

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

**MINOR PROJECT REVIEW COMMITTEE**  
**PRE-SUBMISSION MEETING MINUTES**

**Thursday, October 3, 2024**

**9:00 AM**

**2<sup>nd</sup> Floor Conference Room,  
City Hall**

**Members Present:**

Jesse Rounds, Community Development  
Director/Chair  
Evan Clements, Planner & Deputy Zoning  
Administrator/Vice Chair (Zoning  
Administrator's Designee)  
Richard Wood, Fire Marshal/Building  
Official (Fire Chief's Designee)  
Michael Hagan, Plans Examiner (City  
Manager's Designee)

**Staff Present:**

Megan Fortson, Planner  
Lt. Shane Maxfield, Police Dept.

**Members Not Present:**

Public Works Director (or Designee)

**1) Call to Order – Roll Call**

Jesse Rounds, Chair, called the meeting to order at 9:10 AM. Roll call was conducted.

**2) Scheduled Pre-Submission Inquiries**

- a. Conceptual Site Plan Application – The ~3.53-ac parcel at 0 Ashuelot St (TMP #567-001-000) is owned by JRR Properties LLC and is located in the Commerce District.**

Ms. Liza Sargent of SVE Associates, Mr. Thomas Hanna of BCM Environmental & Land Law, Mr. Ryan Owens from the Monadnock Conservancy, and the property owner's representative were all present at the meeting to discuss the potential subdivision and development of the ~7.1-ac parcel located at 0 Ashuelot St (TMP #567-001-000). City Staff discussed the proposal with the group and provided feedback.

- b. Conceptual Site Plan Application – The ~2.23-ac parcel at 440 Winchester St (TMP #115-004-000) is owned by 434-440 Winchester LLC and is located in the Commerce Limited District.**

Mr. John Noonan of Fieldstone Land Consultants attended the meeting to discuss a potential redevelopment of the Kia site located at 440 Winchester St (TMP #115-004-000). City Staff discussed the proposal with Mr. Noonan and provided feedback.

**3) Walk-In Pre-Submission Inquiries**

There were no walk-in Pre-Submission inquiries.

**4) Upcoming Meeting Dates**

- Pre-Submission Meeting – Thursday, November 7, 2024, at 9:00 AM
- 1<sup>st</sup> Monthly MPRC Meeting – Thursday, November 7, 2024, at 10:00 AM
- 2<sup>nd</sup> Monthly MPRC Meeting – Thursday, November 21, 2024, at 10:00 AM (*If needed*)

**5) Adjournment**

There being no further business, Chair Rounds adjourned the meeting at 10:45 AM.

Respectfully submitted by,  
Megan Fortson, Planner

Reviewed and edited by,  
Emily Duseau, Planning Technician

Additional edits by,  
Katrnya Kibler, Clerk's Office