



City of Keene

New Hampshire

January 10, 2023

Keene Housing
Attn: Sandra Clark
831 Court Street
Keene, NH 03431

VIA EMAIL ONLY: sclark@keenehousing.org

Re: **SPR-207, Mod. 1 – Drainage Improvements – 657 Marlboro Road**

Dear Ms. Clark,

We are in receipt of your request for administrative review for property located at 657 Marlboro Road, owned by Monadnock Affordable Housing Corp., (TMP# 241-112-000). The request is make site improvements that will reduce water damage to the building by modifying the drainage pattern on site and formalize the existing parking area. Specifically the work will include:

1. Replacement of an existing porch foundation,
2. Raising the grade of the eastern portion of the property,
3. Creating swales to direct water flow away from the building foundation,
4. Install a gutter along the Marlboro Road site access apron,
5. Pave and stripe the existing parking areas,
6. Replace an existing stockade fence.

All as presented in the plan set identified as Keene Housing Drainage 657 Marlboro Road Keene, New Hampshire dated June 7, 2022 and prepared by Stevens & Associates, P.C. and in the application and supporting materials submitted to the Community Development Department on November 28, 2022.

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 Megan Fortson or myself at (603) 352-5440.

Sincerely,

Evan J. Clements, AICP
Planner

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

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