



**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA**

Council Chambers A
January 27, 2016
7:00 PM

City of Keene
New Hampshire

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

-
- | | |
|--------------------|--|
| 1. PERIODIC REPORT | Agricultural Commission |
| 2. COMMUNICATION | Pathways for Keene – Request to use City
Property – 4 on the 4 th Road Race (Community
event) |
| 3. COMMUNICATION | Hundred Nights, Inc. – Lodging House License |
| 4. MEMORANDUM | Planner – Land Use Code Update Project Update |

MORE TIME ITEMS:

A. Councilor Clark - Definition of “Historic Property” in terms of Demolition Review Process

More Time Awaiting Either Public Hearings/Planning Board Review/Joint Committee:

Possible Non-Public Session



VIBRANT • ACTIVE • COMMUNITY
PATHWAYSFORKEENE.ORG
P.O. BOX 226, KEENE, NH 03431

2E

December 31, 2015

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

In City Council January 21, 2016.

Referred to the Planning, Licenses and Development
Committee whom will meet Wednesday, January 27, 2016 at
7:00 PM in Council Chambers, Keene City Hall. You are hereby
notified of the above meeting and requested to be present.

City Clerk

Re: Request to Use City Property

Dear Honorable Mayor & Council:

Pathways for Keene, Inc. ("PFK") plans to present the 15th Annual "4 on the 4th" road race on
July 4th, 2016, and requests a permit that will allow us to proceed with race preparations.

We hope to again utilize a combination of the Railroad Square Park, Cheshire Rail Trail, City
Streets, and private property for the two-miles out and two-miles back course. The planned
route is identical to the route used in 2013, 2014 and 2015. Please see attached for a detail
route list and map.

As with previous races, we request the City mark Railroad Street as a No Parking area from
6:00am to 11:00am. This action was taken to solve a problem we had in 2011 with a flatbed
truck parked in this area for the duration of the event.

The 7am registration and 8am start should keep us out of peak holiday traffic as we will be
completely done by 11am.

As you know, this race is a popular summer event, providing many residents and visitors, who
walk and run with a positive experience that shows off Downtown Keene at its very best.

Sincerely yours, ..

Chuck Redfern,
Treasurer

Enclosures:

cc: Keene City Clerk

PFK Board of Directors

We hope to again utilize a combination of the Cheshire Rail Trail, City streets, and private property for this two-miles out and two-miles back course. The planned route is identical to the route used in 2013 *and 2014 and 2015*

Start/Finish Railroad Street parallel to back of vacant restaurant building.

East on Railroad Street.

Right onto Community Way.

Left onto Cheshire Rail Trail.

Straight across Water Street.

Bear Right onto Eastern Avenue.

Straight through Intersection and bear left onto Marlboro Street.

Right Turn onto Optical Avenue Extension.

Right Turn into EVS Metal grass (just past EVS Metal driveway).

Cross EVS Metal grass to lot behind Timken.

Left towards Optical Avenue.

Right in front of Timken.

Left towards Optical Avenue.

Two-mile mark almost at Optical avenue.

Left onto Optical Avenue.

Left onto Optical Avenue Extension.

Left onto Marlboro Street.

Cross intersection onto Easter Avenue using as straight a tack as possible.

Bear left onto Cheshire Rail Trail (Industrial Heritage Trail).

Straight across Water Street.

Right on Community Way.

Left on Railroad Street.

Straight up Railroad Street to Finish line.

Finish at Railroad Square.



APPLICATION FOR USE OF PUBLIC WAYS

(please print or type)

Sponsoring Organization's Name Pathways for Keene, Inc.

Sponsoring Organization's Address P.O. Box 226, Keene, NH 03431

Applicant's Name Charles Redfern Telephone # 357-4982

Applicant's Mailing Address: 9 Colby St, Keene, NH 03431

Email address: credfern@ne.rr.com

Type of Event: ☐ walk-a-thon ☐ bikerace ☐ parade ☒ footrace

Will this event require the closure of public ways? ☒ yes ☐ no

Is the event timed and competitive? ☒ yes ☐ no

Date of the Event: 7/4/16

Time of Event: 6 am to 11 am

Estimated Attendance: 1,000 total

Route - list all streets and include map: See attached listing & map
This route includes city park lands, bike paths
& streets

If your route includes City park lands or bike paths, the request to use these areas must be approved by the Parks and Recreation Department:

Signature of Approval, Parks and Recreation Dept.

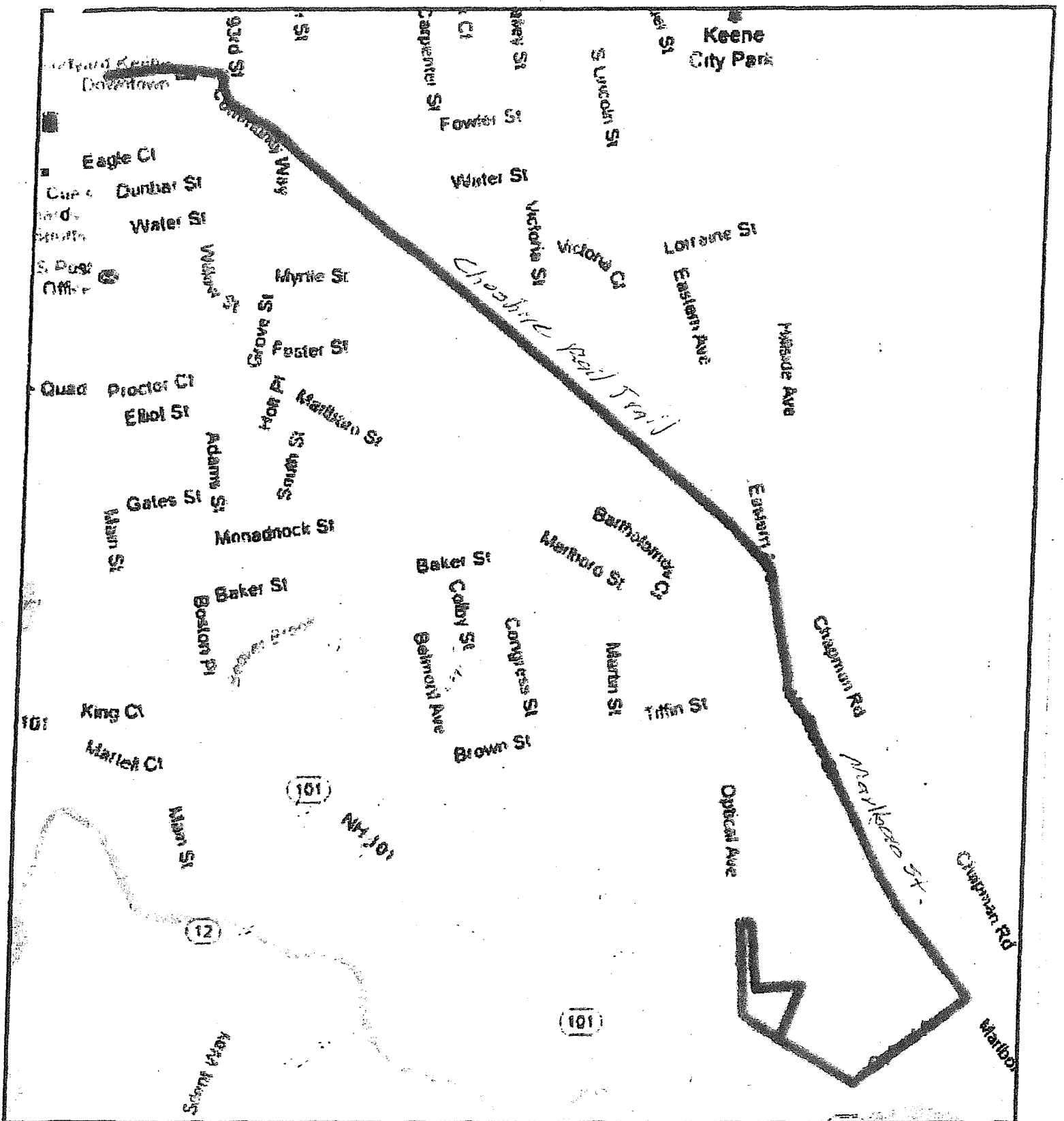
(for Departmental Use)

Application and Fee Received on 01/12/16 by Geni Wood

Police Department Review of Route by _____

License Approved By: _____ Date: _____

Issued: _____



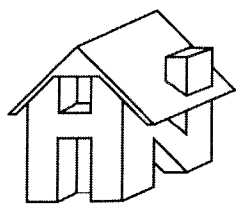
PATHWAYS FOR KEENE- FACTS & FIGURES

Funds Raised for City of Keene Projects

Appel Way	-
Ashuelot Rail Trail, Phase 1	6,712.00
Ashuelot Rail Trail, Phase 2	2,638.00
Cheshire Rail Trail, Phase 1	25,000.00
Cheshire Rail Trail, Phase 2	41,227.54
Cheshire Rail Trail, Phase 3	30,000.00
Downtown Cheshire Trail	50,000.00
Industrial Heritage, Phase 1	35,000.00
North Bridge	100,000.00
Roundhouse T, Phase 1	44,280.53
Roundhouse T, Phase 2	30,000.00
South Bridge- N/A	
Benches	1,114.70
Racks	
Signs	
Maps	1,000.00
Total	366,972.77

Expenses for Races 2015

Participant T-Shirts	4,197.50
TriState Racing Service	1,513.50
Annual Insurance	554.00
PJD Septic Services	489.60
Gem Graphics Race Banner	264.00
City Permit	25.00
City Permit	17.50
Post Race Review Mtg.	91.92
Total	7,153.02
*excludes misc.supplies	



HUNDRED NIGHTS INC.

Cold Weather Shelter

Open Doors Resource Center

P.O. Box 833

17 Lamson Street

Keene, NH 03431

(603) 352-5197

www.hundrednightsinc.org

Tax ID: 45-2798171

2D

In City Council January 21, 2016.

Referred to the Planning, Licenses and Development Committee
whom will meet Wednesday, January 27, 2016 at 7:00 PM in Council
Chambers, Keene City Hall. You are hereby notified of the above
meeting and requested to be present.

City Clerk

Keene City Council
3 Washington St
Keene, NH 03431

January 8, 2016

Re: Renewal Application for Operation of a Lodging House
Hundred Nights Inc. Cold Weather Shelter

Dear City Council Members,

Enclosed is our application and a check in the amount of \$165.00 to renew our Lodging House
License at Hundred Nights Inc., 15 Lamson Street in Keene.

The Cold Weather Shelter opened for the season on December 1, 2014. We have had an average
of 26 people a night seek shelter from the cold since the doors opened this season.

Please let me know if you need any other information. Thank you for your time and consideration
in the renewal of our license.

Sincerely,

Mindy Cambiar
Executive Director
Hundred Nights, Inc



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 1/8/16 Location of Lodginghouse 15 Lamson St Keene

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

Property Owner Timoleon + Kiki Chakalos Business Phone 357-4230

Address 49 Blackberry Lane Keene Home Phone 352-1843

Operator/Resident Agent Mindy Cambiar Business Phone 352-5197

Address 574 N Shore Rd Munsonville Home Phone 667-1481

NH 03857
Number of Persons Authorized to reside on premises 26

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

Timoleon Chakalos
Signature of Property Owner

Timoleon Chakalos
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 Jan 8, 2016 Action Taken Council Agenda 1/21/16

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

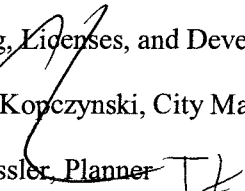
City Clerk

CITY OF KEENE
NEW HAMPSHIRE

DATE: January 25, 2016

TO: Planning, Licenses, and Development Committee

THROUGH: Medard Kopczynski, City Manager

FROM: Tara Kessler, Planner 

SUBJECT: Land Use Code Update Project Update

Recommendation:

Accept as informational.

Background:

When the City's Comprehensive Master Plan was adopted in 2010, the top implementation action was to re-write/update the City's land use codes. The City Council approved the use of \$200,000 to fund this action item through the City's Capital Improvement Program. Staff have since developed a proposal for carrying out this project, which involves two phases. The intent of this memorandum is to provide an overview of the work proposed for each phase and outline the next steps for this project. More information on this project, including a "problem statement" and excerpts from the 2010 Comprehensive Master Plan and the FY2015-2020 Capital Improvement Program, are attached.

The first phase would be an assessment of the City's current land use regulations and a review of options for revising the existing regulatory framework. A professional consulting team with state-of-the-art experience would be contracted to perform this review and help educate the City about available options for performing a regulatory update. The second phase will involve the preparation of draft regulatory changes for consideration by City Council. It is anticipated that the work performed by the consultant in the first phase would be used to guide the revisions proposed in the second. This two-part process will allow the City to confirm the purpose and intent of the project, seek public input and support, and consider changes in the community since the project was first identified in 2010, before embarking on the task of writing comprehensive code changes.

Staff is preparing to release a Request for Qualifications to initiate the consultant search/selection process for the first phase of this project. The timeframe for this phase is estimated to be April through November of 2016. Preferably, the Consultant selected for the first phase will have the expertise and interest in either overseeing or completing the work required for the second.

For this first phase, the Mayor will form a Steering Committee to provide guidance to the consultant team and City staff. This committee will be composed of representatives from the private sector, community members, elected officials, and staff from various City Departments. It is anticipated that this committee will meet on a monthly basis to review and discuss project milestones with City staff and the selected consultant team.

CITY OF KEENE LAND USE CODE UPDATE

Problem Statement:

Good codes are the foundation upon which great communities are built. How the City of Keene looks and feels, now and into the future, is largely determined by our Code of Ordinances and land use regulations. These regulations and standards govern a broad range of activities including permissible land uses, building densities, aesthetics, setbacks, street widths, parking requirements, natural resource protection etc. They are a critical tool for guiding growth and development in a manner consistent with our community vision and to encourage economic development and job opportunity. However, in order to stay responsive to our community's changing needs, the effectiveness of our regulatory framework must be periodically evaluated. This need to review and update the City's land use regulations was identified by the community as the top priority in the 2010 Comprehensive Master Plan.

While the City has made many changes to its regulations to address goals related to housing, economic development, environmental protection, stormwater management, and transportation, it has been over 40 years since a comprehensive review has been undertaken. The result of nearly a half-century of piecemeal amendments to our land use regulations is an assortment of numerous districts, special districts, and overlay districts, each with their accompanying text, lists of uses, and differing standards. These layers of regulations can be difficult and confusing to navigate, and can add time and expenses to the permitting process. In some instances, they lack the flexibility needed to encourage growth and redevelopment that is compatible with our long-range vision and Master Plan goals.

Today, we are experiencing significantly different demographic trends and socioeconomic circumstances than when many of these land use regulations were first established. The decades following World War II were characterized by substantial in-migration and rapid housing development. During this era, the paradigm for planning and land use regulation was focused on limiting or in some instances controlling growth. In more recent years, our growth rates have sharply slowed and are projected to stay low over the next thirty years. We face considerable challenges including a rapidly aging population, slow economic recovery, loss of youth and young professionals, and increased competition in an increasingly globalized society. In addition, our thinking about neighborhoods, housing density, economic development, and active transportation has evolved and changed shape. It is time to reexamine how well our regulations align with our Comprehensive Master Plan and respond to current conditions and trends. Keene needs a modern set of tools to respond to these challenges and responsibly plan ahead for growth and redevelopment.

Excerpt from 2010 Keene Comprehensive Master Plan

Land Use Plan Strategies (p. 123-124):

“Rewrite the Land Use and Zoning Code:

The community's land-use and zoning ordinance provides the detailed regulations that implement the land-use plan. It regulates uses, height, bulk, area, setbacks, parking, signage and other requirements. Changes will be recommended to the zoning ordinance in order to align it with the intent of the Future Land Use Map. These will include changes to the city's official zoning map. As the community moves forward with this revision, other types of land-use regulations should be considered that will incorporate walkability, green infrastructure, sustainable building, a smart-growth principle and other features outlined in this plan. Performance zoning is one type of code that should be reviewed as part of this process.”

Excerpt from 2015-2020 CIP

Project Name: Land Use Code Update (p. 51)

“The recent Re-Zoning project for Marlboro Street and Keene’s southeast neighborhood has reminded us of zoning’s intricate interconnectedness with other priority municipal issues such as stormwater management, the complexity of infrastructure improvements, and the public’s desire for interconnected green spaces. These issues, and other "lessons learned" from the Marlboro Street Re-Zoning Project will be applied to the City-wide Land Use Code Update. Lastly, updating the City's codes is a top implementation strategy identified in the 2010 Comprehensive Master Plan. As such, this project will require extensive public participation, drafting, testing, and then final codification of a new code. In order to complete this project, consultant support will be needed to assist City staff. The project will require engaging our citizenry in the following steps: 1) Analysis and Problem Definition, 2) Identification of Alternative Approaches, 3) Drafting of the Code, 4) Public Review and 5) Adoption and Implementation. A final scope of work has not yet been determined.