

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
MEETING MINUTES

Thursday, November 16, 2023

10:00 AM

**Council Chamber,
City Hall**

Members Present:

Jesse Rounds, Chair
John Rogers
Chief Don Farquhar
Don Lussier

Other Staff Present:

None

Members Not Present:

Medard Kopczynski
Michael Hagan, Alternate
Kürt Blomquist, Alternate
Mari Brunner, Alternate
Steve Dumont, Alternate

1) Call to Order – Roll Call

Chair Rounds called the meeting to order at 10:05 AM. Roll call was conducted.

2) Minutes of the Previous Meeting – November 2, 2023

Mr. Rogers made a motion to approve the minutes of the Minor Project Review Committee Pre-submission Meeting on November 2, 2023. Mr. Lussier seconded the motion, which passed by unanimous vote.

Regarding the meeting minutes of the regular MPRC Meeting on November 2, 2023, Mr. Lussier noted a correction to make on line 154: the minutes say, “Each building, each parcel,” and “each building” should be removed so it just reads, “each parcel.”

Mr. Rogers made a motion to approve the meeting minutes of the regular Minor Project Review Committee meeting on November 2, 2023, as amended. Chief Farquhar seconded the motion, which passed by unanimous vote.

3) Final Vote on Conditional Approvals

Chair Rounds stated that the 661 Main St. Minor Project application, SPR-10-23, is ready for a final vote. He continued that there were two outstanding precedent conditions of approval that needed to be addressed prior to the final approval of the application by the Committee, which included getting the owner's signature on the final plan sets and submitting five hard copies and one digital copy of the final plans. The City has received those. All of the precedent conditions of approval have been met. He asked if anyone had any concerns. Hearing none, he asked for a motion.

Mr. Rogers made a motion to issue final approval for 661 Main St. Minor Project application, SPR-10-23. Mr. Lussier seconded the motion, which passed by unanimous vote.

4) Staff Updates

Chair Rounds stated that Megan Fortson, Planning Technician, is not here, so he does not know if there are any staff updates. He continued that he does not think there are any.

5) New Business

None.

6) Upcoming Meeting Dates

- Pre-submission Meeting – December 7, 2023 at 9:00 AM
- 1st Monthly MPRC Meeting – December 7, 2023 at 10:00 AM
- 2nd Monthly MPRC Meeting – December 21, 2023 at 10:00 AM (if needed)

7) Adjournment

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

Respectfully submitted by,
Britta Reida, Minute Taker

Reviewed and edited by,
Megan Fortson, Planning Technician