE

In City Council June 20, 2019
Referred to the Planning, Licenses and
Development Committee.

63 Emerald Street
PMB 451
Keene, NH 03431
keenekiwaniis.org

June 12, 2019

City Clerk

Mayor Lane and the Keene City Council
3 Washington Street
Keene, NH 03431

Re: 11/29/2019 Tree Lighting, Central Square, Keene, NH

OFFICERS:

David Ganio
President

Art Trombly
Vice President

Eli Rivera
Past President

Maria Ganio
Treasurer

Janet Genatt
Co-Treasurer

Peg Bruce
Secretary

DIRECTORS:

Paula Barrett

Peter Espiefs

Deborah Hickey

Elizabeth Sayre

Pete Southwell

Arthur Walker

PAST PRESIDENTS:

Eli Rivera 2017-18

Paul Bothwell 2016-17

Peg Bruce 2015-16

David Ganio 2014-15

Beth Healy 2013-14

Gary Grashow 2012-13

Carl Allen 2011-12

Michael Haines 2010-11

Jodi Turner 2009-10

Judy Kalich 2008-09

Dear Mayor Lane and the Keene City Council:

The Kiwanis Club of Keene requests a license to produce the 2019 Tree Lighting Event. The proposed date and time of the event is November 29, 2018, 5 p.m. to 8:30 p.m. This event continues to compliment the Kiwanis' mission of supporting our local youth.

This is the seventh year we are managing this event. We would once again like to decorate the Bandstand on Central Square with wreaths and lights, decorate the City tree on Central Square and hope to put up a second tree with battery operated mini lights on the Roundabout at the Marlboro Street and Winchester Street intersection. We plan to do the decorating of Central Square on a Saturday in the month of November 2019 and take the decorations on Central Square down by the second week of February 2020. We plan to string bars of soap on the trees to deter the squirrel population from damaging the light strings. We had no lights damaged this past year.

We would also request to put lights on the light poles in the central median of downtown from the flagpole to the first light pole past the Marlboro St and Winchester St roundabout. We are requesting permission to leave those lights up year-round.

Each of the past six years the event has been a great success. The children have enjoyed the entertainment with the brass band and the choirs as well as the Christmas story. They really liked having the fire truck circle the square with Santa and Mrs. Claus. We give close to 600 Christmas bells and have had a very large crowd attend the event. The new road closure of Central Square is keeping the crowd very safe during the event. We plan to keep the event similar this year.

Feel free to contact me should there be any questions. I can be reached at 603-499-3212 or at

Thank you for your consideration of this request.

Sincerely,

Elizabeth Sayre
Kiwaniis Club of Keene



Transmittal Form

July 9, 2019

TO: Mayor and Keene City Council

FROM: Alan Stroshine, Race Director

THROUGH: Patricia A. Little, City Clerk

ITEM: 5.

SUBJECT: Keene Elm City Rotary - Request for Event License - Clarence DeMar Marathon

COUNCIL ACTION:

In City Council July 18, 2019.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication_Stroshine

BACKGROUND:

Annual request from the Keene Elm City Rotary Club to sponsor the 2019 Clarence DeMar Marathon on September 29, 2019. The Marathon is a Community Sponsored Event.



July 9, 2019

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

Re: 42nd Annual Clarence DeMar Marathon and 6th Annual DeMar Half Marathon
Request for City Event permit

Dear Mr. Mayor and City Councilors,

The Keene Elm City Rotary Club respectfully requests an event permit for our official City of Keene Community Event; the annual Clarence DeMar Marathon and DeMar Half Marathon to be held on Sunday, September 29th 2019. A part of our event includes the Kids DeMar Marathon and Super Senior DeMar Marathon programs.

I invite all members of city government and staff to join us on the quad at Keene State College to experience the energy and personal accomplishment of so many people on race day.

I am available for any questions you might have.

Yours in service,

A handwritten signature in black ink, appearing to read "Alan Stroshine".

Alan Stroshine, Race Director
Member, Keene Elm City Rotary Club

In City Council July 18, 2019.
Referred to the Planning, Licenses
and Development Committee.

A handwritten signature in black ink, appearing to read "William L. Dow".

Deputy City Clerk

Keene Elm City Rotary
PO Box 1786
Keene, NH 03431

Clarence DeMar Marathon Corp is a 501c3 organization – Tax ID: 02-0454040