

**City of Keene**  
**New Hampshire**

**MINOR PROJECT REVIEW COMMITTEE**  
**MEETING MINUTES**

**Thursday, March 16, 2023**

**10:30 AM**

**Council Chambers,  
City Hall**

**Members Present:**

Don Lussier  
Jesse Rounds  
John Rogers  
Don Farquhar  
Mari Brunner, Alternate  
Mike Hagan, Alternate

**Other Staff Present:**

Megan Fortson, Planning Technician

**Members Not Present:**

Med Kopczynski  
Kürt Blomquist, Alternate  
Steve Dumont, Alternate

**1) Call to Order – Roll Call**

Chair Rounds called the meeting to order at 10:32 AM. Roll call was conducted. Chair Rounds stated that Mari Brunner is a voting member today.

**2) Minutes of Previous Meeting – March 2, 2023**

Mr. Lussier stated that he has one correction to the Minor Project Review Committee minutes: “Mr. Farquhar” should be changed to “Chief Farquhar.”

Mr. Lussier made a motion to approve the regular Minor Project Review Committee meeting minutes and the Pre-submission meeting minutes of March 2, 2023 as amended. Mr. Rogers seconded the motion, which passed by unanimous vote.

**3) Final Vote on Conditional Approvals**

Ms. Fortson stated that there are no conditional approvals for a final vote today.

**4) Continued Public Hearing**

- A. **SPR-06-19, Modification #1 – Site Plan – 20 Manchester St – Applicant and owner 560 Main Street LLC, proposes to lease a portion of the Froling site at 20 Manchester St (TMP #114-012-000) to Phil’s Tree Service for equipment and truck storage, create a second open yard rental space, construct an addition ~3,750 sf in size to an already approved 10,000 sf building, and make minor modifications to the landscaping and parking. The property is 9.88 ac and is located in the Industrial District.**

Chair Rounds stated that the applicant for SPR-06-19, Modification #1 is not here today. He opened the public hearing. Ms. Brunner stated that her understanding, in talking with Ms. Fortson, is that the applicant contacted the Community Development Department and asked for the application to be continued to the April 6, 2023 meeting.

Ms. Brunner made a motion to continue the public hearing for SPR-06-19, Modification #1 to the April 6, 2023 Minor Project Review Committee meeting at 10:00 in Council Chambers at City Hall. Mr. Lussier seconded the motion, which passed by unanimous vote.

5) **Staff Updates**

Chair Rounds stated that he wanted to update the Board about the Minor Project application, SPR-204 Modification #3, that had previously been submitted for 216 Marlboro St. He continued that the applicant came before the MPRC [on January 26, 2023] and the Board had issued a conditional approval. However, upon further review, the MPRC realized that they should not have accepted the application because the proposal did not comply with Zoning and the MPRC is not allowed to consider applications that do not meet Zoning. There were also issues with the MPRC’s motion, which they will talk about with the attorneys, so the MPRC can better understand how they need to word future motions. The applicant will return in the future with a revised proposal. He is not sure if it will be a new site plan, but the applicant has some work to do before returning to the MPRC, which City Staff has communicated to the applicant. For now, that process is done, because the MPRC should not have started the process in the first place. He asked if anyone had questions or if he missed anything.

Ms. Brunner replied that she would add that the application is considered *void ab initio*.

6) **New Business**

Chair Rounds asked if anyone had new business to discuss. There was no response.

7) **Upcoming Meeting Dates**

- Pre-submission Meeting – April 6, 2023 at 9:00 am
- 1st Monthly MPRC Meeting – April 6, 2023 at 10:00 am
- 2nd Monthly MPRC Meeting – April 20, 2023 at 10:00 am (*If needed*)

There being no further business, Chair Rounds adjourned the meeting at 10:41 AM.

Respectfully submitted by,  
Britta Reida, Minute Taker

Reviewed and edited by,  
Megan Fortson, Planning Technician