



November 21, 2025

Mr. John Noonan  
Fieldstone Land Consultants, PLLC  
45 Roxbury St  
Keene, NH 03431  
[jnoonan@fieldstonelandconsultants.com](mailto:jnoonan@fieldstonelandconsultants.com)

**RE: PB-2024-16, Modification #1 - Kia Building & Site Modifications – 440 Winchester St**

Dear Mr. Noonan,

We are in receipt of your request for administrative review for property located at 440 Winchester St (TMP #115-004-000), owned by 434-440 Winchester, LLC. The request is to modify the recent Major Site Plan approval, PB-2024-16, for the construction of a new building on the Kia site as follows:

1. Remove one of the parking lot landscaping islands and the install ~5,334-sf of pervious asphalt in its place.
2. Construct a mechanical room ~305-sf in size at the northeastern corner of the building.
3. Install two additional full cut-off pole light fixtures in the parking area on the western portion of the site and rearrange the locations of the fixtures in this area.

All as presented in the plan set identified as "Site Redevelopment Plans, Fairfield Kia of Keene" prepared by Fieldstone Land Consultants, PLLC at varying scales on October 18, 2024 and last revised on November 19, 2025, and in the application and supporting materials submitted to the Community Development Department on November 13, 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: Christian McCauley, 434-440 Winchester LLC  
Nels Traffie, Hutter Construction Corp.  
Mari Brunner, Senior Planner

Arelis Quinones, Assessing Department  
Bryan Ruoff, City Engineer  
Bob Burns, Permit Technician