



February 21, 2024

Keach-Nordstrom Associates, Inc.
c/o: Ms. Bridget Souza
10 Commerce Park North, Suite 3
Bedford, NH 03110
bsouza@keachnordstrom.com

RE: SPR-790, Modification #2 – Summit Packaging Addition Size Reduction & Site Modifications – 7 Krif Ct

Dear Ms. Souza,

We are in receipt of your request for administrative review for the property located at 7 Krif Ct (TMP #118-002-000), owned by Summit Packaging Systems LLC. The request is to modify the final site plan approval for SPR-790, Modification #1 that was issued by the Planning Board in January 2024 by reducing the size of the approved addition along the west façade of the existing building from ~6,400-sf to ~4,000-sf in size. A new drive aisle and paved area will be created to the west of the addition that will be used to access an additional overhead door near the southwestern corner of the addition. Minor modifications will be made to the site and the approved stormwater management system to capture runoff in the area of the addition.

All as presented in the plan set identified as, "Modified Non-Residential Site Plan, Summit Packaging Systems LLC, Map 118 Lot 2, 7 Krif Ct, Keene, New Hampshire" prepared by Keach-Nordstrom Associates Inc. at varying scales on December 15, 2022, and last revised on February 6, 2024, and in the application and supporting materials submitted to the Community Development Department on February 9, 2024.

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,

Megan Fortson
Planning Technician

cc: Michael Conway, Summit Packaging Systems LLC
Jesse Rounds, Community Development Director
Arelis Quinones, Assessing Department
Don Lussier, City Engineer
Bob Burns, Permit Technician
Project File