ADOPTED

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, April 3, 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.

1) Call to Order – Roll Call

Paul Andrus, Chair, called the meeting to order at 9:06 AM. Roll call was conducted.

2) Scheduled Pre-Submission Inquiries

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

Paul Clark, Architect, and Douglas Smith of Beechwood Tiny Homes, were present to discuss the potential Cottage Court development on the parcel located at 11 Charles St. City Staff discussed the proposal with Mr. Clark and Mr. Smith 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, May 1, 2025 at 9:00 AM
b) 1st Monthly MPRC Meeting – Thursday, May 1, 2025 at 10:00 AM
c) 2nd Monthly MPRC Meeting – Thursday, May 15, 2025 at 10:00 AM *(If needed)*

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