CITY OF KEENE
NEW HAMPSHIRE

November 20, 2026

Mementos Public House
Attn: Heather Servant
32 Greenlawn St
Keene, NH 03431

Re: HDC-26-6 – Restaurant Hood Vent, 25 Main St

Dear Ms. Servant

We are in receipt of your request for administrative review for property located at 25 Main St, owned by PK Holdings LLC (TMP# 575-029-000). The request is to install a restaurant hood vent painted red with associated exterior penetration.

All as presented in the application and supporting materials submitted to the Community Development Department on November 19, 2026.

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/Zoning Administrator

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