CITY OF KEENE
NEW HAMPSHIRE

Date of Decision: November 24, 2026

Mr. Mitchell Greenwald
PO Box 361
Keene, NH 03431

RE: PB-26-36 – Food Trucks – 80 Emerald St.

Dear Mr. Greenwald,

We are in receipt of your request for administrative review for property located at 80 Emerald St (TMP #584-068-000). The request is to establish two designated food truck parking stalls on the northeastern corner of the site that will be connected to an existing electrical service in this area. A minimum 25'-wide travel aisle will be provided adjacent to each truck, which will be oriented facing the parking area and parked entirely on the existing pavement. A picnic table for patrons will be placed on the property in the grassy area near each vehicle. There are no modifications proposed to the building or site as part of this application.

All as presented in the application and supporting materials submitted to the Community Development Department on November 20, 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

CITY OF KEENE
NEW HAMPSHIRE

cc: Ryan Lawliss, Compliance Officer
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.