



City of Keene Minor Project Review Committee

AGENDA

Thursday, June 1, 2023

10:00 AM

City Hall, 2nd Floor Council Chambers

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meetings** – May 16, 2023; April 6, 2023; & May 4, 2023
- III. **Final Vote on Conditional Approvals**
- IV. **Extension Request**
 - a. **SPR-881, Modification #2 – Site Plan – 342 Winchester St** – Applicant Sampson Architects, on behalf of owner Riverside Improvements LLC, requests an extension to the deadline to satisfy the precedent conditions of approval for the Minor Site Plan application, SPR-881 Modification #2, for the renovation of the eastern tenant space and the construction of an addition ~321 sf in size to the building at 342 Winchester St (TMP #111-004-000-004) for use as a Ramunto’s restaurant. The site is 0.68 ac and is located in the Commerce District.
- V. **Staff Updates**
- VI. **New Business**
- VII. **Upcoming Meeting Dates**
 - June - 2nd Monthly MPRC Meeting – June 15, 2023 at 10:00 am (*if needed*)
 - July - Pre-submission Meeting – July 6, 2023 at 9:00 am
 - July - 1st Monthly MPRC Meeting – July 6, 2023 at 10:00 am
 - July - 2nd Monthly MPRC Meeting – July 20, 2023 at 10:00 am (*if needed*)

1 City of Keene
2 New Hampshire

3
4
5 MINOR PROJECT REVIEW COMMITTEE
6 MEETING MINUTES
7

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

8
9
10 **1) Call to Order – Roll Call**

11
12 Chair Rounds called the meeting to order at 10:32 AM. Roll call was conducted. Chair Rounds
13 stated that Mari Brunner is a voting member today.

14
15 **2) Minutes of Previous Meeting – March 2, 2023**

16
17 Mr. Lussier stated that he has one correction to the Minor Project Review Committee minutes:
18 “Mr. Farquhar” should be changed to “Chief Farquhar.”

19
20 Mr. Lussier made a motion to approve the regular Minor Project Review Committee meeting
21 minutes and the Pre-submission meeting minutes of March 2, 2023 as amended. Mr. Rogers
22 seconded the motion, which passed by unanimous vote.

23
24 **3) Final Vote on Conditional Approvals**

25
26 Ms. Fortson stated that there are no conditional approvals for a final vote today.

27
28 **4) Continued Public Hearing**
29

- 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.**

30

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

35

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

39

40 **5) Staff Updates**

41

42 Chair Rounds stated that he wanted to update the Board about the Minor Project application, SPR-
43 204 Modification #3, that had previously been submitted for 216 Marlboro St. He continued that
44 the applicant came before the MPRC [on January 26, 2023] and the Board had issued a conditional
45 approval. However, upon further review, the MPRC realized that they should not have accepted
46 the application because the proposal did not comply with Zoning and the MPRC is not allowed to
47 consider applications that do not meet Zoning. There were also issues with the MPRC’s motion,
48 which they will talk about with the attorneys, so the MPRC can better understand how they need
49 to word future motions. The applicant will return in the future with a revised proposal. He is not
50 sure if it will be a new site plan, but the applicant has some work to do before returning to the
51 MPRC, which City Staff has communicated to the applicant. For now, that process is done,
52 because the MPRC should not have started the process in the first place. He asked if anyone had
53 questions or if he missed anything.

54

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

56

57 **6) New Business**

58

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

60

61 **7) Upcoming Meeting Dates**

62

- 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*)

63

64

65

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

67

68 Respectfully submitted by,

69 Britta Reida, Minute Taker

70

71 Reviewed and edited by,

72 Megan Fortson, Planning Technician

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

3
4
5 **MINOR PROJECT REVIEW COMMITTEE**
6 **PRE-SUBMISSION MEETING MINUTES**
7

Thursday, April 6, 2023

9:00 AM

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

Members Present:

Jesse Rounds
John Rogers
Don Farquhar
Michael Hagan, Alternate

Staff Present:

Megan Fortson, Planning Technician
Evan Clements, Planner
Bob Burns, Permit Technician
Yelma Desseta, Public Works Dept.
Lt. Shane Maxfield, Police Dept.

Members Not Present:

Don Lussier
Med Kopczynski
Steve Dumont, Alternate
Mari Brunner, Alternate
Kürt Blomquist, Alternate

8
9 **1) Call to Order – Roll Call**

10
11 Chair Rounds called the meeting to order at 9:10 AM. Roll call was conducted.
12

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

14
15 **A) Conceptual Site Plan – 661 Main St** – The 0.7 ac parcel at 661 Main St (TMP #120-
16 056-000) is owned by the Wayne E. Brown Jr. Revocable Trust and is located in the
17 Low Density District.
18

19 Megan Fortson, Planning Technician, stated that Mr. Brown, the property owner, had requested
20 that this proposal be discussed at the May 4th Pre-submission Meeting.
21

22 **B) Conceptual Site Plan – 90 Victoria St** – The 0.73 ac parcel at 90 Victoria St (TMP
23 #589-022-000) is owned by Snowling & Company LLC and is located in the Business
24 Growth & Reuse District.
25

26 Shawn Brown from Level Up Construction and Todd Snowling, the property owner, were present
27 to discuss this proposal. They presented their project, discussed the Planning Board process and
28 application requirements, and answered questions from City Staff about their proposal.
29

30 **3) Walk-In Pre-submission Inquiries**
31

32 There were no walk-in pre-submission inquiries.

33

34 **4) Upcoming Meeting Dates**

- 35 • Pre-submission Meeting – May 4, 2023 at 9:00 am
36 • 1st Monthly MPRC Meeting – May 4, 2023 at 10:00 am
37 • 2nd Monthly MPRC Meeting – May 18, 2023 at 10:00 am (*If needed*)

38

39 **5) Adjournment**

40

41 There being no further business, Chair Rounds adjourned the meeting at 9:38 AM.

42

43 Respectfully submitted by,
44 Megan Fortson, Planning Technician

45

46 Reviewed and edited by,
47 Jesse Rounds, Community Development Director

1 City of Keene
2 New Hampshire

3
4
5 MINOR PROJECT REVIEW COMMITTEE
6 MEETING MINUTES
7

Thursday, April 6, 2023

10:00 AM

2nd Floor Council Chambers, City
Hall

Members Present:

Jesse Rounds, Chair
John Rogers
Don Farquhar
Kürt Blomquist
Mike Hagan, Alternate

Other Staff Present:

Megan Fortson, Planning Technician

Members Not Present:

Mari Brunner, Alternate
Med Kopczynski, Vice Chair
Don Lussier, Alternate
Steve Dumont, Alternate

8
9 **I. Call to Order – Roll Call**

10
11 Chair Rounds called the meeting to order at 10:05 AM. Roll call was conducted.
12

13 **II. Minutes of Previous Meeting – March 16, 2023**

14
15 Mr. Hagan made a motion to approve the minutes of March 16, 2023. Mr. Rogers seconded the
16 motion.
17

18 Chair Rounds stated that for this item, the voting members are Mr. Hagan, Chief Farquhar, Mr.
19 Blomquist, and himself. The motion passed with a vote of 4-0, 1 abstained.
20

21 **III. Final Vote on Conditional Approvals**

22
23 Chair Rounds asked if there were any conditional approvals. Ms. Fortson replied that there are
24 no conditional approvals up for a final vote today.
25

26 **IV. Continued Public Hearings**

- 27
28 a. **SPR-06-19, Modification #1 – Site Plan – 20 Manchester St - Applicant and**
29 **owner 560 Main Street LLC, proposes to lease a portion of the Froling site at 20**
30 **Manchester St (TMP #114-012-000) to Phil's Tree Service for equipment and**

31 **truck storage, create a second open yard rental space, construct an addition**
32 **~3,750 sf in size to an already approved 10,000 sf building, and make minor**
33 **modifications to the landscaping and parking. The property is 9.88 ac and is**
34 **located in the Industrial District.**

35 Chair Rounds stated that this is a continued public hearing from the last meeting, on SPR-06-19,
36 Modification #1.

37

38 Mr. Blomquist stated that he would like to bring up a concern about this site plan modification.
39 He continued that the City of Keene is the owner of the property immediately adjacent to the
40 subject parcel where the site plan modifications are proposed. The Public Works Department is
41 an active user of the space and has been actively engaged with the applicant over various things.
42 He is uncomfortable and needs to recuse himself from voting on this application.

43

44 Chair Rounds stated that he understands and does not think the MPRC needs to vote on Mr.
45 Blomquist recusing himself. He continued that they will have Mr. Rogers join as a voting
46 member on this item.

47

48 Chair Rounds asked to hear from the applicant.

49

50 Mark Froling of 240 Roxbury St. stated that he is here on behalf of Froling Energy, his business,
51 which is currently located at 20 Manchester St. He continued that his company that owns the
52 property is called 560 Main St., LLC, which is a little strange, because at the time of purchase
53 that was the address of the parcel. Since then, he believes it was 911 that changed the physical
54 address. He explained that they have completed Phase 1 of construction that was approved as
55 part of the original site plan by the Planning Board. They made some changes to the site during
56 construction that made the property non-compliant with the original site plan and are now trying
57 to get these changes on record. The three items that they need to come into compliance on are
58 parking lot striping; modifications to the approved landscaping that affect the location and size of
59 the plantings, and showing a delineation of rentable spaces on the site, which can be seen on
60 Sheet C-1 of the plan set that was submitted. There are two rentable spaces. One is currently
61 rented to a tree company and the other space is delineated for a future potential rental.

62

63 Chair Rounds asked if the MPRC had questions.

64

65 Mr. Hagan stated that his understanding is that there will also be two offices on the rentable
66 spaces. Mr. Froling replied that they just put that in their notes. He continued that John from
67 Phil's Tree Service wanted to have a little landing area. Many businesses use cordless tools, so
68 they do not actually operate an office in there, but they have a little trailer right now where they
69 plug things in. Sometimes they plug a few trucks in when it is cold in the winter, and so on and
70 so forth. It is not operating as an office, but just a small trailer for some equipment that is
71 valuable and cannot be left overnight in cars for freezing. [Froling Energy] asked early on if it
72 would be possible for the rentable spaces to each have a small office. It essentially is a shed that
73 could act as a small office, but he does not think there is any intention for the renters to operate

74 out of there or have a sewer line or anything like that. It is more about having it on the plan so if
75 there is a temporary on site, it will be in compliance with the City. He (himself) operates an
76 office right now that was not on the construction plans, but ultimately, he cannot really operate
77 out of his building in Phase 1 because it does not have an office in there, either.

78
79 Mr. Hagan asked if the intent is to bring power to the rental spaces, if it would be underground
80 power, or how they would do it. Mr. Froling replied that they want to bring power to them. He
81 continued that right now it is sub-metered off his building. They do not want to bring power
82 unless the City brings power. They do not know yet if the City will bring power at some point.
83 In the right-of-way, there is a note about bringing power down to the salt shed at some point, so
84 if that happens, then there could be power from the City. He does not think they are going to
85 bring power lines down there for a temporary place to plug in cordless tools. That just would not
86 work, financially.

87
88 Mr. Hagan asked if it is correct that for the two proposed, temporary buildings/office trailers,
89 they would have power from metering off of Mr. Froling's building. Mr. Froling replied no, if it
90 is rentable space, he thinks they would have their own service drop. Mr. Hagan replied that that
91 would be in compliance. He continued that the other key to this is making sure they apply for
92 permits for the use of the trailers, once they are in place. Mr. Froling replied yes, that would be
93 on the renters. He continued that he thinks City staff was not happy with the trailer that was
94 there. It is not a special trailer or anything like that, and they keep boots, rain jackets, and
95 various little items in it. There is no one working in there, and it is not an office environment. It
96 is literally just storage and a place to plug in the trucks to operate.

97
98 Mr. Hagan stated that for clarification, once it is on the site plan, they are showing "office trailers
99 to allow for a 12'x20' office trailer that could be used as an office." He continued that if that is
100 the case, it would have to comply with (City regulations). Mr. Froling replied yes, it would have
101 to comply. Mr. Hagan replied that he wants that on the record, and also noted that permits would
102 be required for each one. Mr. Froling replied yes.

103
104 Mr. Rogers stated that he just noticed that in the existing conditions plan, especially where the
105 proposed rental areas are going, there are areas delineated for snow storage. He was not at the
106 last meeting, so this might have already been answered, but he does not see any "snow storage"
107 shown on Sheet C-1 of the plan set that was submitted. He continued that he is just asking, other
108 than some snow storage that Mr. Froling has on the northwest side of the existing building,
109 where will the snow storage be?

110
111 Mr. Froling replied that that is a good point. He continued that they had not really changed that.
112 They store snow all along the southeast side of the parking lot of the (Froling Energy) building.
113 Along the City right-of-way is a good-sized apron, maybe 30 or 40 feet. The storage is
114 along/sort of behind the scale for the front of the building and to the left of the side of the
115 building. In the back of the building, there is so little pavement that it is not much storage, it just
116 gets put to the side. He is not sure where Phil's Tree Service stores their snow.

117

118 Mr. Rogers stated that he does not see any impervious surface calculations on these plans. He
119 continued that these two rental storage areas are considered impervious surface, and if gravel or
120 surepak or something like that will be brought in for these people to be parking equipment, lot
121 coverage will be a concern, in terms of making sure they are meeting the Zoning Code
122 requirements for percentage. He would like to see impervious surface calculations.

123

124 Ms. Fortson stated that there were impervious surface calculations submitted, but they were not
125 included in the plan set. She continued that the impervious surface calculations submitted are for
126 what is existing, not necessarily for any change made by future tenants of the rental space.

127

128 Mr. Froling stated that if they make a change, then they will have to come to the City to get a
129 permit. Mr. Rogers replied that with one of these, the change has kind of already been made. He
130 continued that they at least need some numbers reflecting the Phil's Tree area, since that is a
131 storage area that is already in operation, to reflect that. If the notes do not show that, the MPRC
132 needs to see that, to ensure that they are not approving something that would be violating the
133 Zoning Code. Mr. Froling replied that he has not seen those drawings, nor is he sure he could.
134 He continued that they would have to see if the calculations reflect what the MPRC needs, and if
135 not, he can update them.

136

137 Ms. Fortson stated that she put the lot coverage calculations up on the screen. Mr. Rogers
138 [reviewed it and] stated that he thinks that answers his questions. Mr. Froling stated that as far as
139 he knows, he thinks they actually reduced the overall percentage of lot coverage from the
140 original site as it was being used and noted that they added retention ponds and have another
141 retention pond for the new building. He continued that these rental spaces, because they need to
142 be delineated and he was not aware of that, in his site plan application, that he could not rent his
143 own space, but now he knows that. He is learning, as they are proposing things, what they can
144 and cannot do.

145

146 Chair Rounds stated that in terms of (parking) spaces, it looks like 20 spaces were previously
147 shown on the approved site plan and 29 spaces are now proposed. Mr. Froling replied that the
148 spaces before were parallel parking spaces, and in their operations they found the parallel
149 parking configuration cumbersome to navigate, and in fact, they do not park in the back parking
150 lot at all. The roof drainage is there, and no one wants that. Everyone parks up front. It is also
151 where the main door and bathroom access are. The back parking lot is never used.

152

153 Chair Rounds stated that he wants the record to reflect the change to the trees along the west
154 side, and he thinks the north as well. Mr. Froling replied yes, it is a little bit of landscaping along
155 the road frontage near Route 101 and a little bit on the west side of the property. Chair Rounds
156 asked if it is correct that the only proposed change is just to the species of tree. Mr. Froling
157 replied that there were two purposes, the species of tree and [unfinished sentence]. He continued
158 that it is already heavily vegetated, so he was a little dumbfounded that they were asked to put
159 trees in front of trees, but that is the rule the City has, which does not make sense to him. Those

160 trees were going to get larger than the trees that were already there, and actually killing the trees
161 behind them, which made even less sense. Now they are complying with the rule the City has
162 and trying not to kill the already existing trees. It is annoying but they have to comply. Many of
163 the trees were put where they have no visibility to the road, and trees were left out where they do
164 have visibility, and the whole idea of the trees was to have some kind of barrier. They just kind
165 of moved it in the right direction and still tried to comply.

166
167 Chair Rounds asked if there were any other questions. Hearing none, he opened the public
168 hearing and asked if there was any public comment. Hearing none, he closed the public hearing
169 and asked for a motion. He continued that they should talk about which conditions to include,
170 too.

171
172 Ms. Fortson stated that the board can either have conditions precedent, which Mr. Froling would
173 need to meet before he could receive final approval from the MPRC, or they could try to go for
174 final approval today and meet the conditions subsequent. That means Mr. Froling could get final
175 approval today and have the plans signed by the chair, and the conditions could be met after the
176 final signature.

177
178 Chair Rounds replied that that makes sense. He continued that this is a result of a recent court
179 case involving the Supreme Court and the City of Dover, and because of this the City is trying to
180 make sure that there is a differentiation between conditions subsequent and precedent. The
181 MPRC wants conditions subsequent to be conditions that the (applicant) is going to have to do
182 anyway and will not be a trip-up in the process.

183
184 Mr. Hagan stated that he has a recommendation for the motion, as a final approval, with
185 conditions subsequent, making sure all of these are met after this final approval.

186
187 Mr. Hagan made a motion to approve SPR-06-19, Modification #1, for the creation of two open
188 yard rental spaces and minor site modifications for Froling property at 20 Manchester St., Tax
189 Map #114-012-000 as shown on the plan as identified as 560 Main St., LLC, 560 Main St.,
190 Keene, NH, prepared by SVE Associates at varying scales on September 20, 2019, last revised
191 on March 17, 2023, with the following conditions subsequent to final approval:

- 192
193 1. The property owner's signature appears on the title page and the overall site plan on sheet
194 C-1 of the site plan.
195 2. Submittal of a revised site plan showing the location where Phil's Trees will be operating
196 on the site.
197 3. Submittal of updated utility plan showing the location of utilities onsite.
198 4. Submittal of a floodplain development permit.

199
200 Mr. Rogers stated that he would like to add a condition: Submittal of a revised site plan showing
201 the location of the new snow storage area. He continued that with that added, he seconds the
202 motion.

203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230

Mr. Hagan stated that he adds to his motion, the following condition subsequent to final approval:

5. Show new snow storage location on the revised site plan.

Chair Rounds asked for further discussion. Hearing none, he asked for a vote.

The motion passed 4-0.

V. New Business

Chair Rounds asked if staff had any updates. Ms. Fortson replied not at this time.

VI. Upcoming Meeting Dates

- April - 2nd Monthly MPRC Meeting – April 20, 2023 at 10:00 am *(if needed)*
- May - Pre-submission Meeting – May 4, 2023 at 9:00 am
- May - 1st Monthly MPRC Meeting – May 4, 2023 at 10:00 am
- May - 2nd Monthly MPRC Meeting – May 18, 2023 at 10:00 am *(If needed)*

There being no further business, Chair Rounds adjourned the meeting at 10:30 AM.

Respectfully submitted by,
Britta Reida, Minute Taker

Reviewed and edited by,
Megan Fortson, Planning Technician

1 City of Keene
2 New Hampshire

3
4
5 MINOR PROJECT REVIEW COMMITTEE
6 PRE-SUBMISSION MEETING MINUTES
7

Thursday, May 4, 2023

9:00 AM

2nd Floor Conference Room,
City Hall

Members Present:

Jesse Rounds
John Rogers
Don Farquhar
Don Lussier
Michael Hagan, Alternate

Staff Present:

Megan Fortson, Planning Technician
Evan Clements, Planner
Bob Burns, Permit Technician
Lt. Shane Maxfield, Police Dept.

Members Not Present:

Med Kopczynski
Steve Dumont, Alternate
Mari Brunner, Alternate
Kürt Blomquist, Alternate

8
9 **1) Call to Order – Roll Call**

10
11 Chair Rounds called the meeting to order at 9:10 AM. Roll call was conducted.
12

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

14
15 **A) Conceptual Site Plan – 661 Main St** – The 0.7 ac parcel at 661 Main St (TMP #120-
16 056-000) is owned by the Wayne E. Brown Jr. Revocable Trust and is located in the
17 Low Density District.
18

19 Megan Fortson, Planning Technician, stated that Mr. Brown, the property owner, had called prior
20 to the meeting and said that he would not have his conceptual plans ready in time. He has requested
21 that this potential project be discussed at a future meeting.
22

23 **B) Conceptual Site Plan / Boundary Line Adjustment – 147 Main St** – The 0.18-ac
24 parcel at 147 Main St (TMP #584-060-000) is owned by 147-151 Main Street LLC
25 and is located in the Downtown Core District.
26

27 Jim Phippard from Brickstone Land Use Consultants, Mike Pappas (the property owner), and Tim
28 Sampson (the architect) were present to discuss this proposal. Mr. Phippard presented the project
29 and answered questions that City Staff had, along with Mr. Pappas and Mr. Sampson.
30

31 **C) Conceptual Site Plan – 0 Elm St** – The 0.18-ac parcel at 0 Elm St (TMP #536-055-
32 000) is owned by Nuevo Transfers LLC and is located in the Medium Density District.

33
34 Mr. Phippard went on to present another project for the potential merging and development of four
35 parcels at 0 Elm St (TMP #536-055-000), 225 Elm St (TMP #536-056-000), and 0 Carroll St (TMP
36 #536-050-000 & 536-049-000). He discussed the project with City Staff and answered questions
37 related to the potential project.

38
39 **D) Conceptual Site Plan – 315 Old Walpole Rd** – The 10.7-ac parcel at 315 Old
40 Walpole Rd (TMP #210-027-000) is owned by Fernand & Marguerite Cyr and is
41 located in the Rural District.

42
43 Fred Cyr, the owner of the property at 315 Old Walpole Rd (TMP #210-027-000), was present to
44 discuss this potential project. He presented his idea and then consulted with City Staff about
45 various options for his project and the types of review that may be required.

46
47 **3) Walk-In Pre-submission Inquiries**

48
49 **A) Conceptual Site Plan – 115 Church St** – The 0.87-ac parcel at 115 Church St (TMP
50 #574-033-000) is owned by Keene Aerie 1413 and is located in the Downtown Edge
51 District.

52
53 Peter Chamberlain, a member of the Eagles Club, was present to discuss a potential site change to
54 the Eagles Club property at 115 Church St. He presented their idea and then consulted with City
55 Staff about the various potential requirements and review required for the proposed site changes.

- 56
57 **4) Upcoming Meeting Dates**
- 58 • Pre-submission Meeting – June 1, 2023 at 9:00 am
 - 59 • 1st Monthly MPRC Meeting – June 1, 2023 at 10:00 am
 - 60 • 2nd Monthly MPRC Meeting – June 15, 2023 at 10:00 am (*If needed*)

61
62 **5) Adjournment**

63
64 There being no further business, Chair Rounds adjourned the meeting at 10:00 AM.

65
66 Respectfully submitted by,
67 Megan Fortson, Planning Technician

68
69 Reviewed and edited by,
70 Jesse Rounds, Community Development Director

Timothy Sampson

11 King Court Suite 1E
Keene, NH 03431

Memo

Ramunto's Extension

30 May 2023

City Of Keene
Planning Board
3 Washington Street
Keene, NH 03431

Re: Planning Approval Extension
342 Winchester Street
SPR-881, Modification #2

Sampson Architects, on behalf of Riverside Improvements, LLC is requesting a time extension to the conditional site plan approval SPR-SPR-881, Modification #2, due to the fact that we have not been able to address Condition #4, underground drainage testing has not yet been completed and the conditional approval expires June 7, 2023, prior to the next Minor Project Review Committee meeting. This testing should be performed within the next two months. We feel we have been able to address all other conditions of approval and once testing of the drainage is complete be able to assemble a complete package addressing all conditions for the committee's review and approval.

Attachments: None

Sincerely,

Timothy P. Sampson

Timothy Sampson

