

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

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

1) Call to Order – Roll Call

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

2) Walk-In Pre-Submission Inquiries

There were no walk-in Pre-submission inquiries.

3) Upcoming Meeting Dates

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

4) Adjournment

With no walk-in pre-submission inquiries, Chair Andrus adjourned the meeting at 9:15 AM.

Respectfully submitted by,
Megan Fortson, Planner

Reviewed and edited by,
Emily Duseau, Planning Technician