

Peter J. Loughlin

ATTORNEY AT LAW

LEONARD COTTON HOUSE • STRAWBERRY BANKE
144 WASHINGTON STREET
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PORTSMOUTH, NH 03802-1111

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E-MAIL
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November 22, 2016

Michael Behrendt
Durham Town Planner
8 Newmarket Road
Durham, NH 03824

Re: Site Plan Review Application - 3 Williams Way

Dear Michael:

Enclosed please find the following:

- (1) Application for Site Plan Review;
- (2) Site Plan Review Application Checklist;
- (3) Six (6) 24" x 36" and ten (10) 11" x 17" copies of the Plan of the Friends Forever property at 3 Williams Way;
- (4) List of the names and addresses of all abutters as shown in the Town records, along with two (2) sets of mailing labels for each of these abutters;
- (5) A copy of the Deed to the property at 3 Williams Way;
- (6) A Letter of Intent detailing the proposal to convert the existing farmhouse at 3 Williams Way to a bed and breakfast;
- (7) A form signed by Stephen Martineau, Executive Director of Friends Forever, authorizing me to act on behalf of Friends Forever; and
- (8) Filing fee.

Michael Behrendt
November 22, 2016
Page 2

Thank you for your assistance in this matter.

Sincerely,


Peter J. Loughlin

PJL/dea
Enclosures
Bartlett 2016\2016-11-22 Ltr to Behrendt Re PB Submission



TOWN OF DURHAM
8 NEWMARKET RD
DURHAM, NH 03824-2898
PHONE: 603/868-8064
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

Friends Forever, 1 Morgan Way, Durham, NH 03824

Phone Number: (603)397-5301

Email Address: smartineau@friendsforeverusa.org

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

Same as Applicant

Phone Number:

Email Address:

3. Location of Proposed Project 3 Williams Way

Tax Map 11 Lot Number 23-2 Zoning District RC

4. Name of Proposed Project Friends Forever Farmhouse Bed & Breakfast

5. Number of units for which approval is sought 4 B&B Units

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

Peter J. Loughlin (Agent), PO Box 1111, Portsmouth, NH 03802-1111

Phone Number: (603)431-6466

Email Address: peter.loughlin@pjllaw.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.*

** Please see attached list of all abutters within 300' of the subject property along with two sets of mailing labels for each of the abutters.

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

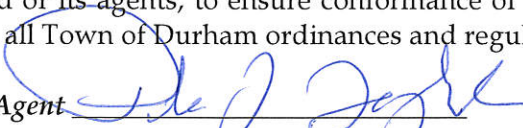
9. Payment of all applicable fees:

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 _____ 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 11/22/16 Applicant, Owner, or Agent 
Peter J. Loughlin, Esq. (Agent)



TOWN OF DURHAM
8 NEWMARKET RD
DURHAM, NH 03824-2898
PHONE: 603/868-8064
www.ci.durham.nh.us

SITE PLAN REVIEW APPLICATION CHECKLIST

Name of Project: Friends Forever Farmhouse Bed & Breakfast

Name of Applicant: Friends Forever

Location of Property: 3 Williams Way

Tax Map and Lot Number: Tax Map 11, Lot 23-2

Date: November __, 2016

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
- 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.
- 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
- N/A 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;
- 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:

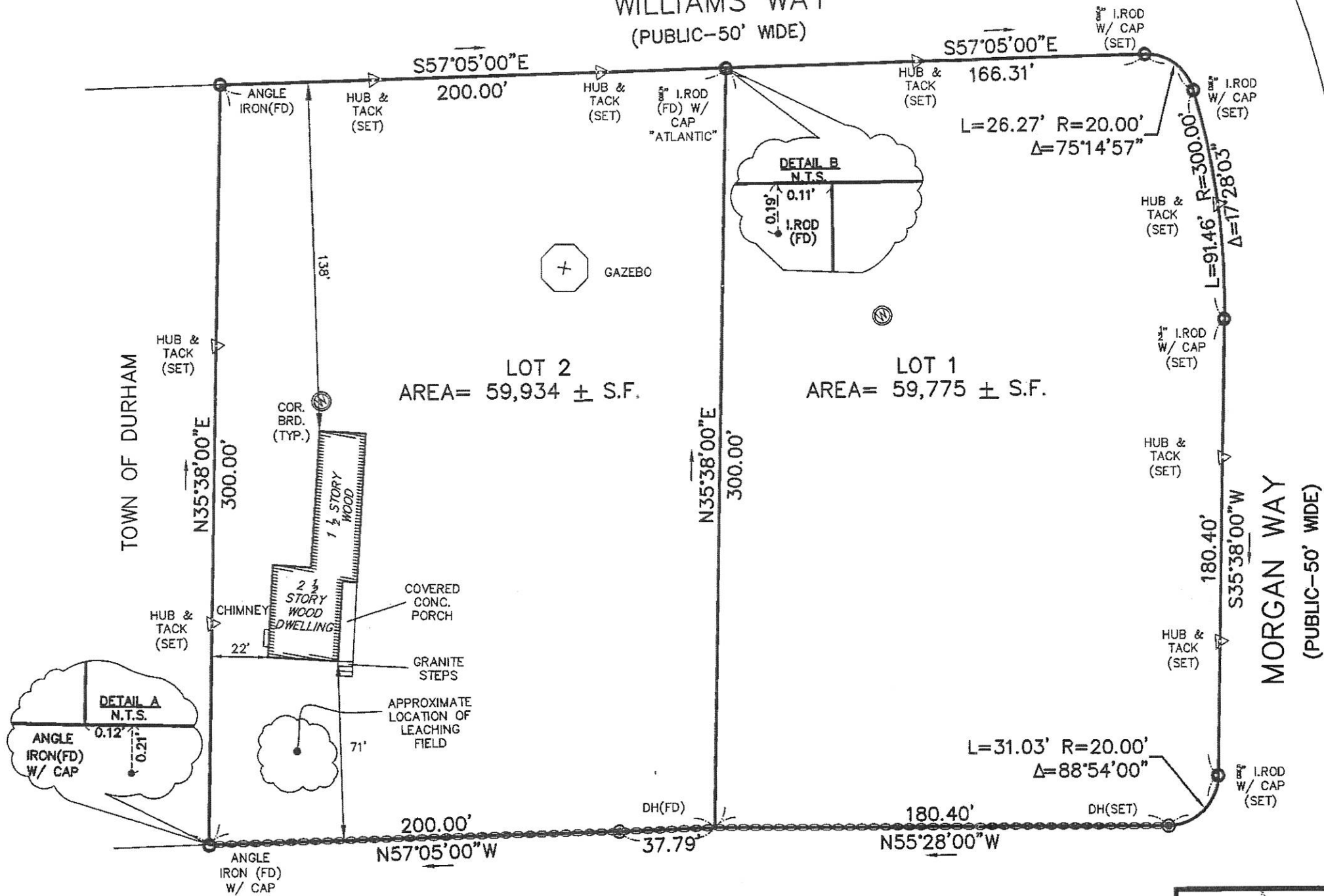
- N/A Streets and Access meet Section 9.02 of the Site Plan Review Regulations for the Town of Durham.
- N/A Storm Water Drainage meets Section 9.03 of the Site Plan Review Regulations for the Town of Durham.
- N/A Water Supply meets Section 9.04 of the Site Plan Review Regulations for the Town of Durham.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

Other Plans and Studies, if needed as determined by the Planning Board:

- N/A Traffic Study
- N/A Parking Study
- N/A Fiscal Impact Study

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.

WILLIAMS WAY
(PUBLIC-50' WIDE)



ASSESSORS:

MAP 11, LOT 23 1
MAP 11, LOT 23 2

ZONING:

RESIDENTIAL

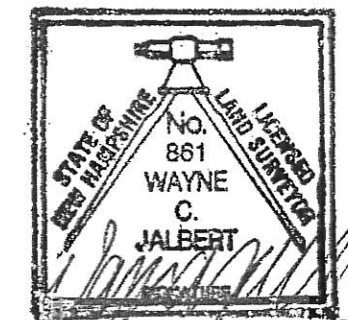
REFERENCES:

DEED BOOK 4201 PAGE 716
DEED BOOK 4316 PAGE 10
POCKET 12, FOLDER 1, PLAN 8D

NOTE:

- 1) THIS PLAN IS NOT TO BE CONSIDERED AN ALTA/NSPS LAND TITLE SURVEY.
- 2) THERE IS A BUILDING ON LOT 1 THAT IS NOT SHOWN HEREON.
- 3) BUILDING OFFSETS SHOWN HEREON ARE TO WOOD CORNER BOARD.

I CERTIFY THAT THE BUILDING SHOWN HEREON IS LOCATED ON THE GROUND AS SHOWN.



LICENSED LAND SURVEYOR

PISCATAQUA ROAD
(PUBLIC-VARIABLE WIDTH-ROUTE 4)

PLOT PLAN

OF LAND IN
DURHAM, NH

PREPARED FOR: FRIENDS FOREVER, INC.

HANCOCK

Survey Associates, Inc.
185 CENTRE STREET, DANVERS, MA. 01923
VOICE (978) 777-3050, FAX (978) 774-7816

SCALE: 1" = 50'



CHK. BY:
MMM

DATE:
8/08/16

JOB NO.
19786

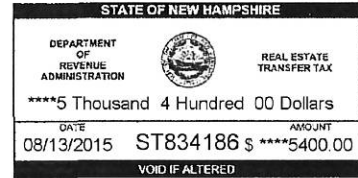
**FRIENDS FOREVER
DURHAM, NH
TAX MAP 11, LOTS 23-1 & 23-2**

ABUTTER LIST

Map/Lot	Property Address	Owner & Mailing Address
11/23-1	1 Morgan Way	Friends Forever, Inc. 1 Morgan Way Durham, NH 03824
11/23-2 <i>[Subject]</i>	3 Williams Way	Friends Forever, Inc. 1 Morgan Way Durham, NH 03824
11/23-3	5 Williams Way	Rita M. Murphy Rev. Trust 5 Williams Way Durham, NH 03824
11/23-9	8 Williams Way	Fuller Real Estate Holdings, LLC 95 Buffum Road North Berwick, ME 03906
11/23-11	4 Williams Way	Van Hoorn Family Rev. Trust 4 Williams Way Durham, NH 03824
11/23-48	6 Morgan Way	Joshua R. & Lai Lai W. Jenkins 6 Morgan Way Durham, NH 03824
11/23-49	4 Morgan Way	Deborah L. Walden & Tobias S. Ball 4 Morgan Way Durham, NH 03824
11/23-50	2 Morgan Way	Elizabeth Remillong & Arthur Hochthurn 2 Morgan Way Durham, NH 03824
11/24-1	108 Piscataqua Rd.	Loring V. & Brenda R. Tirrell 108 Piscataqua Road Durham, NH 03824
11/24-2	112 Piscataqua Rd.	Stephen F. & Deborah Johnson 112 Piscataqua Road Durham, NH 03824
11/24-3	16A-16D Piscataqua Road	Alexander Bakman 12 Old Broad Bay Road #1 Center Ossipee, NH 03814



Return to:
Friends Forever, Inc.
1 Morgan Way
Durham, NH 03824



WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS: That, We, Henry W. Eckhardt and Jo Kristin Johnson-Eckhardt, Husband and Wife, of 3 Williams Way, Durham NH 03824, for consideration paid grant(s) to Friends Forever, Inc., a New Hampshire Corporation, of 1 Morgan Way, Durham NH 03824, with WARRANTY COVENANTS:

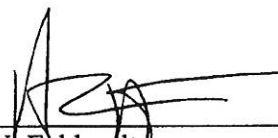
A certain tract or parcel of land, with the buildings thereon, situate on the northerly side of Route #4, so-called, in the Town of Durham, County of Strafford and State of New Hampshire, bounded and described as follows:

Beginning at a stake on the northerly side of said Route #4; thence running in a northerly direction by and along land formerly of Blackhawk Corporation a distance of three hundred (300) feet to a steel stake at Williams Way; thence turning and running in an easterly direction by and along said Williams Way a distance of two hundred (200) feet to a steel stake; thence turning and running in a southerly direction by and along other land formerly of said Blackhawk Corporation a distance of three hundred (300) feet to a steel stake on the northerly side of said Route #4; thence turning and running in a westerly direction by and along said Route #4, a distance of two hundred (200) feet to the point of beginning.

Being Lot #2 on plan entitled "Blackhawk Corporation, Final Plan, Sheet 1, Blackhawk Farm, Durham, N.H.", prepared by G.L. Davis & Associates and recorded in the Strafford County Registry of Deeds at Pocket #12, Folder #1, Plan #8D.

I/We, the grantor(s) hereby release all rights of homestead in the above described premises.

Executed this 13th day of August, 2015.



Henry W. Eckhardt


Jo Kristin Johnson-Eckhardt

State of New Hampshire
County of Rockingham

August 13, 2015

Then personally appeared before me on this 13th day of August, 2015, the said Henry W. Eckhardt and Jo Kristin Johnson-Eckhardt and acknowledged the foregoing to be his/her/their voluntary act and deed.



Notary Public/Justice of the Peace
Commission expiration:



Peter J. Loughlin

ATTORNEY AT LAW

LEONARD COTTON HOUSE • STRAWBERRY BANKE
144 WASHINGTON STREET
P.O. BOX 1111
PORTSMOUTH, NH 03802-1111

TELEPHONE 603-431-6466
FAX 603-436-4079

E-MAIL
peter.loughlin@pjllaw.com

November 22, 2016

Andrew Corrow, Chairman
Durham Planning Board
Durham Town Hall
8 Newmarket Road
Durham, NH 03824

Re: Friends Forever, 3 Williams Way - Site Review

Dear Chairman Corrow and Members of the Board:

Friends Forever

As most of the members of the Planning Board are probably aware, Friends Forever was begun in 1986 in New Hampshire as a small step toward the lofty goal of promoting world peace. The program's initial efforts were focused on sectarian conflict in Northern Ireland. Five Protestant students and five Catholic students were brought to New Hampshire in a program designed to give the students an opportunity to interact for a 2 week period in a way that would build a spirit of camaraderie among individuals who otherwise would have little or no contact. The program has been enormously successful and has been expanded to bring students from Israel and Palestine with the same goal of fostering community.

Friends Forever Activities

The activities that are designed to foster good relations between diverse groups take place throughout New Hampshire and include: volunteering with students with special needs at the Monarch School of New England and Friends in Action; spending time with elderly and memory impaired residents at the Edgewood and Riverwoods facilities; and a number of other agencies that serve

the seacoast community. The group also visits local high schools such as Oyster River and Spaulding High. All participants must present a public presentation to local civic and corporate organizations as well and, therefore, thousands of NH residents are educated about the youth's efforts to create peace in their communities back home.

Presence in Durham

In 2014, Friends Forever had the opportunity to purchase a former Church and then photography studio on Morgan Way in Durham. The acquisition of this building gave Friends Forever a permanent home and created a convenient meeting place for the various groups of students during their two week visits to the United States. The property at 1 Morgan Way is used for the office work of the staff of Friends Forever, as well as programming space.

Since the inception of the program, the groups of visiting students have stayed in the homes of supporters of Friends Forever or, where necessary, in rental accommodations. Friends Forever did not have a facility where students could be housed during their two week visit.

In August of 2015, Friends Forever was able to acquire the farmhouse at 3 Williams Way in Durham. This 1.3-acre lot is shown on Town of Durham Tax Map 11 as Lot 23-2 and has 200 feet of frontage on Piscataqua Road (Route 4) and 200 feet of frontage on Williams Way. To the west of this property is land of the Town of Durham, while to the east, is the former church acquired by Friends Forever in 2014.

Proposed Use of the Farmhouse

The Durham Tax Records indicate that the farmhouse has 1,440 s.f. of living area on both the first floor and on the second floor. It has an unfinished basement and an open framed porch. It is ideally suited and situated to accommodate the groups of 12 youths for 2 week programs throughout the calendar year during their visits to the United States. Students can be accommodated with no changes to the exterior of the property and minimal changes, if any, to the interior of the property. In addition to housing students, a Friends Forever employee will reside in his or her own room at 3 Williams Way whenever guests are present. When the program is underway, there will be three (3) adults present at all times during the 2 week programs.

Permitting Process

The farmhouse is located in Durham's Residence C (RC) Zoning District. In the Residence C Zoning District, bed and breakfasts are a permitted use. The term bed and breakfast is defined as follows:

An owner-occupied single family residence containing, in addition to living accommodations for the owner and the owner's family, not more than four (4) individual sleeping rooms without cooking facilities, for the purpose of providing to the general public, for compensation, lodging, bathroom facilities and breakfast to overnight patrons only and for no longer than two consecutive weeks.

Durham Zoning Officials have examined the proposed use and determined that provided there are no more than four (4) individual sleeping rooms and providing that an owner's representative resides on the premises while guests are present, the farmhouse qualifies for use as a bed and breakfast.

The restriction on overnight patrons residing in a bed and breakfast for no more than two (2) consecutive weeks coincides perfectly with the Friends Forever program. To ensure compliance with the requirement that the facility be open to the general public, Friends Forever will operate the farmhouse as a bed and breakfast open to the public when it is not being used by groups of students involved in the program.

Friends Forever intends to use the bed and breakfast as a means to inform the members of the public who are staying there of the work of Friends Forever. Any income generated from such actions will be classified as donations and 100% of this compensation will be applied toward continuing the Friends Forever mission.

Site Review Approval

Although a bed and breakfast operation is a permitted use in the Residence C Zoning District, the repurposing of a single family home to a bed and breakfast use requires Site Plan approval. For that reason, a Site Review Application and Checklist has been completed and is being submitted with this letter.

Changes to Site

Although a request is being made for a change of use from a single family home to a bed and breakfast, no physical changes are expected to be made to the site. The exterior of the building will remain the same and there will be no additional pavement added.

Parking

At the present time, it is possible to park 8 automobiles on the site as follows:

- One (1) vehicle can park on the paved area in front of the farmhouse;
- Two (2) vehicles can park in the garage; and
- Five (5) vehicles can park in the driveway in front of the garage.

Under the terms of the Ordinance for bed and breakfasts or hotels and motels, two (2) parking spaces are required for the resident family or manager, plus one (1) per room rented, plus one (1) for each two outside employees on the maximum shift, plus one per 400 square feet of meeting place. The farmhouse satisfies these parking requirements.

Utilities

- **Water:** Water is presently supplied to the site from a private well.
- **Sewer:** There is a 2,000-gallon septic tank on the site as well as a leach field. The septic tank was last pumped on October 21st, 2016 and it is the opinion of the septic pumper that it is in good condition [see attached letter]. Septic Approval #197806 was issued by the New Hampshire Department of Environmental Services on 5/24/1993.
- **Electric:** Overhead service is provided to the farmhouse by Eversource. One note: Friends Forever recently installed 45 solar panels on the 1 Morgan Way property, as well as highly efficient Mitsubishi mini split units in each property.

Miscellaneous Information

- **Wetlands:** The farmhouse is at an elevated location and there do not appear to be any wetlands on the site.
- **Plot Plan:** A Plot Plan was prepared by Hancock Survey Associates, Inc. on August 8, 2016 and is attached.
- **Signage:** There will be no signage on the site other than small auxiliary signs identifying the name and purpose of the building and entrance locations.
- **New Lighting:** There is no new lighting planned. If lighting is installed, it will be Dark Sky compliant and energy efficient.
- **Solid Waste:** It is believed that all solid waste can be handled by residential type waste bins. If a small dumpster is needed, there is room on the site to locate such a dumpster.
- **Outdoor Activities:** While outside meetings and discussions may be held with the student groups during good weather, it is not anticipated that there will be any outside activities other than those which would occur in most any residential neighborhood where neighborhood kids get together.

Conclusion

We look forward to meeting with the Planning Board to further discuss this property with you and to supply any additional information you might feel is appropriate.

Sincerely,

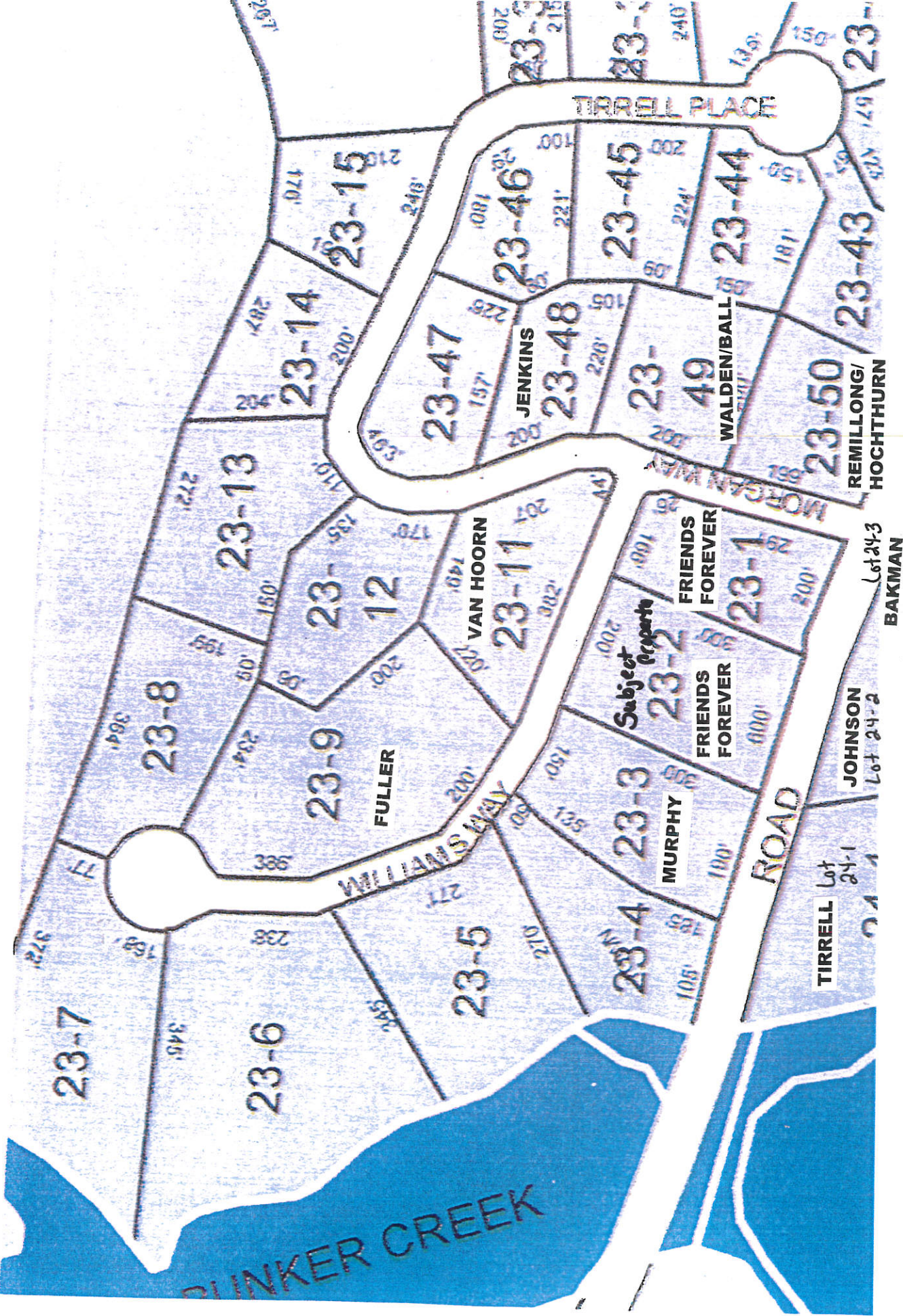


Peter J. Loughlin

PJL/dea

Enclosure: Durham Tax Map 11 showing the Friends Forever property
and surrounding properties

Friends Forever\2016-11-22 Ltr to DPB



Lot 24-3
BAKMAN

JOHNSON
Lot 24-2

TIRRELL Lot 24-1

FRIENDS FOREVER

MURPHY

Subject Property

FRIENDS FOREVER

VAN HOORN

FULLER

JENKINS

WALDEN/BALL

TIRRELL PLACE

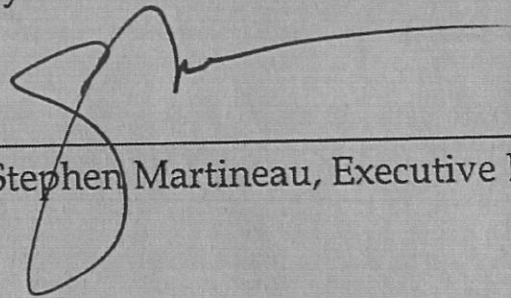
BLINKER CREEK

AUTHORIZATION

This document authorizes Attorney Peter J. Loughlin to represent the interests of Friends Forever regarding any municipal permitting in conjunction with the farmhouse located at 3 Williams Way, Durham, New Hampshire.

FRIENDS FOREVER

By:



Stephen Martineau, Executive Director

11/21/16
Date