

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

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.

Members Not Present:

Fire Chief (or Designee)

1) Call to Order – Roll Call

Evan Clements, Vice Chair, called the meeting to order at 9:04 AM. Roll call was conducted.

2) Scheduled Pre-Submission Inquiries

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

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

5) Adjournment

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

Respectfully submitted by,
Emily Duseau, Planning Technician

Reviewed and edited by,
Megan Fortson, Planner