



Joint Planning Board & Planning, Licenses & Development Committee

AGENDA

July 13, 2020 at 6:30 PM

- This meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online by visiting www.zoom.us/join and enter the **Meeting ID: 850 4832 2463**.
- If you are unable to attend the meeting online, you may call the **toll-free # (888) 475-4499** and enter **Meeting ID: 850 4832 2463** to listen to the meeting.
- More info on how to access this meeting is available on the Planning Board webpage at ci.keene.nh.us/joint-planning-board-planning-licenses-and-development-committee
- If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting.

1. **Statement of Authority to Hold Remote Meeting**
2. **Call to Order & Roll Call**
3. **Approval of Meeting Minutes - June 8, 2020**
4. **Review of Preliminary Draft Land Development Code** - Staff will conduct an overview of the preliminary draft Land Development Code (also known as Unified Development Ordinance), which will be released for public review on July 13, 2020, and will share guidance on how to navigate and provide comment on this preliminary draft.
5. **Next Meeting – Monday, August 10, 2020**
6. **Adjourn**

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CITY OF KEENE
NEW HAMPSHIRE
JOINT PUBLIC WORKSHOP
PLANNING BOARD/
PLANNING, LICENSES, AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Monday, June 8, 2020 6:30 PM Council Chambers

Planning Board Members Present

Douglas Barrett, Chairman
Chris Cusack, Vice-Chair
Andrew Weglinski
Mayor George Hansel
Pamela Russell Slack
Gail Sommers
David Orgaz
Councilor Michael Remy
Michael Burke

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

Councilor Kate Bosley
Councilor Phil Jones
Councilor Mitch Greenwald
Councilor Catherine Workman
Councilor Gladys Johnsen

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

Planning Board Members Not Present

Staff Present

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

12 **1. Statement of Authority to Hold Remote Meeting**

13 Chair Bosley read the statement for the record.

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15 **2. Roll Call**

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

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18 **3. Approval of Meeting Minutes – May 11, 2020**

19 A motion was made by Councilor Phil Jones that the Joint Committee accept the May 11, 2020
20 meeting minutes. The motion was seconded by Councilor Mitch Greenwald and was
21 unanimously approved by roll call vote.

22
23 **4. Building Better Together – Staff presentation on proposed schedule for review of draft**
24 **Land Development Code, including public engagement opportunities and submission for**
25 **adoption.**

26
27 Senior Planner, Tara Kessler reminded the committee that the next step in this process is to release a
28 draft of the land development code (also known as unified development code) for review of the
29 public and Joint Committee. Due to the COVID 19 pandemic the schedule has changed slightly. Ms.
30 Kessler noted that she would be sharing a proposed schedule for the release of the draft and the
31 introduction of an ordinance for adoption.

32 Ms. Kessler referred to a draft table of contents for the land development code to display the
33 multiple components of the document. She explained that there is substantially more to this land

34 development code in addition to social service and congregate living, which the committee has been
35 discussing a lot lately.

36
37 Ms. Kessler explained the goal of the land development code is to take all regulations related to land
38 use and put them into one ordinance. These regulations include driveway standards, sign regulation,
39 earth excavation regulations, conditional use permits, subdivision regulations, site development
40 standards, historic district regulations, flood plain regulations, street standards etc.

41
42 Staff in the past few months have been conducting a final review and edits of all these sections to
43 include into a preliminary draft code plan for release July 13.

44
45 Ms. Kessler then went over a proposed schedule to release of draft for committee and public review.
46 Staff will also meet with various committees in the weeks following the release of the draft to review
47 the document and proposed changes. There will be a virtual info session with the development
48 community and the general public during the last week of July (dates to be determined). The Joint
49 Committee will review the draft in more detail in August and September, and the proposed date for
50 submission to City Council as an ordinance is September 25. Staff's hope is that in-person meetings
51 can start happening again in the fall but in the meantime they plan to complete as much work as
52 possible prior to final adoption.

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54 Councilor Jones felt with reference to the social service and congregate living, the item should go
55 before the Council for adoption rather than before the Planning Board – he felt these are “NIMBY”
56 issues, which are often ones the public take to their City Councilors not to the Planning Board.

57 Ms. Kessler stated in March it was left that the draft code would propose that all licenses related to
58 social service and congregate living uses would go before the City Council for approval.

59
60 The Councilor went on to say he had asked for review of zoning for the neighborhood nodes in the
61 Comprehensive Master Plan. Ms. Kessler responded by saying the Master Plan identifies a few areas
62 which are neighborhood nodes (along Court Street, near intersection of Maple Avenue, and close to
63 Park Avenue). The zoning districts that underlay these nodes may not be encouraging the types of
64 uses or form of development that the Master Plan desired. However, the scope of the land
65 development code in this phase does not consider rezoning changes to these areas. Council directed
66 staff to focus on updates to zoning in the downtown, and this effort will be an example to learn from
67 in future rezoning initiatives.

68
69 Ms. Kessler reviewed a few options for the proposed schedule for adoption of the ordinance. She
70 noted that the schedules vary depending on the willing of the Joint Committee to meet off-schedule
71 during the fall. She also noted that the Committee might find they need more time with the ordinance
72 before sending it to Council for a public hearing, than what is estimated on the proposed schedules.

73
74 Committee members discussed the schedule options and provided agreement that the accelerated
75 schedule, which involves additional meetings of the Joint Committee in the fall, is what they would
76 like to pursue. This schedule will be posted to the website for the project:
77 www.keenebuildingbetter.com. This schedule anticipates a City Council public hearing on the draft
78 ordinance before the end of the calendar year. Mr. Lamb noted the accelerated schedule has one less
79 public workshop, other than that the rest is similar but the Joint Committee will need to make a
80 commitment to meet twice in October and November.

81

82 Councilor Jones clarified that if this process is completed, some overlay zoning districts will remain
83 and some will be eliminated. Ms. Kessler agreed and noted the Gilbo Ave Overlay District
84 Downtown and the Railroad Overlay District are proposed to be eliminated.
85

86 Ms. Kessler noted in July the committee will be presented with a change form, which outlines the
87 proposed changes to the current regulations, and explains how these changes meet the project goals.
88 Ms. Kessler emphasized that staff are very willing to meet with committee members or the public
89 one-one to explain the changes proposed. Mr. Kopczynski added staff is always available to assist
90 with any questions from the committee.
91

92 Councilor Workman stated that she too agrees with the accelerated schedule especially because this
93 is an item that has been going on for a while. She suggested because public input is important, public
94 workshops be advertised early and as often as possible. Ms. Kessler agreed and staff will be doing
95 public outreach however, with a caveat that the adoption process cannot be controlled completely.
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97 Councilor Jones and Councilor Bosley agreed with Councilor Workman. Mr. Lamb stated because
98 staff is not hearing any opposition to the accelerated schedule staff will move ahead with that.
99

100 Ms. Mindy Cambiar of 447 Park Avenue Keene addressed the committee and stated she is grateful
101 the committee is working on this. Ms. Cambiar represented 100 Nights Shelter and stated they would
102 like to apply for the CDBG grant in January 2021 and tax credits in March 2021 and noted any delay
103 would delay their work by another year.
104

105 With no further comment, Chair Bosley closed the public hearing.
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108 **5. Continued Public Workshop**

109 **Ordinances – O-2019-13 and O-2019-14 – Relating to Social Service and Congregate Living**

110 **Uses.** Petitioner, City of Keene, proposes changes to Chapter 102 – Zoning, Chapter 46 –
111 Licenses and Permits, Chapter 18 – Building Regulations, and Appendix B – Fee Schedule of the
112 City Code of Ordinances. The amendments proposed include the introduction of land uses
113 categorized broadly as Social Service and Congregate Living uses as well as a conditional use
114 permit and City operating license for some of these uses.
115

116 Ms. Kessler reminded the committee that at the March meeting there was consensus reached
117 regarding the integration of the draft social service and congregate living ordinance into the draft
118 land development code. The item was continued to maintain the notice requirement for the
119 public workshop on this ordinance, and the date it was continued to was June 8. She indicated in
120 July, social service and congregate living items would be discussed as part of the larger land
121 development code project. She went on to explain under the city code there is no path to table
122 this draft ordinance and the process needs to be kept moving through the public hearing process.
123 Staff suggested continuing the public workshop on this ordinance to October 12.
124

125 Chair Bosley noted there are some open questions with this item and asked when those items will
126 be addressed. Mr. Lamb noted social service and congregate living is now included in the land
127 development code and the committee will see a draft in July which would include this ordinance
128 and the changes made since the last time this item was discussed. He added there is no reason
129 why other comments cannot be made during the upcoming information sessions. Chair Bosley
130 clarified this portion will come up in the greater discussion of the land development code.
131

131 Mr. Lamb answered in the affirmative

132 Tom Savastano of 7 Winter Street addressed the Committee and clarified the July 13 draft will
133 integrate the public comment already received. Ms. Kessler agreed the edits put forward at the
134 March meeting would be carried forward as well as public comment that has been provided and
135 those will be included on a change form, which will be provided to the committee.

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137 With no further comment, Chair Bosley closed the public hearing.

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139 A motion was made by Mayor Hansel that the Joint Committee this public workshop O-2019-13
140 and O-2019-14 to the October 12, 2020 meeting. The motion was seconded by Phil Jones and
141 was unanimously approved by roll call vote.

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143 **6. Next Meeting – Monday, July 13, 2020**

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145 **7. Adjourn**
146 The meeting adjourned at 7:30 PM.
147 Respectfully submitted,

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149 Krishni Pahl,
150 Minute Taker

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152 Reviewed and edited by Tara Kessler, Senior Planner

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