



November 19, 2025

Maple Hill Nursery
c/o: Mr. Scot Cleverly
197 Route 10 South
Swansey, NH 03446

RE: PB-2025-25 – Maple Hill Nursery Temporary Christmas Tree Sales, 147 Main Street

Dear Mr. Cleverly,

We are in receipt of your review request for administrative review of the undeveloped property located at 147 Main Street (TMP# 584-060-000), owned by Pappas Contracting. The request is as follows:

1. Use the site for the temporary sale of Christmas Trees starting around November 24, 2025 for ~30 days between the hours of 9am-5:30pm.
2. Create a fenced-in tree storage area on the eastern portion of the lot; a temporary parking area on the western portion of the site; and park two trailers on the northwestern portion of the lot.
3. Provide wheel stops for the temporary parking spots adjacent to the property at 21 Davis Street and the existing garage on the site.
4. Provide separation between the parking area and sidewalk, install temporary lighting in the tree storage area, and attach signs to the fence adjacent Davis & Main Streets.

All as presented in the plan identified as "Maple Hill Nursery – Christmas Tree Sales" dated November 18, 2025, and prepared by CAI Technologies, 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 myself or Mari Brunner, Senior Planner, at (603) 352-5440.

Sincerely,

Emily Duseau, Planning Technician

cc: Mari Brunner, Senior Planner
Arelis Quinones, Assessing Department
Bryan Ruoff, City Engineer

Bob Burns, Permit Technician
Project File