



October 6, 2026

Keene Family YMCA
c/o: Mr. Norman Bergeron
200 Summit Rd
Keene, NH 03431
nbergeron@keene-ymca.org

RE: PB-26-23 – Administrative Planning Application – YMCA Parking Lot Modifications, 200 Summit Rd

Dear Mr. Bergeron,

Thank you for submitting an application for administrative review for the Keene Family YMCA located at 200 Summit Rd (TMP #104-027-000). The work detailed in the application includes repaving and restriping the existing parking lot and adding pavement markings and signage to indicate a one-way flow of traffic around the main parking lot and a fire lane, drop-off lane, and thru lane to the south of the of the covered entrance. There are no other changes proposed to the building exterior or site as part of this application.

All as presented in the application and supporting materials submitted to the Community Development Department on July 30, 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 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.