



May 21, 2025

Cheshire Glass  
Attn: John Norris  
43 Emerald St.  
Keene, NH 03431

**Re: COA-2014-09, Mod. 3 – Front Door Replacement, 23 Central Sq.**

Dear Mr. Norris

We are in receipt of your request for administrative review for property located at 23 Central Sq., owned by United Church of Christ (TMP# 568-062-000). The request is to replace the existing glass front door with a matching security rated glass door without changing the size of the door opening.

All as presented in the application and supporting materials submitted to the Community Development Department on May 20, 2025.

Your request for a Certificate of Appropriateness (COA) is hereby administratively approved under Section 22.4.1, *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 26.15.11), 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 and/or concerns regarding this action by the Historic District Commission, please contact me or Mari Brunner, Senior Planner.

Sincerely,

Evan J. Clements, AICP  
Planner / Deputy Zoning Administrator

cc: Mari Brunner, Senior Planner  
Robert Burns, Permit Technician  
Bryan Ruoff, City Engineer  
Arelis Quinones, Assessing Dept.  
Project File