

20 June 2013

Mr. Michael Behrendt, AICP
Director of Planning and Community Development
Durham Town Hall
15 Newmarket Road
Durham, New Hampshire 03824

RE: Durham Town Hall, Durham, New Hampshire
AG Architects Project No. 12-635
Planning Board Application

Dear Mr. Behrendt,

On behalf of the Town of Durham, we are pleased to provide the following preliminary information to support the redevelopment of 8 Newmarket Road for the new Town Hall facility:

- Five (5) copies of the Site Plans dated 21 June 2013 by Tighe & Bond (24"x36"). Site plans include the following drawings:
 - Cover Sheet
 - Existing Conditions Plan
 - Demolition Plan
 - Site Plan
 - Grading, Drainage, Utilities and Erosion Control Plan
 - Landscape Master Plan
 - Details Sheet
- Ten (10) copies of the Site Plans (11"x17").
- Application for Site Plan Review and Checklist.
- Energy Considerations Checklist.

Purpose of Project: The property at 8 Newmarket Road was most recently used as a bank, with commercial offices on the second floor. The Town of Durham has purchased the property and is planning to expand the building for use as a new Town Hall. The existing building is a Federal Style building that was built in 1980, and includes a bank drive-through window with a second floor office space that was added above the drive-through. There are currently two floors and a basement, for a total of 5,689 SF. The proposed expansion for the Town Hall includes an expansion of the building to the North for a new Lobby with stair and elevator access to the existing building, and new one-story Town Council Chambers. The existing drive-through at the rear of the bank will be removed and filled-in with office space on the basement and first floor. The expansion provides an additional 6,344 SF.

Project Description: The current site is being modified to support the proposed expansion. Modifications include the following:

- The modified site contains 27 parking spaces, including two handicapped parking spaces.
- The existing bank drive-through is being removed and the first floor is being expanded into this area.
- The concrete retaining wall located on the West side of the property will be removed, and grades will be adjusted to align with the new building footprint.
- Pending ongoing discussions with the adjacent property owner to the West, Orion UNH, LLC, the driveway would be shared for access and egress from the Town Hall site. The entrance at Mill Pond Road is proposed to be modified to reduce the current width of the entrance and to modify the grades and drainage.
- The Stormwater Management Checklist is not provided where this is an existing site that includes a reduction in impervious area from approximately 24,225 SF to approximately 20,950 SF. Minor

AG Architects, PC

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Town of Durham

JUN 21 2013

Planning, Assessing,
Zoning & Code Enforcement

modifications to grades are shown, and will include grading that permits drainage to two new rain gardens for treating stormwater runoff. The rain gardens will help reduce the impact from the current storm drainage flows.

- Landscaping will be enhanced at the front of the building with additional planting, new granite curbing, and the replacement of the concrete sidewalk adjacent to the building with pavers relocated from the current Town Hall site.
- Site lighting includes removing the existing four 1980's globe fixtures and providing new pole fixtures to match the Town's street fixtures. The proposed fixtures are 11' high Spring City Hancock posts with Jefferson style luminaires. Photometrics are being developed for the site lighting. Additional lights will be provided to illuminate the proposed flag pole and the sign over the main entry.
- Utility modifications will include new 6" water service for a building sprinkler system, new underground electrical service and modifications to storm drains to accommodate the expansion.

Construction Schedule: Sitework is planned to be completed with assistance by the Town's Department of Public Works, with site demolition and preparation work planned to commence following Planning Board approval/input. Building construction is planned to start in the latter part of August pending final Town approval.

We look forward to working with the Town of Durham on creating the Town's new offices. If you have any questions, please give me a call at 603-743-3700 or email me at art@agarchitects.com.

Sincerely,



Art Guadano, AIA, LEED AP BD+C

AG:bg

cc: Todd Selig, Town of Durham
Mike Lynch, Town of Durham
Greg Mikolaites, Tighe & Bond
Joseph Persechino, Tighe & Bond



TOWN OF DURHAM
15 NEWMARKET RD
DURHAM, NH 03824-2898
603/868-8064 603/868-8065
FAX 603/868-8033
www.ci.durham.nh.us

APPLICATION FOR SITE PLAN REVIEW

Note: This form and all required information must be filed at least 21 days before the date of the meeting at which it is to be submitted to the Board. Filing is to be done at the Planning Office, Durham Town Office Building or by mail to 15 Newmarket Road, Durham NH 03824.

1. Name and mailing address of applicant

TOWN OF DURHAM, TODD TSENG TOWN ADMINISTRATOR
15 NEWMARKET ROAD
DURHAM, NH 03824
Phone Number: 603-868-5571
Email Address: TSENG@CI-DURHAM.NH.US

2. Name and mailing address of owner of record if other than applicant

SAME

Phone Number: _____
Email Address: _____

3. Location of Proposed Project: 8 NEWMARKET ROAD, DURHAM, NH

Tax Map 5 Lot Number 2-7 Zoning District CH (CHURCH HILL)
HISTORIC OVERLAY DISTRICT

4. Name of Proposed Project DURHAM TOWN HALL

5. Number of units for which approval is sought 0

6. Name, mailing address and telephone number of surveyor and/or agent

DOUCET SURVEY, 102 KENT PLACE, NEWMARKET, NH 03857
Phone Number: 603-659-6560
Email Address: STEVE@DOUCETSURVEY.COM

7. Abutters: Attach a separate sheet listing the Durham Tax Map number, Lot number, name, and mailing address of all abutters, including those across a street, brook or stream. The list of abutters must also include any holders of conservation, preservation, or agricultural preservation restrictions in accordance with RSA 676:4(I)(d). Names should be those of current owners as recorded in the tax records five (5) days prior to the submission of this application.

Note: Names submitted on the Request for Preapplication Review may not be current. No application shall be heard unless all abutters as described herein have been notified.

TOWN OF DURHAM IS PROVIDING LIST OF ABUTTERS

8. Items on the attached Site Plan Review Application Submission Checklist

9. Payment of all applicable fees:

TOWN OF DURHAM, FEES WAIVED

submittal fees \$ _____
advertising/posting costs _____
abutter notification (each) _____
proposed road (per foot) _____
administrative and technical review costs _____

TOTAL \$ _____

9. The applicant and/or owner or agent*, certifies that this application is correctly completed with all attachments and requirements, and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Durham, in the site plan review process of this property, shall be borne by the applicant and/or owner.
10. Within five (5) business days of submitting a formal application, the applicant shall meet with the Director of Planning and Community Development to discuss issues related to completeness and acceptance of the application. If this review discloses that all requirements specified on the Site Plan Application Checklist have not been met, the applicant will be notified in writing what specific items are still needed.
11. Prior to the next regularly scheduled meeting of the Planning Board, the applicant, at the discretion of the Director of Planning and Community Development, shall meet with the appropriate Department Heads of the Town of Durham to discuss the implications the application will have on the various Departments of the town.
12. If this application is determined by the Planning Staff to be complete, it will be placed on the Planning Board agenda on 26 JUN 2013 for acceptance.

*If the applicant is an agent of the owner, a separate signed letter from the owner of record is required which clearly states the authority of the agent or representative for this application. If the agent does not have the power of attorney of the owner, all documents shall be signed by the owner.

"I hereby authorize the Durham Planning Board and its agents to access my land for the purpose of reviewing the proposed site plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of Durham ordinances and regulations."

Date _____ Applicant, Owner, or Agent _____



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SITE PLAN REVIEW APPLICATION CHECKLIST

Name of Project: DURHAM TOWN HALL

Name of Applicant: TOWN OF DURHAM

Location of Property: NEWMARKET ROAD, DURHAM, NH

Tax Map and Lot Number: TAX MAP 5, LOT 2-7

Date: 20 JUNE 2013

Basic documentation:

- A letter of intent detailing the proposal
- A list of the names and addresses of all the abutters, as shown in town records not more than five (5) days before the day of filing; and a listing of all holders of conservation, preservation, or agricultural preservation restrictions on the subject property TOWN OF DURHAM IS PROVIDING
- Copies of the current deed, purchase and sale agreement, and copies of all easements, deed restrictions, rights-of-ways, or other encumbrances currently affecting the property. TOWN OF DURHAM IS PROVIDING
- Five copies, 24" x 36" and ten additional copies at 11" x 17" of the plat.

Information on the plan:

- Title Block with title, owner's name and address, date, scale and name, address and seal of the preparer of the plan
- Names of owners of abutting properties
- North Arrow and bar scale
- Locus plan sat a minimum scale of one (1) inch equals one thousand (1,000) feet showing required information
- Surveyed property lines of the parcel showing their bearings;

- Location and layout of existing and proposed structures and buildings;
- Existing and proposed contours at two (2) foot intervals for the entire site. Where a change in grade is proposed, existing contours shall be dotted lines and finished elevations solid;
- Area of entire parcel in acres and square feet;
- Zoning and special district boundaries;
- Deed reference and tax map number;
- Location width, curbing and paving of access ways, egress ways and streets within the site;
- Location and layout of all on-site parking and loading facilities;
- Location and size of all municipal and non-municipal utilities and appurtenances including: water, sewer, electric, telephone, gas lines and fire alarm connections, indicating whether overhead or underground, and the location of wells and septic systems;
- N/A Type and location of solid waste disposal facilities;
- Location, elevation and layout of catch basin and other surface drainage features;
- Location of all physical/natural features including: water bodies, watercourses, wetlands, vegetation/foilage lines, soil types, railroads, rock outcroppings and stone walls;
- Dimensions and area of all property to be dedicated for public use of common ownership;
- Location of 100 year flood hazard boundaries;
- Date and permit numbers of all required state and federal permits.
- Location of all buildings, wells and leach fields within one hundred and fifty (150) feet of the parcel;
- Dimensions, area and minimum setback requirements on all existing and proposed lots;
- Proposed landscaping plan including size and type of plant material;
- Pedestrian walks providing circulation through the site;
- Location and size of proposed and existing signs, walls and fences;
- Location and type of lighting for outdoor activities; and
- Location, widths and purposes of any easements or rights-of-way.
- Total on-site square footage of impervious surfaces.

Other Requirements:

- _____ Streets and Access meet Section 9.02 of the Site Plan Review Regulations for the Town of Durham.
- _____ Storm Water Drainage meets Section 9.03 of the Site Plan Review Regulations for the Town of Durham.
- _____ Water Supply meets Section 9.04 of the Site Plan Review Regulations for the Town of Durham.
- _____ Sewerage meets Section 9.05 of the Site plan Review Regulations for the Town of Durham.
- _____ Non-Municipal Utilities meets Section 9.06 of the Site Plan Review Regulations for the Town of Durham.
- _____ Signs meet Section 9.07 of the Site Plan Review Regulations for the Town of Durham.
- _____ Special Flood Hazard Areas meet Section 9.09 of the Site Plan Review Regulations for the Town of Durham.
- _____ Independent Studies and Investigations meet Section 10 of the Site Plan Review Regulations for the Town of Durham.
- _____ Energy Considerations Checklist (required to be filled out; encouraged but not required to comply with items)
- _____ Architectural design (See subsection 7.02 G.)

Waivers from these requirements may be requested if justified per the requirements of Section 12.02 of the Site Plan Review Regulations. Please use the Waiver Request form.

ENERGY CONSIDERATIONS CHECKLIST (November 27, 2011)
 Planning & Community Development and Code Enforcement Offices
 Town Hall, 15 Newmarket Road, Durham, NH 03824; 603-868-8064



Project name: DURHAM TOWN HALL
 Date of Submittal: 11 20 JUN 2013
 Applicant name: TOWN OF DURHAM
 Engineer name: BENNETT ENGINEERING
 Architect name: AG ARCHITECTS, PC

New Construction Re-Development, Addition or Renovation

PURPOSE:

This checklist was developed by the Durham Energy Committee together with the Durham Planning Board. It is intended to encourage developers, applicants for Site Plan Review, applicants for building permits, and members of the Durham Planning Board to consider and discuss optional energy efficiency measures appropriate to a specific application rather than to mandate general requirements. Discussion at early stages may result in opportunities for energy and cost savings.

PART I. BUILDING CONSTRUCTION, SYSTEMS AND MATERIALS

National Accredited Rating for Building Energy System

- Check one box:
- 1 Does your building meet standards for:
 - Passive House Institute* <<http://www.passivehouse.us/passiveHouse/PHIUSHome.html>>
 - International Living Building Institute/Living Building Challenge* <<http://living-future.org/lbc>>
 - LEED* (Platinum, Gold, Silver) <<http://www.usgbc.org/>>
 - Energy Star* <<http://www.energystar.gov/>>
 - Other _____
 [please indicate Internet address or other reference]
 - * These organizations have established energy-efficiency criteria. Qualifying applicants are encouraged to complete and attach the checklist from that certification (to be used for informational purposes only) and may then skip to Part IV, "Consultation with Director of Zoning, Building Codes & Health."
 - None of the above

- | Yes | No | N/A | Energy performance and insulation |
|-------------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 Attic or ceiling insulation exceeds Town code (R value proposed = <u>60</u>) (see Chapter 38) <u>(NEW ADDITION)</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 Walls insulation exceeds Town building code (R value proposed = <u>40</u>) (see Chapter 38) <u>(NEW ADDITION)</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 Air sealing: passive air infiltration rate proposed*: <u>.08 CFM/SF GROSS WALL AREA</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 Slabs: R value proposed <u>R10</u> <u>(NEW ADDITION)</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 Basement foundation: R value proposed <u>R20</u> <u>(NEW ADDITION)</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 Hot water pipes: R value proposed <u>R6</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8 Heating ducts: R value proposed <u>R8</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9 Plans to commission the building to confirm performance |
- * "Tight" envelopes require ventilation, typically with the use of energy or heat recovery ventilation systems.

- | Yes | No | N/A | Construction methods and materials |
|-------------------------------------|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 Net zero construction, i.e., building(s) uses less than or same amount of energy it generates |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11 Energy efficient doors and windows (including screens) <u>R4+ WINDOWS</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12 Recycled content materials |

Yes	No	N/A	Internal systems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13 Low-flow plumbing fixtures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14 Lighting: high efficiency
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15 Energy usage monitoring system(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16 Energy-efficient appliances (refrigerators, stoves, air conditioners, ceiling fans, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17 Energy-efficient HVAC system (proposed efficiency level <u> </u>) BOILER 92% / GAS FIRED / ROOF TOP UNIT 80%
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18 Renewable HVAC system (e.g., biomass boiler or furnace) or geothermal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19 Renewable hot water system (e.g., solar thermal)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20 Photovoltaic renewable electricity generation system (i.e., solar panels)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21 Window technology or design that adjusts shading (active or passive, e.g., film, sensors)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22 Ability to charge electric vehicles
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23 Grey-water system (e.g., to capture water from sinks or showers to use for toilets or flower gardens)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24 Mechanical ventilation: Energy Recovery Ventilator efficiency proposed = <u>60-70%</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25 Water usage monitoring system(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26 Cooling load reduction features, e.g., ceiling fans, solar-ray-blocking blinds

PART II. SITE AND SITING CONSIDERATIONS (if not applicable, check here)

Yes	No	N/A	Solar lighting, heating and cooling (passive and active)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27 Passive solar lighting design (optimizes natural illumination for interiors)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28 Solar access: availability of, or access to, unobstructed, direct sunlight, usually south-facing
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	29 Preservation of abutting solar rights, e.g., solar skyspace easements applicable to all plots within a subdivision or to your neighbors
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30 Orientation of internal streets allows solar access
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31 Deciduous trees that provide shade in summer and do not block solar gain in winter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	32 Window placement maximizes winter solar penetration and minimizes solar penetration in summer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	33 Vegetated rooftop(s), also known as a "green roof"
Yes	No	N/A	Parking
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	34 Incentives for tenants without cars ("no free parking")
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35 Compact car space designation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	36 Advanced technology and/or alternative fuel car space designation (e.g., hybrids; "E85")
Yes	No	N/A	Transportation, accessibility, connectivity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37 Pedestrian sidewalk network within the project area
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	38 Bicycle lane or path network within project area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39 Storage for bicycles outdoors (covered/uncovered) (secured/unsecured) <please circle
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40 Storage for bicycles indoors (secured/unsecured) <please circle

PART III. OPERATIONS AND MAINTENANCE (if not applicable, check here)

Yes	No	N/A	Landscaping
<i>Lower Town water use results in lower electricity demand at water and wastewater treatment plants.</i>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41 Rainwater storage, e.g., cisterns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42 Existing vegetation or native species plantings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	43 Xeriscaping (low-water-demand plants)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	44 Low-nitrogen-demand turf grass
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45 Rain garden ("bioretention system") to manage stormwater runoff from roofs, driveways, parking areas
Covenant terms (e.g., for homeowner associations) allow:			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	46 Outdoor clotheslines
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	47 Installation of outdoor energy-efficiency devices, such as solar panels

PART IV. CONSULTATION WITH DIRECTOR OF ZONING, BUILDING CODES & HEALTH

Preliminary and follow-up consultations help solve problems and reduce costs

Yes No N/A Met with Town's Director of Zoning, Building Codes & Health

48 Date: 1 / 1 / 11 JUNE 2013

Notes from consultation:

DISCUSSED APPLICABLE CODES, INCLUDING 2012 IECC
REVIEWED LIFE SAFETY CODE ISSUES

Signature of Town's Director of Zoning, Building Codes & Health: