

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

**MINOR PROJECT REVIEW COMMITTEE**  
**MEETING MINUTES**

**Thursday, June 1, 2023**

**10:00 AM**

**Council Chambers,  
City Hall**

**Members Present:**

Don Lussier, Alternate  
Jesse Rounds, Chair  
John Rogers  
Don Farquhar  
Med Kopczynski, Vice Chair

**Other Staff Present:**

Megan Fortson, Planning Technician

**Members Not Present:**

Kürt Blomquist  
Mari Brunner, Alternate  
Mike Hagan, Alternate  
Steve Dumont Sr., Alternate

**1) Call to Order – Roll Call**

Chair Rounds called the meeting to order at 10:00 AM. Roll call was conducted.

**2) Minutes of Previous Meetings – May 16, 2023; April 6, 2023; and May 4, 2023**

Chair Rounds stated that there are multiple sets of meeting minutes to approve, which they can do as a block – the May 16<sup>th</sup> minutes of the MPRC; the April 6<sup>th</sup> Pre-Submission Meeting and MPRC meeting minutes; and the May 4<sup>th</sup> Pre-Submission Meeting minutes.

Chief Farquhar made a motion to approve the meeting minutes of April 6<sup>th</sup>, May 4<sup>th</sup>, and May 16<sup>th</sup>, 2023. Mr. Lussier seconded the motion, which passed with a vote of 4-0. Mr. Kopczynski stated that he abstains due to not having been present at the meetings in question.

**3) Final Vote on Conditional Approvals**

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

**4) 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.**

Chair Rounds asked to hear from the property owner’s representative, Tim Sampson.

Tim Sampson stated that there is not a lot to talk about; it is just taking some time to get issues coordinated for the project. He continued that he has done a number of projects with the owner and stated that sometimes they happen quickly, and sometimes they take a bit longer. This one is on the longer path, but he believes the restaurant owner still has an arrangement with the building owner and the landlord. It is moving forward; it is just taking longer than anticipated.

Mr. Kopczynski stated that for clarification and for the record, a news article about this project stated that the applicant had been through this process and was just waiting on building permits to be approved. He continued that based on an inquiry he (Mr. Kopczynski) had, he checked to see if there had been any building permit applications submitted, and no applications had come forth. Thus, for the record, this project is still in submission. Building permits have not been applied for.

Mr. Rogers asked what the length of the extension would be, and what the normal protocol/procedure is for that. Ms. Fortson replied that it is 180 days from when the Committee granted the conditional approval for the application. Mr. Rogers replied that that was the original deadline. He asked what the extension would be. Ms. Fortson replied that the applicant, when they receive conditional approval from the Committee, has 180 days to satisfy their conditions of approval, starting the day after the meeting at which they received conditional approval. She continued that this extension would grant them another six months/180 days to satisfy those conditions.

Mr. Rogers made a motion to grant the extension for SPR-881, Modification #2, for the additional 180 days. Mr. Lussier seconded the motion, which passed by unanimous vote.

5) **Staff Updates**

Chair Rounds asked if there were any updates from staff. Ms. Fortson replied no.

6) **New Business**

Chair Rounds asked if there was any new business. There was no response.

7) **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*)

8) **Adjournment**

There being no further business, Chair Rounds adjourned the meeting at 10:08 AM.

Respectfully submitted by,  
Britta Reida, Minute Taker

Reviewed and edited by,  
Megan Fortson, Planning Technician