



April 23, 2024

Gayann Letman  
15 Bank Avenue  
Claremont, NH 03743

**RE: PB-2024-04 – Restaurant Change of Use – 21 Davis Street**

Dear Ms. Letman,

We are in receipt of your request for administrative review for the property located at 21 Davis Street (TMP #584-058-000), owned by 21 Davis Street LLC. The request is to change the use from retail to a restaurant with 20 seats and “to go” orders with no proposed changes to the exterior of the building or site.

All as presented in the plans identified as Tenant Fit Up 21 Davis Street Keene, NH 03431 dated February 26, 2024, last revised April 17, 2024, and prepared by Sampson Architects, and in the application and supporting materials submitted to the Community Development Department on April 12, 2024 and April 23, 2024.

Application for Formal Site Plan review is not necessary. Your request is hereby administratively approved under Article 25.13 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 will require additional review under the Planning Board’s Site Plan Regulations.

Please be aware that you may still need to apply for and receive any applicable building permits, if necessary.

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 Megan Fortson or myself at (603) 352-5440.

Sincerely,

Evan J. Clements, AICP  
Planner

cc: Jesse Rounds, Community Development Director  
Arelis Quinones, Assessing Department  
Don Lussier, City Engineer  
Bob Burns, Permit Technician  
Project File