



March 12, 2024

Hannah Grimes Center
c/o: Ms. Mary Ann Kristiansen
25 Roxbury St
Keene, NH 03431
Maryann.kristiansen@hannahgrimes.com

Re: COA-2014-01, Modification #1 – Hannah Grimes Rooftop Equipment – 25 Roxbury St

Dear Ms. Kristiansen,

We are in receipt of your request for administrative review for property located at 25 Roxbury St (TMP #574-006-000), owned by the Hannah Grimes Center. The request is to remove existing rooftop equipment, install two new rooftop units on the southern portion of the roof, and install six new condensers on the northeastern portion of the roof that will be set back ~4' from the edge of the roof and screened from Roxbury St using pre-fabricated metal roof screens that are ~7' in height.

All as presented in the plan set identified as "Hannah Grimes Center; Rooftop Screen; 25 Roxbury St, Keene, NH 03431" prepared by Michael Petrovick Architects, PLLC at varying scales, and in the application and supporting materials submitted to the Community Development Department on February 27, 2024.

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 for one year from the date of approval if no building permit is required, or 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 Jesse Rounds, the Community Development Director.

Sincerely,

Megan Fortson
Planning Technician

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