



Date of Decision: September 16, 2026

Mr. John Hooper
Pinnacle Sports LLC
22 Coitview Rd
Newport, NH 03773
john@pinnaclesportsllc.com

RE: PB-26-30 – Change of Use & Minor Building/Site Modifications – 421 Winchester St

Dear Mr. Hooper,

We are in receipt of your request for administrative review for the property located at 421 Winchester St (TMP #115-037-000), owned by Pinnacle Sports LLC. The request is as follows:

1. Change the primary use of the building from a hair salon and martial arts studio to a retail store.
2. Remove the existing brown siding and install new dark blue vinyl siding.
3. Remove three existing windows, 5 shrubs, and a mature Maple tree along the eastern building façade adjacent to Winchester St. Nine new shrubs and a 3" caliper fruit tree will be installed in this area.
4. Install a new 6' tall PVC or vinyl dumpster enclosure at the southwestern corner of the site.

All as presented in the application and supporting materials submitted to the Community Development Department on September 14, 2026.

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, AICP
Planner & Deputy Zoning Administrator

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

***IMPORTANT:** Beware of wire fraud scams, where scammers impersonate City officials to trick applicants into wiring money for fake fees. These scammers often use official names and logos to request immediate payment for approved applications. In some cases, scammers send fake invoices and request that funds be wired. **The City of Keene never requests wire transfers.** Always verify, in person at City Hall or by phone at (603) 352-5440, if you receive a request for payment.