



City of Keene  
*New Hampshire*

**PLANNING, LICENSES AND  
DEVELOPMENT COMMITTEE**

**AGENDA**

**Council Chambers A**

**August 26, 2020**

**7:00 PM**

Kate M. Bosley, Chair  
Mitchell H. Greenwald, Vice Chair  
Philip M. Jones  
Gladys Johnsen  
Catherine Workman

1. Licenses and Leases - The Colonial Theater Group Request - Public Works  
Director/Emergency Management Director

**MORE TIME ITEMS:**

- A. Relating to Social Service and Congregate Care Uses and License  
Ordinance O-2019-13  
Ordinance O-2019-14
- B. Darren Humphrey/Trax Club – Request to Use City Property – Railroad Square and Use of  
Railroad Square - Parks, Recreation, and Facilities Director
- C. Tad Schrantz/The Colonial Theatre Group – Various Licenses Needed for the Renovation  
and Addition to the Colonial Theatre

Non Public Session  
Adjournment

**Due to the COVID-2019 State of Emergency, the Planning, Licenses and Development Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To access the meeting online navigate to Zoom.us and enter the Webinar ID # 84596799064. To Meeting ID: 845 9679 9064. When the meeting is open for public comment, callers may press \*9 if interested in commenting or asking questions.**



## City of Keene *Transmittal Form*

August 21, 2020

**TO:** Planning, Licenses and Development Committee

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

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Licenses and Leases - The Colonial Theater Group Request - Public Works  
Director/Emergency Management Director

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### **RECOMMENDATION:**

Move that the Planning, License and Development Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute licenses and leases with The Colonial Theater Group for:

- An American with Disabilities Act (ADA) ramp along the southern side of Commercial Street and Commercial Street Parking Lot
- Relocating existing utilities and parking lot lights
- Installation and maintenance of underground electric and telecommunication infrastructure
- A canopy extending over the southern side of Commercial Street and Commercial Street Parking Lot
- For the placement of a dumpster on City property

### **BACKGROUND:**

The Colonial Theater had submitted in October 2019 a request for a number of permissions that would be needed for the organization's renovation/addition project. The Planning, License and Development (PLD) Committee heard a presentation at its October 23, 2019 meeting and placed the request on more time. Since that time, City staff and representatives from the Colonial Theater project team have been meeting. The items identified include:

- Foundation design extending onto City property/Right-of-Way (ROW)
- Discontinuance of a public layout located where the proposed building addition is going
- American with Disabilities Act (ADA) ramp on City property
- Canopy extending over City Property/ROW
- Relocate existing utilities and parking lot lights
- Installation of underground electric and telecommunication infrastructure
- Use of City property/ROW for dumpster
- Use of City property/parking/ROW for construction

City staff and representatives from the Colonial Theater project team have come to an agreement on how a number of these items will be handled. Staff is recommending that the City Manager be authorized to negotiate and execute licenses and leases for the use of City property and/or right-of-way for:

- ADA ramp along the southern side of Commercial Street and Commercial Street Parking Lot in accordance with City Council Policy ADA Protocol for Access Ramps on City Property, R-2008-33
- An Air Rights Lease for a canopy extending over Commercial Street and Commercial Street Parking Lot
- Relocate existing utilities and parking lot lights
- Installation of underground electric and telecommunication infrastructure
- License for the placement of a dumpster on City property

Several other items will be handled through a separate process.

A petition for the discontinuance of a public way will be submitted by representatives of the Colonial Theater Project team to the City Council at a later date. The PLD Committee will not be directly involved in this action. This action will be handled through the Municipal Services, Facilities and Infrastructure Committee. The other item is the placement of a foundation on City property, that would involve either a permanent easement or the sale of City property. A separate request from the Colonial Theater Project team will come in for this action and would be referred to the Finance, Organization and Personnel Committee.