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Town Planner's Review
Wednesday, February 9, 2022

VIII. **4 Old Landing Road – Expansion of Multi-Unit Residence.** 4 Old Landing Road. Site plan and conditional use to add two 4-bedroom apartments in the attic to existing house with eight 2-bedroom units. Mark Henderson, property owner. Nick Isaak, architect. Map 5, Lot 6-1. Courthouse District.

- I recommend that the board accept the application as complete (See *Site Plan* below) and schedule a site walk.

Please note the following:

Conditional use. Expansion of an existing nonconforming use is allowed up to 50% of the existing uses by conditional use (The board received another similar, design review, application for 32 Madbury Road). The applicant's responses to the eight criteria are included with the application.

Site plan. We have discussed whether the applicant should submit a site plan, survey, or other drawing. He proposes no changes to the site. The only proposed change now is to build out the attic for two new units and to make various architectural enhancements. The applicant said he plans to make minor improvements to the site in the future. The question is whether the board needs more information to understand the proposal satisfactorily. If more documentation is needed the board could accept the application as complete with the proviso that no final action will be taken until that information is submitted. I include an aerial photo and an old plan showing the site.

Water line. A precise plan will be needed, however, for the water line. Town Engineer April Talon says, "We require a formal site plan for the proposed fire service connection to the property. My understanding is that the new service tap will be for both fire and domestic. This will require an accurate surveyed location of the water main including the shut off, the property line, and the building."

Parking. According to the applicant there are 25 parking spaces on site (I will confirm this). With the expansion there will be 24 residents. The parking requirement in the Courthouse zone is 2 spaces per dwelling unit. There will be ten units requiring 20 parking spaces, so the requirement is met. The question arose at the TRG meeting whether the applicant can provide shared parking between the subject lot and an adjacent lot that he owns. Shared parking may be allowed by the Planning Board under the Site Plan Regulations and is often a good practice to increase flexibility. But if the owner of Lot A allows his tenant on the adjacent lot, Lot B, to park on Lot A does that make the parking lot on Lot A a principal use?

The question is not essential as the applicant said that he would keep parking on each respective lot to avoid this issue.

Site walk. A site walk would be helpful to give the board a clear sense of the property any potential issues. With a first-hand look, creating a site plan may not be needed (other than for the water line).

Architecture. The project is subject to the Architectural Regulations. I may have some comments for the applicant and his architect shortly.

Other site issues? For any nonconforming site existing issues can be required to be addressed as part of this new plan, if the required remedy is reasonable and proportionate to this new plan. I will look at the site and see what issues there may be in terms of bicycle parking, solid waste and recycling, accessible parking space (1 van space required), screening, lighting, stormwater, and other matters.

Technical Review Group. The project was discussed with the TRG on Tuesday. I will send notes of the meeting shortly.

Lot 6-1 is the subject property. The applicant also owns the adjacent Lot 6-3.

