CITY OF KEENE
NEW HAMPSHIRE

Date of Decision: November 18, 2026

Mr. Scot Cleverly
Maple Hill Nursery
197 Route 10 South
Swanzey, NH 03446
scotmaplehill@yahoo.com

RE: PB-26-35 – Temporary Christmas Tree Sales – 147 Main St

Dear Mr. Cleverly,

We are in receipt of your request for administrative review for property located at 147 Main St (TMP #584-060-000), owned by 147-151 Main Street LLC. The request is to use this vacant parcel for the temporary sale of Christmas trees for ~30 days starting around the week of November 22, 2026. A temporary parking area delineated with wheel stops will occupy the western portion of the site. The eastern portion of the site will be surrounded by a gate and used as the sales area, tree storage, and a location for the temporary shelter to be placed. There are no other changes proposed to the site as part of this application.

All as presented in the plan set identified as "Maple Hill Nursery – Christmas Tree Sales" prepared on November 18, 2025 at a scale of 1 inch = 35 feet, and in the application and supporting materials submitted to the Community Development Department on November 13, 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

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.