



Heather Shank  
City Planner

# CITY OF CONCORD

*New Hampshire's Main Street™*  
**Community Development Department**

## Planning Board

October 18, 2017  
Project Summary – Minor Site Plan

Project: IQRA Islamic Society– Minor Site Plan Application (2017-45)  
Property Owners: IQRA Islamic Society of Greater Concord  
Address: 181 North Main Street & 9 Pearl Street  
Map/Block/Lot: 55/3/3 and 55/3/15

### **Determination of Completeness:**

Determine the application complete and open the public hearing.

### **Project Description:**

The applicant is proposing to construct a 3300 sf, 16 space parking lot to support the IQRA Islamic Society of Greater Concord. The project includes the demolition of the existing house at 9 Pearl St., grading, and installation of new pavement for a total of 16 parking spaces.

### **Project Details:**

|                          |                               |
|--------------------------|-------------------------------|
| Existing Lot Area:       | 0.09 acres                    |
| Zoning:                  | Urban Commercial (CU)         |
| Existing Use:            | Industrial                    |
| Frontage Required:       | 100 feet                      |
| Frontage Provided:       | 70.6' feet                    |
| Lot Coverage Permitted:  | 80%                           |
| Lot Coverage Proposed:   | 89%                           |
| Parking spaces required: | 47                            |
| Parking spaces proposed: | 16 including 8 Compact Spaces |

### **1. General Comments**

- 1.1 The following comments pertain to the 8 sheet site plan set titled "IQRA Islamic Society of Greater Concord Parking Lot Design," dated September 20, 2017.

- 1.2 The applicant has indicated that it is their intention to merge both lots: MBL 55/3/3 and 55/3/15. A condition of the applicant's August 2, 2017 variance approval required the merging of these two lots.

## **2. Variances**

- 2.1 The applicant was granted a total of 6 variances from the Zoning Ordinance on August 2, 2017. The variance approvals were conditioned upon the two lots (55/3/15 and 55/3/3) being merged into one parcel and an agreement between the church and the society to be recorded at the Merrimack County Registry of Deeds.
  - a.) Article 28-7-2(e), Off-Street Parking Requirements, to permit the provision of 16 parking spaces where 47 spaces are required.
  - b.) Article 28-7-11(d), Additional Compact Automobile Spaces, to permit 8 compact car parking spaces where the Ordinance permits 4.
  - c.) Article 28-5-10(a), Churches, Synagogues and Places of Religious Worship; and Community Centers, to permit a place of worship with no direct access onto an arterial or collector street.
  - d.) Article 28-4-1(h), Table of Dimensional Regulations, to permit 89% lot coverage upon two properties, which will be merged where the Ordinance permits a maximum of 80% lot coverage.
  - e.) Article 28-4-2(b), Buffer Width Standards, to permit no buffer on the westerly side of 181 North Main Street and 9 Pearl Street where a buffer of 10 feet is required adjacent to a residential district boundary.
  - f.) Article 28-7-7(g)(3), Parking Area Design Standards, to permit parking in the front yard of the lot, where the Ordinance prohibits parking in the front yards of lots located in the Urban Commercial (CU) District.

## **3. Site Layout**

- 3.1 A New Hampshire Licensed Landscape Architect shall sign and seal the landscape plan in accordance with Section 12.03(3) of the Subdivision Regulations (SDR).
- 3.2 The applicant shall provide a fence along the Easterly length of the parking lot along the property boundary at least four (4) feet in height in accordance with Article 28-7-10 (ZO).
- 3.3 Staff recommends a hedge row, fence, or another variation of landscaping along the Westerly length of the proposed parking lot in order to protect the adjacent property from automobile headlights after dark.

## **4. Conditional Use Permit**

- 4.1 Article 28-2-4(c) of the Zoning Ordinance (ZO) permits Churches, synagogues, and places of religious worship in the Urban Commercial (CU) district by conditional use permit in accordance with the procedures and conditions set forth in Article 28-9-4 (ZO). The applicant has submitted a CUP narrative describing how this application meets the requirements of Articles 28-5-10 and 18-9-4 of the Zoning Ordinance (ZO). Staff concurs with the applicants CUP narrative that the proposed place of religious worship is a compatible use at this location. **Staff supports this**

**request.**

**5. Recommendations**

5.1 **Grant Conditional Use Permit approval** for Article 28-2-4 (c) (ZO) to permit churches, synagogues, and places of religious worship in the Urban Commercial (CU) district.

5.2 **Grant Minor Site Plan** approval for the proposed 3300 sf parking lot, subject to the following precedent and subsequent conditions noted below:

(a) Precedent Conditions – to be fulfilled within one (1) year and prior to issuance of any building permits, or the commencement of site construction, unless otherwise specified:

- (1) The lots known as Map/Block/Lot: 55/3/3 and 55/3/15 shall be merged and recorded at the Merrimack County Registry of Deeds.
- (2) Address comments from Engineering Services to the satisfaction of the Engineering Division.
- (3) Address Site Layout Comments noted in Section 3 above to the satisfaction of the Planning Division
- (4) Submit two (2) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(b) Subsequent Conditions – to be fulfilled as specified:

- (1) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
- (2) A pre-construction meeting shall be required prior to the start of any construction activities onsite. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
- (3) Prior to a Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
- (4) Prior to the issuance of a Certificate of Occupancy or final construction sign-off, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.08 of the Site Plan Review Regulations and all information shall be converted to a vertical datum of NAVD 88.

Prepared by: JCS

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**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

Edward L. Roberge  
*City Engineer*

**MEMORANDUM**

**TO:** John Stoll, Senior Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** October 10, 2017  
**SUBJECT:** Plan Review, Site, IQRA Islamic Society of Greater Concord, 181 North Main Street & 9 Pearl Street;  
Map 55, Block 3, Lots 3 & 15; (2017-45)

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The Engineering Services Division (ESD) has received the following items for review:

- *Site Plans*, IQRA Islamic Society of Greater Concord, Concord Parking Lot Design, IQRA Islamic Society of Greater Concord, prepared by Nobis Engineering, Inc., dated September 2017; (received on September 20, 2017)
- *Stormwater Management Plan*, IQRA Islamic Society of Greater Concord Parking Lot Design, 181 North Main Street and 9 Pearl Street, Concord, NH, prepared by Nobis Engineering, Inc., dated September 19, 2017.

As a supplement to any comments offered by the Planning Division, the ESD offers the following design related comments. **With subsequent submissions, the applicant should provide a response letter that acknowledges/addresses each of these comments.**

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**Site Plans**

**Existing Conditions Plan**

1. The existing utility pole that is along the curb line adjacent to the “One-Way and Parking Sign” in front of the existing house should be shown on the plans.

**Demolition Plan**

2. The existing “One-Way and Parking Sign” adjacent to the northwest corner of the existing house should be maintained. It is located across from the parking lot driveway on the opposite side of the road to help in form drivers that the road is one-way.

*Engineering Services*  
City Hall • 41 Green Street • Concord, NH 03301 • (603) 225-8520  
*engineering@concordnh.gov*

## Site Plan

3. It is unclear if a new primary entrance will be provided or if the existing door will be utilized. In addition, the existing entrance has a step up into the building. The plans should specify how existing/proposed entrance will be modified to comply with accessibility requirements.
4. The designer should consider a bollard adjacent to the primary entrance door to help protect this area from vehicular traffic.
5. The signpost for the “no parking” sign that is located across the street from the proposed driveway should be replaced with a taller post and a “one-way” arrow sign should be provided to help inform drivers exiting the proposed parking lot that the road is one-way.
6. Curbing or guardrail should be installed along the back of the parking spaces instead of the proposed wheel stops in accordance with Section 18.19 of the Site Plan Regulations.
7. A “No Parking” sign should be provided at the front of the access aisle for the accessible parking spaces in accordance with Section Abfd 303.02(b)(3) of the NH AB Code and Part Bcr 303 (Changes or Updates to the International Building Code 2009, Amendment 9, 502.4.4.1) of the State Building Code.
8. Bicycle parking should be provided based on Section 30.03 of the Site Plan Regulations and the 2010 Bicycle Master Plan; and designed as follows:
  - a. Located as close to the main entrance as practicable;
  - b. The City’s preferred rack designs are an inverted “U” or a post and ring type where the center post is the same dimension as the rings.
  - c. Acceptable racks are the Square U Rack by MADRAX, Downtown Rack by Dero or similar.
  - d. Refer to the Association of Pedestrian and Bicycle Professionals (APBP) Bicycle Parking Guidelines or the City of Cambridge Bicycle Parking Guide (Appendix L, 2010 Concord Bicycle Master Plan) for additional information of acceptable rack types and layouts. A copy of the Bicycle Master Plan is available on the Planning Division section of the City’s web page, [www.concordnh.gov](http://www.concordnh.gov).
  - e. A detail of the selected rack and layout dimensions should be included in the plans.

## Grading and Drainage Plan

9. The curb reveal at the top of the curb ramp on the west side of the driveway should be 5 in min. to match the existing curb reveal. The spot grades and length of the curb ramp in this area should be adjusted accordingly.

10. The plan specifies a sediment log along the east side of the parking lot. It is unclear if this is intended to be a temporary or permanent installation. For aesthetic The ESD recommends that it be removed upon completion of construction

### **Construction Details**

11. A standard pavement detail should be provided for the portions of the drive that are within the ROW (3" pavement, 6" min. crushed gravel).
12. The Bituminous Sidewalk Vertical Granite Curb Detail should be revised to specify a 1-1/2" wearing course and 1-1/2" binder course.
13. The Sawcut Detail should be replaced with the City's current Sawcut Requirements Detail.
14. A detail should be provided for the proposed site light pole foundations.

### **Lighting Plan**

15. The designer should confirm that the light pole foundation will not conflict with the drainage system.
16. The lighting levels at the property line on the west side of the parking lot exceed the 0.2 fc max. level required by Article 28-7-7(j) of the Zoning Ordinance.

### **General Comments**

17. It is our understanding that there may be an agreement between the Center and the Congregation Church to use the existing parking lot off of Washington Street at times. If so, additional information should be provided on how the members of the center will access the building. In a new entrance will be provided its location should be shown on the plans.

### **Pre-Construction Items**

The following items will need to occur prior to the start of construction (unless otherwise noted).

1. The applicant/contractor shall set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
2. A Demolition Permit will be required from the Code Administration Division for removal of the existing house.
3. The following permit(s) will need to be obtained from the Engineering Services Division:
  - a. Driveway Permit
  - b. Excavation Permit (for work within the ROW)

Re: Review Comments (2017-45)  
Islamic Society, 9 Pearl Street and 181 North Main Street  
Date: 10/10/2017

4. The contractor shall submit a Temporary Traffic Control Plan (TTCP) for all work in and adjacent to the City ROW that will require lane closures or occur adjacent to the edge of road. (submit to the ESD for review and approval a minimum of two weeks prior to the pre-construction meeting)
5. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$5,000 (min. amount) based on a 0.5 ac disturbance area. (establish surety prior to pre-construction meeting)
6. Advanced deposit for site construction inspection fees (initial deposit amount determined by the ESD based on the project schedule and estimated services, final inspection fee to be adjusted based on actual services rendered). A project schedule should be submitted a min. of two weeks prior to the pre-construction meeting for use in establishing the deposit amount. (submit deposit a min. of three days prior to pre-construction meeting)