

**CITY OF KEENE
NEW HAMPSHIRE**

**JOINT PUBLIC WORKSHOP
PLANNING BOARD/
PLANNING, LICENSES, AND DEVELOPMENT COMMITTEE
MEETING MINUTES**

Monday, April 8, 2019

6:30 PM

Council Chambers

Planning Board Members Present

Doug Barrett, Chairman
Chris Cusack, Vice-Chair
Martha Landry
Mayor Kendall Lane
Michael Burke
Pamela Russell Slack
Gary Spykman
Councilor George Hansel

Planning Board Members Not Present

Andrew Weglinski

**Planning, Licenses and Development
Committee Members Present**

Councilor David Richards, Chairman
Councilor Philip Jones
Councilor Margaret Rice
Councilor George Hansel

**Planning, Licenses and Development
Committee Members Not Present**

Councilor Bart Sapeta

Staff Present

Rhett Lamb, Community Development Director
Mari Bruner, Acting Planner
Tara Kessler, Senior Planner

1. Roll Call

Chair Barrett called the meeting to order at 6:30 pm and a roll call was taken.

2. Approval of Meeting Minutes – March 11, 2019 & September 10, 2018

A motion was made by Councilor Phil Jones that the Joint Committee accept the March 11, 2019 meeting minutes and September 11, 2018 meetings minutes. The motion was seconded by Gary Spykman and was unanimously approved.

3. Building Better Together Project Update – Transition to Steering Committee

Senior Planner Tara Kessler and Community Development Director Rhett Lamb addressed the Committee. Ms. Kessler began by updating the Committee on the form based zoning portion – she indicated the consultant is working on incorporating the edits made to the downtown sub district map as well as making revisions to the technical report. This document is going to be made public on the city's website.

The next step would be for the consultant to create actual design illustrations and use specifications for each of the sub districts and at that time, more community engagement would be scheduled. This type of outreach is being planned for the late April early May timeframe.

Staff is also proposing to develop a Steering Committee that can continue this work in more detail not only about form based zoning but also to continue the discussion about the rest of the unified development ordinance (UDO). Ms. Kessler noted the Steering Committee meetings will be opened to the public and more information will be added to the website on this as well.

Mr. Lamb added the rationale behind this is the Joint Committee has a lot of work coming up outside of the UDO with reference to the social service ordinance update. Councilor Jones clarified it would up to the Mayor to maintain members. The Mayor agreed and added there are individuals who have agreed to serve in this capacity. He added it will come back before the Joint Committee before it goes before the Council for its approval.

Ms. Kessler talked about the Development Roundtable where developers, agents, realtors, surveyors who meet on a monthly basis on an informal basis to discuss their experiences with other communities. Their next meeting is scheduled for April 25th.

4. Social Service / Congregate Care Draft Ordinance Update

Ms. Kessler stated this item is separate from the landuse code update project. Staff would like to incorporate the social service category into the zoning ordinance sooner than the adoption of the unified development ordinance. She indicated consultant Camiros has a lot of experience with communities struggling with this topic and the type of uses that would fall under this category, such as, residential care facilities, homeless shelters, group homes, and food pantries. Mr. Lamb stated with pressure coming from the development community and the social service care community, staff realized the current ordinance is lacking and an update is needed.

Councilor Jones clarified this would mean these uses will be included in certain districts. Mr. Lamb agreed and added staff is aware this is likely to change with the creation of the new sub districts. Councilor Jones noted some of these uses are already in institutional zones and asked whether these uses will come out of the institutional zone. Mr. Lamb stated the term, institutional zone, and how it is used in the current ordinance, is not likely to exist in the future. Councilor Jones asked whether it would come before the Joint Committee first as a draft for their review.

Mr. Lamb stated it is going to be presented as a formal change to the ordinance and the reason is this document is likely to get a lot of attention; and staff feels the changes should be done in a public setting.

Councilor Hansel asked whether staff has given any thought to staging these changes or whether it is all contained in one ordinance. He noted there are some social agencies who are up against a clock and this ordinance is not likely to be approved until sometime in August. He asked whether this ordinance could be staged in some manner so that some of these agencies could be given some guidance. Mr. Lamb stated this is not something staff has given any thought to but stated he will discuss it more with other staff. The Councilor suggested perhaps just doing the definition section first. Mr. Lamb felt it might be difficult to do just definitions, as they need to go hand in hand with the new districts that are being created. Mr. Lamb went on to say one of the things that is going to come out of this is clarity.

5. Next Meeting – Wednesday, May 15, 2019 - Mr. Lamb stated the May meeting depends on if there is anything that needs to be addressed if not the Social Services item public hearing could wait until June.

6. Adjourn

The meeting adjourned at 6:50 pm

Respectfully submitted,
Krishni Pahl, Minute Taker

Reviewed by Rhett Lamb, ACM/Community Dev. Director
Edits, Lee Langella