



City of Keene
New Hampshire

**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA
Council Chambers A
January 25, 2017
7:00 PM**

David C. Richards
Philip M. Jones
Bettina A Chadbourne
George S. Hansel
Robert B. Sutherland

1. Monadnock Travel Council - Request to Use City Property - Ice & Snow Festival
2. United Church of Christ - Request for Lodging House License
3. Timoleon Chakalos - One Hundred Nights - Request for Lodging House License
4. Mayor Lane - Amendment to the Rules of Order - Communications

MORE TIME ITEMS:

- A. Land Use Code Update Phase I Report
- B. Ordinance O-2016-01: Creation of Residential Preservation District, a Business Growth District and Re-Use District
- C. Ordinance O-2016-02: Zone Change - Marlboro Street Project Area
- D. Request for Lodging House License - 85 Winchester Street
- E. Relating to Zone Change - West Surry Road (Ordinance O-2016-18) and Relating to an Amendment to the Zoning Ordinance - High Density 1 (Ordinance O-2016-19)

Non Public Session
Adjournment



Transmittal Form

January 17, 2017

TO: Mayor and Keene City Council

FROM: Jim Narkiewicz, Monadnock Travel Council

THROUGH: Patricia A. Little, City Clerk

ITEM: 1.

SUBJECT: Monadnock Travel Council - Request to Use City Property - Ice & Snow Festival

COUNCIL ACTION:

In City Council January 19, 2017.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Monadnock Travel Council Communication

BACKGROUND:

Jim Narkiewicz, Chair of the Keene Ice & Snow Festival and a member of the Monadnock Travel Council has submitted their annual request for the Ice & Snow Festival. This community event is scheduled to take place on February 7, 2017.

In City Council January 19, 2017.

Referred to the Planning, Licenses and Development Committee.

Patricia C. Cole
City Clerk

RECEIVED
CITY OF KEENE

JAN 09 2017

OFFICE OF
CITY CLERK



January 6, 2017

Mayor Kendall Lane
Keene City Council
3 Washington Street
Keene, NH 03431

Dear Mayor Kendall Lane and City Council,

Last year on Saturday, February 6, 2016 the Monadnock Travel Council produced the 14th Annual Keene Ice & Snow Festival in downtown Keene. The Monadnock Travel Council has submitted the paper work for Community Event Funding for this coming year's 2017 Keene Ice and Snow Festival. I would like to request the permission for the Monadnock Travel Council to produce and a license be issued to hold the 15th Annual Keene Ice & Snow Festival on Saturday, February 4, 2017 in downtown Keene, New Hampshire.

The Keene Ice & Snow Festival has been a community event in downtown Keene for many years and provides a free day of family packed fun. Thank you for your consideration in allowing this annual event to continue through the Monadnock Travel Council.

Sincerely,

A handwritten signature in black ink that reads "Jim Markiewicz".

Jim Markiewicz, Committee Chair Keene Ice & Snow Festival
Lifetime Board Member Monadnock Travel Council
P.O. Box 358
Keene, NH 03431
(603) 313-8585



External Communication
Transmittal Form

January 20, 2017

TO: Planning, Licenses and Development Committee

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 2.

SUBJECT: United Church of Christ - Request for Lodging House License

ATTACHMENTS:

Description

Communication - United Church of Christ

BACKGROUND:

The United Church of Christ is seeking a renewal of their lodging house license. Their present license expires February 18, 2017.



UNITED CHURCH OF CHRIST IN KEENE

The Heart of the City, at the Head of the Square

www.ucckeene.org

603-352-4136

January 19, 2017

Rev. Cindy E. Bagley
Senior Minister

To: The Keene City Council
3 Washington Street
Keene, New Hampshire, 03431

Christopher Cornell
Assistant Minister

Dear Council Members,

Beverly Caldon
Director of Music

We are applying to the City Council for a Lodging House License in order to provide space for an overflow for homeless people from the Hundred Nights Shelter. This letter will serve as our request for that license. We have had an inspection by the Keene Fire Department to ensure that we comply with the safety regulations, and are happy to welcome anyone to visit our Church.

Diantha Dorman
Handbell Director

We are providing this shelter on an overflow basis only, so it is not in operation every night nor throughout the year. We do not "let" rooms. We use a process by which people asking for shelter must check in at Hundred Nights, and comply with their procedures before being escorted to our Church. Church volunteers are contacted by the Shelter in order to admit people to the overflow shelter in our downstairs meeting space. When it is in operation, we have an average of 6 to 9 guests, not including the two supervisors, one from Hundred Nights, and one a Church volunteer. There is always at least one person awake overnight.

Julie White
Church Administrator

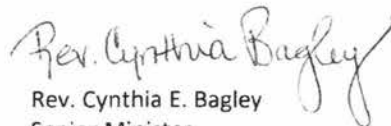
We would like the license to allow for up to 16 people in the church at any one time. The United Church of Christ in Keene asks for no money from the people using the shelter, from Hundred Nights, from the City, nor from any other person or organization. This Mission Outreach program is completely paid for by the Church and its members. Last year we repeatedly provided shelter for families with young children in the winter months.



It is our understanding that there is a cost of \$165 associated with the license.

Thank you for your consideration.

We wish you the Peace of Christ,


Rev. Cynthia E. Bagley
Senior Minister


Kathy Blair,
Church Council Chair





APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 1/19/2017 Location of Lodginghouse The United Church of Christ in
23 Central Square Keene
Identify local or national Fraternity or Sorority
that members are pledged to (if applicable) n/a Keene NH 03431

Property Owner Kathryn Blair, Chair Business Phone 352-4136
Church Council
Address 175 West Swamy Rd, Keene NH Home Phone 357-2084

Operator/Resident Agent _____ Business Phone _____
Address _____ Home Phone _____

Number of Persons Authorized to reside on premises 16 capacity = 158
winter overflow shelter

I hereby certify that the information listed above is complete and accurate:

Kathryn Blair
Signature of Property Owner

Kathryn Blair, Church Council
Name (Printed or Typed) Chairperson

Signature of Operator/Resident Agent

Name (Printed or Typed)

I hereby certify that the above named Sorority or Fraternity is duly recognized by Keene State College, and is in good standing with the College:

n/a
Signature of College Representative

Name and Title (Printed or Typed)

(For Office Use Only)

Date Received 1/19/2017 Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk



External Communication
Transmittal Form

January 20, 2017

TO: Planning, Licenses and Development Committee

FROM: Timoleon Chakalos

THROUGH: Patricia A. Little, City Clerk

ITEM: 3.

SUBJECT: Timoleon Chakalos - One Hundred Nights - Request for Lodging House License

ATTACHMENTS:

Description

Communication - One Hundred Nights

BACKGROUND:

One Hundred Nights Shelter is seeking renewal of their lodging house license. Their current license expires February 4, 2017.



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 1/19/17 Location of Lodginghouse 15 Lamson St

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) _____

Property Owner Timoleon + Kiraky Chakalos Business Phone 357 4230

Address Blackberry Lane Keene Home Phone 352-1843

Operator/Resident Agent Mindy Cambiar Hundred Nights Inc Business Phone 352-5797

Address 15-17 Lamson St Keene
574 N Shore Rd Monroville Home Phone 847-3122

Number of Persons Authorized to reside on premises 26 667-1481 cell

I hereby certify that the information listed above is complete and accurate:

[Signature]
Signature of Property Owner

Timoleon Chakalos (Lindy)
Name (Printed or Typed)

Mindy Cambiar
Signature of Operator/Resident Agent

Mindy Cambiar
Name (Printed or Typed)

I hereby certify that the above named Sorority or Fraternity is duly recognized by Keene State College, and is in good standing with the College:

Signature of College Representative _____ Name and Title (Printed or Typed) _____

(For Office Use Only)

Date Received 1/19/2017 Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk



Transmittal Form

January 17, 2017

TO: Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: 4.

SUBJECT: Mayor Lane - Amendment to the Rules of Order - Communications

COUNCIL ACTION:

In City Council January 19, 2017.

Referred to the Planning, Licenses and Development Committee.

RECOMMENDATION:

To amend Section 33 the City Council's Rules of Order to codify the practice that communications submitted to the Council Committee for initial consideration shall be placed on more time for a minimum of one committee cycle to allow City Staff sufficient time to review the communication and to make appropriate recommendations to the committee, except that City Staff may recommend immediate action on communications that will not require review prior to City Staff recommendation.

ATTACHMENTS:

Description

Rules of Order Amendment

BACKGROUND:

It is common practice for City staff to request that a new communication on a Committee agenda be placed on more time to allow an opportunity for staff to develop a recommendation. The expectation is that at the Committee meeting, the petitioner shares more details of their request and responds to preliminary questions.

City staff is present to listen to the petitioner in order to gain a better understanding of the request. It is not unusual that staff may need to meet with other departments and review ordinances and regulations to determine any parameters that need to be taking into consideration. In an effort to provide the Committee with the very best possible recommendation, City staff needs to be given the time to research the request and prepare a recommendation. Therefore, it is recommended that the Rules of Order be amended to provide that communications be placed on more time for a minimum of one committee cycle, excepting that staff may recommend action on those communications that will not require review prior to a recommendation.

SECTION 33. REPORT BY COMMITTEE. All matters referred to a committee must be reported out of that committee at the next regular meeting of the Council except a matter which is the subject of a pending public hearing or unless otherwise ordered by a majority of the Council Committee members present. **Communications submitted to a Council Committee for initial consideration shall be placed on more time for a minimum of one committee cycle to allow City Staff sufficient time to review the communication and to make appropriate recommendations to the committee, except that City Staff may recommend immediate action on communications that will not require review prior to City Staff recommendation.** Written testimony with regard to a public hearing shall be accepted by the City Clerk up until 1:00 PM on the Tuesday immediately preceding the committee meeting. Written testimony with regard to any other business before the committee shall be accepted by the City Clerk up until 4:00 PM on the Tuesday immediately following the committee meeting in order to be included in the agenda of the City Council meeting. A matter which is the subject of a public hearing must be reported out of a committee at the next regular meeting after the hearing unless otherwise ordered by a majority of the Council Committee members present. If not reported as above, or if immediate actions is required, a motion by the City Council to call the matter out of committee will then be in order. Passage of that motion will place the matter before the Council for consideration. When the Chair of the Committee or the designee offers a motion to carry out the intent of the Committee report, a brief explanation of the committee's recommendation shall be verbally shared with the Council. Moving to carry out the intent of the committee report does not restrict the maker of the motion from speaking against the recommendation of the committee.