



June 14, 2023

Dave Bergeron  
139 Old Walpole Rd.  
Keene, NH 03431  
[monadnocklp@ne.rr.com](mailto:monadnocklp@ne.rr.com)

Re: **SPR-794, Modification #5 – Monadnock Family Services, 40 Avon St.**

Dear Mr. Bergeron,

We are in receipt of your request for administrative review for property located at 40 Avon St. (TMP #577-041-000), owned by Monadnock Community Services Ctr. The request is as follows:

1. Reconstruct the parking lot on the west side of the property, including installation of three catch basins that will discharge to the existing stormwater detention pond, widening the landscape median, and installation of one new tree.
2. Repair and repave the driveway entrance to the east parking lot and install two rain gardens along the sides of the driveway.
3. Reconstruct the walkways along the eastern entrance to the building with minor modifications to meet accessibility requirements.

All as presented in the plan set identified as "Parking Lot Improvements, 40 Avon Street, Keene, NH" dated May 22, 2023 and last revised on June 8, 2023, prepared by Monadnock Land Planning, SVE Associates, and Huntley Survey & Design PLLC, and in the application and supporting materials submitted to the Community Development Department on June 12, 2023.

Application for Formal Site Plan review is not necessary. Your request is hereby administratively approved under Article 25.13 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 Jesse Rounds or myself at (603) 352-5440.

Sincerely,

Mari Brunner  
Senior Planner

cc: Jesse Rounds, Community Development Director  
Arelis Quinones, Assessing Department  
Don Lussier, City Engineer  
Bob Burns, Permit Technician  
Project File