



City of Keene Minor Project Review Committee

AGENDA

Thursday, November 6, 2025

10:00 AM

City Hall, 2nd Floor Conference Room

I. Call to Order – Roll Call

II. Minutes of Previous Meetings

a. Pre-submission Meetings:

- i. February 6, 2025
- ii. March 6, 2025
- iii. April 3, 2025
- iv. May 1, 2025
- v. July 31, 2025
- vi. September 4, 2025
- vii. October 2, 2025

b. Minor Project Review Committee Meeting: February 6, 2025

III. Final Vote on Conditional Approvals

IV. Adoption of 2026 Meeting Schedule

V. New Business

VI. Upcoming Meeting Dates

- **December** - Pre-submission Meeting – December 4, 2025 at 9:00 am
- **December** - 1st Monthly MPRC Meeting – December 4, 2025 at 10:00 am
- **December** – 2nd Monthly MPRC Meeting – December 18, 2025 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
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Thursday, February 6, 2025

10:00 AM

2nd Floor Conference Room,
City Hall

Members Present:

Paul Andrus, Community Development Director
Bryan Ruoff, City Engineer & Public Works
Director's Designee
Mari Brunner, Senior Planner / Acting Zoning
Administrator
Megan Fortson, Planner & City Manager's
Designee

Other Staff Present:

None

Members Not Present:

Fire Chief

8
9 **1) Call to Order – Roll Call**

10
11 Paul Andrus called the meeting to order at 10:08 AM. Roll call was conducted.

12
13 **2) Election of Chair and Vice Chair**

14
15 Ms. Brunner nominated Paul Andrus as Chair. Ms. Fortson seconded the motion, which passed
16 by unanimous vote.

17
18 Ms. Brunner nominated Evan Clements as Vice Chair. Ms. Fortson seconded the motion, which
19 passed by unanimous vote.

20
21 **3) Minutes of Previous Meetings**

22 **A) Pre-Submission Meetings – October 3, 2024; December 5, 2024; January 1,**
23 **2025; and January 30, 2025**

24
25 Ms. Brunner made a motion to approve the pre-submission meeting minutes from October 3, 2024;
26 December 4, 2024; January 1, 2025; and January 30, 2025. Ms. Fortson seconded the motion,
27 which passed by unanimous vote.

28
29 **B) Minor Project Review Committee Meeting – September 19, 2024**
30

Ms. Brunner made a motion to approve the meeting minutes of September 19, 2024. Ms. Fortson seconded the motion, which passed by unanimous vote.

4) Final Vote on Conditional Approvals

Ms. Fortson stated that there are no applications ready for a final vote.

5) Adoption of 2025 Meeting Schedule

Ms. Brunner stated that to clarify, the first monthly meeting is always for new applications, and the second monthly meeting is only held if there is a continued application from the first monthly meeting. She continued that the second monthly meeting is thus put on the calendar if needed, but it is often not held.

Ms. Brunner made a motion to adopt the 2025 meeting schedule as presented. Ms. Fortson seconded the motion, which passed by unanimous vote.

6) Staff Updates

A) Site Plan Review Thresholds

Ms. Brunner, Senior Planner, stated that Planning staff wanted to discuss this with the group, and they will probably be coming back to them with more updates later in the year or maybe next year. She continued that the MPRC has been meeting for four years. Now that they have had a few years to test this new concept of having a staff committee that reviews site plans, they have data to look at. What they see is that they are not getting the number of projects that they expected to come to the MPRC. Staff have had preliminary conversations with the Planning Board chair and the Planning, Licenses, and Development (PLD) Committee chair about potentially modifying the site plan review thresholds to make it an option that is more realistic for folks.

Essentially, they would have a conversation with the Planning Board to see if they are in favor of modifying the site plan review thresholds to raise the threshold for going to the Planning Board, which would hopefully increase the number of projects that could come through this body. The reason for that is the process to go through the MPRC is shorter than it is for the Planning Board, and the City has a goal to make the planning review process as efficient and streamlined as possible. This would be in alignment with that goal.

Ms. Brunner continued that until now, the MPRC has had sparse meetings and not many projects to review. If and when this change goes through and they raise the site plan review thresholds, this body might start seeing more activity. She will keep the MPRC informed about any changes being proposed.

Chair Andrus asked what the process will be by which they generate ideas around those different thresholds. Ms. Brunner replied that they will probably work directly with the Planning Board to

74 discuss what those thresholds could be. She continued that they will also want to loop in at least
75 the PLD Committee ahead of time, to get feedback on the proposed changes before they submit a
76 formal Ordinance. The process is that first, the Planning Board would have to adopt the changes
77 through a public hearing. Then, the City Council would have to adopt the changes to incorporate
78 them into the Land Development Code (LDC). Thus, it requires a vote from the Planning Board
79 and from the City Council.

80
81 Mr. Andrus asked, regarding the Planning Board review process, if (Planning staff) intends to
82 bring a draft Ordinance with proposed changes up front, or if there is a process by which they have
83 a work session with the Planning Board. Ms. Brunner replied that the initial conversation she was
84 envisioning – which will ultimately be up to the Planning Board chair – is a more informal
85 discussion with something like presentation slides showing what the current thresholds are. She
86 was hoping for a conversation with them to get some feedback before staff puts something into
87 writing as a formal change.

88
89 Chair Andrus thanked Ms. Brunner and asked if there was any more discussion on this matter.
90

91 **7) New Business**

92
93 Chair Andrus asked if there was any new business. Ms. Brunner stated that Paul Andrus is the
94 new Community Development Director, and they are excited to have him here. Chair Andrus
95 replied that today is his fourth day, and he is happy to be here.
96

97 **8) Upcoming Meeting Dates**

- 98 • March - Pre-submission Meeting – March 6, 2025 at 9:00 am
- 99 • March - 1st Monthly MPRC Meeting – March 6, 2025 at 10:00 am
- 100 • March – 2nd Monthly MPRC Meeting – March 20, 2025 at 10:00 am (*if needed*)

101
102 **9) Adjournment**

103
104 There being no further business, Chair Andrus adjourned the meeting at 10:21 AM.
105

106 Respectfully submitted by,
107 Britta Reida, Minute Taker

108
109 Reviewed and edited by,
110 Megan Fortson, Planner

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5 MINOR PROJECT REVIEW COMMITTEE
6 PRE-SUBMISSION MEETING MINUTES
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Thursday, March 6, 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)
Michael Hagan, Plans Examiner (City
Manager's Designee)
Bryan Ruoff, City Engineer (Public Works
Director's Designee)

Staff Present:

Emily Duseau, Planning Technician
Lt. Shane Maxfield, Police Dept.

8
9 **1) Call to Order – Roll Call**

10
11 Evan Clements, Vice Chair, called the meeting to order at 9:08 am. Roll call was conducted.
12

13 **2) Scheduled Pre-submission Inquiries**

- 14
15 a. **Conceptual Planning Board Application** – The ~4.66-ac parcel at 22 Peg Shop Rd
16 (TMP #232-002-000) is owned by the Nina S. Zaretsky Trust and is located in the
17 Rural District.
18

19 Wendy Pelletier and her associate, Jon, from Cardinal Surveying & Land Planning were present
20 to discuss the potential subdivision of the parcel located at 22 Peg Shop Road. City Staff discussed
21 the proposal with Ms. Pelletier and provided feedback.
22

- 23 b. **Conceptual Planning Board Application** – The ~0.18-ac parcel at 34 Court St
24 (TMP #568-022-000) is owned by 34 Court LLC and is located in the Downtown
25 Core District.
26

27 Zach Luse, owner of the property at 34 Court St, was present to discuss the potential creation of a
28 restaurant in the sanctuary of the former Grace United Methodist Church. City Staff discussed the
29 proposal with Mr. Luse and provided feedback.
30

31 **3) Walk-In Pre-submission Inquiries**

32
33 There were no walk-in Pre-submission inquiries.
34

35 **4) Upcoming Meeting Dates**

- a) Pre-submission Meeting – Thursday, April 3, 2025 at 9:00 am
- b) 1st Monthly MPRC Meeting – Thursday, April 3, 2025 at 10:00 am
- c) 2nd Monthly MPRC Meeting – Thursday, April 17, 2025 at 10:00 am *(If needed)*

5) Adjournment

There being no further business, Vice Chair Clements adjourned the meeting at 10:00 AM.

Respectfully submitted by,
Megan Fortson, Planner

Reviewed and edited by,
Emily Duseau, Planning Technician

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Thursday, March 6, 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)
Michael Hagan, Plans Examiner (City
Manager's Designee)
Richard Wood, Building/Health Official &
Fire Marshal (Fire Chief's Designee)
Paul Andrus, Community Development
Director & Minor Project Review Committee
Chair

Staff Present:

Emily Duseau, Planning Technician
Lt. Shane Maxfield, Police Dept.

8
9 **1) Call to Order – Roll Call**

10
11 Paul Andrus, Chair, called the meeting to order at 9:06 am. Roll call was conducted.
12

13 **2) Scheduled Pre-submission Inquiries**

- 14
15 a) **Conceptual Planning Board Application** – The ~0.52-ac parcel at 11 Charles St
16 (TMP #532-041-000) is owned by Richard Davis and is located in the Low Density
17 District.
18

19 Paul Clark, Architect, and Douglas Smith of Beechwood Tiny Homes, were present to discuss the
20 potential Cottage Court development on the parcel located at 11 Charles St. City Staff discussed
21 the proposal with Mr. Clark and Mr. Smith and provided feedback.
22

23 **3) Walk-In Pre-submission Inquiries**

24
25 There were no walk-in Pre-submission inquiries.
26

27 **4) Upcoming Meeting Dates**

- 28 a) Pre-submission Meeting – Thursday, May 1, 2025 at 9:00 am
29 b) 1st Monthly MPRC Meeting – Thursday, May 1, 2025 at 10:00 am
30 c) 2nd Monthly MPRC Meeting – Thursday, May 15, 2025 at 10:00 am (*If needed*)

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5) Adjournment

There being no further business, Chair Andrus adjourned the meeting at 10:00 AM.

Respectfully submitted by,
Emily Duseau, Planning Technician

Reviewed and edited by,
Megan Fortson, Planner

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Thursday, May 1, 2025

9:00 AM

2nd Floor Conference Room,
City Hall

Members Present:

Paul Andrus, Chair (Community
Development Director)
Evan Clements, Vice Chair (Planner &
Deputy Zoning Administrator)
Richard Wood (Fire Marshal & Building
Official)
Bryan Ruoff (City Engineer)
Michael Hagan (Plans Examiner & City
Manager's Designee)

Staff Present:

Megan Fortson, Planner
Emily Duseau, Planning Technician

8
9 **1) Call to Order – Roll Call**

10
11 Paul Andrus, Chair, called the meeting to order at 9:00 am. Roll call was conducted.
12

13 **2) Walk-In Pre-submission Inquiries**

14
15 There were no walk-in Pre-submission inquiries.
16

17 **3) Upcoming Meeting Dates**

- 18 a) Pre-submission Meeting – Thursday, June 5, 2025 at 9:00 am
19 b) 1st Monthly MPRC Meeting – Thursday, June 5, 2025 at 10:00 am
20 c) 2nd Monthly MPRC Meeting – Thursday, June 19, 2025 at 10:00 am (*If needed*)
21

22 **4) Adjournment**

23
24 With no walk-in pre-submission inquiries, Chair Andrus adjourned the meeting at 9:15 am.
25

26 Respectfully submitted by,
27 Megan Fortson, Planner
28

29 Reviewed and edited by,
30 Emily Duseau, Planning Technician

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, July 31, 2025

9:00 AM

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

Members Present:

Paul Andrus, Community Development
Director & Minor Project Review
Committee Chair
Evan Clements, Planner & Deputy Zoning
Administrator (Vice Chair & Zoning
Administrator's Designee)
Richard Wood, Fire Marshal & Building
Official (Fire Chief's Designee)
Michael Hagan, Plans Examiner (City
Manager's Designee)

Staff Present:

Emily Duseau, Planning Technician
Lt. Shane Maxfield, Police Dept.

Members Not Present:

Public Works Director (*or their designee*)

1) Call to Order – Roll Call

Paul Andrus, Chair, called the meeting to order at 9:07 am. Roll call was conducted.

2) Scheduled Pre-submission Inquiry

- a. **Conceptual Planning Board Application** – The ~1.6-ac parcel at 84 Arch St (TMP #560-003-000) is owned by the City of Keene and is located in the Rural District.

Will Dodge from Downs Rachlin Martin and Peter Marchant from SAI/Verizon Vertical Bridge were present to discuss the potential Verizon Wireless Vertical Bridge (Cell Tower) project at the parcel located at 84 Arch Street. City Staff discussed the proposal with Mr. Dodge and Mr. Marchant 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, September 4, 2025 at 9:00 am

- b) 1st Monthly MPRC Meeting – Thursday, September 4, 2025 at 10:00 am
- c) 2nd Monthly MPRC Meeting – Thursday, September 18, 2025 at 10:00 am (If needed)

5) Adjournment

With no walk-in pre-submission inquiries, Chair Andrus adjourned the meeting at 9:52 am.

Respectfully submitted by,
Emily Duseau, Planning Technician

Reviewed and edited by,
Megan Fortson, Planner

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, September 4, 2025

9:00 AM

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

Members Present:

Paul Andrus, Community Development
Director & Minor Project Review
Committee Chair
Evan Clements, Planner / Deputy Zoning
Administrator & Minor Project Review
Committee Vice Chair (Zoning
Administrator's Designee)
Richard Wood, Fire Marshal & Building
Official (Fire Chief's Designee)
Michael Hagan, Plans Examiner (City
Manager's Designee)

Staff Present:

Emily Duseau, Planning Technician
Megan Fortson, Planner
Lt. Shane Maxfield, Police Dept.

Members Not Present:

Public Works Director (*or their designee*)

1) Call to Order – Roll Call

Paul Andrus, Chair, called the meeting to order at 9:02 am. Roll call was conducted.

2) Scheduled Pre-submission Inquiries

- a. **Conceptual Planning Application** – The ~36.26-ac parcel at 95 Wyman Rd (TMP #221-019-000) is owned by the Covenant Living of Keene and is located in the Rural District.

Liza Sargent from SVE Associates and Doug Brown from Bergeron Construction were present to discuss the potential modifications to Covenant Living at 95 Wyman Road. City Staff discussed the proposal with Ms. Sargent and Mr. Brown and provided feedback.

- b. **Conceptual Planning Application** – The ~18.43-ac parcel at 44 Black Brook Rd (TMP #221-021-000) is owned by NH Black Brook LLC and is located in the Corporate Park District.

Ms. Sargent and Mr. Brown were also present to discuss the potential Planning Board Application for AMETEK Precitech at 44 Black Brook Road. City Staff discussed the proposal with Ms. Sargent and Mr. Brown and provided feedback.

- 29
30 c. **Fieldstone BLA – 35 & 39 Kendall Rd** – The ~0.58-ac parcel at 35 Kendall Rd (540-013-
31 000) and the ~0.47-ac parcel at 39 Kendall Rd (540-012-000) are located in the Low-
32 Density District.
33

34 Jonathan Lefebvre from Fieldstone Land Consultants was present to discuss the potential BLA
35 located at 35 & 39 Kendall Rd. City Staff discussed the proposal with Mr. Lefebvre and provided
36 feedback.
37

38 **3) Walk-In Pre-submission Inquiries**
39

40 There were no walk-in Pre-submission inquiries.
41

42 **4) Upcoming Meeting Dates**

- 43 a) Pre-submission Meeting – Thursday, October 2, 2025 at 9:00 am
44 b) 1st Monthly MPRC Meeting – Thursday, October 2, 2025 at 10:00 am
45 c) 2nd Monthly MPRC Meeting – Thursday, October 16, 2025 at 10:00 am (If needed)
46

47 **5) Adjournment**
48

49 With no walk-in pre-submission inquiries, Chair Andrus adjourned the meeting at 9:30 am.
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51 Respectfully submitted by,
52 Emily Duseau, Planning Technician
53

54 Reviewed and edited by,
55 Megan Fortson, Planner

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Thursday, October 2, 2025

9:00 AM

2nd Floor Conference Room,
City Hall

Members Present:

Paul Andrus, Community Development
Director
Evan Clements, Planner / Deputy Zoning
Administrator
Mari Brunner, Senior Planner / Acting
Zoning Administrator
Richard Wood, Fire Marshal / Building
Official / Acting Health Official

Staff Present:

Megan Fortson, Planner
Lt. Shane Maxfield, Police Dept.

Members Not Present:

Bryan Ruoff, City Engineer

8 • **Call to Order – Roll Call**
9

10 Paul Andrus, Chair, called the meeting to order at 9:00 am. Roll call was conducted.
11

12 • **Scheduled Pre-submission Inquiries**
13

- 14 a. **Conceptual Planning Application** – The ~6.87-ac parcel located at 25 Production Ave
15 (TMP# 110-007-000) is owned by Lida Realty LLC and is located in the Industrial
16 District.
17

18 Mr. Tom Hancock and Mr. Hans Porschitz from Bensonwood were present to discuss the potential
19 expansion of the parking lot at 25 Production Ave. City Staff discussed the proposal with Mr.
20 Porschitz and Mr. Hancock and provided feedback.
21

- 22 b. **Conceptual Planning Board Application** – The ~0.45-ac parcel located at 660 Main
23 St (TMP# 120-005-000) is owned by Systo Properties LLC and is located in the Low
24 Density District.
25

26 Ms. Corinne Bell from Bell Rey Design was present to discuss the proposed modifications to the
27 new Cocoplum building and site at 660 Main St. City Staff discussed the proposal with Ms. Bell
28 and provided feedback.
29

30 • **Walk-In Pre-submission Inquiries**
31

There were no walk-in Pre-submission inquiries.

- **Upcoming Meeting Dates**

- Pre-submission Meeting – Thursday, October 30, 2025 at 9:00 am
- 1st Monthly MPRC Meeting – Thursday, November 6, 2025 at 10:00 am
- 2nd Monthly MPRC Meeting – Thursday, November 20, 2025 at 10:00 am *(If needed)*

- **Adjournment**

With no walk-in pre-submission inquiries, Chair Andrus adjourned the meeting at 10:10 am.

Respectfully submitted by,
Megan Fortson, Planner

Reviewed and edited by,
Emily Duseau, Planning Technician

Minor Project Review Committee **2026 Meeting Schedule**

1st Monthly Meeting	2nd Monthly Meeting	Application Submission Deadline
December 31, 2025	January 15, 2026	December 12, 2025
February 5, 2026	February 19, 2026	January 15, 2026
March 5, 2026	March 19, 2026	February 13, 2026
April 2, 2026	April 16, 2026	March 13, 2026
May 7, 2026	May 21, 2026	April 17, 2026
June 4, 2026	June 18, 2026	May 15, 2026
July 2, 2026	July 16, 2026	June 12, 2026
August 6, 2026	August 20, 2026	July 17, 2026
September 3, 2026	September 17, 2026	August 14, 2026
October 1, 2026	October 15, 2026	September 11, 2026
November 5, 2026	November 19, 2026	October 16, 2026
December 3, 2026	December 17, 2026	November 13, 2026

Please submit all application materials no later than 4:00 pm.

Meetings are generally held the 1st and 3rd Thursday of each month at 10:00 am in the 2nd Floor Conference Room.