ADOPTED

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

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

1) **Call to Order – Roll Call**

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

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

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

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

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

3) Walk-In Pre-submission Inquiries

There were no walk-in Pre-submission inquiries.

4) 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)***

5) 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