



October 22, 2025

kcs Architects
c/o: Ms. Katie Cassidy Sutherland
PO Box 170
Marlborough, NH 03455
katie@kcs-architects.com

RE: PB-2025-23 – Office Building & Parking Lot Modifications – 41 School St

Dear Ms. Sutherland,

We are in receipt of your request for administrative review for property located at 41 School St (TMP#568-006-000), owned by the Thomas R. & Elke O. Family Revocable Trust. The request is as follows:

1. Construct a new accessible entrance consisting of a ramp, stairs, and landing at the northeastern corner of the building.
2. Replace all windows in-kind and the existing roof canopy along the eastern building façade.
3. Install one new full cut-off wall sconce along the east building façade and two along the north façade.
4. Restripe the existing parking area to create a one-way flow of traffic with entry onto the site from School St and an exit onto Winter St. The total number of parking spaces will be reduced from 15 to 14 spots with only 12 spaces required per zoning for the office use.
5. Delineate an accessible path of travel from the handicapped spot on the northeastern portion of the site to the ramp and stripe a passenger loading zone adjacent to the ramp.

All as presented in the plan set identified as "41 School Street – Planning Board Application" prepared by kcs Architects at varying scales on October 22, 2025, and in the application and supporting materials submitted to the Community Development Department on October 17, 2025.

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 may require additional review under the Planning Board's Site Plan Regulations and that you may still need to apply for and receive any applicable building permits, if necessary.

In accordance with Section 27.5 of the City of Keene Land Development Code, any aggrieved party has the right to appeal this decision to the Keene Planning Board within 20 days of the date of decision.

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 A. Fortson
Planner

cc: Tom Hanna, Property Owner
Alan Stroshine, S&T Capital LLC
Mari Brunner, Senior Planner
Arelis Quinones, Assessing Department

Bryan Ruoff, City Engineer
Bob Burns, Permit Technician
Project File



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