

**MINOR SITE PLAN APPLICATION**  
**City of Rochester, New Hampshire**

Date: March 23, 2021

**Property information**

Tax map #: 107; Lot #(s): 26-1; Zoning district: Residence 1 and Neighborhood Mixed Use

Property address/location: 64 Highland Street

Brief project description: Installation of a stand alone ATM machine Kiosk in the existing parking lot

**Property owner**

Name (include name of individual): Milton Road Realty Trust c/o Jeanne P. Wentworth Trustee

Mailing address: 377 Gonic Road, Rochester, NH 03867

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Applicant/developer** (if different from property owner)

Name (include name of individual): Holy Rosary Credit Union, c/o Brian Hughes, President and CEO

Mailing address: 133 Brock Street, Rochester NH 03867

Telephone #: 603 332 6840 x. 2100 Email address: bhughes@HRCU.org

**Engineer/surveyor/designer** (if applicable)

Name (include name of individual): Norway Plains Associates, Inc., c/o Scott Lawler, PE

Mailing address: PO Box 249, Rochester NH 03866

Telephone #: 603 335-3948 Email address: slawler@norwayplains.com

Check one:

☒ Nonresidential project ☐ Home Occupation II or III

☐ Multi-Family Residential project

Check all that apply:

- ☐ change of use
- ☐ new building
- ☐ building addition
- ☐ new parking area
- ☐ expansion of existing parking area
- ☐ new signage;
- ☐ exterior lighting
- ☒ other site changes

Describe current use/nature of property: Existing Restaurant with Drive-up window (Dunkin')

Describe proposed use/activity: Add a stand alone drive-up ATM Kiosk for Holy Rosary Credit Union in the existing parking lot.

# parking spaces: existing: 27 ; total proposed: 27

Current square footage of building 2,443 sf ; Proposed square footage of building 18 sf

City water? yes X no ; How far is City water from the site?

City sewer? yes no X ; How far is City sewer from the site?

If City water, what are the estimated total daily needs? None gallons per day

Where will stormwater be discharged? N/A

Number of existing dwelling units: Total number of proposed dwelling units:

New building(s)? Addition(s)/modifications to existing building(s)?

Describe current use/nature of property:

Describe proposed use/activity:

# of parking spaces: existing: total proposed:

Hours of Operation: Days of Operation:

Number of employees: Square footage to be used for new proposed use:

Maximum Number of Pupils at one time (for classes):

## Comments

Please feel free to add any comments, additional information, or requests for waivers here:

---

---

---

This application must be accompanied by the following:

- Site plan drawing with:
  - All building dimensions (including any additions, if applicable)
  - Parking areas or spaces with size, spaces, flow pattern, and drive aisles as applicable.
  - Location of proposed change of use/addition/home occupation.

## Submission of application & acknowledgement about process

This application must be signed by the property owner, applicant/developer (if different from property owner), and/or the agent.

I (we) hereby submit this Site Plan application to the City of Rochester Planning Board pursuant to the City of Rochester Site Plan Regulations and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant/developer (if different from property owner)/as agent, I attest that I am duly authorized to act in this capacity. I also acknowledge that this project could be referred to the Planning Board for a new, full Planning Board review at the request of any person after any Minor Site Approval and that I would need to renotify abutters in that case (in accordance with RSA 674:43 III).

X Signature of property owner: 

Date: 3.24.2021

Signature of applicant/developer: 


Date: 3-24-21

Signature of agent: \_\_\_\_\_

Date: \_\_\_\_\_

### Authorization to enter property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

X Signature of property owner: 

Date: 3.24.2021

**Home Occupation:** An occupation or business activity which is conducted by a resident within his/her own dwelling or in a garage or barn-type outbuilding and which is clearly subordinate to the principal residential use. Home occupations are designated as Home Occupations - 1,2,and 3. (See Section 42.24 - Home Occupations)

**Requirements for All Home Occupations.** The following standards apply to all home occupations - 1, 2, and 3: *(If any of these cannot be met, it will be deemed not an allowed use)*

1. On Resident's Property. Home occupations shall be conducted by the individual on the property in which he/she resides.
2. Inside the Dwelling. All activity related to the home occupation shall be conducted inside the dwelling or inside a garage or barn-type outbuilding.
3. Character. Home occupations must be subordinate to the residential use and must have little or no impact upon the neighborhood. There must be minimal indication of the home occupation evident from the road or from neighboring properties.
4. Retail Sales. There shall be no retail sales of goods or products on the premises, except:
  - a. as may be incidental to the primary office or personal services occupation (such as sales of hair products to a salon customer);
  - b. for goods shipped pursuant to mail/email/telecommunication order;

# NORWAY PLAINS ASSOCIATES, INC.

LAND SURVEYORS • SEPTIC SYSTEM DESIGNERS • CIVIL ENGINEERS

P.O. Box 249  
Continental Blvd. (03867)  
Rochester, NH 03866-0249  
Phone (603) 335-3948  
www.norwayplains.com



P. O. Box 268  
31 Mooney St.  
Alton, NH 03809  
Phone & Fax (603) 875-3948

April 5, 2021

Seth Creighton, Chief Planner  
Planning Department  
City of Rochester  
33 Wakefield Street  
Rochester, NH 03867

**Re: Minor Site Plan Application; Holy Rosary Credit Union; 64 Highland Street, Map 107, Lot 26-1.**

Dear Mr. Creighton:

On behalf Holy Rosary Credit Union and Milton Road Realty Trust, we hereby submit a Minor Site Plan Application for the installation of a stand along Automated Teller Machine (ATM) kiosk in the parking lot of Dunkin' located at 64 Highland Street. Holy Rosary Credit Union will lease this location from the owners of Dunkin' and will perform all of the proposed site improvements.

The proposed ATM Kiosk will be constructed on the east side parking lot of the existing drive-thru restaurant in the general area of expanded pavement. The Kiosk will be installed within a 6 foot wide by 26 foot long raised island. Painted lines will designate the entrance to the ATM and allow for 2 vehicle stacking without impacting the current traffic circulation. At the entrance end of the island, there will be a hanging clearance restriction arm and swinging bar to alert customers of the overhanging canopy. The island will have bollards to add further protection to the kiosk from vehicular impacts.

Power to the kiosk will be partially overhead and underground. Because of an existing detention pond, a new pole will be placed on the far side of the basin that will allow for overhead wires. At which, the power will be run under the pavement and to the structure. With the exception of the power and communication lines, there will not be any other utilities to this kiosk.

This kiosk will look and same as the current facility located at the Staples' site on Washington Street. Please see the Google Earth image of the existing ATM. Within the canopy, there will be down casted lights and there will be security camera built into ATM.

We look forward to discussing this project with City Staff. Thank you for your consideration Sincerely,

NORWAY PLAINS ASSOCIATES, INC.

By:  
Scott A. Lawler, PE, Project Engineer

cc: Holy Rosary Credit Union – Brain Hughes (email)  
Milton Road Realty Trust – Jeanne Wentworth (email)





CB/SMH  
LEGEND

CB-1  
RM=92.70'  
INV. IN=90.3'  
INV. IN=88.0'  
INV. IN=87.9'  
INV. OUT=87.9'

SMH-1  
RM=94.21'  
GREASE TRAP

SMH-2  
RM=93.55'  
PUMP CHAMBER/TANK

FES-1  
INV. IN=87.5'

CB-2  
RM=92.15'  
INV. IN=88.7'  
INV. IN=88.9'  
INV. OUT=88.9'

CB-3  
RM=93.02'  
INV. OUT=88.5'

CB-4  
RM=88.60'  
INV. IN=86.5'  
INV. OUT=85.4'

CB-5  
RM=92.54'  
INV. IN=88.9'  
INV. OUT=88.7'

CB-6  
RM=92.88'  
INV. IN=89.8'  
INV. OUT=89.6'

CB-C  
RM=90.08'  
INV. IN=86.7'  
INV. OUT=86.7'

DMH  
RM=91.40'  
INV. IN=87.6'  
INV. IN=87.0'  
INV. OUT=86.6'

## LEGEND

CB-1  
CATCHBASIN

UTILITY POLE

HANDICAP PARKING SIGN

LIGHT POLE

SEWER MAN HOLE (SMH)

LIGHT POLE

DECIDUOUS TREES

SEWER LINE

WATER LINE

GAS LINE

DRAIN PIPE

PROPERTY LINE

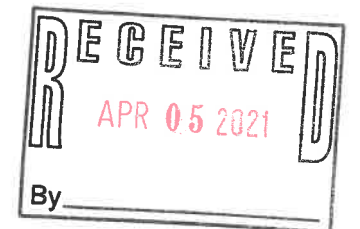
SETBACK LINE

EDGE OF WETLAND

OVERHEAD UTILITY WIRES

STOCKADE FENCE

REVISIONS:



## GENERAL NOTES:

1. THE PURPOSE OF THIS PLAN IS TO DEPICT THE INSTALLATION OF A DRIVE-UP ATM KIOSK FOR HOLY ROSARY CREDIT UNION.
2. OWNER: MILTON ROAD REALTY TRUST  
JEANNE P. WENTWORTH TRUSTEE  
213 CONIC ROAD  
ROCHESTER, NH 03867  
SCRD BOOK 2801, PAGE 600
3. PARCEL IS ZONED RESIDENCE 1 (R-1) AND NEIGHBORHOOD MIXED USE (NMU).

## REFERENCE PLAN:

1. "AS-BUILT SITE PLAN, U.S. RT 202, HIGHLAND ST., ROCHESTER, NH"; FOR PAUL N. WENTWORTH, SR." DATED NOVEMBER 2006 BY: NORWAY PLAINS ASSOCIATES, INC.

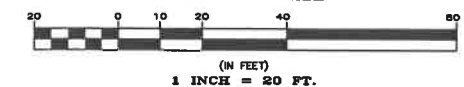
PROPOSED SITE PLAN  
TAX MAP 107, LOT 26-01  
64 HIGHLAND ST.  
ROCHESTER, N.H.

FOR

## HOLY ROSARY CREDIT UNION

1" = 20' MARCH 2021

GRAPHIC SCALE



1 INCH = 20 FT.

TAX MAP 107, LOT 27

FILE NO. 121  
PLAN NO. C-  
DWG. NO. 20348 SP-1  
F.B. NO.

NORWAY PLAINS ASSOCIATES, INC.

C-1

