

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, July 2, 2026

9:00 AM

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

Members Present:

Paul Andrus, Chair & Community
Development Director
Evan Clements, Vice Chair; Planner; &
Zoning Administrator
Michael Hagan, Plans Examiner (City
Manager's Designee)
Lt. Meghan Manke-Moody (Fire Chief's
Designee)

Staff Present:

Megan Fortson, Planner

Members Not Present:

All Present

1. Call to Order – Roll Call

Chair Andrus called the meeting to order at 9:02 AM. Roll call was conducted.

2. Scheduled Pre-submission Inquiry

- a) **Conceptual Planning Board Application** – The building at 348 Winchester St (TMP #111-004-000-001) is owned by Riverside Improvements LLC and is located in the Commerce District.

Mr. Joey Fonseca of Bohler Engineering attended the meeting to discuss the potential redevelopment of the former Rite Aid building and site at 348 Winchester St (TMP #111-004-000-001) into a new fast-food restaurant with a drive-thru lane. Mr. Zach Middlebrooks, Mr. Andy Hotaling, and Mr. Jeffrey Nance attending the meeting remotely via a Teams meeting run by Mr. Fonseca. City Staff discussed the proposal with Mr. Fonseca and his team, answered their questions, 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, August 6, 2026 at 9:00 AM

- 1st Monthly MPRC Meeting – Thursday, August 6, 2026 at 10:00 AM
- 2nd Monthly MPRC Meeting – Thursday, August 20, 2026 at 10:00 AM *(If needed)*

5. Adjournment

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

Respectfully submitted by,
Megan A. Fortson, AICP - Planner

Reviewed and edited by,
Corinne Chaisson, Admin