



City of Keene Minor Project Review Committee

AGENDA

Thursday, January 4, 2024

10:00 AM

City Hall, 2nd Floor Council Chambers

- I. **Call to Order** – Roll Call
- II. **Election of Chair and Vice Chair**
- III. **Minutes of Previous Meeting** – November 16, 2023
- IV. **Final Vote on Conditional Approvals**
- V. **Staff Updates**
- VI. **New Business**
- VII. **Upcoming Meeting Dates**
 - **January** - 2nd Monthly MPRC Meeting – January 18, 2024 at 10:00 am
(CANCELED)
 - **February** - Pre-submission Meeting – February 1, 2024 at 9:00 am
 - **February** - 1st Monthly MPRC Meeting – February 1, 2024 at 10:00 am
 - **February** – 2nd Monthly MPRC Meeting – February 15, 2024 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
7

Thursday, November 16,
2023

10:00 AM

2nd Floor Council Chambers,
City Hall

Members Present:

Jesse Rounds, Chair
John Rogers
Chief Don Farquhar
Don Lussier

Other Staff Present:

None

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9 **1) Call to Order – Roll Call**

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11 Chair Rounds called the meeting to order at 10:05 AM. Roll call was conducted.
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13 **2) Minutes of the Previous Meeting – November 2, 2023**

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15 Mr. Rogers made a motion to approve the minutes of the Minor Project Review Committee Pre-
16 submission Meeting on November 2, 2023. Mr. Lussier seconded the motion, which passed by
17 unanimous vote.
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19 Regarding the meeting minutes of the regular MPRC Meeting on November 2, 2023, Mr. Lussier
20 noted a correction to make on line 154: the minutes say, “Each building, each parcel,” and “each
21 building” should be removed so it just reads, “each parcel.”
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23 Mr. Rogers made a motion to approve the meeting minutes of the regular Minor Project Review
24 Committee meeting on November 2, 2023, as amended. Chief Farquhar seconded the motion,
25 which passed by unanimous vote.
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27 **3) Final Vote on Conditional Approvals**

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29 Chair Rounds stated that the 661 Main St. Minor Project application, SPR-10-23, is ready for a
30 final vote. He continued that there were two outstanding precedent conditions of approval that
31 needed to be addressed prior to the final approval of the application by the Committee, which
32 included getting the owner’s signature on the final plan sets and submitting five hard copies and
33 one digital copy of the final plans. The City has received those. All of the precedent conditions
34 of approval have been met. He asked if anyone had any concerns. Hearing none, he asked for a
35 motion.

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37 Mr. Rogers made a motion to issue final approval for 661 Main St. Minor Project application,
38 SPR-10-23. Mr. Lussier seconded the motion, which passed by unanimous vote.

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40 **4) Staff Updates**

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42 Chair Rounds stated that Megan Fortson, Planning Technician, is not here, so he does not know if
43 there are any staff updates. He continued that he does not think there are any.

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45 **5) New Business**

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47 None.

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49 **6) Upcoming Meeting Dates**

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- Pre-submission Meeting – December 7, 2023 at 9:00 AM
- 1st Monthly MPRC Meeting – December 7, 2023 at 10:00 AM
- 2nd Monthly MPRC Meeting – December 21, 2023 at 10:0 AM (if needed)

7) **Adjournment**

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

Respectfully submitted by,
Britta Reida, Minute Taker

Reviewed and edited by,
Megan Fortson, Planning Technician