

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, June 6, 2024

9:00 AM

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

Members Present:

Jesse Rounds, Chair
Med Kopczynski, Vice Chair
Don Lussier, City Engineer
Michael Hagan, Plans Examiner & Acting
Zoning Administrator
Rick Wood, Building Official & Fire
Marshall

Staff Present:

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

1) Call to Order – Roll Call

Chair Rounds called the meeting to order at 9:00 am. Roll call was conducted.

2) Scheduled Pre-submission Inquiries

- a. Conceptual Site Plan Application – The ~18.43-ac parcel at 44 Black Brook Rd (TMP #221-021-00) is owned by NH Black Brook LLC and is located in the Corporate Park District.**

Doug Brown from Bergeron Construction was present at the meeting to discuss a proposed site plan modification application for Ametek located at 44 Black Brook Rd (TMP #221-021-000). City Staff discussed the proposal with Mr. Brown and provided feedback.

- b. Conceptual Site Plan Application – The ~0.23-ac parcel at 348 West St (TMP #577-025-000) is owned by West Street AJ's LLC and is located in the Commerce District.**

Mr. Brown discussed a potential change to the Aroma Joe's site located at 348 West St (TMP #577-025-000). City Staff discussed the proposal with Mr. Brown and provided feedback.

3) Walk-In Pre-submission Inquiry

Tim Sampson of Sampson Architects attended the meeting to discuss a potential Cottage Court Conditional Use Permit application that may be submitted for the property at 0 Ellis Ct (TMP #535-012-000). City Staff discussed the proposal with Mr. Sampson and provided feedback.

4) Upcoming Meeting Dates

- Pre-submission Meeting – **Wednesday, July 3, 2024 at 9:00 am**
- 1st Monthly MPRC Meeting – **Wednesday, July 3, 2024 at 10:00 am**
- 2nd Monthly MPRC Meeting – July 18, 2024 at 10:00 am (*If needed*)

5) Adjournment

There being no further business, Chair Rounds adjourned the meeting at 9:54 am.

Respectfully submitted by,
Megan Fortson, Planning Technician

Reviewed and edited by,
Mari Brunner, Senior Planner