



**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA**

Council Chambers A
February 10, 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. MEMORANDUM | Acting Health Director – Introduction of KSC
Coordinator of Student and Community Relations |
| 2. COMMUNICATION | Danielle Boudrand – Suggested Ban on Single use
Plastic Bags |
| 3. COMMUNICATION | 57 Winchester Street – Lodging House License |
| 4. COMMUNICATION | United Church of Christ – Lodging House License |
| 5. MEMORANDUM | Mayor & City Clerk – Rules of Order
Amendments |

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

City of Keene
New Hampshire

February 8, 2016

TO: The Planning License and Development Committee

THROUGH: M.K. Kopczynski, City Manager

FROM: John Rogers, Acting Health Director 

RE: Introduction of Robin Picard, Keene State College's Coordinator of Student and Community Relations

Recommendation:

Informational

Background:

Previously the Health Director and Police Chief have updated the committee about the Proactive Code Report created in 2003, with the last update occurring in 2015. One of the recommendations made on the original report was for a process to be developed for communication amongst City departments and Keene State College (KSC). Over the years many actions have been taken towards this recommendation the latest being KSC's Coordinator of Student and Community Relations position being upgraded from part-time to a full time position and the hiring of Robin Picard to fill that position. Robin states that the "office of Student and Community Relations works to foster a positive relationship, built on civility and consideration, between off-campus students and the larger Keene community."

One of the other actions taken has been the creation of the Keene Community Coalition which is comprised of Keene State College's Coordinator of Student and Community Relations, the Keene Police Department's College Liaison, and the two Keene Code Enforcement Housing Inspectors. The Coalition meets monthly in an effort to:

- Identify neighborhood challenges and consider potential actions
- Generate ideas and programs designed to build community and facilitate positive interaction between off-campus students, landlords, City officials, and Keene residents
- Discuss problem properties and consider innovative ways of responding to landlords and student tenants in those properties
- Identify and address communication roadblocks between Code Enforcement, Keene State, and Keene Police

The Coalition has also developed several programs in an effort to educate the students about becoming part of the community and some of their responsibilities when they live off campus.

- Walk About is conducted at the beginning of the school year. Members of the Community Coalition knocking on doors to greet students and offer information and resources.

- The Move Out program, conducted at the end of the semester, provides students with information about where items can be donated or how best to plan for trash pick-up and clean up
- Off Campus orientations to assist students with legal, safety, budget and community information. A video with local residents is incorporated into the program with the college, KPD Liaison officer and the Housing Inspectors giving presentations as part of the orientation
- Voluntary Apartment Inspections are now required in order for apartment listings to be included on the KSC Off-Campus website
- A Landlord Fair is held annually on campus to provide students an opportunity to meet landlords and be able to have a larger scope and sense of the rental opportunities. Legal information is also provided at this event

Robin's professional background spans three areas; higher education administration, community development and humanitarian work. She has been a resident of Keene since 1998, graduated from Franklin Pierce University in 1982, and is also a landlord to area students.

2A

Dear City Council of Keene,

I am submitting a request and concern for the ban of single use plastic bags to this city. In not having a ban we are adding to the ongoing problem of plastic bag pollution. This is unnecessary waste that continues to adversely affect wildlife, wildlife habitat and humans. There have been many studies including the new proposal on what needs be done about this growing issue done by the World Economic Forum.

I can't think of one good reason why anyone would argue that keeping single use plastic bags is a good thing. And to explore this more I am a local artist that started THE PLASTIC BAG PROJECT here in Keene to demonstrate this growing irresponsible waste that we created. I will continue this art piece to bring awareness and gather support to create this ban.

Thank you for attention to this matter,

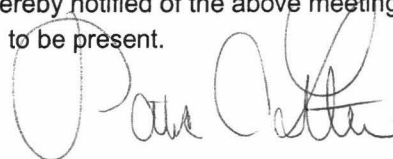
Sincerely,
Danielle Baudrand



In City Council February 4, 2016.

Referred to the Planning, Licenses and Development Committee whom will meet Wednesday, February 10, 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

Danielle Baudrand
917-828-4077



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 1/11/16 Location of Lodginghouse 57 Winchester St.

Identify local or national Fraternity or Sorority
that members are pledged to (if applicable) Phi Mu Delta

Property Owner 57 Winchester St. Realty LLC Business Phone 603 231 9227

Address PO Box 1092 Atkinson NH Home Phone _____
03811

Operator/Resident Agent Robert Toci Business Phone 603-560-0748
Arnold Fish 762-3758

Address 57 Winchester St. Home Phone _____

Number of Persons Authorized to reside on premises 16

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

[Signature]
Signature of Property Owner member

Robert Toci David DeGarcia
Name (Printed or Typed)

[Signature]
Signature of Operator/Resident Agent

Robert Toci
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]
Signature of College Representative

Name and Title (Printed or Typed)

(For Office Use Only)

Date Received 1/20/16 Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Sec. 46-561. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Licensing authority shall mean the city council or its designee duly authorized by resolution.

Lodginghouse shall mean any dwelling for more than four persons, which lets sleeping accommodations for a transient or permanent basis, without personal care services, with or without meals, but without separate cooking facilities for individual occupants. For purposes of this article the term lodging house shall not include a hotel or motel.

Sec. 46-562. Enforcement officer.

For the purposes of this article, the enforcement officer shall be the police chief. However, where compliance with building, plumbing, wiring and housing codes is concerned, the enforcement officer shall be the superintendent of code enforcement, and for fire and life safety codes, the enforcement officer shall be the fire chief.

Sec. 46-563. Fraternity and sorority houses.

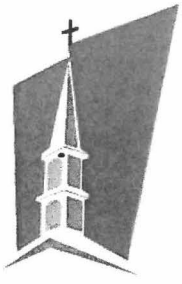
Fraternity and sorority house shall mean a place of residence, with or without meals, for more than four persons attending a college or university, who are all members of, or pledged to, a local or national fraternity or sorority that is recognized by a college or university with a Keene campus. For purposes of this article, a fraternity or sorority shall be treated as a lodging house.

Sec. 46-564. Resident agent.

Resident agent shall mean the owner or operator of a lodginghouse and/or his or her agent who resides on the premises. Each lodginghouse operator shall cause his resident agent to reside on the premises and shall authorize such agent to be responsible for the day-to-day operation of the lodginghouse, to receive notices in his name and to be responsible for the conduct of persons therein.

Sec. 46-565. Penalties.

Any person who operates a lodginghouse without having first obtained a license in accordance with this article shall be fined \$275.00 for each day that such operation continues. Any person who operates and/or any owner who permits a lodginghouse, to operate without a license shall be fined \$275.00 for each day that such operation continues. Any person who violates the provisions of this article shall also be subject to the penalties provided in RSA 676:15 (injunctive relief); RSA 676:17 (fines and penalties); and RSA 676:17-a (cease and desist orders).



UNITED CHURCH OF CHRIST IN KEENE

"Where the Spirit is alive and miracles happen!"

www.ucckeeene.org

603-352-4136

2B

January 19, 2016

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

Rev. Christine Boardman
Interim Senior Minister

Dear Council Members,

Christopher Cornell
Assistant Minister

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

Beverly Caldon
Director of Music

Diantha Dorman
Handbell Director

Mark C. Harris
Church Administrator

We are providing this shelter on an overflow basis only, so it is not in operation every night nor throughout the year. We use a process by which people asking for shelter must check in at Hundred Nights, and comply with their procedures before being directed to our Church. At our Church, a volunteer is contacted by the Shelter in order to admit people to the overflow. When it is in operation, we have an average of 8 to 10 people, not including the two staff members, one from the Hundred Nights, and one a Church volunteer. There is always at least one person awake.



Our understanding is that there is a cost of \$165 associated with the license. We would like the license to allow for up to 16 people in the shelter at a 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 is completely paid for by the Church and its members. Of note, we have repeatedly provided shelter for families with young children in the winter months.

In City Council February 4, 2016.
Referred to the Planning, Licenses
and Development Committee whom
will meet Wednesday, February
10, 2016 at 7:00 PM in Council
Chambers, Keene City Hall. You are
hereby notified of the above meeting
and requested to be present.

In consideration of these facts, and of the reality that these people's health and safety is ultimately the responsibility of the City, we are requesting that the Council waive the fee associated with the license.

Thank you for your consideration,
We wish you the Peace of Christ,

Rev. Christine Boardman

City Clerk

Rev. Christine Boardman,
Senior Minister

Kathryn Blair
Kathy Blair,
Church Council Chair



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 26 JAN 2016 Location of Lodginghouse 23 CENTRAL SQUARE

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) N/A

Property Owner THE UCC in Keene Business Phone 603 352 4136

Address 23 CENTRAL SQUARE Home Phone N/A

Operator/Resident Agent MARK C. HARRIS Business Phone 603 352 4136

Address 23 CENTRAL SQUARE Home Phone N/A

Number of Persons Authorized to reside on premises 16/night

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

Signature of Property Owner

[Signature]

Signature of Operator/Resident Agent

KATHY BLAIR, CHAIR OF CHURCH COUNCIL
Name (Printed or Typed)

MARK C HARRIS, ADMINISTRATOR
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 _____ Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk



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City of Keene
NEW HAMPSHIRE

3B2

January 27, 2016

TO: Keene City Council
SUBJECT: Rules of Order Amendments
FROM: Kendall W. Lane, Mayor
Patricia A. Little, City Clerk

In City Council February 4, 2016.
Referred to the Planning, Licenses and
Development Committee.


City Clerk

Recommendation:

Refer to the Planning, Licenses and Development Committee for their review and consideration.

Background:

These proposed amendments to the City Council's Rules of Order redistribute the workload of the three Standing Committees and clarify the participation of non-Committee members at Standing Committee meetings. In addition, the amendments eliminate the signature of the Committee Chair on Committee reports and the filing of quarterly attendance and more time reports. Finally, the amendments would recognize and codify the current tradition of Standing Committee Chairs presenting background information on their committee's recommendation.

**Keene City Council
Rules of Order
Proposed Amendments**

Amendment #1

SECTION 22. STANDING COMMITTEES. At the commencement of each municipal year, the following Standing Committees of the Council shall be appointed by the Mayor. All Standing Committees of the Council shall consist of five (5) members. No member shall serve on more than one Standing Committee of the Council at the same time. The first member named on each Committee to be Chairman; the second member named on each Committee to be Vice-Chairman. Items referred to Committee shall be in accordance with their areas of concern as set forth below:

Finance, Organization, and Personnel Committee

Assessment, budget, **cable franchise**, claims, **purchase and sale of real City-owned property and its disposition**, finances, information **technology services**, insurance, leases **and lease management**, organization, personnel, purchasing, ~~elections~~, and taxes.

Municipal Services, Facilities and Infrastructure Committee

~~Airport~~, cemeteries, **intermodal transportation** ~~downtown parking~~ facilities, infrastructure **management and planning**, fire, **public** health, human services, library, parks, police, recreation, **public safety**, **trail system**, traffic control, and youth services.

Planning, Licenses and Development Committee

Airport, **Airport leases**, Airport land use planning, ~~cable television~~, **broadband**, **college/city relations**, **enforcement of codes enforcement**, easements, economic development, floodplain, ~~general~~ development, housing, ~~infrastructure planning~~, land use, permits, licensing, management of open space, conservation, planning, Rules of Order, wetlands, and zoning.

~~No member of the Council who is not a member of the Committee may indicate how they will vote on an item on a Committee agenda; he or she~~ A Councilor who is not a member of the Committee may ask questions and participate in the discussion, but **may** not participate in the deliberations after a motion and 2nd has been made concerning an item on a Committee agenda. If the Committee votes to remove a matter from more time, it shall be placed on the agenda for the next scheduled committee meeting and prior notice shall be provided to all interested parties. If the Committee votes to go into non-public session, only the members of the Committee shall attend the session.

Amendment #2

All Standing Committees, except Finance, Organization and Personnel, shall normally meet on the Wednesday following a regularly scheduled Council meeting. The Finance, Organization and Personnel Committee shall normally meet on the first Thursday following the regularly scheduled Council meeting. Items to be submitted for the agenda packet must be filed with the City Clerk by 1:00 PM on the Tuesday before the Committees hold their regular meetings. ~~Not less than every three (3) months, the Chairman of each Standing Committee of the Council shall submit an attendance report for his or her Committee to the Council for its information. At the last meeting of the months of March, June, September, and December, all Committees shall list the subject matter of all matters pending before the Committee which has been granted more time.~~ A majority of each Committee shall constitute a quorum. The City Manager and those department heads needed by the respective committees shall normally attend the regularly scheduled Standing Committee meetings. The City Manager may designate a department head or other suitable person to represent him or her unless he or she is requested by the Committee to attend a particular meeting, but the Committee Chairmen will make arrangements to avoid conflicting demands on the City Manager's time.

Amendment #3

SECTION 26. REVIEW OF ITEMS OF BUSINESS. Every Ordinance, Resolution, Committee Report, and any other document to come before the Council for consideration must be filed with the City Clerk by 4:00 PM on the Tuesday before the Thursday on which the Council holds its regular meeting. Ordinances, Resolutions, and documents, except Committee reports, to come before the Council for consideration shall be personally hand signed by those submitting same. ~~Committee reports shall be signed by the Committee chairman or his or her designee.~~

Amendment #4

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. 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 action 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.** ~~When the Chair of the Committee or the designee offers a motion to carry out the intent of the Committee report, the member shall be permitted to speak against the recommendation of the Committee.~~