



August 22, 2024

SVE Associates  
c/o: Ms. Liza Sargent  
PO Box 1818  
Brattleboro, VT 05302  
[lsargent@sveassoc.com](mailto:lsargent@sveassoc.com)

**RE: SPR-03-19, Modification #4 – Keene Mini Storage New Building Expansion – 678 Marlboro Rd**

Dear Ms. Sargent

We are in receipt of your request for administrative review for property located at 678 Marlboro Rd (TMP #241-107-000), owned by Keene Mini Storage LLC. The request is to increase the size of the new building proposed on the center portion of the site from 5,200-sf in size (80' long x 65' wide) to 5,600-sf in size (80' long x 70' wide). Construction of this new building originally received final approval from the Planning Board in February 2024 as part of a Major Site Plan application, SPR-03-19 Modification #4. The proposed building will be extended by 5' along the north (rear) façade. There are no other changes to the building or site proposed as part of this application.

All as presented in the plan set identified as "Keene Mini Storage Expansion, 2023/2024, 690 Marlboro Road, Keene, New Hampshire" prepared by SVE Associates at a scale of 1 inch = 20 feet on December 18, 2023 and last revised on August 22, 2024, and in the application and supporting materials submitted to the Community Development Department on August 22, 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 or myself at (603) 352-5440.

Sincerely,

Megan Fortson  
Planner

cc: Doug Brown, Bergeron Construction  
Jim Roberts, Property Owner  
Jesse Rounds, Community Development Director  
Arelis Quinones, Assessing Department  
Don Lussier, City Engineer  
Bob Burns, Permit Technician  
Project File