



City of Keene Minor Project Review Committee

AGENDA

Thursday, February 6, 2025 10:00 AM City Hall, 2nd Floor Conference Room

- I. Call to Order** – Roll Call
- II. Election of Chair & Vice Chair**
- III. Minutes of Previous Meetings**
 - a. **Pre-submission Meetings** – October 3, 2024; December 5, 2024; January 1, 2025; & January 30, 2025
 - b. **Minor Project Review Committee Meeting** – September 19, 2024
- IV. Final Vote on Conditional Approvals**
- V. Adoption of 2025 Meeting Schedule**
- VI. Staff Updates**
 - a. Site Plan Review Thresholds
- VII. New Business**
- VIII. Upcoming Meeting Dates**
 - **March** - Pre-submission Meeting – March 6, 2025 at 9:00 am
 - **March** - 1st Monthly MPRC Meeting – March 6, 2025 at 10:00 am
 - **March** – 2nd Monthly MPRC Meeting – March 20, 2025 at 10:00 am (*if needed*)

1 **City of Keene**
2 **New Hampshire**

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5 **MINOR PROJECT REVIEW COMMITTEE**
6 **MEETING MINUTES**
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9 **Thursday, September 19,**
10 **2024**

11 **10:00 AM**

12 **2nd Floor Conference Rm,**
13 **City Hall**

14 **Members Present:**

15 Jesse Rounds, Community Development
16 Director / Chair
17 Evan Clements, Planner & Deputy Zoning
18 Administrator / Vice Chair (Zoning
19 Administrator's Designee)
20 Richard Wood, Building Official & Fire
21 Marshal (Fire Chief's Designee)
22 Yelma Desseta, Civil Engineer (Public Works
23 Director's Designee)

24 **Other Staff Present:**

25 Mari Brunner, Senior Planner/Staff Liaison
26 Bryan Ruoff, City Engineer
27 Don Lussier, Public Works Director

28
29 **1) Call to Order - Roll Call**

30 Chair Rounds called the meeting to order at 10:06 AM. Roll call was conducted. Ms. Brunner
31 noted that she is filling in for Megan Fortson today as staff liaison, and Bryan Ruoff, City Engineer,
& Don Lussier, Public Works Director, are here as staff today.

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33 **2) Election of Chair**

34 Chair Rounds stated that they will skip this item, as he is chairing one more meeting.

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36 **3) Minutes of Previous Meetings**

37 **A) Pre-submission Meetings – August 1, 2024 & September 5, 2024**

38 Mr. Wood made a motion to approve the minutes of August 1, 2024. Mr. Clements seconded the
39 motion, which passed by unanimous vote.

40 Mr. Wood made a motion to approve the minutes of September 5, 2024. Mr. Clements seconded
41 the motion, which passed by unanimous vote.

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43 **B) Minor Project Review Committee Meeting – July 18, 2024**

44 Mr. Wood noted the following corrections:

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Line 195 – the word “hast” should be “have.”
Line 211 – the word “that” is repeated and one should be deleted.

Mr. Wood made a motion to approve the minutes of July 18, 2024, as corrected. Mr. Clements seconded the motion, which passed by unanimous vote.

4) Final Vote on Conditional Approvals

A) Minor Site Plan – SPR-876 Modification #4, Ametek, 44 Black Brook Rd

Chair Rounds asked if anyone had comments on SPR-876 Modification #4. Ms. Brunner stated that Ms. Fortson reports that the applicant met all of the conditions precedent.

Mr. Wood made a motion to issue final approval for SPR-876 Modification #4. Mr. Clements seconded the motion, which passed by unanimous vote.

B) Minor Site Plan – SPR-204 Modification #4, Bergeron Mechanical, 216 Marlboro St

Ms. Brunner stated that the condition of approval that had been unresolved for a long time was the issuance of a sign permit for the unscreened HVAC units on the roof. She continued that they are unscreened because they are being used as advertisements. The sign permit has now been issued. All conditions precedent have now been met.

Mr. Clements made a motion to issue final approval for SPR-204 Modification #4. Mr. Wood seconded the motion, which passed by unanimous vote.

5) Staff Updates

Chair Rounds stated that this is his last meeting as Chair, and either his last or second-to-last meeting as an employee of the City of Keene, as he is moving to Colorado. He continued that he appreciates everyone’s professionalism and patience, as he, Ms. Fortson, and Mr. Clements have worked to determine how to best run this committee. It has gone through a number of iterations.

Mr. Clements asked if the plan is for the MPRC to have its meetings here in the conference room, and not in Council Chambers anymore. Chair Rounds replied yes, and discussion continued about meeting logistics.

Chair Rounds asked if there were any other staff updates. Mr. Desseta stated that today is his last meeting, and in the future, Mr. Ruoff will be the Public Works Director’s designee moving forward. Mr. Lussier clarified that Mr. Desseta is not leaving (the City); he is just re-delegating

74 Mr. Ruoff as his representative for this committee. Chair Rounds and others thanked Mr. Desseta
75 for his service and welcomed Mr. Ruoff.

76
77 Chair Rounds briefly explained the MPRC process to Mr. Ruoff, stating that the general idea is for
78 it to be a two-meeting process to approve an applicant's Minor Site Plan application. The Minor
79 Project Review Committee (MPRC) digs into the project at the first meeting, and ideally, it is
80 ready for approval then, but more likely, tweaks are needed and the applicant comes back for a
81 second meeting with the MPRC. Ms. Brunner reiterated this and spoke of how in the past, the
82 MPRC's intentions to be customer-friendly and helpful backfired when they approved a project
83 too quickly. The approval had to be thrown out, which created headaches and more work for all.

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85 Mr. Lussier replied that Mr. Ruoff has had a lot of experience with site plan review and will be
86 able to quickly pick up on the MPRC work.

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88 **6) New Business**

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90 There was no new business.

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92 **7) Upcoming Meeting Dates**

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94 **October** - Pre-submission Meeting – October 3, 2024 at 9:00 am

95 **October** - 1st Monthly MPRC Meeting – October 3, 2024 at 10:00 am

96 **October** – 2nd Monthly MPRC Meeting – October 17, 2024 at 10:00 am *(if needed)*

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98 **8) Adjournment**

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100 There being no further business, Chair Rounds adjourned the meeting at 10:21 AM.

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102 Respectfully submitted by,

103 Britta Reida, Minute Taker

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105 Reviewed and edited by,

106 Megan Fortson, Planner

1 City of Keene
2 New Hampshire

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5 MINOR PROJECT REVIEW COMMITTEE
6 PRE-SUBMISSION MEETING MINUTES
7

Thursday, October 3, 2024

9:00 AM

2nd 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
Michael Hagan, Plans Examiner (City
Manager's Designee)

Staff Present:

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

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9 **1) Call to Order – Roll Call**

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11 Jesse Rounds, Chair, called the meeting to order at 9:10 am. Roll call was conducted.
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13 **2) Scheduled Pre-submission Inquiries**

- 14
15 **a. Conceptual Site Plan Application** – The ~3.53-ac parcel at 0 Ashuelot St (TMP #567-
16 001-000) is owned by JRR Properties LLC and is located in the Commerce District.
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18 Ms. Liza Sargent of SVE Associates, Mr. Thomas Hanna of BCM Environmental & Land Law,
19 Mr. Ryan Owens from the Monadnock Conservancy, and the property owner's representative were
20 all present at the meeting to discuss the potential subdivision and development of the ~7.1-ac parcel
21 located at 0 Ashuelot St (TMP #567-001-000). City Staff discussed the proposal with the group
22 and provided feedback.
23

- 24 **b. Conceptual Site Plan Application** – The ~2.23-ac parcel at 440 Winchester St (TMP
25 #115-004-000) is owned by 434-440 Winchester LLC and is located in the Commerce
26 Limited District.
27

28 Mr. John Noonan of Fieldstone Land Consultants attended the meeting to discuss a potential
29 redevelopment of the Kia site located at 440 Winchester St (TMP #115-004-000). City Staff
30 discussed the proposal with Mr. Noonan and provided feedback.
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32 **3) Walk-In Pre-submission Inquiries**
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34 There were no walk-in Pre-submission inquiries.

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36 **4) Upcoming Meeting Dates**

- 37 • Pre-submission Meeting – Thursday, November 7, 2024 at 9:00 am
- 38 • 1st Monthly MPRC Meeting – Thursday, November 7, 2024 at 10:00 am
- 39 • 2nd Monthly MPRC Meeting – Thursday, November 21, 2024 at 10:00 am (*If needed*)

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41 **5) Adjournment**

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

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45 Respectfully submitted by,
46 Megan Fortson, Planner

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48 Reviewed and edited by,
49 Emily Duseau, Planning Technician

1 City of Keene
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5 MINOR PROJECT REVIEW COMMITTEE
6 PRE-SUBMISSION MEETING MINUTES
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Thursday, December 5, 2024

9:00 AM

2nd 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

8
9 **1) Call to Order – Roll Call**

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11 Evan Clements, Vice Chair, called the meeting to order at 9:10 am. Roll call was conducted.
12

13 **2) Scheduled Pre-submission Inquiries**

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15 a. **Conceptual Surface Water Conditional Use Permit (CUP) Application** – The ~55-
16 ac parcel located at 19 Ferry Brook Rd (TMP #214-021-000) is owned by the Cheshire
17 County Shooting Sports Education Foundation and is located in the Rural District.
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19 Ms. Liza Sargent of SVE Associates; Mr. Christopher Danforth (a Certified Wetlands Scientist);
20 and Mr. Neil Jeneral and Mr. Peter Crowell from the Cheshire County Shooting Sports Education
21 Foundation were all present at the meeting to discuss a potential Surface Water Conditional Use
22 Permit application for the ~55-ac parcel located at 19 Ferry Brook Rd (TMP #214-021-000). City
23 Staff discussed the proposal with the group and provided feedback.
24

- 25 a. **Conceptual Subdivision Application** – The ~33-ac parcel located at 141 Old Walpole
26 Rd (TMP #503-006-000) is owned by James A. Craig and is located in the Rural
27 District.
28

29 Mr. Jon Buschbaum of Envirespect Land Services LLC and Mr. James Craig, the property
30 owner, attended the meeting to discuss a potential 2-lot subdivision of the ~33-ac parcel at 141
31 Old Walpole Rd (TMP #503-006-000). City Staff discussed the proposal with both attendees and
32 provided feedback.
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34 **3) Walk-In Pre-submission Inquiries**

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There were no walk-in Pre-submission inquiries.

4) Upcoming Meeting Dates

- Pre-submission Meeting – Thursday, January 2, 2024 at 9:00 am
- 1st Monthly MPRC Meeting – Thursday, January 2, 2024 at 10:00 am
- 2nd 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

1 City of Keene
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5 MINOR PROJECT REVIEW COMMITTEE
6 PRE-SUBMISSION MEETING MINUTES
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Thursday, January 2, 2025

9:00 AM

2nd 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:

Lt. Shane Maxfield, Police Dept.

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9 **1) Call to Order – Roll Call**

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11 Evan Clements, Vice Chair, called the meeting to order at 9:04 am. Roll call was conducted.
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13 **2) Scheduled Pre-submission Inquiries**

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15 a. **Conceptual Site Plan Application** – The parcels at 0 Black Brook Rd (TMP#s 221-
16 023-000 & 221-024-000) are a combined ~12.57-ac in size and are owned by
17 Douglas Company Inc. Both parcels are located in the Corporate Park District.
18

19 Mr. Scott Clarke of Douglas Company, Inc, and Mr. John Noonan of Fieldstone Land Consultants,
20 PLLC, were present at the meeting to discuss a potential site plan application for the parcels located
21 at 0 Black Brook Rd (TMP#s 221-023-000 & 221-024-000). City Staff discussed the proposal with
22 the group and provided feedback.
23

24 **3) Walk-In Pre-submission Inquiries**

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26 There were no walk-in Pre-submission inquiries.
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28 **4) Upcoming Meeting Dates**

- 29
 - Pre-submission Meeting – Thursday, February 6, 2025 at 9:00 am
 - 1st Monthly MPRC Meeting – Thursday, February 6, 2025 at 10:00 am
 - 2nd Monthly MPRC Meeting – Thursday, February 20 19, 2025 at 10:00 am (*If*
32 *needed*)
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34 **5) Adjournment**

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36 There being no further business, Vice Chair Clements adjourned the meeting at 9:50 AM.

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38 Respectfully submitted by,
39 Emily Duseau, Planning Technician

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41 Reviewed and edited by,
42 Megan Fortson, Planner

1 **City of Keene**
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5 **MINOR PROJECT REVIEW COMMITTEE**
6 **PRE-SUBMISSION MEETING MINUTES**
7

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9 **Thursday, January 30, 2025**

10 **9:00 AM**

11 **2nd Floor Conference Room,**
12 **City Hall**

13 **Members Present:**

14 Megan Fortson, Planner (Community
15 Development Director's Designee)
16 Evan Clements, Planner & Deputy Zoning
17 Administrator (Zoning Administrator's
18 Designee)
19 TJ O'Brien, Commercial Building Inspector
20 (City Manager's Designee)
21 Bryan Ruoff, City Engineer (Public Works
22 Director's Designee)
23 Richard Wood, Building/Health Official &
24 Fire Marshal (Fire Chief's Designee)

25 **Staff Present:**

26 Lt. Shane Maxfield, Police Dept.

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28 **1) Call to Order – Roll Call**

29 Evan Clements, Vice Chair, called the meeting to order at 9:01 am. Roll call was conducted. City
30 Engineer, Bryan Ruoff, attend the meeting via Teams.

31 **2) Scheduled Pre-submission Inquiry**

- 32 **a. Conceptual Planning Board Application** – The ~46-ac parcel located at 521 Park
33 Ave (TMP #227-027-000) is owned by the City of Keene and is located in the
34 Conservation District.

35 Ms. Megan Ulin of ReVision Energy and Mr. John Hamler, Mr. Jay Haston, and Mr. Jim Yannizze
36 of the Cedarcrest Center for Children with Disabilities were all present at the meeting to discuss a
37 potential solar project involving the properties at 521 Park Ave (TMP #227-027-000) and 91
38 Maple Ave (TMP #227-018-000). City Staff discussed the proposal with the group and provided
39 feedback.

40 **3) Walk-In Pre-submission Inquiries**

41 There were no walk-in Pre-submission inquiries.

42 **4) Upcoming Meeting Dates**

- 43 a) Pre-submission Meeting – Thursday, March 6, 2025 at 9:00 am

- 32 b) 1st Monthly MPRC Meeting – Thursday, February 6, 2025 at 10:00 am
33 c) 2nd Monthly MPRC Meeting – Thursday, February 20, 2025 at 10:00 am *(If needed)*
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35 **5) Adjournment**

36
37 There being no further business, Vice Chair Clements adjourned the meeting at 9:35 AM.
38

39 Respectfully submitted by,
40 Megan Fortson, Planner

41
42 Reviewed and edited by,
43 Emily Duseau, Planning Technician



**Minor Project Review Committee
2025 Meeting Schedule**

1st Monthly Meeting	2nd Monthly Meeting	Application Submission Deadline
January 2, 2025	January 16, 2025	December 13, 2024
February 6, 2025	February 20, 2025	January 17, 2025
March 6, 2025	March 20, 2025	February 13, 2025
April 3, 2025	April 17, 2025	March 14, 2025
May 1, 2025	May 15, 2025	April 11, 2025
June 5, 2025	June 19, 2025	May 16, 2025
July 3, 2025	July 17, 2025	June 13, 2025
August 7, 2025	August 21, 2025	July 18, 2025
September 4, 2025	September 18, 2025	August 15, 2025
October 2, 2025	October 16, 2025	September 12, 2025
November 6, 2025	November 20, 2025	October 17, 2025
December 4, 2025	December 18, 2025	November 14, 2025
December 31, 2025	January 15, 2026	December 12, 2025

Please submit all application materials no later than 4:00 pm.

Meetings are generally held the 1st and 3rd Thursday of each month at 10:00 am in the 2nd Floor Conference Room.