

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
MEETING MINUTES

Thursday, November 6, 2025

10:00 AM

**Council Chambers,
City Hall**

Members Present:

Paul Andrus, Community Development
Director & Chair
Evan Clements, Zoning Administrator's
Designee & Vice Chair
Bryan Ruoff, Public Works Department
Michael Hagan, Plans Examiner & City
Manager's Designee

Other Staff Present:

Megan Fortson, Planner

Members Not Present:

Richard Wood, Fire Marshal, Building
Official, & Fire Chief's Designee

1) Call to Order - Roll Call

Chair Andrus called the meeting to order at 10:03 AM. Roll call was conducted.

2) 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

Vice Chair Clements made a motion to approve the pre-submission meeting minutes of February 6, March 6, April 3, May 1, July 31, September 4, and October 2, all in the year 2025, as presented. Mr. Hagan seconded the motion, which passed by unanimous vote.

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

Vice Chair Clements made a motion to approve the Minor Project Review Committee meeting minutes of February 6, 2025. Mr. Hagan seconded the motion, which passed by unanimous vote.

3) Final Vote on Conditional Approvals

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

4) Adoption of 2026 Meeting Schedule

Vice Chair Clements made a motion to approve the 2026 meeting schedule for the MPRC, as presented. Mr. Ruoff seconded the motion, which passed by unanimous vote.

5) New Business

Chair Andrus asked if there was new business. He noted that there are no members of the public present.

Ms. Fortson stated that Planning staff are working with the Planning Board to potentially adjust the site plan review thresholds so there can be more projects going through the MPRC in the future. She continued that they will keep the MPRC in the loop; it is just something to keep on their radar. The proposed adjustments to the threshold have to go before the Joint Planning Board/Planning, Licenses, and Development Committee, the Planning Board, and so forth, so it will take a few months. They have had so few projects come through the MPRC, which has not met since February. They hope to take some of the pressure off the Planning Board.

6) 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*)

7) Adjournment

There being no further business, Chair adjourned the meeting at 10:08 AM.

Respectfully submitted by,
Britta Reida, Minute Taker

Reviewed and edited by,
Megan Fortson, Planner