



November 18, 2025

Bell Ray Design
Attn: Corinne Bell
5 Orchard Road
Cape Elizabeth, ME 04107

RE: PB-2025-24 – Cocoplum Appliances, 660 Main Street

Dear Ms. Bell,

We are in receipt of your request for administrative review for property located at 660 Main St (TMP #120-005-000), owned by Systo Properties LLC. The request is to install an underground stormwater management system, modify the parking area, install wall mounted light fixtures, improve the building façade by expanding two existing windows, install a landscape buffer, provide a dumpster enclosure and screening for the fuel oil tank, and install a retaining wall to the rear of the site.

All as presented in the plans identified as Cocoplum Appliances 660 Main St, Keene NH dated November 14, 2025, prepared by Bell Rey Design Architecture, and in the application and supporting materials submitted to the Community Development Department on October 23, 2025, and November 14, 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,

Evan J. Clements, AICP
Planner/Deputy Zoning Administrator

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