

City of Keene
New Hampshire

PLANNING, LICENSES AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Wednesday, October 11, 2017

7:00 PM

Council Chambers B

Members Present:

David C. Richards, Chair
Philip M. Jones, Vice-Chair
George S. Hansel
Bart K. Sapeta

Staff Present:

Michele Chalice, Planner
Tara Kessler, Planner
John Rogers, Acting Health Director
Mark Howard, Keene Fire Chief
Beth Fox, ACM/Human Resources Director

Members Not Present:

Robert B. Sutherland

Other Councilors Present

Chair Richards called the meeting to order at 7:00 PM.

1. Donna Forte – Application for a Lodging House License – 57 Winchester Street

Donna Forte and Tracy Parkhurst, of 319 Sugar Hill Road, Hopkinton, introduced themselves as the new owners of the property.

John Rogers, Acting Health Director, reported inspections were conducted yesterday as this is a new license. The new owners are taking care of the few minor issues that were noted. Mr. Rogers said the Code Enforcement Department has no problems moving forward with this license.

Mark Howard, Keene Fire Chief, also reported inspections were conducted yesterday with only a couple of housekeeping issues needing to be taken care of. There were a couple of missing fire

extinguishers which have been replaced already. The annual fire alarm needs to be tested but we need to allow the new owners' time to have this done.

Chair Richards noted he appreciates people coming forward and asking for license. He then asked for Committee questions/comments.

Councilor Sapeta commented he sees this property every day. He noted improvements made by the previous owner and that this is an opportunity for the new owners to make additional improvements. Mr. Parkhurst shared their experience noting they have 54 buildings in Keene for rent. Mr. Parkhurst also indicated they want to clean up the corner.

Councilor Jones said he requested condition #12 be added and mentioned this is the second time the property has changed ownership. Ms. Forte noted her daughter will be operating the property and she has been with the company for 12 years.

Chair Richards said some lodging house licenses have more restrictions; these additional restrictions were brought on by issues. He continued as long as there are no issues additional conditions will not be added.

There being no further comments from the Committee or public Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Jones.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that Donna Forte be granted a lodging house license on property located at 57 Winchester Street for a period of one year from the date of issuance. Said license is conditional upon the following:

- 1) Compliance with all applicable laws, ordinances, codes and rules and regulations;
- 2) No more than 16 persons may reside on the premises;
- 3) No less than 8 vehicular parking spaces must be provided on the premises;
- 4) The names, home addresses, and motor vehicle registrations of the residents of the licensed premises shall be available on the premises at all times for inspection upon request by the Police, Code Enforcement or Fire Departments;
- 5) Continued violation of the City parking ordinances by residents of the premises or their guests, as determined by the Police or the Code Enforcement Department may be grounds for suspension or revocation of the license;
- 6) No alcoholic beverages may be sold on the premises except by written permission of the New Hampshire Liquor Commission;
- 7) Loud noises or other disturbances after 10:00 PM that continue after warning by the Police Department may be grounds for suspension or revocation of the license;
- 8) Access to the common areas of the licensed premises shall be granted to the Police, Code Enforcement, Fire and Health Departments of the City of Keene at all reasonable times;
- 9) The cellar space does not meet the qualifications for public assembly and therefore cannot be used as a gathering space;
- 10) The continuation of the license is subject to and conditioned upon successful passage of two inspections to be conducted by the City;

- 11) Compliance with any recommendations of City staff; and
- 12) Owner shall notify City staff of any change in building operator; failure to do so may be grounds for suspension or revocation of this license.

This license expires on the 20th day of October, 2018 and may be revoked by the City Council in accordance with Sec. 46-590 "Suspension or Revocation".

2. Relating to Accessory Dwelling Units – Ordinance O-2017-10-A

Chair Richards clarified no public comments would be taken as a public hearing had already been held. Additionally he noted this ordinance is designed to match the City Ordinances with newly adopted RSA's. Mr. Rogers confirmed a change in the RSA with regards to Accessory Dwelling units.

Councilor Jones explained for the public's benefit what the state calls an accessory dwelling units is what realtors refer to as a mother-in-law apartment.

There being no further comments from the Committee, Chair Richards asked for a motion.

Councilor Jones made the following motion which was seconded by Councilor Sapeta.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2017-10-A Relating to Accessory Dwelling Units.

3. Relating to the Establishment of a Business Growth and Reuse District, a Neighborhood Business District and a Residential Preservation District - Ordinance O-2016-01-C

Chair Richards commented the Committee is familiar with this ordinance and again no public comments would be heard. He asked Ms. Chalice if she had any specific comments she would like to make; she replied in the negative.

There being no comments from the Committee Chair Richards asked for a motion.

Councilor Jones made the following motion which was seconded by Councilor Hansel.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2016-01-C Relating to the Establishment of a Business Growth and Reuse District, a Neighborhood Business District and a Residential Preservation District.

4) Adjournment - There being no further business before the Committee Chair Richards adjourned the meeting at 7:11 PM.

Respectfully submitted by,
Mary Lou Sheats Hall
October 12, 2017