

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

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), Vice Chair
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.

1) Call to Order – Roll Call

Evan Clements, Vice Chair, called the meeting to order at 9:08 AM. Roll call was conducted.

2) Scheduled Pre-Submission Inquiries

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

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

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

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