

City of Keene
New Hampshire

PLANNING, LICENSES AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Wednesday, July 25, 2018

7:00 PM

Council Chambers A

Members Present:

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

Staff Present:

John Rogers, Building and Health Official
Rhett Lamb, ACM/Community Dev. Dir.
Kurt Blomquist, Public Works Director
Elizabeth Dragon, City Manager
Thomas Mullins, City Attorney

Members Not Present:

Other Councilors Present

Terry Clark
Carl Jacobs

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

1. **Peg Bruce/Kiwanis Club of Keene - Request to Use City Property** - Tree Lighting Event

Peg Bruce, of 15L Windsor Court commented the license request is pretty much the same as last year. She continued this year the request to install the lights in October and remove them in April is also included instead of being handled separately. Chair Richards confirmed the motion is to place this item on more time to allow protocol meetings to take place.

Chair Richards asked for Committee questions or comments.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the request from the Keene Kiwanis Club to use downtown City rights-of-way for the Annual Tree Lighting Ceremony be placed on more time to allow City staff to hold protocol meeting(s) with the petitioner.

2) Tillie's Restaurant - Request to Serve Alcohol - Sidewalk Cafe License

Stephen Bentley, of 9 Court Street, the petitioner was present. John Rogers reported we did a quick review of the layout and they will meet the six foot requirement. In addition they will maintain a space along the curb line for people exiting their vehicles. They are waiting to hear from the Church with regards to one table. Chair Richards noted the letter from the Church is in the packet. Mr. Rogers recommended approval of the application.

Chair Richards asked for questions/comments from the Committee or public.

Terry Clark, Ward 3 Councilor suggested it might be time for this Committee to think about the way we permit this and start charging a per foot fee. He noted over the past few years these requests have started expanding outside their own footprints. Chair Richards said this has been discussed and will be reviewed this year. Rhett Lamb commented he is unsure if there is a plan to review the fee schedule as they are brought back on a regular basis. Chair Richards commented he sees no reason not to approve this request.

Councilor Sapeta posed a question similar to Councilor Clark's. Mr. Bentley clarified the additional table is not around the corner. Chair Richards noted you can expand beyond your footprint as long as you have permission from the abutters. Councilor Sapeta asked if you could then go beyond your abutters. Mr. Lamb noted his understanding of the City Code is you can expand onto the adjacent abutter with permission of the owner. Both Mr. Lamb and Chair Richards were unsure if you could go past that- skip an abutter. Mr. Bentley commented that would be too much to keep control over; he would need staff out there constantly. Councilor Sapeta asked why the licenses expire in March. Mr. Lamb explained they (all licenses) were setup on a calendar basis for renewal. Mr. Rogers commented on Councilor Clark's point noting there is an additional charge if you go in front of an abutter. Councilor Jones noted there is no provision for prorating the license fee for those applying later in the year.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that Tillie's Restaurant be granted permission to serve alcoholic beverages in connection with their Sidewalk Café License, subject to the customary licensing requirements of the City Council, and compliance with the requirements of Sections 46-1191 through 46-1196 of the City Code. In addition, the petitioner is granted permission to extend their Sidewalk Café beyond their storefront onto space in front of the adjacent property, subject to submittal of a signed letter of permission from the adjacent property owner. This license shall expire on March 1, 2019.

3) Hazard Mitigation Plan - Public Works Department

Kurt Blomquist, Public Works/Emergency Management Director addressed the Committee. Mr. Blomquist gave a PowerPoint presentation to cover the highlights of the Hazard Mitigation Plan 2018 Update. He described what a hazard mitigation plan is (risks and vulnerabilities the City is subject to) and noted the City's last update was in 2013; this is done on a five year increment in accordance with federal regulations. The adoption of the plan is a condition of receiving Federal Emergency Management Agency (FEMA) grant funding (pre-disaster). These funds have been used for the property on Church Street and if approved for replacement of the City Hall generator; in addition to other projects. Mr. Blomquist noted these grants are 80/20 splits; the generator projects will be CIP projects. Mr. Blomquist outlined the process including the formation of a Hazard Mitigation Committee. Mr. Blomquist encouraged the Committee to read through the document and then began discussing Chapters 1 through 10.

Chapter 1 – Introduction, Executive Summary

Chapter 2 – Community Profile (Pages 6-13)

Chapter 3 -5 (Pages 14-29)

- Description of Hazards- flooding, drought, severe winter, etc.
- Review of past events
- Hazard Risk Assessment (Critical components)
 1. Natural, Page 28
 2. Human, Page 29 (This is not required by FEMA but we have included it because human cause does have a risk to the community.)

Councilor Rice commented she sees civil disorder is low risk and asked what that entails. Mr. Blomquist replied this could be any time you have an event that could cause a general disruption to the general pattern of the community. It is a risk, but something the Police Department does not feel has a high level of occurring.

3. Vulnerability Assessment, Page 30

Councilor Jones asked if the Committee looked at past events and critique or review for instance the gas/oxygen incident three years ago. Mr. Blomquist said these incidents were in the backs of our minds; this is not an operational plan. This means we are not looking at how we responded; this was a utility incident and we look at the probability of it reoccurring.

Chair Richards suggested asking questions at the end of the presentation.

Chapter 6 – Critical Facilities (Page 34)

1. Those facilities that support the functioning of society. . (Fire, Police, Public Works, water treatment plant, waste water treatment plant, etc.)
2. Facilities that in particular would be needed or should be protected during an emergency. (gathering places such as schools)

Mr. Blomquist noted the importance of this Chapter when applying for the grant funds.

Chapter 7-8, Mitigation Strategies (Page 41)

1. Review existing Mitigation Strategies and Programs, page 42
2. Identify how program is going and improvements/changes

3. Status of priority from previous plan update
4. Based in hazards, identification of strategies
5. Prioritization of Mitigation Actions, page 50

Chapter 9, Prioritized Implementation Schedule (Page 53)

1. Identifies Mitigation Actions
2. The lead Department/Agency
3. Deadline- Long/Median and Potential Cost

Chapter 10, Adoption/Implementation/Updating (Page 52)

1. How will plan be managed

Chair Richards commented the plan is very comprehensive adding we know where the issues are, with flooding being number one. He also commented the plan was well thought out. Chair Richards referred to Page 12 National Flood Insurance Program (NFIP) and asked if the \$5,370,563 if this is what the City or people have paid for. Mr. Blomquist confirmed this is what people have paid for since 1978. He added the government looks at how you reduce the potential for future loss. Chair Richards asked about the 10% discount on flood insurance. Mr. Blomquist commented he believes this is automatic and outlined the Community Rating System (CRS) and how better ratings equal lower costs for property owners. He noted another example of this is the International Organization for Standardization (ISO) the Fire Chief talks about. Continuing Chair Richards commented we talked about flooding a few years ago- do we have things in the CIP now that address flood issues. Mr. Blomquist replied absolutely. For example we have funding in there for the hydro analysis of Beaver Brook, our bridge program, we are replacing the lower Main Street Bridge right now. We also have Winchester and Roxbury Streets in the program, along with our drain cleaning program. Adding to Mr. Blomquist' comments Mr. Lamb noted there are storm water improvement programs that run several years into the CIP including Roxbury Street, in addition to a vulnerability analysis.

Councilor Hansel commented this is an interesting read. He asked if the other entities involved in our efforts have access to this funding and are there any collaborative efforts with them. Mr. Blomquist said this is available to any of the partners we have identified. He noted collaborative efforts with Cheshire Medical and the Fire Department. Mr. Blomquist commented the county adds to our challenges because they do not own a lot of infrastructure. They add challenges because of the facilities they own. Mr. Blomquist said often unseen is the interaction between us and these entities.

Councilor Jones noted the unnumbered resolution and asked Mr. Blomquist if this was a template and he would be building from that. Mr. Blomquist replied the template comes from Southwest Regional Planning Commission (SWRPC) and they are used to dealing with Select Boards (towns). The wording will be adjusted.

Councilor Rice thanked Mr. Blomquist for going above and beyond with the human cause hazards because we really do want to be prepared to minimize loss of life.

Councilor Sapeta commented this seems like a very good tool for planning and it is good to see it

in the CIP. He then asked if there were statistics on what percentage of the budget is being used for mitigation per year. Mr. Blomquist listed the various types of work that try to minimize risks- he cited the Fire Department as an example; adding a good percentage of your budget goes to minimize the loss of life/property. Mr. Blomquist agreed with Councilor Sapeta it is hard for the public to see and understand because it is hard to measure. Mr. Lamb commended the Council for addressing resiliency in the day to day activities for the past 10 years. Councilor Jones agreed some of this would be hard to quantify because it is in the CIP and our operating budget (snow removal, Police, Fire, etc.). Councilor Hansel testified anecdotally that insurance rates in Keene seem to be lower than other places in the state. Mr. Blomquist attributes this to our CSR and ISO ratings.

Chair Richards asked for public questions or comments.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the adoption of the City of Keene Hazard Mitigation Plan 2018 update and that the City Manager be authorized to do all things necessary to implement the Plan.

4) Adjournment - There being no further business before the Committee Chair Richards adjourned the meeting at 8:03 PM.

Respectfully submitted by,
Mary Lou Sheats Hall
July 26, 2018