



City of Keene
New Hampshire

**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA
Council Chambers A
March 21, 2018
7:00 PM**

David C. Richards
Philip M. Jones
George S. Hansel
Bartlomiej K. Sapeta
Margaret M. Rice

-
1. Tim Zinn/Let It Shine - Request for 2018 Keene Pumpkin Festival Brought to You By the Students of the Area's Schools - Event License
 2. Clarence DeMar Marathon - Request to Use City Property
 3. Farmer's Market of Keene - Request to Use City Property
 4. Legislative Update - City Manager
 5. Update on More Time Items - City Manager
 6. Relating to the Energy and Climate Committee
Ordinance O-2018-04

MORE TIME ITEMS:

- A. Amendment to the Zoning Ordinance - Sign Regulation Changes
Ordinance O-2018-02
- B. Janis Manwaring/Pathways for Keene - Request to Use City Property - 4 on the 4th

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

February 14, 2018

TO: Mayor and Keene City Council

FROM: Tim Zinn

THROUGH: Patricia A. Little, City Clerk

ITEM: 1.

SUBJECT: Tim Zinn/Let It Shine - Request for 2018 Keene Pumpkin Festival Brought to You By the Students of the Area's Schools - Event License

COUNCIL ACTION:

In City Council March 1, 2018.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Let It Shine Communication - Request for Event License

BACKGROUND:

Mr. Zinn is seeking permission to use downtown City property to conduct the 2018 Pumpkin Festival brought to you by the Children of SAU 29. The event would be held on Sunday, October 28, 2018 from 1:00 PM to 7:00 PM.

Let it Shine!



KEENE PUMPKIN
FESTIVAL



PumpkinFestival.org
c/o Sterling, 214 Washington Street
Keene, NH 03431

In City Council March 1, 2018.
Referred to the Planning, Licenses and
Development Committee.

Patricia C. Calkins
City Clerk

February 7, 2018

Honorable Mayor and Keene City Council,

On behalf of Let It Shine, I am pleased to submit our request for a license for a 2018 Keene Pumpkin Festival brought to you by the students of the area's schools.

Following closely the format and success of last year's Festival, we continue to strive to provide local residents with the opportunity to enjoy the magic and inspiration that is our local Pumpkin Festival.

We are excited to build on the positive outcomes for our local students, citizens, Keene State College, and our City. Together, we can continue to change the conversation, expectations, and digital footprint for all concerned.

We look forward to communicating our vision for this year's event. Attached is the Event License application.

On behalf of Let It Shine,

A blue ink signature of Tim Zinn, written over a horizontal line.

Tim Zinn (Board Chair, LIS)



Shaundi Rider photo, 2017

Sunday, October 28, 2018 • 1-7pm

KEENE PUMPKIN FESTIVAL

In
the
HEART of
Downtown
Keene, NH

Key points, January 25, 2018

- Kids, Smiles, “Pure Pumpkins” with continued focus on school children’s creations, hoping to add the area’s other elementary schools
- Same footprint limited to Central Square, estimate 5,000-6,000 pumpkins
- Controlled marketing, community event
- Estimated attendance under 10,000
- No vendors hosted by Let it Shine but hoping to see 3-4 Downtown establishments offer outdoor snacks to benefit area non-profits
- Sunday date a quiet time in Downtown Keene
- Life lessons in accountability, persistence, teamwork, communication.

Overview of Pumpkin Festival 2018

We intend to build on the success of Pumpkin Festival 2017....

The simple joy of carving pumpkins
Giving school children the opportunity to display their creations for their community and all to enjoy is the heart of Keene Pumpkin Festival.

Spirit of collaboration, an example to our community and beyond
Attracting volunteers, including several dozen students from Keene State College, puts a spotlight on coming together as a community.



Shaundi Rider photo, 2017

Let it Shine!  PumpkinFestival.org



Transmittal Form

March 9, 2018

TO: Mayor and Keene City Council

FROM: Alan Stroshine, Race Director

THROUGH: Patricia A. Little, City Clerk

ITEM: 2.

SUBJECT: Clarence DeMar Marathon - Request to Use City Property

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

DeMar Marathon Communication

BACKGROUND:

The Elm City Rotary Club seeks permission to hold the 41st annual Clarence DeMar Marathon on Sunday, September 30, 2018.



February 16, 2018

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

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


City Clerk

Re: 41st Annual Clarence DeMar Marathon and 5th Annual DeMar Half Marathon
Request for City Event permit

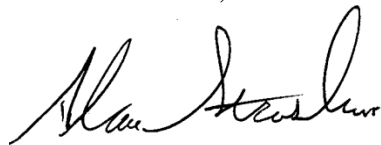
Dear Mr. Mayor and City Councilors,

The Keene Elm City Rotary Club respectfully requests an event permit for our official City of Keene Community Event; the annual Clarence DeMar Marathon and DeMar Half Marathon to be held on Sunday, September 30th 2018. A part of our event includes the Kids DeMar Marathon and Super Senior DeMar Marathon programs.

I invite all members of city government and staff to join us on the quad at Keene State College to experience the energy and personal accomplishment of so many people on race day.

I am available for any questions you might have.

Yours in service,



Alan Stroshine, Race Director
Member, Keene Elm City Rotary Club

Keene Elm City Rotary
PO Box 1786
Keene, NH 03431

Clarence DeMar Marathon Corp is a 501c3 organization – Tax ID: 02-0454040



City of Keene, N.H.
Transmittal Form

March 13, 2018

TO: Mayor and Keene City Council

FROM: Bruce Bickford, Market Coordinator

THROUGH: Patricia A. Little, City Clerk

ITEM: 3.

SUBJECT: Farmer's Market of Keene - Request to Use City Property

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication - Bickford

BACKGROUND:

The Farmer's Market of Keene is requesting use of City property along Gilbo Avenue as well as parking spaces in the Commercial Street Parking Lot for their annual farmer's market from May through October, 2018.

In City Council March 15, 2018.
Referred to the Planning, Licenses and
Farmer's market of Keene Development Committee.
PO Box 425
Keene, NH 03431


City Clerk

March 6, 2018

Mayor and City Council
3 Washington Street
Keene, NH 03431

Dear Mayor Lane and Councilors,

The Farmer's Market respectfully requests the renewal of our license to use parking spaces in Commercial Street lot and along Gilbo Avenue for the Market to run Tuesdays and Saturdays operating from 9:00 AM to 1:00 PM.

We are asking for the same number of spaces in the same location and will operate from May through October.

Sincerely,



Bruce Bickford, Market Coordinator
Farmer's Market of Keene
603-209-7100



Transmittal Form

March 15, 2018

TO: Mayor and Keene City Council

FROM: Michele Chalice, Planner on behalf of the Cities for Climate Protection Committee

ITEM: 6.

SUBJECT: Relating to the Energy and Climate Committee

COUNCIL ACTION:

In City Council March 15, 2018.

Referred to the Planning, Licenses and Development Committee.

RECOMMENDATION:

That Ordinance O-2018-04 be referred to the Planning, Licenses and Development Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2018-04

BACKGROUND:

The Cities for Climate Protection Committee is proposing to revise and update their name and intent. They have been in discussion for some time regarding the committee's name being out of date and not in alignment with the committee's current range of topics and projects. A January 2018 annual retreat allowed for their exploration of the proposed changes and possible implications. Recent studies show that the term "energy" is more accessible to the general public over "climate" hence the order of the terms in the new, proposed name. As well, the "Purpose" has been refined to be less general, to acknowledge the interconnected relationship of energy and economic resilience, and to focus on three, more specific directions for their projects and advocacy.



CITY OF KEENE

O-2018-04

Eighteen

In the Year of Our Lord Two Thousand and

AN ORDINANCE Relating to the Energy and Climate Committee

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 further amended by adding the bolded text and deleting the strike through text to the following provisions of Chapter 2 Article V Division 19 as follows;

DIVISION 19. – ENERGY AND CLIMATE ~~CITIES FOR CLIMATE PROTECTION~~ COMMITTEE

Sec. 2-1088. - Purpose.

~~The purpose of the cities for climate protection committee is to aid in the reduction of greenhouse gas emissions and increase the community's adaptive capacity to the expected impacts of a changing climate in order to protect the viability of the community and to protect public health, safety, and welfare.~~

In order to protect public health, safety and welfare, as well as the economic vitality of the community, the Energy and Climate Committee exists to:

- (1) monitor and advocate for the reduction of greenhouse gas emissions throughout our community,**
- (2) promote energy conservation and efficiency, as well as the use and production of renewable energy, and**
- (3) increase awareness of and resilience to the expected impacts of a changing climate.**

Sec. 2-1089. - Membership.

The **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee shall consist of seven regular voting members, one of whom shall be a member of the city council, all of whom represent a cross section of organizations, institutions, businesses and interests in the city.

Sec. 2-1090. - Terms.

Members shall be appointed for three-year terms. However the initial appointment shall be staggered so that three members shall be appointed for one year, three members for two years, and three members for three years. In the event of a vacancy, interim appointments may be made to complete the unexpired term.

PASSED

Sec. 2-1091. - Relation to department.

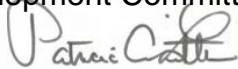
The planning department will provide staff support to the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. Other departments may be called upon as necessary.

Sec. 2-1092. - Functions and guidelines.

The functions and guidelines in this section are established for the conduct of the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. The committee shall:

- (1) Coordinate the goals and measures of the local action climate plan in order to reduce greenhouse gas emissions and increase the community's adaptive capacity;
- (2) Update the local climate action plan and greenhouse gas inventory as deemed necessary;
- (3) Promote the awards and recognitions the city and community members have received for outstanding work in the climate protection arena;
- (4) Promote and report the successes and efforts of the committee to the council and community on a regular basis;
- (5) Make recommendations to local boards and committees pertaining to the local climate action plan and sustainable practices such as energy efficiency, and energy generation and zoning practices;
- (6) Serve as an advocate for the city's interest at the state and national level in climate change policy;
- (7) Assist the city with community outreach and education for the local climate action plan by bringing the benefits of the plan to the attention of the public through educational materials, presentations, and other methods;
- (8) Assist with preparation of grant applications and pursue other funding mechanisms to implement the goals and measures of the local action plan;
- (9) Receive gifts and donations in the name of the city with prior approval of the city council; and
- (10) Perform such other related functions as required by the city council or as requested by the city manager.

In City Council March 15, 2018.
Referred to the Planning, Licenses
and Development Committee.


City Clerk

Kendall W. Lane, Mayor