



TOWN OF DURHAM
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Town Planner's Recommendation
Wednesday, March 26, 2014

- I recommend approval as shown below, subject to obtaining a recommendation from the Conservation Commission on the conditional use. Once I receive word from the Commission I will let the board know.

Please note the following:

- We realized at the last Planning Board meeting that a conditional use is needed for the water and sewer lines (and electric line which is going in the sewer trench). This would also cover the two bollards and any changes at the entrance into the building. John Parry has coordinated with the Conservation Commission and we are waiting to see if they will have a recommendation by this Wednesday. The board will need a recommendation prior to taking final action.
- Bill Schoonmaker submitted all necessary documents for the conditional use.
- The conditional use is for both the wetland and shoreland buffers. Both are 75 feet. The Conservation Commission is reviewing the four criteria for the buffers. The Planning Board will need to also consider the eight standard conditional use criteria. Most of those eight are not applicable to this type of conditional use.
- I recommend approval of the conditional use.
- I added subsequent condition 19) per the Planning Board's discussion on March 12.

Draft

NOTICE OF DECISION

Project Name: Schoonmaker Architect's Office
Address: 10 Mathes Terrace
Applicant: Bill Schoonmaker, architect
Designer: Bill Schoonmaker
Property Owner: Andrew Rutter
Map and Lot: Map 2, Lot 12-7
Zoning: Central Business District
Date of approval: **March 26, 2014**

PRECEDENT CONDITIONS

[Office use only. Date certified: _____; CO signed off _____;
As-built's received? _____; All surety returned: _____]

All of the precedent conditions below must be met by the applicant, at the expense of the applicant, prior to the plans being certified by the Town Planner. Certification of the plans is required prior to issuance of a building permit or performing any significant site work. Once these precedent conditions are met and the plans are certified the approval is considered final. Note that no precedent conditions involve actual construction (except where otherwise specified). "Applicant," herein refers to the applicant and his/her/their/its agents, successors and assigns.

Please note. If all of the precedent conditions are not met within 6 calendar months to the day of the board's approval - by September 26, 2014 (or as extended) - the Planning Board's approval will be considered to have lapsed. Extension(s) may be granted by the Planning Board for reasonable cause. **It is the sole responsibility of the applicant (or his/her agent) to ensure that the precedent conditions are met by this deadline.** See RSA 674:39 on vesting.

Plan modifications

- 1) Plan modifications. Make the following modifications to the plan drawings (Items do not need to be physically constructed as a precedent condition):
 - a) Handicap space. Show one handicap parking space for a van including attendant signage (as shown on the separate sheet). The space shall be located in front of the functioning overhead door with striping to the left, unless another location is approved by the Building Official.
 - b) Approval block. Add an approval block to read: "Final Approval by Durham Planning Board. Certified by Michael Behrendt, Town Planner
_____ Date _____"
 - c) Additional information. Add this note to the plan: "For more information about this site plan, or to see the complete plan set, contact the Town of Durham Planning Department, 15 Newmarket Road, Durham, NH 03824. (603) 868-8064."

Other precedent conditions

- 2) Addressing. Determine an address for the building to be approved by the Fire and Police Departments.
- 3) Utilities. Coordinate how the water and sewer connections will be made with the Department of Public Works, and reflect any changes on the plans.
- 4) Final drawings. The following complete sets of final approved drawings shall be submitted for signature (except the electronic version) by the Town Planner: a) one large set of mylars; b) one large set of black line drawings; c) one set of 11"x17" drawings; plus d) one electronic version by pdf or CD. Each individual sheet in every set of drawings must be stamped and signed by the land surveyor, engineer, or architect responsible for the plans. *Please note.* If there are significant changes to be made to the plans, as specified above, one full size paper check print must be sent to the Planning Department for review prior to producing these final drawings. (The primary set of plans was last received March 14, 2014.)

- 5) Signature. Signature by the applicant below acknowledging all terms and conditions of this approval herein.

Bill Schoonmaker

Date

Peter Wolfe, Planning Board Chair or designee

Date

SUBSEQUENT AND GENERAL TERMS AND CONDITIONS

All of the conditions below are also attached to this approval.

Conditions to be met prior to commencing any site work

- 1) Site work. No significant site work or ground disturbance may be undertaken until:
 - a) all of the precedent conditions are met;
 - b) the preconstruction meeting with Town staff has taken place (See below);
 - c) All Utility Connection fees are be paid and approval of Town of Durham Utility Connection is obtained.
- 2) Preconstruction meeting. Contact Michael Behrendt, the Town Planner, at (603) 868-8064 to arrange for the preconstruction meeting.

Conditions to be met prior to issuance of any certificate of occupancy

- 3) Parking fee. The applicant shall pay a parking impact fee of \$1,500 per Section 175-112 A. 1. of the zoning ordinance.
- 4) Natural gas. If natural gas will be used, provide a letter of approval from Unutil.
- 5) As-built drawings. One set of full size, one set of 11" x 17", and one electronic copy of as-built ("record") drawings of all utilities and any other new infrastructure shall be provided prior to the certificate of occupancy (unless a surety to cover the cost of the as-built drawings is given). The plans shall be stamped and signed by the architect or other party and include the following language or comparable: "This as-built drawing substantially conforms with the final plans approved by the Town of Durham Planning Board and certified by the Planning Department except for the following significant modifications:". If no significant modifications were made simply state "none". Otherwise, itemize the modifications on the as-built or on an accompanying letter.
- 6) Improvements. All on-site improvements included in this approval shall be completed prior to issuance of a certificate of occupancy unless an acceptable surety is posted.
- 7) Other applicable requirements. All other applicable requirements of this site plan, this Notice of Decision, and other terms and conditions must be satisfied prior to issuance of a certificate of occupancy.

Other terms and conditions

- 8) Recording. This notice of decision must be recorded at the Registry of Deeds within 14 days of certification of the plans.
- 9) Energy Code. Building construction shall be in compliance with the energy efficient standards of Chapter 38 of the Town of Durham Code of Ordinances.
- 10) Lighting. Any lighting for the building shall be shielded.
- 11) Sprinklers. The building shall have sprinkler systems in accordance with Chapter 68 of the Town Code unless otherwise approved by the Town.
- 12) Minor changes. Minor changes to the approved plans may be approved by the Code Enforcement Officer, Town Engineer, or Town Planner, as appropriate. Staff shall inform the Planning Board of all such approved changes.
- 13) Execution. The project must be built and executed exactly as specified in the approved application package unless changes are approved by the Town as provided in this document (See Minor Changes provision herein).
- 14) Approval. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall be determining.
- 15) Fire access. Access into the site for fire apparatus shall be maintained at all times during the construction process. Please contact the Fire Department at 868-5531 with any questions about access requirements.
- 16) Building Code. This approval is for the site plan only. Life safety code and building code review will be required as part of the building permit process when the construction plans are submitted. Various requirements regarding the building design may be specified at that time. The applicant is strongly encouraged to meet with Building and Fire Officials early to expedite the review process.
- 17) Signage. The Building Official administers the Town of Durham Sign Ordinance. Signage submitted as part of this site plan package is still subject to his review to ensure compliance with the ordinance and other applicable codes, independent from this site plan review.
- 18) Notice of decision. It is the applicant's, site contractor's, and building contractor's responsibility to follow all requirements related to this site plan approval. Please review these plans and the Planning Board Notice of Decision carefully. Contact the Durham Planning Department at (603) 868-8064 with any questions or concerns.
- 19) Construction. During construction, the dumpster and any construction debris shall be contained entirely on the lot. The pedestrian bridge across Pettee Brook shall not be obstructed during construction.

- 20) Findings of fact. As part of this review and approval the Durham Planning Board finds the following: **A)** The applicant submitted an application, supporting documents, and plans for the project; **B)** The Planning Board accepted the application as complete on February 26, 2014; **C)** The Planning Board held one public hearing(s) on the application on March 12, 2014; **D)** The applicant revised and updated the plans and other documentation pursuant to comments from the Planning Board, public, and/or Technical Review Group, and other Town boards and committees; **E)** The Planning Board reviewed the application in accordance with state law, the Durham Zoning Ordinance, the Durham Site Plan Regulations, and other applicable law and found that the application meets all requirements (except where waivers or variances may have been granted); **F)** Conditional Uses. The conditional uses for encroachment into the 75 foot buffers under the Wetland Conservation and Shoreland Protection Overlay Districts were granted. The Planning Board found that the four criteria in those articles and the eight conditional use criteria were met. **G)** The Planning Board reviewed the design in accordance with the Architectural Standards contained in the Site Plan Regulations; and **H)** This project is not considered to be a Development of Regional Impact; **I)** As a substantive change of use (conversion of garage space to an office use) this proposal is subject to site plan review by the Planning Board; **J)** The parking impact fee is based upon a determination that the insufficient parking on site is grandfathered, the change in the existing space from an architect's office to a dental office balances out in terms of parking demand since the space is proposed for general office use/storage (1 space per 350 sf required) rather than actively serving patients (1 space per 250 sf + required), and the fee should be based only upon the new heated space being used for the architect's office; **K)** the applicant will generate minimal solid waste and it is reasonable for him to simply include that in his home residential waste, rather than requiring use of barrels or a dumpster on site; **L)** No additional site improvements, such as landscaping, are in order; and **M)** The Planning Board duly approved the application as stated herein, including the conditional uses. Substantial records are maintained of the process and documentation submitted in the Planning Department. A record of documentation and a timeline of the project will be prepared as needed.