

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

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

**Thursday, December 5, 2024**

**9:00 AM**

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

**Members Present:**

Megan Fortson, Planner (Community Development Director's Designee)  
Evan Clements, Planner (Zoning Administrator's Designee)  
Michael Hagan, Plans Examiner (City Manager's Designee)  
Bryan Ruoff, City Engineer (Public Works Director's Designee)

**Staff Present:**

No Other Staff Present

**Members Not Present:**

Fire Chief (or Designee)

**1) Call to Order – Roll Call**

Evan Clements, Vice Chair, called the meeting to order at 9:10 AM. Roll call was conducted.

**2) Scheduled Pre-submission Inquiries**

- a. Conceptual Surface Water Conditional Use Permit (CUP) Application – The ~55-ac parcel located at 19 Ferry Brook Rd (TMP #214-021-000) is owned by the Cheshire County Shooting Sports Education Foundation and is located in the Rural District.**

Ms. Liza Sargent of SVE Associates; Mr. Christopher Danforth (a Certified Wetlands Scientist); and Mr. Neil Jeneral and Mr. Peter Crowell from the Cheshire County Shooting Sports Education Foundation were all present at the meeting to discuss a potential Surface Water Conditional Use Permit application for the ~55-ac parcel located at 19 Ferry Brook Rd (TMP #214-021-000). City Staff discussed the proposal with the group and provided feedback.

- b. Conceptual Subdivision Application – The ~33-ac parcel located at 141 Old Walpole Rd (TMP #503-006-000) is owned by James A. Craig and is located in the Rural District.**

Mr. Jon Buschbaum of Envirespect Land Services LLC and Mr. James Craig, the property owner, attended the meeting to discuss a potential 2-lot subdivision of the ~33-ac parcel at 141

Old Walpole Rd (TMP #503-006-000). City Staff discussed the proposal with both attendees 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, January 2, 2024 at 9:00 AM
- 1<sup>st</sup> Monthly MPRC Meeting – Thursday, January 2, 2024 at 10:00 AM
- 2<sup>nd</sup> Monthly MPRC Meeting – Thursday, January 16, 2024 at 10:00 AM (*If needed*)

**5) Adjournment**

There being no further business, Vice Chair Clements adjourned the meeting at 9:45 AM.

Respectfully submitted by,  
Megan Fortson, Planner

Reviewed and edited by,  
Emily Duseau, Planning Technician