



September 24, 2024

Mr. Jared Goodell
PO Box 305
Keene, NH 03431
jared@titonmarketing.com

RE: PB-2024-12 – Conversion of Office Space to Apartments – 53 Marlboro St

Dear Mr. Goodell,

We are in receipt of your request for administrative review for property located at 53 Marlboro St (TMP #590-095-000). The request is to convert existing office space on the first and second floors of the building into four apartments. A new entryway and light fixture will be added along the southern building façade and trash will be stored inside in garbage receptacles. Six of the nine existing parking spaces at the rear of the site will be reconfigured and the remaining three parallel parking spaces near site entrance will remain unchanged. There are no other changes proposed to the building or site as part of this application.

All as presented in plot plan identified as “53 Marlboro Street, Keene, Site Plan” prepared by Tailfeather Strategies at a scale of 1 inch = 15 feet, 8 inches on September 19, 2024, and in the application and supporting materials submitted to the Community Development Department on September 19, 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: George Hansel, Tailfeather Strategies
Jesse Rounds, Community Development Director
Arelis Quinones, Assessing Department
Don Lussier, City Engineer
Bob Burns, Permit Technician
Project File