



PLANNING, LICENSES AND DEVELOPMENT COMMITTEE
Council Chambers, Keene City Hall
April 8, 2026
6:00 PM

A. AGENDA ITEMS

1. Copper Cannon Distillery - Request to Participate in the Keene Farmers' Market
2. Keene Swampbats - Request to Discharge Fireworks - Independence Eve Celebration - July 3, 2026
Staff Report/Safety Protocol Team - Keene Swampbats - City Clerk
3. Alana Fiero/Keene Young Professionals - Request to Use City Property - Taste of Keene Food Festival - June 6, 2026
Staff Report/Safety Protocol Team - Taste of Keene Food Festival - City Clerk
4. Pathways for Keene - Request to Use City Property - 4 on the 4th Road Race - July 4, 2026
Staff Report/Safety Protocol Team – 4 on the 4th Road Race - City Clerk
5. Keene Pride Festival - Request to Use City Property - Pride Festival - September 20, 2026
Staff Report/Safety Protocol Team – Keene Pride Festival - City Clerk
6. Councilors Filiault, Jones and Haas - Request to Review Recent Amendments to Land Development Code - Codified with the Adoption of Ordinance O-2025-15-A

B. MORE TIME ITEMS

1. Relating to the Definition of "Family"
Ordinance O-2026-02

NON PUBLIC SESSION

ADJOURNMENT

3/16/2026
Copper Cannon Distillery
2 Lyman Way
West Chesterfield, NH 03466
[REDACTED]

Keene Mayor and City Council,

We have received permission to be a vendor at the Keene Farmers Market to sell alcohol and provide individual product samples to patrons in accordance with the requirements of the State of NH Liquor Commission. We are Copper Cannon Distillery located in West Chesterfield, NH. We would like to do tastings and retail at the Keene Farmers Market.

We are asking the mayor and council to give us approval to take part in the Keene Farmers Market. We will have all the appropriate safeguards in place when doing tastings per the liquor commission.

Feel free to call me anytime with questions. [REDACTED]

Thank you for your time,

Kevin Blake Amacker





www.swampbats.com
303 Park Ave. • Keene, NH 03431 • (603) 357-5464

January 6th, 2026

Keene City Council
Mayor Kahn

Dear City Councilors and Mayor Kahn,

The Keene SwampBats request your approval to host a Class B fireworks display on Friday July 3rd, 2026. This event is part of Keene's annual fireworks celebration, also known as Independence Eve.

The fireworks will take place at Alumni Field on Arch Street, immediately following the regularly scheduled SwampBats game. The fireworks display will begin at approximately 9:45pm, within minutes of the final out of the game. We will supply a letter of approval from the SAU29 and an insurance rider naming the City of Keene as a co-insured.

Thank you in advance for your consideration.

Respectfully,

Kevin D. Watterson, President
Keene SwampBats



CITY OF KEENE NEW HAMPSHIRE

ITEM #

Meeting Date: April 8, 2026
To: Planning, Licenses and Development Committee
From: Terri Hood, City Clerk
Through:
Subject: **Staff Report/Safety Protocol Team - Keene Swampbats - City Clerk**

Recommendation:

Move that the Planning, Licenses and Development Committee recommend that the City Council grant a revocable license to the Keene Swamp Bats for the discharge of fireworks on Friday, July 3, 2026 at Alumni Field, with a rain date to be determined in coordination with City staff, subject to the customary licensing requirements and event-specific conditions as identified in the staff report. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

Attachments:

None

Background:

City Councilors have indicated a preference for motions related to event licenses to be shorter and more concise. To ensure that all necessary safety and use conditions remain transparent and properly documented for public events, the City Clerk's Office will provide a summary of the conditions required for each license recommended for approval in the form of an informational memorandum for the Committee's reference. This memorandum will include the recommended motion for approval, along with relevant background information to assist the Planning, Licenses and Development Committee in its review.

The background provided in each memorandum will include a list of items considered to be core licensing conditions relevant to all licenses, which will be referenced collectively in the corresponding motion as "customary licensing requirements". The background will also provide details related to any items considered event specific such as the duration of the event/clean-up activities, specific footprint/locations authorized for use, road closures, permission to serve alcohol, approval of free parking under the provisions of the City Council policy, which will be referenced collectively in the motion as "event-specific conditions".

With this in mind, the City of Keene Safety Protocol Team is recommending the issuance of a license to the Keene Swampbats with said permission, inclusive of the following customary licensing requirements:

2026-138

1. The signing of a revocable license and indemnification agreement;
2. That the Petitioner submit a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
3. That the Petitioner submit a signed letter of permission for use of school property;
4. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 27 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing;
5. Said license is granted subject to obtainment of any necessary licenses or permits and compliance with all laws;
6. All permissions granted herein are subject to compliance with the approved safety protocol document, which becomes a part of this license, and any conditions as may be required by City staff.

Event specific license conditions that have been incorporated into the motion by reference include:

1. That the fireworks vendor provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
2. The obtainment of a State Fireworks Permit.

Taste of Keene Food Festival

Alana Fiero

Taste of Keene Committee Chair

Mayor Kahn & the Keene City Council

3 Washington Street
Keene, NH 03431
603-357-9804

Dear Mayor Kahn & the Keene City Council,

The Keene Young Professionals Network would like to submit a request to host the 2026 Taste of Keene Food Festival in downtown Keene. We plan to host our sixth annual Taste of Keene event again this June!

City Council has been wonderfully supportive of this event and we would like to continue to make this festival an annual tradition for Keene. We plan to host this event the first Saturday of June each year. This year would be June 6th from 11:30am to 3:30pm. We plan to operate in the same manner as last year with food and beverage tastings, utilizing an amended footprint due to the anticipated downtown construction project.

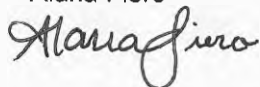
The event is intended to be beneficial for downtown Keene in several ways:

- Draw people to our downtown businesses to kick off the warmer weather
- Put Keene "on the map" as a tourist destination and food hub
- Highlight local cuisine and beverage options
- Showcase a diversity of local talent with live entertainment
- Welcome new community members to town

The Keene Young Professionals Network is a program of the Hannah Grimes Center for Entrepreneurship, with the mission of connecting young professionals in the Monadnock region to their peers and their communities through social, educational, and service opportunities.

We are hopeful to partner with the City to make this a safe, successful, and fun event that is enjoyed for years to come.

Sincerely,
Alana Fiero





CITY OF KEENE NEW HAMPSHIRE

ITEM #

Meeting Date: April 8, 2026
To: Planning, Licenses and Development Committee
From: Terri Hood, City Clerk
Through:
Subject: **Staff Report/Safety Protocol Team - Taste of Keene Food Festival - City Clerk**

Recommendation:

Move that the Planning, Licenses and Development Committee recommend that the City Council grant a revocable license to the Keene Young Professionals Network to use downtown City rights-of-way to conduct the Taste of Keene Food Festival on Saturday, June 6, 2026, subject to the customary licensing requirements and event-specific conditions as identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

Attachments:

None

Background:

The City of Keene Safety Protocol Team is recommending the issuance of a license to the Keene Young Professionals Network with said permission, inclusive of the following customary licensing requirements:

1. The signing of a revocable license and indemnification agreement;
2. That the Petitioner submit a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
3. That the Petitioner submit signed letter(s) of permission for use of private property;
4. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 27 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing;
5. Said license is granted subject to obtainment of any necessary licenses or permits and compliance with all laws
6. All permissions granted herein are subject to compliance with the approved safety protocol document, which becomes a part of this license, and any conditions as may be required by City staff.

Event specific license conditions that have been incorporated into the motion by reference include:

1. Approval of the event footprint which includes Main Street on both sides south of the Flag Pole and north of Emerald Street and Eagle Court, as well as Railroad Square, together with any additional streets as necessary to accommodate detour routes, as determined in coordination with City staff;
2. Approval of the duration of the event which will be held from 11:30 AM to 3:30 PM, with set-up and breakdown times established in coordination with City staff;
3. The Petitioner is permitted to place portable toilets in designated City parking spaces on Gilbo Avenue and Railroad Street from June 5, 2026 through June 9, 2026, with placement and securing methods subject to City staff approval;
4. The Petitioner is granted permission to serve alcohol within the event footprint, subject to the terms and conditions of a one-day license issued by the New Hampshire Liquor Commission and any conditions required by City staff;
5. Free parking is authorized under the City's Free Parking Policy for designated spaces on Washington Street and Railroad Street for event operations from June 5, 2026 through June 9, 2026, and within the event footprint on the day of the event.



March 04, 2026

Mayor Jay Kahn and Keene City Council
City of Keene
3 Washington Street
Keene, NH 03431

RE: License Request for the 2026 Four on the Fourth Race

To: The Honorable Mayor Jay Kahn and the Keene City Councilors,

Pathways for Keene requests a license to hold the annual Four on the Fourth Road Race on Saturday, July 4th, 2026. The race will begin and end at Railroad Square and the event hours will run from 6am to 11am.

This event has become a signature event for Pathways and for the City of Keene drawing over 500 runners and walkers to Railroad Square in Keene for a fun and energizing event for all ages. We are especially excited to continue this tradition in 2026 as it is the 250th Anniversary of the Declaration of Independence. Though we run independently, we hope our race will serve as a kickoff to the larger Monadnock 250 Event.

Thank you for your consideration and continued support!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Janelle Sartorio', written in a cursive style.

Janelle Sartorio
President, Pathways for Keene



CITY OF KEENE NEW HAMPSHIRE

ITEM #

Meeting Date: April 8, 2026
To: Planning, Licenses and Development Committee
From: Terri Hood, City Clerk
Through:
Subject: **Staff Report/Safety Protocol Team – 4 on the 4th Road Race - City Clerk**

Recommendation:

Move that the Planning, Licenses and Development Committee recommend that the City Council grant a revocable license to Pathways for Keene to use City property and rights-of-way to conduct the 4 on the 4th Road Race on Saturday, July 4, 2026, subject to the customary licensing requirements and event-specific conditions as identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

Attachments:

None

Background:

The City of Keene Safety Protocol Team is recommending the issuance of a license to the Pathways for Keene with said permission, inclusive of the following customary licensing requirements:

1. The signing of a revocable license and indemnification agreement;
2. That the Petitioner submit a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
3. That the Petitioner submit signed letter(s) of permission for use of private property;
4. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 27 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing;
5. Said license is granted subject to obtainment of any necessary licenses or permits and compliance with all laws
6. All permissions granted herein are subject to compliance with the approved safety protocol document, which becomes a part of this license, and any conditions as may be required by City staff.

Event specific license conditions that have been incorporated into the motion by reference include:

1. Approval of the race route, street closures, and detour routes as determined in coordination with City staff;
2. The Petitioner is to notify any impacted parties prior to event date;
3. The Petitioner is to provide an adequate number of volunteer race marshals to ensure runner safety along the course, subject to recommendations of City staff;
4. Approval of the duration of the event which will be held from 7:30 AM to 10:30 AM, with set-up and breakdown times established in coordination with City staff;
5. Free parking is authorized under the City's Free Parking Policy for designated spaces on Main Street and Railroad Street between Main Street and Community Way on the day of the event.



The Honorable Mayor and City Council
Keene City Hall
3 Washington St.
Keene, NH 03431
Re: 2026 Keene Pride

3/10/26

Dear Honorable Mayor Jay Kahn and City Council Members,

After the incredible success of Keene Pride Fest., we would like to continue the annual tradition for 2026. Keene Pride Week will take place between 9/12/26 and 9/20/26. We are requesting use of city property on Sunday 9/20/26 for Keene Pride Fest.

The week-long pride event will culminate on Sunday September 20, 2026 with a "block party" from 12pm – 6pm which will include entertainment, food, and local vendors. For this day, we request from the City:

- Close the street surrounding Central Square
- Close Roxbury Street from Central Square to the Green Energy Solutions building
- Close Main Street from Railroad Square to Central Square
- Close Railroad Street from Main Street to Wells Street
- Reserve the use of Railroad Square for festival use
- Request proper barriers from Public Works Department to provide adequate safety
- Request use of City Power/Electricity
- Request the support of Police and Fire
- Request City Water in the event that vendors require

Note: This is based on assuming the city is not moving forward with Downtown construction in 2026. If the construction has begun, Keene Pride Festival will encompass the "large scale festival" layout as designed by city staff on Railroad Square, Main St, and Gilbo Ave.

We believe this will be a highly desirable attraction that will bring tourism to local businesses. We plan on marketing this event to the Monadnock Community and beyond. We also plan to leverage the beauty of the fall foliage season in conjunction with the event to draw more people.

As required, we will provide a \$1 Million certificate of insurance to the City, and work closely with City staff to ensure this event is safe and enjoyable for all.

We would like to stress that this is intended to be a family friendly event. Our intention is to reach out to local schools to be involved with helping to decorate and plan. The primary purpose of Pride is to celebrate diversity, bring awareness and support our LGBTQIA+ community; however, ALL are welcome and encouraged to attend.

Adam Toepfer
Board President



603-696-2927



www.keenepride.org



25 Roxbury St. #114
Keene, NH 03431



CITY OF KEENE NEW HAMPSHIRE

ITEM #

Meeting Date: April 8, 2026
To: Planning, Licenses and Development Committee
From: Terri Hood, City Clerk
Through:
Subject: **Staff Report/Safety Protocol Team – Keene Pride Festival - City Clerk**

Recommendation:

Move that the Planning, Licenses and Development Committee recommend that the City Council grant a revocable license to Keene Pride to use downtown City rights-of-way to conduct the Keene Pride Festival on Sunday, September 20, 2026, subject to the customary licensing requirements and event-specific conditions as identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license.

Attachments:

None

Background:

The City of Keene Safety Protocol Team is recommending the issuance of a license to the Keene Young Professionals Network with said permission, inclusive of the following customary licensing requirements:

1. The signing of a revocable license and indemnification agreement;
2. That the Petitioner submit a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000;
3. That the Petitioner submit signed letter(s) of permission for use of private property;
4. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 27 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing;
5. Said license is granted subject to obtainment of any necessary licenses or permits and compliance with all laws
6. All permissions granted herein are subject to compliance with the approved safety protocol document, which becomes a part of this license, and any conditions as may be required by City staff.

Event specific license conditions that have been incorporated into the motion by reference include:

1. Approval of the event footprint which includes Main Street on both sides south of the Flag Pole and north of Emerald Street and Eagle Court, as well as Railroad Square, together with any additional streets as necessary to accommodate detour routes, as determined in coordination with City staff;
2. Approval of the duration of the event which will be held from 12:00 PM to 6:00 PM, with set-up and breakdown times established in coordination with City staff;
3. The Petitioner is permitted to place portable toilets in designated City parking spaces on Lamson Street, Gilbo Avenue, Commercial Street, and Railroad Street from September 18, 2026 through September 21, 2026, with placement and securing methods subject to City staff approval;
4. The Petitioner is permitted to place one dumpster in designated City parking spaces on Railroad Street;
5. The Petitioner shall notify downtown businesses and other affected parties of event prior to the event;
6. The Petitioner shall provide event layout including locations of vendors, activities and entertainment venues to City staff prior to the event and shall provide names of food vendors to Building/Health Official (Richard Wood) at least 14 days prior to event date to allow any necessary permitting and inspections to be coordinated;
7. Free parking is authorized under the City's Free Parking Policy for designated spaces spaces in Roxbury Plaza for event operations from September 18, 2026 through September 21, 2026, and within the event footprint on the day of the event.

March 30, 2026

To: Mayor Jay Kahn and Keene City Council

From: City Councilor Randy Filiault

Subject: Land Development Code

A handwritten signature in blue ink that reads "Randy 2 Filiault". The signature is written in a cursive style and is positioned to the right of the "From:" field.

Respectfully request the Keene City Council review the recent change in our land Development Code, specifically Section 5.3.2, Dimensions and Siting, and section 8.3.1.C.2.a, Dwelling and Multi-Family.

Re: 5.3.2: Community response is concerned about increased cost of fire separations, and maintenance access.

Re: 8.3.1.C.2.a: Community response has expressed great concern that a 100% increase by right is excessive when alternate paths to the same goal of increased housing are available. These alternatives need to be better reviewed. Increase by right to 4 units could be a more manageable change as we explore ways to expand housing options.

Sincerely,

Randy Filiault, Keene City Councilor

Phil Jones, Keene City Councilor

Ed Haas, Keene City Councilor