

TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board's Office/ Administration/ Assessing 603-772-7391

Code Enforcement/Building Inspections/Planning 603-772-7391

PLANNING BOARD MEETING AGENDA

October 4, 2023, 7:00 pm

Stratham Municipal Center

10 Bunker Hill Avenue Stratham NH

1. Call to Order/Roll Call

2. Review and Approval of Minutes:

- a. September 20, 2023 Planning Board Minutes

3. New Business:

- a. Stratham Community Power Presentation by Paul Deschaine, Stratham Energy Commission
- b. Copley Properties, LLC (Applicant), C.A.N. Realty Trust and GGF, LLC (Owners)
- Request for review of a Preliminary Consultation application of a proposed redevelopment plan to demolish two existing office buildings and to construct an office building and three structures containing a total of 9 (nine) multi-family residential units at 89 and 91 Portsmouth Avenue, Tax Map 13, Lot 21 and 22. Applicant's representative is Emanuel Engineering Inc., 118 Portsmouth Ave., Stratham, NH 03885.
- c. Review of proposed red-lined amendments to Stratham Site Plan Regulations including to Sections III Scope & Requirements, Section IV Application Procedures and Requirements, Section V Design & Construction Requirements. The proposed amendments relate to application processes and notification fees, criteria qualifying projects for site plan review, and required materials for site plan applications.
- d. Miscellaneous Community Planning Issues
 1. Conservation Commission/Open Space Plan Updates
 2. Building Permit fee update

4. Adjournment

No new agenda items will be heard after 10:00 pm subject to the discretion of the Planning Board Chair. Full text of the agenda and related information can be found on file with the Stratham Planning Department and posted on the Town website at <https://www.strathamnh.gov/planning-board>. All interested persons may be heard. Persons needing special accommodations and /or those interested in viewing the application materials should contact the Stratham Planning Department at (603) 772-7391 ext. 180.



Stratham Planning Board Meeting Minutes
September 20, 2023
Stratham Municipal Center
Time: 7:00 pm

Members Present: Thomas House, Chair
David Canada, Vice Chair
Chris Zaremba, Regular Member
Nate Allison, Alternate Member

Members Absent: Mike Houghton, Select Board Representative
John Kunowski, Regular Member

Staff Present: Mark Connors, Director of Planning and Community Development

1. Call to Order/Roll Call

Mr. House called the meeting to order at 7:02 pm and took roll call. Mr. House appointed Mr. Allison as a voting member for this meeting.

2. Approval of Minutes

a. August 16, 2023

Mr. Zaremba made a motion to approve the August 16, 2023 meeting minutes. Mr. Canada seconded the motion. All voted in favor and the motion was approved.

3. New Business:

a. Discussion of Proposed Zoning Amendments for 2024

Mr. Connors described that proposed amendments are generally written and posted for public notice annually in December. Mr. Connors asked the Board to advise him of any amendments they would like to incorporate. The Board has previously discussed major changes to the Gateway District. Mr. Connors proposed a few additional amendments for the Board's consideration which include clarifying projects that require a building permit and clarifying the definition of a structure that must meet the setback requirements. Mr. Connors read aloud the existing structure definition. Mr. Connors proposed that signs be removed from the definition. Mr. House questioned what is meant by the term framework in the definition and what a hoop house is. Mr. Connors replied that framework is not defined and a hoop house is a greenhouse. Mr. House's stated that a structure should be something with a foundation and he asked if a shed is considered a structure. Mr. Connors replied that sheds are an important discussion point with this topic. The current State Building Code does not require a permit for structures less than 200 square feet, however, the Town can be more restrictive if desired. The Town needs to determine if we want to require

45 building permits for sheds and do we want to give flexibility on setbacks for sheds. Mr. Zaremba
46 asked if we require permits for all sheds. Mr. Connors replied that the Ordinance is not clear, so
47 we would default to the building code. Mr. Canada stated that most towns do not require permits
48 for small sheds and that the Town should implement a threshold under which you do not need a
49 permit. Mr. Zaremba and Mr. House noted that 200 square feet is a big shed size. Mr. Allison asked
50 if the word permanent would be helpful and asked if a shed on cinder blocks is considered attached
51 or not to the ground. He asked if the Town is trying to define something that is anchored into the
52 ground by some mechanism. Mr. House read the current phrase “constructed or erected with a
53 fixed location”. Mr. Allison stated that on cinder blocks would be a fixed location. Mr. Connors
54 stated example language could be a shed under 120 square feet without a foundation. Mr. House,
55 Mr. Canada, Mr. Zaremba, and Mr. Allison agree with 120 square feet as the threshold.

56
57 Mr. Connors suggested using the term “accessory structure” instead of shed and clarifying concrete
58 foundation. Mr. Zaremba asked if chicken coops are structures. Mr. Connors replied it is a
59 judgement call but that he believes they are not structures and do not need to meet setback
60 requirements. He added that a few years ago a resident complained that a neighbor’s swing set
61 should meet the setback requirements. The Code Enforcement Officer at the time did not define a
62 swing set as a structure and determined it did not need to meet the setbacks. The resident appealed
63 to the Zoning Board who upheld the CEO’s decision. The decision was based on the statement in
64 the Ordinance that where the Ordinance is silent, it reverts to the current edition of Building Code
65 and the Building Code implies that a permit is not required for a swing set. Mr. Canada commented
66 that burial vaults should be exempt from structures as it has come up in the past. Mr. House noted
67 that tunnels are listed as a structure. Mr. Canada noted it could be important for the cemetery with
68 regards to meeting wetlands buffer setbacks. Mr. Connors explained that he researched green
69 burials in the past and there is a state law with setbacks to water supplies and roads. Mr. Connors
70 stated that there is a new state law that when the public hearing is complete, the amendments need
71 to be submitted to the State Code Review Board for a determination that the amendments are not
72 in conflict with or less stringent than the State Building Code.

73
74 The next amendment clarifies when a property survey or wetland delineation would be required.
75 Mr. Canada stated that there are some cases where the proposed construction is obviously outside
76 of any setbacks so he supports the Building Inspector making the requirement on his discretion
77 rather than automatically. Mr. Zaremba commented that if wetlands are on an abutting property,
78 the buffer could extend onto the subject property and that there are a lot of wetlands in town. Mr.
79 Allison agreed that there are some properties where it is obvious, and in those cases, then a soils
80 scientist can sign off that is the case or an applicant can request a waiver. He cautioned that existing
81 maps are guides only, not created to the level of detail of a single parcel, and a landowner needs
82 to be cautious to not cause a problem that would be addressed by the Army Corps of Engineers or
83 NHDES. Mr. Canada questioned who would grant the waiver, the Planning Board or the Building
84 Inspector. Mr. Zaremba asked if a landowner uses online wetlands maps for permitting and the
85 project is approved, is that approval final and the Building Inspector can’t make a determination
86 after the fact that the project should not have been approved. Mr. Connors replied that wetlands
87 can shift over time, but in the example of an approval of a shed in a wetlands buffer that was
88 unknown at the time of approval, the owner should request an Equitable Waiver from the Zoning
89 Board of Appeals. Mr. Canada stated that an 800 square foot garage is not a large structure. Mr.
90 Connors described a project with a small lot and a lot of buildings as an example of when survey
91 was required by the Building Inspector. Mr. Zaremba asked if the Planning Board has the authority
92 to require a survey. Mr. Connors replied yes and that the Planning Board usually does so. Mr.
93 Allison gave an example of a recent project before the Planning Board where they did not require

94 a survey. Mr. Connors added that the Board typically does not require ground-mounted solar
95 projects to have a survey completed. Mr. Allison described the requirement for a foundation
96 certification for homes and that a solar array should follow the same survey process. Mr. House
97 agrees with Mr. Connors' proposed language for when a survey would be required. Mr. Zaremba
98 asked if the requirement can be waived if it is adopted. Mr. Canada stated that he would like to see
99 the language modified to give the Building Inspector the authority to require surveys when deemed
100 necessary. Mr. House asked Mr. Connors if the changes are for wetlands delineations or property
101 line surveys. Mr. Connors responded for wetlands delineations and for impervious surface
102 requirements. Mr. Canada reiterated that he feels there should not be an automatic requirement and
103 instead be required when the Building Inspector deems it necessary. Mr. House commented that
104 wetlands are not always that obvious to see and the Building Inspector would need to know what
105 to look for. Mr. Connors proposed he can draft two options for the Board's review at the next
106 meeting.

107
108 Mr. Connors presented proposed amendments to the Home Occupation requirements including
109 limiting the total square footage in addition to the percentage of the structure, clarifying building
110 inspection requirements, adding a Certificate of Occupancy requirement, clarifying the renewal
111 process, and clarifying the exemptions.

112
113 Mr. Connors presented proposed amendments to the Residential Cluster Open Space Development
114 section including reduction the minimum lot area for the subdivision, require that the 50-foot non-
115 disturbance buffer be owned by the Homeowners Association and not individual property owners,
116 and creating minimum lot sizes. Mr. Allison commented that the non-disturbance area should be
117 marked permanently regardless of ownership. Mr. Zaremba asked if a hazardous tree could be
118 removed from the buffer. Mr. Connors replied yes. Mr. Zaremba agrees with setting a minimum
119 lot size for cluster developments.

120
121 Mr. Connors presented a proposed amendment to adopt more stringent building requirements
122 within the FEMA 100-year floodplain. As part of a recent Insurance Services Organization (ISO)
123 Building/Code Enforcement evaluation, Stratham was limited because it does not enforce
124 additional regulations on building in the floodplain. Mr. Allison commented that the 100-year flood
125 is occurring more frequently than 100 years and suggests the town should look at 500-year flood
126 zone.

127
128 b. Gateway Commercial Business District Zoning Workshop

129
130 Mr. Connors presented a PowerPoint presentation on the history and vision of the Gateway
131 District. The presentation included a description of existing properties and the challenges with the
132 lack of municipal water and sewer services. Some aspects of the District requirements have not
133 been met favorably by residents such as the reduced front building setback. However, additional
134 flexibility with permitting has improved the quality of development. Another positive result is
135 recent construction projects (Starbucks, Chipotle, Chase Bank, etc.) have redeveloped existing
136 pavement. The Board discussed that the biggest complaint with the Optima building seems to be
137 how close the building is to the road which was the goal of the District. Mr. Zaremba commented
138 that one property seems to be taking favorable advantage of the District more than others and asks
139 if there has been any engagement with other property owners. Mr. Connors replied that he thinks
140 the town can do more.

141
142 Ideas for amendments include possibly expanding the Gateway District past Stratham Plaza to

143 incorporate some properties within the Professional/Residential District which has fewer
144 guidelines and regulations; adding a historic preservation element to the District; encouraging
145 accessory agricultural uses; and encouraging housing along the Portsmouth Avenue corridor. Mr.
146 House commented that at the last meeting a resident spoke in favor of removing the Gateway
147 District. Mr. Connors replied that he believes the District needs an overhaul. Simplifying the
148 language to provide clarity on the requirements to applicants and the Town is key. Mr. Zaremba
149 asked if there is any movement on municipal water and sewer service availability. Mr. Connors
150 replied that the ordinance should be written assuming no availability and there will be sufficient
151 notice to the Town to update the ordinance again if services were to become available. Mr. Allison
152 asked if there is room for expansion of Exeter's treatment facility. Mr. Connors replied that a 2020
153 town vote for funds to research water and sewer service feasibility failed. Mr. Canada added that
154 the current capacity is 3 million gallons per day (MGD), Exeter uses less than 2 MGD, and
155 Stratham's need was estimated at 300,000 gallons per day.

156
157 c. Miscellaneous Community Planning Issues

158
159 The Conservation Commission and the Select Board voted to approve \$500,000 to purchase a
160 conservation easement on Stuart Farm. The Town will pursue grant funds for the remainder. This
161 is a large property, and with approximately one mile of shoreline along the Squamscott River, it
162 provides the longest stretch of continuous shoreline of any single property in Stratham.

163
164 **3. Adjournment**

165
166 **Mr. Canada made a motion to adjourn the meeting at 8:33 pm. Mr. Zaremba seconded the**
167 **motion. All voted in favor and the motion was approved.**



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Fax (All Offices) 603-775-0517

TO: Planning Board Members
FROM: Mark Connors, Town Planner
FOR: October 4, 2023
RE: Stratham Community Power presentation

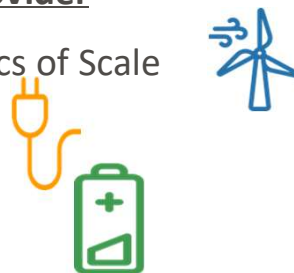
Paul Deschaine, a member of the Stratham Energy Commission, will make a brief presentation regarding the Stratham Community Power initiative, which will be the subject of a special Town Meeting on October 26, 2023. Members can learn more about the initiative at the following Internet weblink:

<https://www.strathamnh.gov/energy-aggregation-committee>

What is Stratham Community Power?

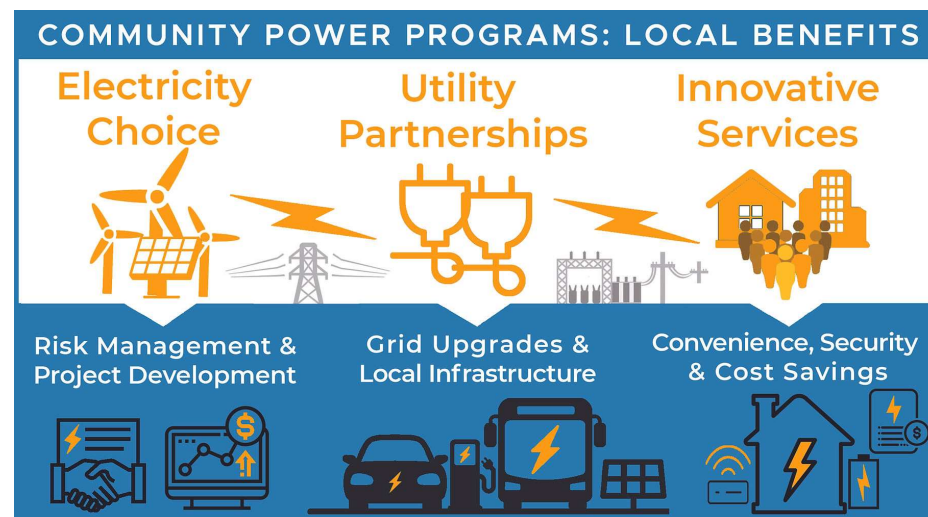
- **Stratham Community Power becomes default electricity provider**

- Pooled purchasing power for energy supply => Economics of Scale
- Unitil still delivers the power => Grid Reliability
- Communities benefit => Lower rates & Product Choices



- **How Community Power Works**

- Customers using Unitil's default supply will automatically be included, but can opt-out.
- If you receive power from an alternate provider, you will not be included unless you opt-in.
- Unitil would continue to deliver electricity, maintain the lines and equipment and handle billing.
- No additional cost to Stratham taxpayers.



We Will All Benefit From Community Power

What's the Magic?

- **Stratham Community Power is less expensive than Unitil**
 - Buying Efficiency - Community Power develops their rates utilizing a portfolio of contracts. Utilities must buy based on state regulations.
 - Buying Power - Community Power represents 27% of NH population.
- **Projected Average Annual Savings**
 - The average Stratham electricity usage in the 4 months ending July 31, 2023 was 788 kWh. If Community Power had been in place each household would have saved \$315 compared with the Unitil default rate over four months.

Stratham Community Power will only launch if it is able to initially offer residential default rates that are lower than those offered by Unitil

Special Town Meeting Vote

Thursday, October 26 @ 7 PM, Stratham Memorial School



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Fax (All Offices) 603-775-0517

TO: Planning Board Members

FROM: Mark Connors, Director of Planning & Community Development

FOR: October 3, 2023

RE: Copley Properties, LLC (Applicant), C.A.N. Realty Trust and GGF, LLC (Owners)
- Request for review of a Preliminary Consultation application of a proposed redevelopment plan to demolish two existing office buildings and to construct an office building and three additional structures containing a total of 9 (nine) multi-family residential units at 89 and 91 Portsmouth Avenue, Tax Map 13, Lot 21 and 22. Applicant's representative is Emanuel Engineering Inc., 118 Portsmouth Ave., Stratham, NH 03885.

BACKGROUND INFORMATION:

The two subject properties of this Preliminary Consultation application are located along Portsmouth Avenue a short distance from the intersection with Bunker Hill Avenue across from Smyk Park in the Professional/Residential (PRE) District. Both properties include office buildings built in the 1980s (see existing conditions photos on page 3), totaling approximately 10,500 square-feet of space in the aggregate, and share a driveway to access Portsmouth Avenue.

When a final application is submitted, this proposal would require site plan approval by the Planning Board and approval of a Conditional Use Permit to allow the multi-family residential use in the PRE District.

APPLICATION INFORMATION:

The preliminary plan depicts a redevelopment of the property to merge the two lots and to demolish the existing structures with a new office building and three triplex multi-family residential containing a total of 9 (nine) two-bedroom residential buildings constructed at the site. The buildings would share a single access to Portsmouth Avenue, with the curb cut location shifted to the south, and a parking area for approximately 40-50 vehicles.

Although the plans are in preliminary form, there are a few points worth discussion:

- The Portsmouth Avenue/Bunker Hill Avenue intersection is included in the NHDOT Ten Year Plan for improvements and signalization with construction slated for 2027. This will likely include the expansion of the intersection to accommodate new or expanded lanes for turning movements. The preliminary plan shows the driveway curb-cut location relocated to the south closer to the Bunker Hill Avenue intersection and very close to the driveway

for 85 Portsmouth Avenue (Jones & Beach Engineers). The Town would likely prefer the driveway location be moved further away from the abutting driveway and the intersection so as not to impact the improvement plans for the intersection. Alternatively, a shared access with 85 Portsmouth Avenue could be explored. A redevelopment of the site would require a new driveway permit issued by NHDOT.

- Well systems that serve 25 people or more are classified as Public Water Systems (PWS) in New Hampshire. These systems are subject to greater protections, including wellhead protection areas, where development of the site is significantly limited (i.e. no buildings or driveway/parking areas). NHDES classifies two-bedroom apartments as having 2.5 users each. The combined development of this site, between the nine two-bedroom units and the office use, would exceed the threshold and the system would be classified as a PWS. The preliminary plan would not be viable as it shows development within the wellhead protection area. The plan would likely need to be reduced in density to remain under the PWS threshold.
- The properties are in a highly visible part of town adjacent to Smyk Park and the quality of the architectural design and building materials will likely be a significant consideration of the Planning Board.

RECOMMENDATION:

The Planning Board should engage the applicant in a free-ranging discussion about the potential project and pose any questions they feel are relevant. As a Preliminary Consultation, this discussion can be reasonably informal in nature and is not binding upon the Planning Board or the applicant.









MUNICIPAL
CENTER
LEFT



TOWN OF STRATHAM

10 Bunker Hill Avenue, Stratham NH 03885
 Planning Department (603) 772-7391
 www.strathamnh.gov

SITE PLAN REVIEW APPLICATION

| 1. CHECKLIST SUMMARY | | | | | |
|--|---|-----------------------------|---|-----------------------------------|-----------------|
| 1. This completed application (including all application package contents noted in the Site Plan Review Checklist) must be filed with the Planning Board's Agent no later than 12:00 PM on the deadline day published in the Planning Board's Schedule of Regular Board Meetings. 2. Fees (cash or check). Make checks payable to the Town of Stratham. | | | | | |
| Application: <input checked="" type="checkbox"/> Preliminary Consultation <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Site Plan Amendment (check one) <input type="checkbox"/> Expedited Site Plan Review (Eligible for minor amendments. Consult with Town Planner for eligibility) | | | | | |
| Please complete this application thoroughly and accurately, and attach the required exhibits as indicated in the Site Plan Review Checklist. Please note that an incomplete application will not be accepted for processing. | | | | | |
| 2. APPLICANT AND PROPERTY OWNER INFORMATION | | | | | |
| APPLICANT NAME: | | Copley Properties, LLC | | | |
| Phone #: | (781) 706-1531 | Email Address: | drew@copleyproperties.com | | |
| Mailing Address: | 94 Portsmouth Avenue, Stratham, NH 03885 | | | | |
| PROPERTY OWNER NAME (If different from Applicant): | | Lot 22 - C.A.N Realty Trust | | Lot 23 - GGF Limited Liability Co | |
| Phone #: | | Email Address: | | | |
| Mailing Address: | Lot 22 - 89 Portsmouth Avenue, Stratham, NH | | Lot 23 - 93 Ledge Road, Seabrook, NH 03874 | | |
| 3. PROPERTY/PROJECT INFORMATION: | | | | | |
| Tax Map: | 13 | Property Deed Information: | Lot 22 Book: 5377 Page: 1188 Lot 23 Book: 4078 Page: 2049 | | |
| Lot(s): | 22 & 23 | Total parcel area (SF): | 135,907 (combined) | Total parcel area (acres): | 3.12 (combined) |
| Zoning District(s): Check all that apply. <input type="checkbox"/> Commercial/Light Industrial/Office <input type="checkbox"/> Residential/Agricultural <input type="checkbox"/> Flexible/Mixed Use Development <input type="checkbox"/> Retirement Planned Community <input type="checkbox"/> Gateway Commercial Business <input type="checkbox"/> Route 33 Legacy Highway Heritage <input type="checkbox"/> Industrial <input type="checkbox"/> Special Commercial <input type="checkbox"/> Manufactured Housing/Mobile Home <input type="checkbox"/> Town Center <input checked="" type="checkbox"/> Professional/Residential | | | Overlay District(s): Check all that apply. <input type="checkbox"/> Aquifer Protection <input type="checkbox"/> Floodplain Management <input type="checkbox"/> Shoreline Protection <input type="checkbox"/> Wetland Conservation | | |
| 4. PROFESSIONAL SUPPORT: (Include additional sheets if necessary.) | | | | | |
| COMPANY NAME: | | Emanuel Engineering, Inc. | | Contact: | Bruce Scamman |
| Phone #: | (603) 772-4400 | Email Address: | bscamman@emanuelengineering.com | | |
| Mailing Address: | 118 Portsmouth Avenue, Stratham, NH 03885 | | | | |
| COMPANY NAME: | | | | Contact: | |
| Phone #: | | Email Address: | | | |
| Mailing Address: | | | | | |

5. PROJECT DESCRIPTION

Briefly describe your existing and proposed use(s):

It is the intent to demolish the existing buildings on Tax Map 13 Lots 22 & 23 and construct an 80'x40' office building, three (3) 2-bedroom triplexes, new septic system, new well, and expanded parking to accommodate site improvements.

| | | | |
|--|-------------------|---|-------------------|
| Existing Residential Building Area (SF): | 0 | Existing Commercial Building Area (SF): | 12,170 (combined) |
| Additional Residential Building Area (SF): | 13,248 (combined) | Additional Commercial Building Area (SF): | 3,200 (combined) |

Does the site plan include a commercial use? Yes No


If yes, what are the anticipated hours and days of operation? 6am-8pm

6. APPLICANT'S CERTIFICATION:

I/We declare under penalty of perjury that all of the submitted information is true and correct to the best of my knowledge and belief. I/We have read and agree to abide by the regulations of the Town of Stratham. I/We understand that any misrepresentations of submitted data may invalidate any approval of this application. If the use is not operated in compliance with these regulations, the permit may be revoked by the Code Enforcement Officer or the Zoning Board of Adjustment.

By signing this application, you are agreeing to all rules and regulations of the Town of Stratham, and are agreeing to allow agents of the Town of Stratham to conduct inspections, during normal town business hours, or your property, to ensure compliance with all Stratham Zoning, Subdivision and/or Site Plan Review regulations while your application is under consideration. The Town accepts electronic signatures on this application. Electronic signatures carry the same validity, enforceability and admissibility, as handwritten signatures.

I/We, the undersigned, authorize Bruce Scamman to act as the professional and primary contact representing this application before the Stratham Planning Board. Communications related to this application, including those from the Stratham Planning Department, will be directed to this representative.

| | | |
|---|--|--------------------------------|
|  _____ <i>Signature of Applicant</i> | <u>Andrew Goddard</u> _____ Print Applicant's Name | <u>9/8/23</u> _____ Date |
| _____ <i>Signature of Property Owner</i> | _____ Print Property Owner's Name | _____ Date |

PROPERTY OWNER'S INFORMATION IF APPLICANT IS RENTING/LEASING

You must submit a signed letter from the property owner stating that you have their permission to conduct the proposed business project on their property. This letter must include the property owner's name, current address, and telephone number.

SCHEDULE OF FEES FOR PLAN SUBMISSION

Fees will be calculated by Planning Department Staff with payment due at the time of final plan submission for the following:

| | |
|--|---|
| Preliminary Consultation..... | \$75.00 |
| Expedited Site Plan Review (notice costs do not apply) | \$100.00 |
| Site Plan Amendment (plus notice costs)..... | \$100.00 |
| Site Plan Review (plus notice costs)..... | \$100.00 for each 1,000 sq ft of building construction (minimum \$100.00) |
| Notice Costs | \$150.00 plus \$8.00 per abutter and per applicant |

Please note that additional Special Investigative, Recording, and Municipal Review costs may apply. Review the Site Plan Review Regulations for more information and contact the Town Planner with questions.

PLEASE DO NOT WRITE BELOW THIS LINE – FOR PLANNING DEPARTMENT USE ONLY

| | |
|----------------------------------|--------------------------------------|
| Application Received Date: _____ | Date of Public Hearing Notice: _____ |
| Application Fee: _____ | Check Number: _____ |
| Public Notice Fee: _____ | Check Amount: _____ |
| Abutter Notice Fee: _____ | Check Payor: _____ |

**Town of Stratham
Site Plan Review Checklist**



Project Name: Copley Properties - 89 & 91 Portsmouth Avenue

Map # 13 Lot # 22 & 23

Date: 9/19/2023

Site Plan Review - Information Checklist

A site plan review application shall contain the following information, where applicable, to be considered complete. However, this checklist is intended only as a guide; the Planning Board may require additional information as deemed necessary. All plans shall conform to the applicable requirements of the Zoning Ordinance, Building Ordinance, Subdivision and Site Plan Review Regulations, and other state, local, and federal requirements. (All data/information sources should be referenced.)

X – Information Provided

O – Information Not Provided

W – Waiver Requested

I. Preliminary Consultation

X A. Base map drawn to scale

X 1. General description of existing conditions on the site.

X 2. Any facilities and utilities.

X 3. Dimensions and sizes of the proposed structure(s).

X 4. Topographic map showing the proposed layout of the site: parking, driveways(s), sidewalks.

II. Formal Application

 A. Completed "Application for Site Plan Review".

 B. Names and addresses of all abutters.

 C. Administrative fees (payable to the Town of Stratham).

 D. High intensity soils information with sewage disposal and lot size calculations.

 E. Data on test pits and percolation tests:

 Location of test pits.

 Percolation test date and rate.

 Certification of test witness.

 Outline of the area reserved for leach fields.

 F. Six complete sets of prints drawn to scale with the following:

 Sheet size of 22" x 34".

 Appropriate scale.

 Space for Planning Board signature and date.

 G. Additional submission requirements:

 Nine 11 X 17 copies of proposed plan.

 One copy of the plan in a digital format referenced to NH State Plane feet, NAD 83, in a format compatible with the town's ESRI ArcView GIS system.

 Three copies of any engineering or impact reports.

**Town of Stratham
Site Plan Review Checklist**

- Three sets of printed labels for abutter mailing.
- 1. Existing data required.
 - a. Site location, current names and addresses of developer, owners of record, abutting landowners.
 - b. Names and addresses of person/firm preparing the map with other information:
 - Stamp by registered architect and/or professional engineer.
 - Map scale.
 - North arrow.
 - Date.
 - Tax map and parcel number.
 - Size of parcel.
 - c. Topographic contours.
 - d. Boundary lines.
 - e. Natural features.
 - f. Drainage systems and roads.
 - g. Structures within 200 feet
 - h. Easements and rights-of-way.
 - i. Location of utilities.
 - j. Vicinity sketch showing surrounding streets, zoning districts, site boundaries, and 100 year flood plain.
 - k. Soils map.
- 2. Proposed Plans.
 - a. Grades, topographic contours.
 - b. Plan view of proposed structures and/or alterations; rendering of exterior design.
 - c. Data for streets, driveways, etc.: location, size, direction of travel, curbing, paving and curve radii.
 - d. Parking and loading facilities.
 - e. Location of utilities.
 - f. Storm drainage plan with supporting calculations.
 - g. Landscaping and screening.
 - h. Sign location, size, and design.
 - i. Outdoor lighting.
 - j. Surveyed property lines with monument locations.
 - k. Construction details (e.g. walks, curbing, drainage structures, etc.).
 - l. Snow storage area.
 - m. Solid waste disposal receptacles and screening.
 - n. Fire protection (e.g. fire lanes, alarms, etc.).
 - o. Erosion and sedimentation control methods.

**Town of Stratham
Site Plan Review Checklist**

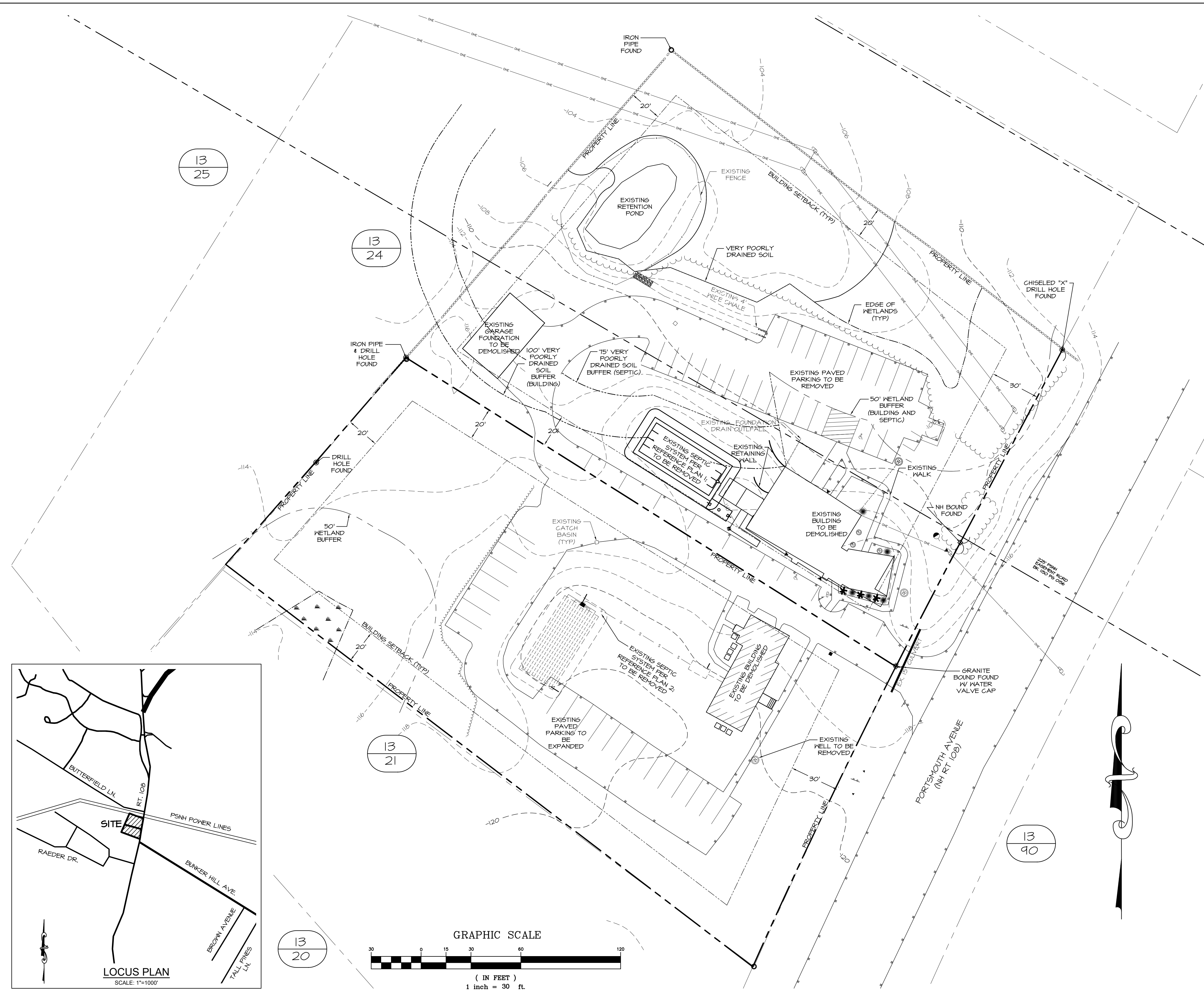
- p. Site Review Agreement.
- q. Other exhibits, if applicable:
 - Performance Bond.
 - Maintenance Bond.
 - Information on pollutants discharge and/or noise generation.
 - Traffic impact analysis.
 - Natural/Environmental Recourses Inventory
 - Environmental/Forestry Impact Report
- State and local permits (e.g. state septic system [RSA 149-E:3], site specific [RSA 149:8-a], driveway access [RSA 236:13], dredge and fill [RSA 483-A], etc.).

Note: For more complete information, it is strongly recommended that the applicant read Stratham's "Subdivision and Site Plan Review Regulations" (2004), as well as the Town's Zoning Ordinance (2004) and Building Ordinance. (2002).

I certify that the information provided is complete and correct to the best of my knowledge.

Signed: Nicholas Bouchard

Date: 9/19/2023



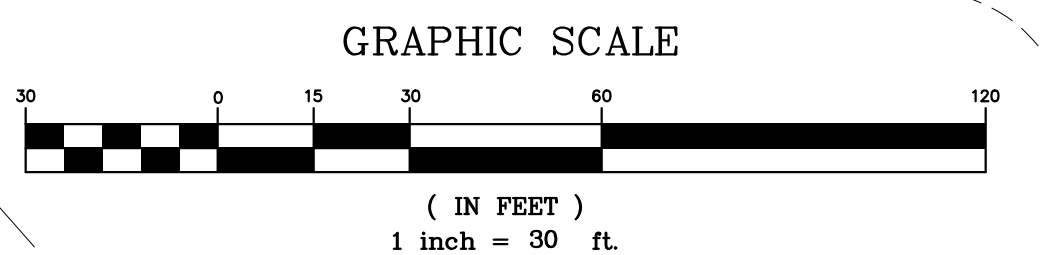
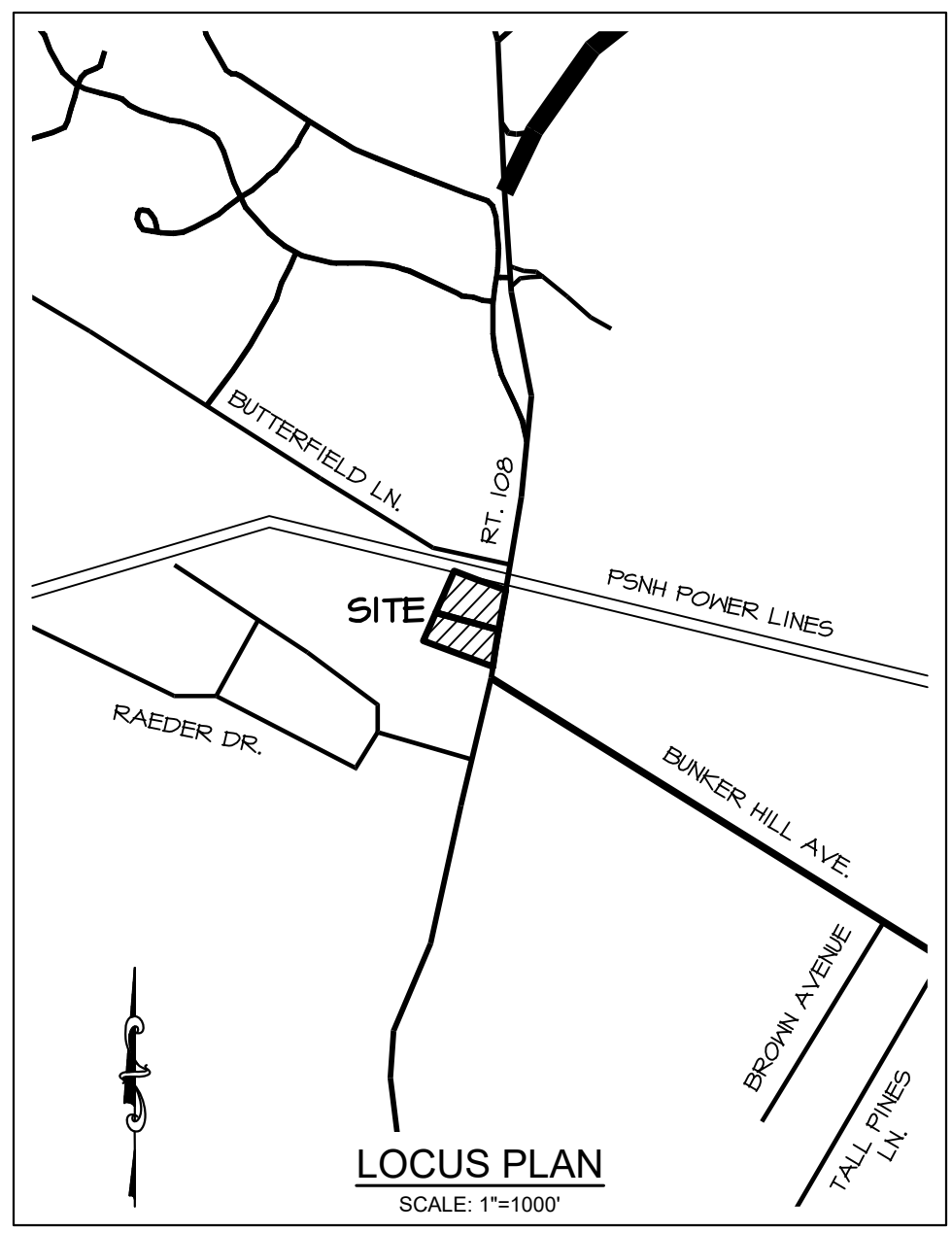
REFERENCE PLANS:

- "REPLACEMENT SUBSURFACE DISPOSAL SYSTEM FOR RADIATION SAFETY & CONTROL SERVICES, INC., 41 PORTSMOUTH AVENUE, STRATHAM, NH 03885." BY EMANUEL ENGINEERING, INC., DATED MAY 1, 2004; SCALE 1"=20'.
- "COMMERCIAL SITE PLAN - EFFLUENT DISPOSAL SYSTEM DESIGN, 84 PORTSMOUTH AVENUE, STRATHAM, NH 03885." BY BEALS ASSOCIATES, PLLC; DATED AUGUST 25, 2004; SCALE 1"=20'.
- "SITE PLAN FOR 66F LIMITED LIABILITY COMPANY, 41 PORTSMOUTH AVENUE, STRATHAM, NH 03885." BY EMANUEL ENGINEERING, INC.; DATED APRIL 2003; SCALE 1"=20'; RCRD D-30761.
- "EXISTING AND PROPOSED SITE PLAN IN STRATHAM NH FOR FARRELL, MARTIN, & FULTZER" BY WILLIAM G. COLLINS ASSOCIATES, DATED APRIL 1987, SCALE 1" = 40', RCRD D-16585.

NOTES:

- OWNER OF RECORD:
TAX MAP 13, LOT 22
C.A.N. REALTY TRUST
84 PORTSMOUTH AVENUE
STRATHAM, NH 03885
RCRD BK5371 P61188

TAX MAP 13, LOT 23
G & F LIMITED LIABILITY CO
43 LEDGE ROAD
SEABROOK, NH 03874
RCRD BK4078 P62049
- THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING CONDITIONS OF THE SUBJECT PARCELS.
- PARCELS ARE ZONED PROFESSIONAL/RESIDENTIAL PER THE TOWN OF STRATHAM OFFICIAL ZONING MAP 2022.
- PARCELS ARE NOT IN A FLOOD HAZARD ZONE; REFERENCE FLOOD INSURANCE RATE MAP 33015G0245F, DATED JANUARY 24, 2021.
- PROPERTY TO BE SERVICED BY ON-SITE WELL AND SEPTIC.
- THIS SKETCH WAS PREPARED WITH EXISTING PLANS AND GRANIT LIDAR.
- ALL UTILITIES SHALL BE LOCATED UNDERGROUND EXCEPT AS NOTED ON PLAN APPROVED BY THE PLANNING BOARD.



13
89

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LEGEND

| | |
|-------|------------------------|
| ○ | IRON PIPE FOUND |
| ⊙ | DRILL HOLE FOUND |
| ⊖ | NH/GRANITE BOUND FOUND |
| (TYP) | TYPICAL |
| --- | PROPERTY LINE |
| | EDGE OF PAVEMENT (EOP) |
| --- | OVERHEAD UTILITIES |
| ○ | UTILITY POLE |
| — | GUY WIRE |
| ⊙ | LIGHT FIXTURE |
| ⊙ | SIGN |
| ⊙ | AC UNIT |
| — | DRAIN LINE |
| — | SEPTIC LINE |
| — | WATER LINE |
| — | WATER SHUT OFF |
| ⊙ | WELL |
| ⊙ | FENCE |
| ⊙ | RIPRAP |
| ⊙ | STONE WALL |
| ⊙ | WETLANDS |
| ⊙ | TREE LINE |
| ⊙ | TREE/SHRUB |

SEAL:

PRELIMINARY
SUBJECT TO CHANGE

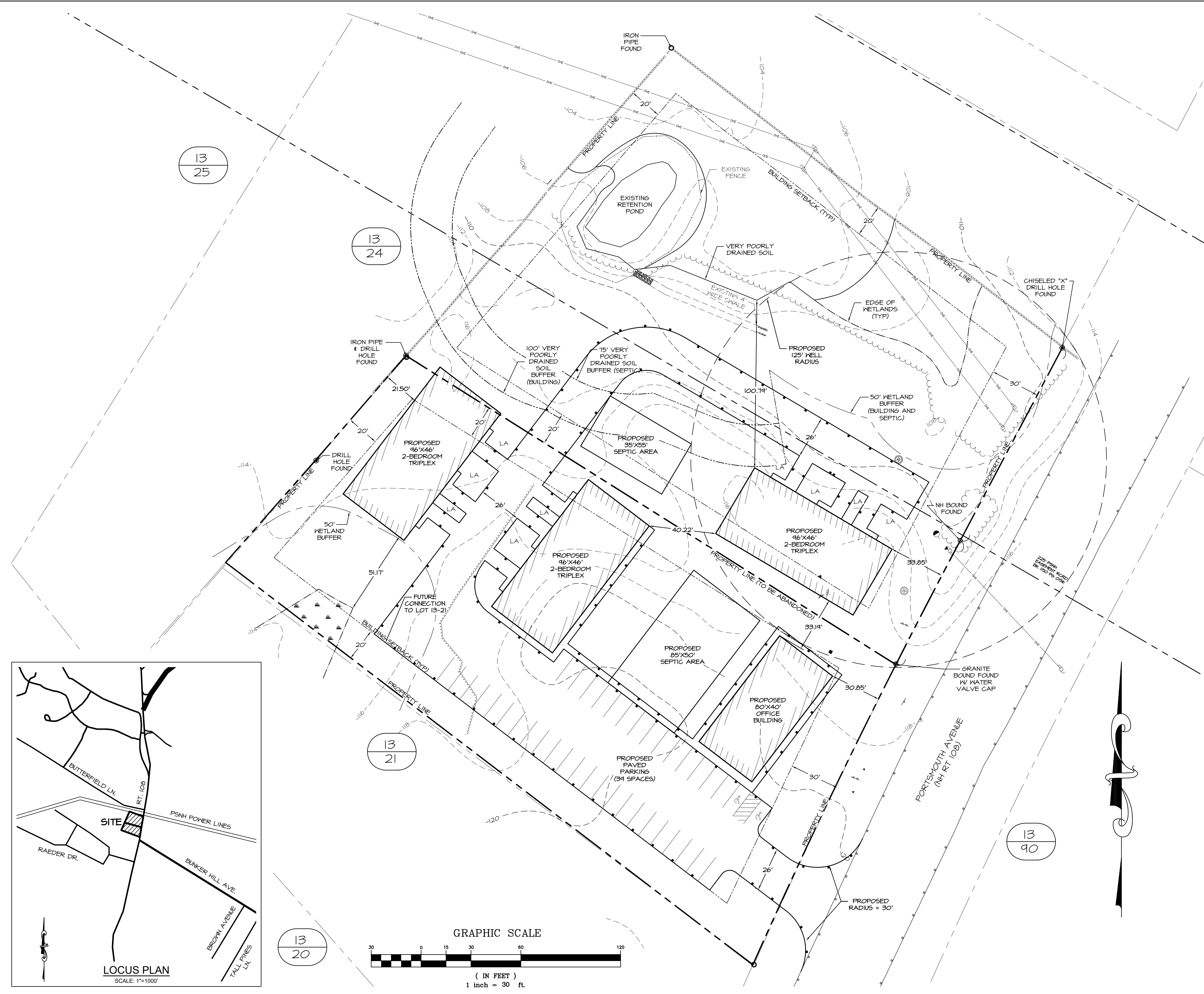
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|------------|-------------|-----------------------|------|
| 1 | SEP 8, 2023 | PRELIMINARY | |
| ISS. DATE: | | DESCRIPTION OF ISSUE: | CHK. |
| DRAWN: | NCB | DESIGN: | NCB |
| CHECKED: | BDS | CHECKED: | BDS |

EMANUEL ENGINEERING
118 PORTSMOUTH AVENUE, A202
STRATHAM, NH 03885
P: 603-772-4400 F: 603-772-4487
WWW.EMANUELENGINEERING.COM

CLIENT:
COPLEY PROPERTIES, LLC
94 PORTSMOUTH AVENUE
STRATHAM, NH 03885

TITLE:
EXISTING CONDITIONS
FOR
COPLEY PROPERTIES, LLC
89 & 91 PORTSMOUTH AVE (SITE)
STRATHAM, NH 03885

| | | |
|----------|--------|--------|
| PROJECT: | SCALE: | SHEET: |
| 23-1109 | 1"=30' | C1 |



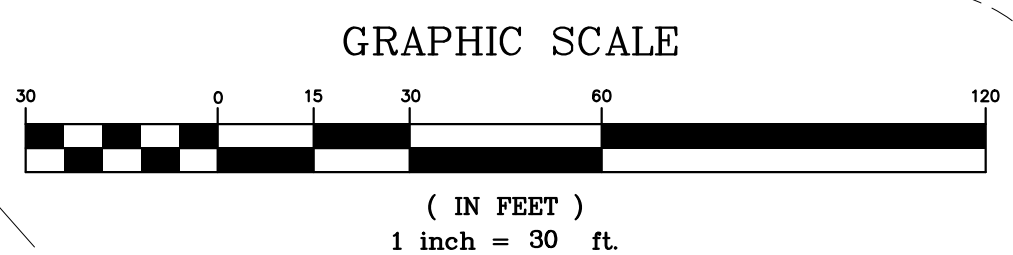
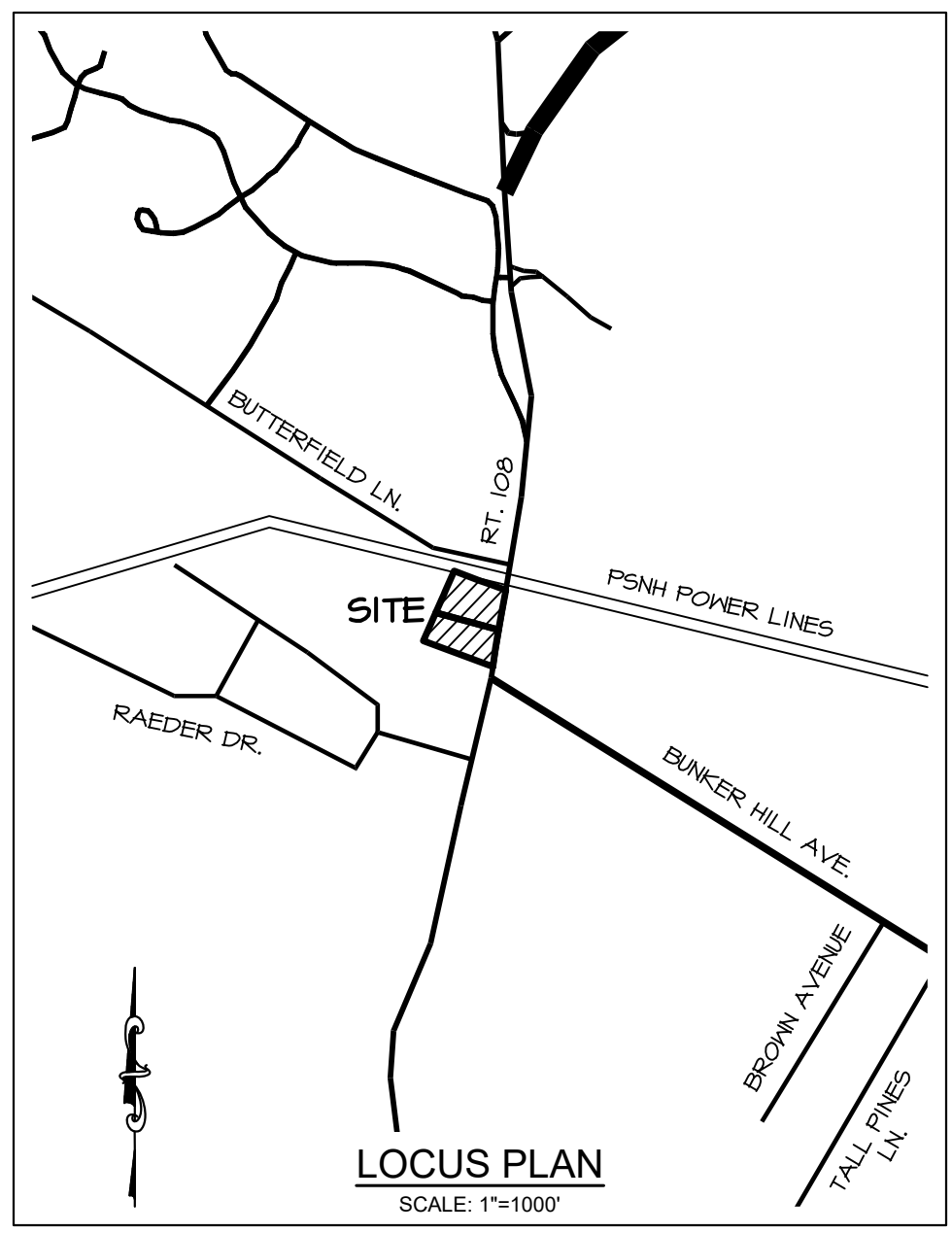
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NOTES:

- OWNER OF RECORD:
TAX MAP 13, LOT 22
C.A.N. REALTY TRUST
84 PORTSMOUTH AVENUE
STRATHAM, NH 03885
RCRD BK5371 P61188

TAX MAP 13, LOT 23
G & F LIMITED LIABILITY CO
43 LEDGE ROAD
SEABROOK, NH 03874
RCRD BK4078 P62049
- THE INTENT OF THIS SKETCH IS TO SHOW A PRELIMINARY DESIGN FOR A PROPOSED 80'x40' OFFICE BUILDING, THREE (3) 2-BEDROOM TRIPLEX ALONG WITH ASSOCIATED PARKING AND UTILITIES ON SITE. THIS SKETCH IS FOR DISCUSSION PURPOSES ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.
- PARCELS ARE ZONED PROFESSIONAL/RESIDENTIAL PER THE TOWN OF STRATHAM OFFICIAL ZONING MAP 2022.
- PARCELS ARE NOT IN A FLOOD HAZARD ZONE; REFERENCE FLOOD INSURANCE RATE MAP 33015G0245F, DATED JANUARY 24, 2021.
- PROPERTY TO BE SERVICED BY ON-SITE WELL AND SEPTIC.
- THIS SKETCH WAS PREPARED WITH EXISTING PLANS AND GRANIT LIDAR.
- ALL UTILITIES SHALL BE LOCATED UNDERGROUND EXCEPT AS NOTED ON PLAN APPROVED BY THE PLANNING BOARD.



LEGEND

| | |
|-------|----------------------------------|
| ○ | IRON PIPE FOUND |
| ⊙ | DRILL HOLE FOUND |
| ⊖ | NH/GRANITE BOUND FOUND |
| (TYP) | TYPICAL |
| --- | PROPERTY LINE |
| | EDGE OF PAVEMENT (EOP) |
| -O-O- | OVERHEAD UTILITIES |
| -D- | UTILITY ROLE |
| ⊖ | GUY WIRE |
| ⊖ | LIGHT FIXTURE |
| ⊖ | SIGN |
| ⊖ | AG UNIT |
| ⊖ | SEPTIC LINE |
| ⊖ | WATER LINE |
| ⊖ | WATER SHUT OFF |
| ⊖ | WELL |
| ⊖ | FENCE |
| ⊖ | RIPRAP |
| ⊖ | STONE WALL |
| ⊖ | WETLANDS |
| ⊖ | TREE LINE |
| ⊖ | TREE/SHRUB |
| ⊖ | PROPOSED LAWN OR LANDSCAPED AREA |
| LA | |

SEAL:

PRELIMINARY
SUBJECT TO CHANGE

| | | | |
|------------|-------------|-----------------------|------|
| 1 | SEP 8, 2023 | PRELIMINARY | |
| ISS. DATE: | | DESCRIPTION OF ISSUE: | CHK. |
| DRAWN: | NCB | DESIGN: | NCB |
| CHECKED: | BDS | CHECKED: | BDS |

EMANUEL ENGINEERING
118 PORTSMOUTH AVENUE, A202
STRATHAM, NH 03885
P: 603-772-4400 F: 603-772-4487
WWW.EMANUELENGINEERING.COM

CLIENT:
COPLEY PROPERTIES, LLC
94 PORTSMOUTH AVENUE
STRATHAM, NH 03885

TITLE:
PRELIMINARY SITE SKETCH
FOR
COPLEY PROPERTIES, LLC
89 & 91 PORTSMOUTH AVE (SITE)
STRATHAM, NH 03885

| | | |
|----------|--------|--------|
| PROJECT: | SCALE: | SHEET: |
| 23-1109 | 1"=30' | C2 |

Stratham's Building Permit Fees

Considering changes to the fee structure

NOTICE OF LAND USE BOARD FEES UNDER RSA 673:16, III

I. BUILDING CODE, INSPECTION, & RELATED FEES:

RESIDENTIAL BUILDING PERMIT: \$50.00 minimum fee

- a) One and Two Family Residential Units (including attached or basement garages)..... \$0.65/ sq. ft.
- b) Three or more attached units (including attached or basement garages)..... \$0.72/ sq. ft.

****Square footage, for the purpose of fee calculations, is determined by the exterior dimensions of the finished floor area of the home and dimensions of the garage footprint. Include the area above garage or in basement only if being finished.**

Note: Total permit fee above includes the permit costs for all trades (electric, plumbing, gas, etc.).

Example: *2,160 square foot, Single Family Cape Style Home, attached 672 square foot garage, 8'x20' farmers' porch and a 12'x24' deck.*

Finished Floor Area (sq. ft.)..... 2,160 x 0.65 = \$1,404.00
Garage Footprint (sq. ft.)..... 672 x 0.65 = \$ 436.80
Deck/Porch(s) (sq. ft.)..... 448 x 0.25 = \$ 112.00
TOTAL FEE: *\$1,953.00 (\$1952.80 rounded)*

- c) Residential Alterations, Renovations, and/or Additions\$0.65/sq. ft.

MISCELLANEOUS RESIDENTIAL BUILDING PERMIT:\$50.00 minimum fee plus

- a) Roofing, Siding, Window Replacement, Fence\$50.00 flat fee (each item)
- b) Electrical, HVAC/Mechanical, Plumbing, Gas \$10.00 per \$1,000 of Construction cost
- c) Demolition Permit\$50.00 flat fee
- d) Driveways (Initial entrance curb cut only).....\$50.00 flat fee
- e) Garage, Barns, Sheds under 600 sq. ft.....\$0.25 per sq. ft.
- f) Garage, Barns, Sheds over 600 sq. ft.....\$0.50 per sq. ft.
- g) Decks\$0.25 per sq. ft.
- h) Above and In-ground Pools..... \$7.00 per \$1,000 of Construction Cost
- i) Mobile Home.....\$500.00 Flat Fee

COMMERCIAL / INDUSTRIAL BUILDING PERMIT: \$100.00 minimum fee

Fees are cumulative based on the following example and fee schedule:

Commercial/Industrial (Including New Build, Alterations, Renovations and/or Additions)
 \$0.1-\$300,000 \$10.00 per \$1,000 of Construction Cost
 \$300,001-\$600,000 \$7.00 per \$1,000 of Construction Cost
 Over \$600,000..... \$3.00 per \$1,000 of Construction Cost

Note: Total permit fee includes the permit costs for all trades (electric, plumbing, gas, etc.).

Example: *\$700,000 cost of construction.*
1st \$300,000 x \$.01 = \$3,000
2nd \$300,000 x \$.007 = \$2,100
Amount over \$600,000 \$100,000 x \$.003 = \$ 300
TOTAL FEE: *= \$5,400*

MISCELLANEOUS COMMERCIAL / INDUSTRIAL BUILDING PERMIT:

- a) Electrical; Mechanical/HVAC; Plumbing and/or Gas Permits; Fire Alarm; Sprinkler (based on total job cost for each individual trade)
 \$0.00 to \$1,499\$150.00 flat fee
 \$1,500 to \$2,999\$250.00 flat fee
 \$3,000 and above.....\$350.00 flat fee

SIGN PERMIT (RESIDENTIAL / COMMERCIAL): \$75 per application

MISCELLANEOUS INSPECTIONS:

- a) Commercial/Industrial/Schools/Daycares/Places of Public Assembly/ Life Safety Inspection/Request for Inspection and/or Fire Inspections/Tent Inspections \$75.00 each
- b) Change of Use or Occupancy to a property where no construction is required \$75.00 each
- c) Home Occupation Application and Renewal Inspection..... \$50.00 each
- d) Septic Construction Inspection..... \$50.00 each

THIRD PARTY REVIEW FEES: If third-party review is required by a certified expert, the costs of such a review shall be fully borne by the applicant.

REFUNDS AND PENALTIES:

Refunds - In the event a building permit is withdrawn, 20% or \$50, whichever is greater, of the building permit fee will be retained by the Town of Stratham to cover administrative and technical review of the application.

Commencing Work Prior to Issuance of a Building Permit (all types of construction) - Any person who is found to have demolished, constructed, altered, removed or changed the use of a building or structure without the benefit of a building, electrical, plumbing, gas, and/or mechanical permit may, upon issuance of said permit(s), be assessed a permit fee of twice the normal rate the permit fee would be, or \$100.00 minimum whichever is greater.

Re-inspection Fee (all types of construction) - Building permit applicants shall be assessed a \$100.00 penalty fee if the work scheduled for inspection by the designated project agent is not complete or the access to the property for the scheduled inspection is not provided. Designated project agents may cancel a scheduled inspection by sending an email or leaving a voice message at least **24 hours in advance** of the scheduled inspection time to the Building Department (603-772-7391 ext. 180) to avoid assessment of this penalty fee.

NOTE: Per the Building Ordinance, a building permit shall become void unless construction/removal is commenced within twelve (12) months after permit was issued and permit holder must show continuous progress to completion. Construction or renovation as applied for must be completed within eighteen (18) months of issuance of the permit from the Building Inspector. If after this period, construction or renovation is not completed, a new permit may be applied for with payment of the regular permit fee.

Newmarket Building Permit Fees

Updated Changes to the Fee Schedule

The Newmarket Town Council just adopted the new permit fee schedule. The new fee schedule is in effect as of 9/8/2022. Please see the tab on the left titled Permit Fees for more details. In short, any permit associated with residential projects will be assessed a base application fee of \$50 plus \$8 per \$1000 of the fair market value of work. Commercial permits will be assessed a base application fee of \$50 plus \$10 per \$1000 of the fair market value of work.

| PERMIT TYPE | FEE |
|---------------------------------|---|
| Residential Building | \$8 per \$1000 fair market value of work |
| Commercial Building | \$10 per \$1000 fair market value of work |
| Miscellaneous Building | \$10 per \$1000 fair market value of work |
| Residential Electrical | \$8 per \$1000 fair market value of work |
| Commercial Electrical | \$10 per \$1000 fair market value of work |
| Residential Plumbing | \$8 per \$1000 fair market value of work |
| Commercial Plumbing | \$10 per \$1000 fair market value of work |
| Residential Mechanical | \$8 per \$1000 fair market value of work |
| Commercial Mechanical | \$10 per \$1000 fair market value of work |
| Residential Propane/Natural Gas | \$8 per \$1000 fair market value of work |
| Commercial Propane/Natural Gas | \$10 per \$1000 fair market value of work |
| Pool, Spas, and Hot Tubs | \$8 per \$1000 fair market value of work |
| Solar | \$8 per \$1000 fair market value of work |

Seacoast Area Building Permit Fees

Most towns in region have moved to a model that determines the cost of the building permit fee based on the cost of the project.

Stratham is unique in that most building permits are based on the square-footage of the project.

Apples-to-apples comparisons among municipalities can be difficult as many municipalities, particularly larger ones, have unique fees for different tasks – i.e. plan review fees, life safety review fees, inspection fees, etc.

Two Building Permits on Same Property

- | | |
|--------------------------------|------------------------------|
| • \$650,000 Renovation Project | \$350,000 Renovation Project |
| • Dover - \$7,175.00 | Dover - \$3,875.00 |
| • Rye - \$6,550.00 | Rye - \$3,550.00 |
| • Newmarket - \$5,250 | Newmarket - \$2,850.00 |
| • Exeter - \$3,250 | Exeter - \$1,750.00 |
| • Stratham - \$616.50 | Stratham - \$764.10 |
| • \$4,900 under proposal | \$2,625 under proposal |

HVAC/Plumbing Permit



• \$50,000 Residential Project

- Dover - \$575,00
- Rye - \$550.00
- Newmarket - \$450.00
- Exeter - \$300.00

- **Stratham - \$500.00**
- \$400 under proposal



\$50,000 Commercial Project

- Dover - \$775.00
- Rye - \$550.00
- Newmarket - \$550.00
- Exeter - \$650.00

- Stratham - \$350.00**
- \$550 under proposal

Commercial Permit Fees - Stratham

Smaller Project – Under \$300,000.00



Commercial Permit Fees - Stratham

Projects between \$300,000 - \$600,000



Commercial Permit Fees - Stratham

Projects over \$600,000



Large Commercial Project

- \$2.5 million commercial renovation project
- Dover - \$27,525.00
- Rye - \$25,050.00
- Newmarket - \$25,050.00
- Exeter - \$25,150.00
- **Stratham - \$7,500.00**
- \$25,100.00 under proposal



Stratham's current building permit fee structure

- Complicated (!)
- Multiple categories of permit types
- More prone to mistakes in calculation
- Difficult to explain to homeowners
- Potential for residential permit to cost more than commercial one
- Does not capture complexity of renovation projects
- Most expensive commercial projects see largest savings

Stratham's current building permit fee structure

- Hybrid permit fee system
- Most permits are based on square-footage or have a flat fee
- Some permits are based on cost of project (Commercial and Electrical/HVAC)
- Large projects see largest savings, particularly for commercial projects

Building Permit Fees - Visualized



Dover, NH

Building Permit Fees - Visualized



Rye, North Hampton, Manchester

Building Permit Fees - Visualized



Exeter, Hampton, Newfields

Building Permit Fees – Visualized RESIDENTIAL



Stratham – Proposed

Building Permit Fees – Visualized COMMERCIAL



Stratham – Proposed

RESIDENTIAL

| | Application Fee | Permit Fees | |
|----------------------------|-----------------|---------------|--------------|
| HAMPTON | \$35-100 | 0.005 | 0.50% |
| EXETER | \$150 | 0.005 | 0.50% |
| NEWFIELDS | \$25 | 0.005 | 0.50% |
| LONDONDERRY | \$25 | 0.006 | 0.60% |
| PORTSMOUTH | \$0 | 0.007 | 0.70% |
| NEWINGTON | \$0 | 0.007 | 0.70% |
| NEW CASTLE | \$25 | 0.007 | 0.70% |
| PLAISTOW | \$0 | 0.0075 | 0.75% |
| STRATHAM (proposed) | \$25 | 0.0075 | 0.75% |
| CONCORD | \$30 | 0.0076 | 0.76% |
| BARRINGTON | \$25 | 0.0085 | 0.85% |
| MANCHESTER | \$25 | 0.01 | 1.00% |
| NEWMARKET | \$50 | 0.01 | 1.00% |
| RYE | \$50 | 0.01 | 1.00% |
| NORTH HAMPTON | \$50 | 0.01 | 1.00% |
| DOVER | \$25 | 0.011 | 1.10% |

COMMERCIAL

| | Application Fee | | Permit Fees |
|----------------------------|-----------------|-------------|--------------|
| HAMPTON | \$35-100 | 0.005 | 0.50% |
| NEWFIELDS | \$25 | 0.005 | 0.50% |
| LONDONDERRY | \$25 | 0.006 | 0.60% |
| NEW CASTLE | \$25 | 0.007 | 0.70% |
| PLAISTOW | \$35 | 0.0075 | 0.75% |
| CONCORD* | Varies | 0.0076 | 0.76% |
| BARRINGTON | \$25 | 0.0085 | 0.85% |
| EXETER | \$150 | 0.01 | 1.00% |
| NEWINGTON | \$100 | 0.01 | 1.00% |
| STRATHAM (proposed) | \$100 | 0.01 | 1.00% |
| MANCHESTER | \$25 | 0.01 | 1.00% |
| NEWMARKET | \$50 | 0.01 | 1.00% |
| RYE | \$50 | 0.01 | 1.00% |
| NORTH HAMPTON | \$50 | 0.01 | 1.00% |
| DOVER | Varies | 0.011 | 1.10% |
| PORTSMOUTH* | Varies | 0.01 | 1-2.5% |

Other Considerations

- Maintain low flat rate for relatively simple projects - like fencing, residential window and roof replacement, etc. - that does not require significant review from Building Inspector.
- Have a cost per square footage minimum measure for projects where estimated cost do not seem reasonable.

Benefits of Change to Fee Structure

- Much simpler, easier to calculate
- Easier for homeowners to understand
- More equitable
- More expensive projects – more expensive fees
- Commercial projects will never be less expensive than residential ones.
- Discounted rate for residential HVAC/Plumbing/Electrical