

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, August 3, 2023

9:00 AM

**2nd Floor Conference Room,
City Hall**

Members Present:

Evan Clements
Don Lussier
Don Farquhar
John Rogers
Med Kopczynski

Staff Present:

Megan Fortson, Planning Technician
Bob Burns, Permit Technician
Mike Hagan, Plans Examiner
Lt. Shane Maxfield, Police Dept.

1) Call to Order – Roll Call

Evan Clements called the meeting to order at 9:00 AM. Roll call was conducted.

2) Scheduled Pre-submission Inquiries

- a. **Conceptual Subdivision – The 31-ac parcel at 150 Congress St (TMP #598-002-000) is owned by Markem Corp and is located in the Industrial Park District.**

Shawn Marsh from Markem-Imaje and Jonathan Lefebvre from Fieldstone Land Consultants were present to discuss this project. They presented a preliminary plan showing the proposed 2-lot subdivision of the 31-ac parcel at 150 Congress St (TMP #598-002-000) and answered questions from City Staff.

- b. **Conceptual Subdivision – The 5.76-ac parcel at 800 Park Ave (TMP #227-002-000) is owned by Carlisle Park Avenue LLC and is located in the Commerce District.**

Jim Phippard from Brickstone Land Use Consultants was present to discuss this project on behalf of the property owner. Mr. Phippard presented a preliminary plan for the proposed 2-lot subdivision of the 5.76-ac parcel at 800 Park Ave (TMP #227-002-000) and answered questions from City Staff.

3) Walk-In Pre-submission Inquiries

There were no walk-in pre-submission inquiries.

4) Upcoming Meeting Dates

- Pre-submission Meeting – September 7, 2023 at 9:00 am
- 1st Monthly MPRC Meeting – September 7, 2023 at 10:00 am
- 2nd Monthly MPRC Meeting – September 21, 2023 at 10:00 am (*If needed*)

5) **Adjournment**

There being no further business, Mr. Clements adjourned the meeting at 9:37 AM.

Respectfully submitted by,
Megan Fortson, Planning Technician

Reviewed and edited by,
Evan J. Clements, AICP - Planner