



November 14, 2024

JLS Properties LLC  
c/o Jennifer Shay  
190 Nutting Road  
Jaffrey, NH 03452

**RE: PB-2024-19– Consignment Cabin, 973 Marlboro Road**

Dear Ms. Shay

We are in receipt of your request for administrative review for property located at 973 Marlboro Road (TMP #249-004-000), owned by BTD Properties LLC. The request is to operate a light retail consignment establishment with both indoor and outdoor retail areas in a former office building with a single-family residence attached and no proposed changes to the site.

All as presented in the site plan received on November 12, 2024, and in the application and supporting materials submitted to the Community Development Department on November 12, 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,

Evan J. Clements, AICP  
Planner

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