



June 15, 2023

Christopher M. Freeman  
11 Vernon Street  
Keene, NH 03431

**Re: COA-2023-02 – ADA Upgrades – 11 Vernon Street**

Dear Mr. Freeman,

We are in receipt of your request for administrative review for property located at 11 Vernon Street owned by 11 Vernon Street, LLC (TMP# 568-056-000). The request is to modify the existing front entrance by replacing the door to change the direction of how it opens without expanding the door frame and install an ADA compliant entry ramp without modifying the existing building façade. The handrail associated with the ramp will be either black or bronze to match the door frame. The site work associated with the installation of the ramp has been determined to be “de minimis” by the Community Development Director and will not impact the historic nature of the building or site.

All as presented in the plan/building elevations identified as “11 Vernon Street LLC Renovation” dated May 25, 2023 and prepared by KCS Architects and in the application and supporting materials submitted to the Community Development Department on June 9, 2023.

Your request for a Certificate of Appropriateness (COA) is hereby administratively approved under Section 21.4.1, *Minor Projects* of the HDC Regulations. 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 you may still need to apply for and receive any applicable building permits, if necessary.

In accordance with the Land Development Code (Section 25.15.11), the COA is valid either:

- A. For one year from the date of approval if no building permit is required; or
- B. For the duration of an active building permit issued for construction associated with the COA.

Thank you for doing your part to promote and protect the history and heritage of Downtown Keene. If you have any questions or require any further assistance, please contact me or Jesse Rounds, the Community Development Director.

Sincerely,

Evan J. Clements, AICP  
Planner

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