

**City of Keene**  
**New Hampshire**

**MINOR PROJECT REVIEW COMMITTEE**  
**PRE-SUBMISSION MEETING MINUTES**

**Thursday, March 5, 2026**

**9:00 AM**

**2<sup>nd</sup> Floor Conference Room,  
City Hall**

**Members Present:**

Paul Andrus, Community Development  
Director  
Michael Hagan, Plans Examiner / City  
Manager's Designee  
Evan Clements, Planner / Zoning  
Administrator  
Richard Wood, Fire Marshal / Building  
Official / Acting Health Official  
Bryan Ruoff, City Engineer / Public Works  
Director's Designee

**Staff Present:**

Mari Brunner, Senior Planner  
Emily Duseau, Planning Technician

**Members Not Present:**

*All Present*

**1. Call to Order – Roll Call**

Paul Andrus, Community Development Director, called the meeting to order at 9:03 AM. Roll call was conducted.

**2. Election of Chair and Vice Chair**

Evan Clements, Planner / Zoning Administrator, made a motion to nominate Paul Andrus as Chair of the Minor Project Review Committee. Rick Wood, Fire Marshal / Building Official / Acting Health Official, seconded the motion. The motion carried on a unanimous vote.

Chair Paul Andrus made a motion to nominate Evan Clements as Vice Chair of the Minor Project Review Committee. Rick Wood seconded the motion. The motion carried on a unanimous vote.

**3. Scheduled Pre-submission Inquiries**

- a. Conceptual Planning Board Application – The ~0.11-ac parcel located at 0 Grove Street (TMP# 585-057-000) is owned by Monadnock Habitat for Humanity Inc. and is located in the Residential Preservation District.**

Ms. Liza Sargent of SVE Associates, Mr. Bill Holtz of Bensonwood/Unity Homes, and Mr. Matt Keenan of Bensonwood were present to discuss the potential Cottage Court Development located at 0 Grove Street. City Staff discussed the proposal with the team and Staff provided feedback.

**b. Conceptual Planning Board Application – The ~2-ac parcel located at 37 Manchester Street (TMP# 114-003-000) is owned by 560 Main Street LLC and is located in the Commerce District.**

Mrs. Kristen Froling, Mr. Mark Froling, and Mr. Ben Froling of Froling Energy, and Ms. Liza Sargent of SVE Associates were present to discuss the potential site modifications at 37 Manchester Street. City Staff discussed the proposal with the team and Staff provided feedback.

**4. Walk-In Pre-submission Inquiry**

There were no walk-in Pre-submission inquiries.

**5. Upcoming Meeting Dates**

- Pre-submission Meeting – Thursday, April 2, 2026 at 9:00 AM
- 1st Monthly MPRC Meeting – Thursday, April 2, 2026 at 10:00 AM
- 2nd Monthly MPRC Meeting – Thursday, April 16, 2026 at 10:00 AM (*If needed*)

**6. Adjournment**

With no more walk-in pre-submission inquiries, Chair Andrus adjourned the meeting at 10:00 AM.

Respectfully submitted by,  
Emily Duseau, Planning Technician

Reviewed and edited by,  
Mari Brunner, Senior Planner