



PLANNING, LICENSES AND DEVELOPMENT COMMITTEE
Council Chambers, Keene City Hall
October 7, 2026
6:00 PM

A. AGENDA ITEMS

1. Kiwanis Club of Keene - Request to Use City Property - Tree Lighting Ceremony
Staff Report/Safety Protocol Team – Tree Lighting Ceremony - City Clerk
2. Continued Discussion: Councilor Williams – Request to Consider Restricting the Sale of 7-Hydroxymitragynine (7-OH) and Concentrated Kratom Products
3. Draft Ordinance Amendment Regulating Dogs at Downtown Events - City Attorney
4. Relating to Zoning Map Amendment - 0 Howard Street - Medium Density to Conservation
Ordinance O-2026-13

B. MORE TIME ITEMS

1. Relating to Short-term Rental Uses
Ordinance O-2026-09
2. Relating to the Definition of Short-term Rental
Ordinance O-2026-10

NON PUBLIC SESSION

ADJOURNMENT



Kiwanis

KEENE KIWANIS FOUNDATION

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

OFFICERS 2025-2026:

Carl Allen
President

Art Walker
Past President

Elizabeth Sayre
President-Elect

Art Trombly
Vice President

Patti Donadio
Treasurer

Janet Genatt
Assistant Treasurer

Eli Rivera
Secretary

DIRECTORS:

Glen Hurd

Patricia Hurd

Jenifer Rivera

Laura Judge

Lisa Eaton

PAST PRESIDENTS:

Art Walker 2024-2025

Art Walker 2023-2024

Eli Rivera 2022-2023

January 6, 2026
Mayor Kahn and the Keene City Council
3 Washington Street
Keene, NH 03431

Re:11/27/2026 Kiwanis Tree Lighting Celebration, Central Square, Keene NH

Dear Mayor Kahn and the Keene City Council:

The Kiwanis Club of Keene and the Keene Kiwanis Foundation request a license to produce the 2026 Kiwanis Tree Lighting Celebration on Central Square. The proposed date and time are November 27, 2026 from 5:00p.m. to 7:30p.m. This event continues to complement the Kiwanis mission of supporting our local youth. Another goal is to make Main Street festive and support local businesses as they begin the Holiday Season.

Keeping with tradition, we would once again like to decorate the Bandstand with lights, wreaths, garland and bows and decorate the holiday tree with lights and a star. We plan to do the decorating on Central Square on a Saturday in November, 2026 and take down the decorations by the second week in February. If the City allows, we would keep the lights on through the Ice and Snow Festival.

The 2025 event was enjoyed by a large group of celebrants. Mayor Kahn welcomed everyone and read a Proclamation. Holiday music and a reading of Twas the Night Before Christmas entertained all as they awaited the arrival of Santa. Several Kiwanis youth groups served hot chocolate and homemade cookies and distributed 700 bells for the children to ring as Santa rounded the Comon assisted by the Keene Fire Department. We greatly appreciate the support of the City of Keene departments who coordinate with Kiwanis to make this event a success each year.

Please contact me should there be any questions. I can be reached at 603-499-3212 or at lizsayre2@gmail.com

Thank you for your consideration of this request.

Sincerely,

Elizabeth Sayre
Kiwanis Club of Keene
63 Emerald Street
PMB 451
Keene, NH
603-499-3212

Keene Kiwanis Foundation is a
501 (c) (3) Organization: tax
exempt number - 02-0458160



CITY OF KEENE NEW HAMPSHIRE

ITEM #

Meeting Date: October 7, 2026
To: Planning, Licenses and Development Committee
From: Terri Hood, City Clerk
Through:
Subject: **Staff Report/Safety Protocol Team – Tree Lighting Ceremony - City Clerk**

Recommendation:

Move that the Planning, Licenses and Development Committee recommends the Keene Kiwanis Club be granted permission to use downtown City rights-of-way on Friday, November 27, 2026, to conduct the 2026 Tree Lighting Festival, subject to the licensing requirements 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. Approved event footprint, road closures, and areas of use may be amended based upon the status and conditions of active downtown construction, including allowing event activities within or adjacent to construction areas when conditions safely permit, provided such adjustments are consistent with public safety and the general scope of the approved event.

Attachments:

None

Background:

The City of Keene Safety Protocol Team is recommending the issuance of a license to the Keene Kiwanis Club with said permission, inclusive of the following licensing requirements.

Code/Legal 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. Said license is granted subject to obtainment of any necessary licenses or permits and compliance with all laws.

Administrative and Event Specific Requirements:

1. Approval of the event footprint and approval of a tree to be located on the Common of Central Square;
2. Approval of road closures which include Central Square, Court Street at Winter Street, Main Street at Roxbury Street (trucks will be positioned to include 21 in the footprint), West Street at Federal Street, Washington at Central Square
3. Approval of the duration of the event which will be held from 5:00 PM to 8:00 PM, with set-up and breakdown times established in coordination with City staff;
4. Free parking is authorized under the City's Free Parking Policy for four City parking spaces on Winter Street: two parking spaces on the south side and two on north side of Winter Street at the end closest to Court Street bagged and coned off to prevent parking;
5. The Petitioner is responsible for the tree decorating and removal of decorations when it is time to remove the tree;
6. The Petitioner is to coordinate with the Public Works Department relative to decorating of the tree and is required to notify Public Works and Police when the tree decorating is taking place;
7. The Petitioner is to coordinate with Parks and Recreation to inform them of the date and time decorating the bandstand with City staff will take place (will occur on 11/21/2026 and rain date of 11/22/2026) and has permission to add garlands and bows on outside railing of the bandstand using Command Strips to secure;
8. The Petitioner is to coordinate the electrician which is Hamblet Electric;
9. The Petitioner shall ensure no vehicles are allowed on the Central Square Common;
10. The Petitioner shall ensure only hand-held or free-standing signs are allowed on the Central Square Common;
11. The Petitioner is to oversee four pop-up tents on Central Square (that are 10'x10' each): Two pop-ups are for food (cookies) and drinks (hot chocolate) stands manned by St. Joseph's and Surry Village Elementary Schools, One pop-up will be a Kiwanis member information tent, One pop-up will be a Santa tent;
12. The Petitioner to call the Fire Department Shift Commander when ready for Santa;
13. The Petitioner is responsible for full clean-up of the footprint, returning the area to the same condition that it was in prior to the event (with the exception that they are allowed to leave up the decorations) and allowing the opening of all streets by the 8:00 PM;
14. Petitioner to remove lights from trees by mid-February 2027 (after the Ice and Snow Festival has ended) and notify Public Works once that is completed so the tree can be removed;
15. The Petitioner shall notify Keene Housing Authority so they can alert residents of 5 Central Square Terrace of all streets closure details and well as dates and times;
16. The Petitioner shall notify downtown businesses and other affected parties of event;
17. The Petitioner shall contact churches in the vicinity/adjacent to the event footprint in advance of the event to let them know when it will be occurring;
18. Any use of drones by the Petitioner will require proper permitting by the operator which will need to be submitted to EMD staff;
19. 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.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: October 7, 2026
To: Planning, Licenses and Development Committee
From: Amanda Palmeira, City Attorney
Through:
Subject: **Draft Ordinance Amendment Regulating Dogs at Downtown Events - City Attorney**

Recommendation:

Recommend that the City Council direct the City Attorney to submit an ordinance prohibiting dogs at downtown events to the City Council for first reading.

Attachments:

1. DRAFT - Amendment to Sec. 10-31. Dogs restricted areas and running at large

Background:

On September 9, the Planning, Licenses, and Development Committee discussed the topic of prohibiting dogs at downtown events. The item was prompted by a letter submitted by Councilor Randy Filiault. The PLD Committee recommended that the City Council direct the City Attorney to return to PLD with a draft ordinance for consideration. This draft ordinance is provided for the PLD Committee's consideration and feedback.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-six

AN ORDINANCE Relating to Dogs Prohibited at Street Fairs or Community Events

Be it ordained by the City Council of the City of Keene, as follows:

That the City Code of the City of Keene, New Hampshire, as amended, is hereby amended by adding as Section 10-40 in Article II, "DOGS," of Chapter 10, entitled "ANIMALS" the language as follows:

Sec. 10-31. Dogs, restricted areas, and running at large.

- (e) ~~*Pumpkin Festival*~~**Downtown events.** Except for service dogs as defined in RSA 167-D:1, no dog shall be on any publicly owned property or city street in ~~any of the following areas~~ **certain areas as identified by the police chief via special regulation** during the period of time established by the Keene City Council for the observance of ~~the Pumpkin Festival held on either the third or fourth Saturday in October~~ **any Street Fairs or Community Events licensed according to City Code, Chapter 46, Section XVIII.** ~~Central Square, Main Street from Central Square to Water Street, West Street from Main Street to St. James Street, Washington Street from Central Square to the entrance of the City Hall parking facility, Roxbury Street a distance of 375 feet from Main Street, Church Street from Main Street to Wells Street, Railroad Street to Wells Street, Dunbar Street a distance of 190 feet from Main Street, Emerald Street from Main Street to Wilson Street, Eagle Court, Cypress Street, Lamson Street, Commercial Street, Commercial Street Parking Lot, St. James Street, Federal Street, Wells Street, Gilbo Avenue east parking lot, City Hall parking facility and Wilson Street from Emerald Street to Keene Skate Park.~~ **The police chief may issue a special regulation prohibiting dogs at such events in consultation with the City Clerk's Office about the licensed event.**

Jay V. Kahn, Mayor



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

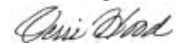
AN ORDINANCE Relating to an Amendment to the City of Keene Zoning Map - 0 Howard Street –
Medium Density to Conservation

Be it ordained by the City Council of the City of Keene, as follows:

That the Zoning Map of the City of Keene, as amended, is hereby further amended by changing the zoning designation of property located at 0 Howard Street (Tax Map Parcel Number 536-034-000) from Medium Density (MD) to Conservation.

Jay V. Kahn, Mayor

In City Council July 2, 2026.
Referred to the Joint Planning Board/
Planning, Licenses and Development Committee.


City Clerk



City of Keene, NH

1 inch = 138 Feet



July 1, 2026

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0 138 276 414



○ Addresses	— Public Road	— Property TIC	Buildings 2025
— Condo	— - Private Road ROW	■ TaxmapText_Arrowheads	Right of Ways
— Property Line	— PropNotPar	— TaxmapText_Leaders	MEDIUM DENSITY

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.