

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

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

**Thursday, March 2, 2023**

**8:30 AM**

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

**Members Present:**

Don Lussier  
Jesse Rounds  
Med Kopczynski  
Don Farquhar  
Mike Hagan, Alternate  
Steve Dumont, Alternate

**Staff Present:**

Megan Fortson, Planning Technician  
Evan Clements, Planner  
Bob Burns, Permit Technician

**Members Not Present:**

John Rogers  
Mari Brunner, Alternate  
Kürt Blomquist, Alternate

**1) Call to Order – Roll Call**

Chair Rounds called the meeting to order at 8:38 AM. Roll call was conducted.

**2) Scheduled Pre-submission Inquiries**

- A) 2-lot Subdivision – 630 Court St – Proposed 2-lot subdivision of the property at 630 Court St (TMP #514-017-000), owned by Christopher M. Minkler. The parcel is 1.16 ac and is located in the Low Density District.**

Evan Clements, Planner, announced that there were no representatives present to discuss this project and that it had been removed from the agenda prior to the meeting by the property owner.

- B) CRD – 315 Old Walpole Rd – Proposed Conservation Residential Development (CRD) subdivision of the property at 315 Old Walpole Rd (TMP #210-027-000), owned by Fernand J. Cyr Sr. and Marguerite E. Cyr. The parcel is 10.7 ac and is located in the Rural District.**

There were no representatives present to discuss this project, so the next inquiry was brought up for discussion.

- C) Site Plan – 438 Washington St – Proposed conversion of the former Roosevelt School, owned by the Community College System of NH, into a 30 unit building and the construction of a new 13,000 sf building at the rear of the property containing an additional 30 living units. The property is 2.4 ac and is located at 438 Washington St (TMP #531-054-000) in the Low Density District.**

Jonathan Halle from Warrenstreet Architects described the proposed redevelopment of the former Roosevelt School building on the property at 438 Washington St. He was joined in his presentation by Josh Meehan from Keene Housing and Chris Nadeau from Norbis Group. The group spoke with City Staff regarding the applications that were submitted for the upcoming Zoning Board of Adjustment meeting, as well as the items that would need to be submitted as part of a complete Planning Board application.

- D) Apartments – 104 Emerald St – Proposed addition of 9 apartments on the second and third floors of the former KIPCO building located at 104 Emerald St (TMP #584-069-000), owned by RK Parisi Enterprises Inc. The property is 0.62 ac and is located in the Downtown Growth District.**

Mr. Robert Parisi of RK Parisi Enterprises Inc. and owner of the property at 104 Emerald St (TMP #584-069-000), explained the proposal. He was joined by Todd Rogers of RK Parisi Enterprises. The group discussed Historic District Commission and Planning Board requirements. Mr. Parisi then consulted with City Staff about various potential ideas for the proposed project.

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

There were no walk-in Pre-submission inquiries.

**4) Upcoming Meeting Dates**

- Pre-submission Meeting – April 6, 2023 at 9:00 AM
- 1<sup>st</sup> Monthly MPRC Meeting – April 6, 2023 at 10:00 AM
- 2<sup>nd</sup> Monthly MPRC Meeting – April 20, 2023 at 10:00 AM (*If needed*)

**5) Adjournment**

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

Respectfully submitted by,  
Megan Fortson, Planning Technician

Reviewed and edited by,  
Mari Brunner, Senior Planner