

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Wednesday, December 31, 2025

9:00 AM

**2nd Floor Conference Room,
City Hall**

Members Present:

Megan Fortson, Planner / Community
Development Director's Designee
Michael Hagan, Plans Examiner / City
Manager's Designee
Evan Clements, Planner / Deputy Zoning
Administrator
Richard Wood, Fire Marshal / Building Official
/ Acting Health Official
Don Lussier, Public Works Director (Arrived at
9:25am)

Staff Present:

Lt. Shane Maxfield, Police Dept.
Emily Duseau, Planning Technician

Members Not Present:

All Present

1. Call to Order – Roll Call

Evan Clements, Vice Chair of the Minor Project Review Committee, called the meeting to order at 9:06 AM. Roll call was conducted.

2. Scheduled Pre-submission Inquiries

There were no scheduled Pre-submission inquiries.

3. Walk-In Pre-submission Inquiry

- a. **Conceptual Planning Board Application** – The ~0.6-ac parcel located at 363 Pearl St (TMP# 593-004-000) is owned by Adam Wright and is located in the Low Density District.

Mr. Dylan Bear developer, and Mr. Tim Sampson, Sampson Architects, were present to discuss the potential Cottage Court Development located at 363 Pearl Street. City Staff discussed the proposal with Mr. Bear and Mr. Sampson, and Staff provided feedback.

4. Upcoming Meeting Dates

- Pre-submission Meeting – Thursday, January 29, 2025 at 9:00 AM

- 1st Monthly MPRC Meeting – Wednesday, December 31, 2025 at 10:00 AM
- 2nd Monthly MPRC Meeting – Thursday, January 15, 2025 at 10:00 AM *(If needed)*

5. Adjournment

With no more walk-in pre-submission inquiries, Vice Chair Clements adjourned the meeting at 9:55 AM.

Respectfully submitted by,
Emily Duseau, Planning Technician

Reviewed and edited by,
Megan Fortson, Planner