

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, January 30, 2025

9:00 AM

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

Members Present:

Megan Fortson, Planner (Community Development Director's Designee)
Evan Clements, Planner & Deputy Zoning Administrator (Zoning Administrator's Designee)
TJ O'Brien, Commercial Building Inspector (City Manager's Designee)
Bryan Ruoff, City Engineer (Public Works Director's Designee)
Richard Wood, Building/Health Official & Fire Marshal (Fire Chief's Designee)

Staff Present:

Lt. Shane Maxfield, Police Dept.

Members Not Present:

All Present

1) Call to Order – Roll Call

Evan Clements, Vice Chair, called the meeting to order at 9:01 AM. Roll call was conducted. City Engineer, Bryan Ruoff, attend the meeting via Teams.

2) Scheduled Pre-Submission Inquiry

- a. Conceptual Planning Board Application – The ~46-ac parcel located at 521 Park Ave (TMP #227-027-000) is owned by the City of Keene and is located in the Conservation District.**

Ms. Megan Ulin of ReVision Energy and Mr. John Hamler, Mr. Jay Haston, and Mr. Jim Yannizze of the Cedarcrest Center for Children with Disabilities were all present at the meeting to discuss a potential solar project involving the properties at 521 Park Ave (TMP #227-027-000) and 91 Maple Ave (TMP #227-018-000). City Staff discussed the proposal with the group and provided feedback.

3) Walk-In Pre-Submission Inquiries

There were no walk-in Pre-Submission inquiries.

4) Upcoming Meeting Dates

- a) Pre-Submission Meeting – Thursday, March 6, 2025 at 9:00 AM
- b) 1st Monthly MPRC Meeting – Thursday, February 6, 2025 at 10:00 AM
- c) 2nd Monthly MPRC Meeting – Thursday, February 20, 2025 at 10:00 AM (*If needed*)

5) Adjournment

There being no further business, Vice Chair Clements adjourned the meeting at 9:35 AM.

Respectfully submitted by,
Megan Fortson, Planner

Reviewed and edited by,
Emily Duseau, Planning Technician