



**TOWN OF DURHAM**  
8 NEWMARKET RD  
DURHAM, NH 03824-2898  
603/868-8064  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

## **NOTICE OF DECISION**

**Project Name:** Applied Geosolutions  
**Action Taken:** Approval of Minor Site Plan  
**Project Description:** Site Plan for addition and renovations to the former Durham Town Hall building for private office  
**Address:** 15 Newmarket Road  
**Applicant:** Bill and Carrie Salas  
**Property Owner:** THMB, LLC  
**Architect:** Cowan and Goudreau  
**Contractor:** Faylor Construction  
**Map and Lot:** Map 5, Lot 4-10  
**Zoning:** Courthouse  
**Date of approval:** September 29, 2016

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The Technical Review Committee (TRC) reviewed the proposed site plan for the above-referenced project at an on-site meeting on September 20, 2016. On behalf of the Technical Review Committee, the site plan is hereby approved by the Durham Town Planner, with the following conditions, clarifications, and terms.

### **Items to be completed prior to the issuance of a building permit:**

- 1) **Signature.** The applicants must sign the bottom of this form acknowledging all terms and conditions of this approval.
- 2) **Recording.** The applicant must record this Notice of Decision at the Strafford County Registry of Deeds.
- 3) **Building Department.** Please coordinate with Audrey Cline, Durham Building Official, about all building requirements.
- 4) **Fire Department.** Please coordinate with the Durham Fire Department about all Fire and Life Safety Codes which apply to the building.

### **Items to be completed prior to the issuance of a certificate of occupancy:**

- 5) **Completion of work.** The work shall be completed as specified in the application and approved.

- 6) Dumpster. The dumpster will be situated along the northerly boundary of the site. The dumpster shall be placed on asphalt or concrete and shall be screened on all sides by an opaque fence at least 6 feet in height.
- 7) Bicycle Rack. The applicant will install covered and locked bicycle storage in the garage.
- 8) Utilities. If any new utility structures are planned, please coordinate with the Town. Review by the HDC will likely be required.

### **Other terms**

- 9) Parking spaces. \*Please be certain that the site remains in compliance with the Zoning Ordinance for the minimum number of parking spaces allocated for the business. As an “office not providing customer service” the required number is 1 per employee (i.e. the number of employees on site during the maximum shift). Thus, the number of available spaces – including those on site and any on Schoolhouse Lane that are provided to the applicant by the Town, but not including any that are used by other parties (by lease or easement) - must not go below that number.
- 10) Accessible parking. Three accessible spaces are needed as now shown on site. The applicant may reconfigure the locations of the spaces provided they coordinate with the Building and Planning Departments.
- 11) Energy Code. Building construction shall be in compliance with the energy efficient standards of Chapter 38 of the Town of Durham Code of Ordinances.
- 12) Energy Considerations. The applicant is encouraged to coordinate with the Durham Energy Committee about projects that were discussed with the chair of the committee at the meeting on September 13 and outlined in his email of September 24, and to seek to implement those projects and those included on the Energy Considerations Checklist to the extent feasible.
- 13) Charging station. As discussed, please consider installing a charging station for electric vehicles. If this is deemed feasible please coordinate with the Town on the location and design.
- 14) Solar panels. As discussed, please consider installing freestanding solar panels on site. If this is deemed feasible please coordinate with the Town on the location and design.
- 15) Rear of site. For any utility-type structures, please situate them at the rear of the site, screened from view of Route 108, to the extent feasible.
- 16) Lighting. According to the applicant no changes to the exterior lighting are planned at this time. Should any changes or new lights be contemplated please coordinate on the location and design with the Town.

- 17) Tree removal. Approval from the HDC would be needed for the removal of any healthy trees with a diameter at breast height of at least 12". It was determined at the site walk that the tree near the rear entry is just under this threshold and may be removed.
- 18) Other Vegetation. Other smaller trees and other vegetation on site may be removed by the applicant as discussed at the site walk. Please leave those existing healthy and attractive trees and shrubs which frame the building effectively. The applicant may install other appropriate vegetation on site as desired.
- 19) Recyclables. Please coordinate with the Department of Public Works on the collection of recycled materials.
- 20) Expiration. A building permit must be issued within one calendar year of the date of this approval or this approval shall be deemed null and void (unless duly approved by the TRC or Planning Board)
- 21) Preconstruction meeting. No preconstruction meeting is needed.
- 22) Inspections. In the course of construction please be sure to coordinate inspections, as needed, with the Building, Fire, and Public Works Departments.
- 23) Building security. It is recommended (but not required herein) that the applicant install video monitoring for theft prevention and occupant safety and to enhance the police department's ability to resolve criminal acts. It is recommended that hardware include window locks, dead bolts for doors, interior door hinges and well-lit interior corridors.
- 24) Execution. The project must be built and executed exactly as specified in the approved application package unless changes are approved by the Town.
- 25) Findings of fact. As part of this review and approval the Durham Technical Review Committee (TRC) finds the following: **A)** The applicant submitted an application, supporting documents, and plans for the project; **B)** The Planning Board referred the project to the TRC for review at its meeting on August 24, 2016; **C)** The Town sent notices for the public hearing of the project held by the TRC on site on September 20, 2016; **D)** The TRC held a public hearing(s) on the application on site, though there were no members of the general public attending other than the applicant, staff, and several Planning Board members; **E)** The Town Planner, on behalf of the Technical Review Committee 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; **F)** The TRC, through the Town Planner, duly approved the application as stated herein; **G)** The HDC approved the designs on September 1, 2016; **H)** The applicant is working with the NH Division of Historical Resources to qualify for the Federal Historic Rehabilitation Investment Tax

Credit and it is understood that there are various requirements from the National Park Service related to both the building and the site; **I) Building size**. The square footage of the current building is 6,346. The new second floor addition will add 826 square feet for a total of 7,172 square feet; **J) 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.

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Michael Behrendt, Planner

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Date

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William Salas

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Date

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Carrie Salas

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Date