



**MINOR PROJECT REVIEW COMMITTEE**  
**Council Chambers, Keene City Hall**  
**June 6, 2024**  
**10:00 AM**

**BOARD ACTIONS**

I. **Minutes of Previous Meetings** – May 2, 2024

**Board Action:** *Voted unanimously to approve the May 2, 2024 Minor Project Review Committee and May 2, 2024 Minor Project Review Committee Pre-submission meeting minutes as presented.*

II. **Public Hearing**

- a) **SPR-644, Modification #2 – Site Plan – Parking Lot Expansion & Site Modifications, 426-428 Winchester St** - Applicant Brickstone Land Use Consultants, on behalf of owner TBK Realty Inc, proposes the expansion of the existing parking lot and associated site modifications on the property at 426-428 Winchester St (TMP #115-002-000). The parcel is 2.59 ac and is located in the Commerce Limited District.

**Board Action on Site Plan Application:** *Voted unanimously to approve SPR-644, Modification #2 as shown on the plan set identified as "New Parking Lot, 426-428 Winchester St. Keene, NH" prepared by Brickstone Land Use Consultants at varying scales on October 25, 2023 and last revised on May 17, 2024 with the following conditions precedent prior to final approval and signature of the plan set by the Minor Project Review Committee Chair:*

1. *Submittal of an updated narrative, note sheet, and proposed conditions plans to indicate the correct number of proposed parking spaces.*
2. *Owner's signature appears on the title page and proposed conditions plan.*
3. *Submittal of five (5) paper copies and a digital copy of the final plan set.*
4. *Submittal of a security in an amount and form acceptable to the Community Development Director and City Engineer to cover the cost of landscaping and sediment/erosion control measures.*
5. *Submittal of an updated drainage report clarifying the intent of the 4" orifice connection to the City drainage system in a form acceptable to the Public Works Director.*
6. *Submittal of a letter by the property owner acknowledging that the City will not be responsible for maintenance of any portion of the onsite drainage, including the 4" drain line up to and including connection to the City's storm drainage system, in a form acceptable to the Public Works Director.*