



November 27, 2024

Mr. George Hansel
Emerald Development LLC
160 Emerald St
Keene, NH 03431
gsh@georgehansel.com

RE: SPR-12-18, Modification #4 – Silk Mill Apartments – 160 Emerald St

Dear Mr. Hansel,

We are in receipt of your request for administrative review for property located at 160 Emerald St (TMP #583-034-000), owned by Emerald Development LLC. The request is as follows:

1. Convert ~6,121-sf of office space on the second floor of the Silk Mill building into seventeen apartments.
2. Create a designated parking area for residents on the southern portion of the parcel.
3. Install a total of 34 vent penetrations for bathroom and kitchen vent fans painted to match the existing building exterior along the second floor of the southern building façade.
4. Install five wall-mounted mini splits along the southern building façade.

All as presented in the plan set identified as "Silk Mill, 2nd Fl., Renovation Plan, Phase 1" Prepared by Tailfeather Strategies at varying scales on November 24, 2024, and in the application and supporting materials submitted to the Community Development Department on November 26, 2024.

Application for Formal Site Plan review is not necessary. Your request is hereby administratively approved under Article 26.13 of the Land Development Code, "*Administrative Planning Review*." This approval is limited to the request as described above, and does not authorize the applicant to make alterations that are not hereby granted. Please be aware that any future change will require additional review under the Planning Board's Site Plan Regulations.

Please be aware that you may still need to apply for and receive any applicable building permits, if necessary.

We appreciate your cooperation in the consistent application of zoning codes and development regulations throughout our community. If you have any questions or require any further assistance, please contact Mari Brunner, Senior Planner, or myself at (603) 352-5440.

Sincerely,

Megan Fortson,
Planner

cc: Mari Brunner, Senior Planner
Arelis Quinones, Assessing Department
Don Lussier, City Engineer
Bob Burns, Permit Technician
Project File