



PLANNING AND DEVELOPMENT

Commercial Preliminary Development Plan Applicant's Letter

Date: Friday, April 03, 2015

To:

Applicant: TOWNSEND SUMMIT LLC Email: steve@townsendcapital.com Fax #: (410) 321-1901

Property Owner: TOWNSEND SUMMIT LLC Email: richardc@townsendcapital.com Fax #: (410) 321-1901

Engineer: THH INC Email: jhuss@thhinc.com Fax #: (573) 814-1128

Architect: GOULD EVANS Email: graham.smith@gouldevans.com Fax #: (816) 931-9640

From: Christina Stanton, Senior Planner

Re:

Application Number: PL2015034

Application Type: Commercial Preliminary Development Plan

Application Name: SUMMIT INNOVATION CENTER

Location: 701 NW WARD RD, LEES SUMMIT, MO 64086

Tentative Schedule

Submit revised plans by noon on Tuesday, April 21, 2015 (4 paper copies, 1 reduced (8 ½ x 11 copy)).

Applicant Meeting 04/08/2015 09:00 AM: **04/08/2015 9:00 AM**

Planning Commission Meeting 05/12/2015 05:00 PM: **05/12/2015 5:00 PM**

City Council Public Hearing 06/04/2015 06:15 PM: **06/04/2015 6:15 PM**

City Council Ordinance 06/18/2015 06:15 PM: **06/18/2015 6:15 PM**

If the revised submittal deadline is not met or plans are deficient, the item will be moved to a later meeting and a new deadline will be set. Future deadlines and meeting dates can be found on the "Planning Commission Meeting Dates" handout. Dates are subject to change; we will keep you informed throughout the process.

Excise Tax

On April 1, 1998, an excise tax on new development for road construction went into effect. This tax is levied based on the type of development and trips generated. If you require additional information about this development cost, as well as other permit costs and related fees, please contact the Permitting and Plan Review Division of the Codes Administration Department at 969-1200.

Planning Commission and City Council Presentations

Presentations before the Planning Commission and City Council shall be (1) in electronic format or (2) reduced drawings for use on the Document Camera to display on the screen. Electronic presentations shall be on a laptop, CD

ROM, DVD, or flash drive. The City's presentation system can support Word, Excel, Power Point, Adobe, Windows Media Player and Internet Explorer applications. Presentation boards will no longer be allowed. The presentation(s) shall be submitted to Planning and Development staff no later than the day of the Planning Commission meeting by 4 pm.

Notice Requirements

1. Notification of Surrounding Property Owners.

- **Mail Notices.** The applicant must mail letter notices to all property owners within 185 feet at least 15 days prior to the hearing. Sample notices are available. The notice must include:
 - time and place of hearing,
 - general description of the proposal,
 - location map of the property,
 - street address, or general street location
 - statement explaining that the public will have an opportunity to be heard
- **File Affidavit.** An affidavit must be filed with the Planning and Development Department prior to the public hearing certifying the notices have been sent. Provide a list of the property owners notified and a copy of the notice sent.

2. Notice Signs.

- **Post Sign.** The applicant shall post a sign on the premises, at least 15 days prior to the date of the hearing, informing the general public of the time and place of the public hearing. When revised plans are submitted, staff will prepare the sign and provide it to the applicant for posting.
- **Maintain Sign.** The applicant shall make a good faith effort to maintain the sign for at least the 15 days immediately preceding the date of the hearing, through the hearing, and through any continuances of the hearing. The sign shall be placed within 5 feet of the street right-of-way line in a central position on the property that is the subject of the hearing. The sign shall be readily visible to the public. If the property contains more than one street frontage, one sign shall be placed on each street frontage so as to face each of the streets abutting the land. The sign may be removed at the conclusion of the public hearing(s) and must be removed at the end of all proceedings on the application or upon withdrawal of the application.

Analysis of Commercial Preliminary Development Plan:

Planning Review	Christina Stanton (816) 969-1607	Senior Planner Christina.Stanton@cityofls.net	Corrections
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1. Please submit an electronic copy of the legal description. Microsoft Word document or selectable text PDF are the preferred file formats. The legal description can be emailed to the planner's email address above.

2. Add the distances and bearings from the legal description to the map.

3. Lots 5 and 6 are flipped on the Plat.

4. Staff recommends adjusting the lot line between lots 4 & 5 and maintaining shared access for these lots from both Ward Road and Innovation Drive.

5. Impervious Coverage. The impervious coverage references the Stormwater Report, which mentions a 68% limitation. Is the limitation overall or on a lot-by-lot basis?

6. Label the dimensions of the setback lines.

7. Parking--General. It appears that the parking counts need to be re-reviewed. While most lots and buildings meet the required parking the only areas I counted the same (or nearly the same) as the proposed number was for Lot 5, Building 6 and Lot 3, Building 2. Lot 4, Building 4 appears to be deficient of the required parking.
8. Parking--Hospitality. Is it intended that the hotel/motel will not have a restaurant or lounge open to the public? Under the current parking counts, if this were to change additional parking would be required or a modification would be needed.
9. Parking--Educational. Where does the 3/1,000 for educational come from? The Unified Development Ordinance (UDO) has 10/classroom for college/university and 6/classroom for high school. Provide a parking study for an alternate parking plan to support the requested 3/1,000.
10. Lighting. Add a note stating that all exterior lighting fixtures, their heights, and intensity shall meet the standards in the UDO. Detailed specifications can be provided at the final development plan (FDP).
11. Monument Signs. Article 13 of the UDO allows for 1 freestanding sign per building. Monuments are permitted with up to 96 square feet of structure area; up to 72 of the 96 square feet may be sign face area; a maximum of 12 feet in height and 75 feet between freestanding signs. It would appear that the southernmost monument sign on Lot 4 needs a modification to allow for an additional sign and for being less than 75 feet from another freestanding sign. If any other modifications are needed more specific details will need to be provided.
12. Landscaping--Street Frontage Trees. Most lots do not appear to be meeting the minimum required street frontage trees, but have excess open yard trees. Ordinance modifications need to be specific. Is a modification being sought to the number of street trees, where, and how many?
13. Landscaping--Shrubs. Staff cannot ascertain whether the number of shrubs are met because individual shrubs are not identified on the map, only "shrub massing areas". Either provide a note stating that the number of shrubs shall meet the requirements of the UDO per Sections 14.090.A.3 and B.1 and 14.120.C, or revise the plans to show greater detail and request of modification if needed.
14. Landscaping--Plant Size. The UDO requires a minimum of 3 inch caliper for deciduous trees. A modification is needed for 1 1/2 inch caliper ornamental trees.
15. Previously Approved Waivers/Modifications. Four waivers/modifications were granted on the previously approved PDP, which was under the 715 zoning ordinance.
- (1) "A waiver...to allow a sidewalk on only one side of the beltroad where the hike and bike trail runs parallel to the road to link the park and pond areas." Sidewalk shall be required along the east side of Ward Road. Funds for the sidewalk could be escrowed in Phase I and the sidewalk constructed in Phase II, or the installation could be delayed to be installed at the same time as the expansion of Ward Road.
- (2) "A waiver...to exclude required berming along the parking lots, where other methods of screening are proposed." Under the current zoning ordinance, the UDO, other methods of screening parking lots are allowed so this modification is no longer needed.
- (3) "A waiver...to the strict application of the number of shrubs and trees required by the Landscaping and Tree Protection sections of the ordinance, with compliance to the submitted 'Landscape Concept and Open Space Plan' required in lieu thereof." Ordinance modifications need to be specific. Will a modification be needed for the number of shrubs? How many?
- (4) "A waiver...to the parking stall size, to allow 9' x 18' instead of 9' x 19'." It does not appear that this modification is needed based on dimensions provided on Sheet AS100.
16. Provide typicals of the other proposed buildings and a trash enclosure.

17. Add a note stating that all curbing shall be CG-1 concrete curbing per Section 12.120.F.1.d of the UDO, and pavement shall be per Section 12.120.F.1.a and b.

18. Add a note stating that all mechanical equipment shall be screened per the UDO.

Engineering Review

Gene Williams
(816) 969-1812

Senior Staff Engineer
Gene.Williams@cityofls.net

Corrections

1. The "Sewer Demand Report" dated March 19, 2015 does not appear to follow the City of Lee's Summit criteria for a sanitary sewer analysis. For instance, peak inflow was assumed to be zero. The Design and Construction Manual does not allow for this assumption to be made. In addition, it did not appear that the downstream connection was taken into account, including the hydraulic grade line at the connection point. The hydraulic grade line of the existing downstream system into which the sewer discharges should be taken into account, and calculations should be shown which demonstrate a freely-flowing system with sanitary sewer flows below the top of the pipe, and the hydraulic grade line at the connection point being above the hydraulic grade line of the receiving sewer.

2. The "peaking factor" used in the "Sewer Demand Report" dated March 19, 2015 is not necessary. Please refer to comment #1, and use the peak inflow calculation rather than a "peaking factor".

3. It appears that considerable amounts of fill will be placed on the northwest portion of the project site. Will the area listed as "Future Development" also include fill? The reason this question is asked are the existence of two (2) access points to the "Future Development", and it is unclear how this will be achieved with the placement of fill in this area.

4. Landscape Plan: Please show the locations of all existing and proposed City-owned utilities (i.e., water, sanitary sewer, and stormwater), and the location of all private water lines, private fire lines, private sanitary sewers, private storm sewers and structures, and private fire line backflow vaults. City-owned utilities should be a minimum of five (5) feet from any tree, as measured from the mature tree trunk to the outside of the City-owned utility (i.e., outside of the pipe, manhole, or structure).

6. Please add a note to the Preliminary Development Plan stating that all pavement thickness and base will follow the Unified Development Ordinance (UDO) Article 12.

8. Utility Plan C102: Please label the private storm lines (i.e., all interior storm lines) as "private". This would include the extended box culvert.

9. Utility Plan C102: Please show and label the locations of all proposed easements.

10. Utility Plan C102: A 12" sanitary sewer line is shown in the northeast portion of the site. It is unclear how this new sanitary sewer line can be installed and still meet the maximum fifteen (15) feet depth of cover requirement contained within the Design and Construction Manual. This is based on a review of the grading plan.

11. Utility Plan C102: Please move the private box culvert outside of the right of way and easements, with the exception of street crossings.

12. Please be aware of the following requirements concerning sanitary sewer lines: 1) maximum depth of fifteen (15) feet as measured from the top of rim to the top of pipe, and 2) minimum of fifteen (15) feet distance from any proposed permanent building, structure, or retaining wall. It appears these requirements will not be met.

13. Utility Plan C102: It appears the public sanitary sewer should be extended to the northwest plat boundary in accordance with the Design and Construction Manual.

14. Utility Plan C102: Please be aware that the maximum depth of cover for water lines is seven (7) feet, and the minimum depth of cover is 42 inches.

15. Please be aware that retaining walls, if proposed, cannot cross easements.

16. Utility Plan C102: A 12" sanitary sewer main is shown extending to Main St along the north property line of Lot 5. Is the intent of this public main to connect the existing sanitary sewer from the west? If so, please indicate on the plan sheet, and please ensure that the maximum depth of cover is not exceeded. There appears to be considerable amounts of fill placed in the vicinity of this location, and it is possible that the proposed sanitary sewer will exceed the maximum depth of cover.

17. Please be aware that separate engineering plans will be required for all public improvements, including street, stormwater, sanitary sewers, waterlines, and erosion and sediment control.

18. Please be aware that all United States Army Corps of Engineers (USACE) requirements, if any, should be met for the project. Approvals from the USACE should be forwarded to the City.

19. Please show sidewalk along the east side of Main Street.

Fire Review

Jim Eden
(816) 969-1303

Assistant Chief
Jim.Eden@cityofls.net

Corrections

1. All issues pertaining to life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to the safety to fire fighters and emergency responders during emergency operations, shall be in accordance with the 2012 International Fire Code.

For information only.

2. IFC 507.5.1- Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Additional hydrants are needed to meet the 300' rule for the majority of the buildings. Hydrants are also needed along Ward.

IFC App C Table 105.1 .

Where streets are provided with median dividers which cannot be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis up to a fire-flow requirement of 7,000 gallons per minute and 400 feet for higher fire-flow requirements.

\line Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.

Provide a revised hydrant plan.

3. IFC 903.3.7- Fire department connections. The location of fire department connections shall be approved by the fire code official. Connections shall be a 4 inch Storz type fitting and located within 100 feet of a fire hydrant, or as approved by the code official.

Show the location of the fire main, FDC, and additional supply hydrant (if needed) for the buildings required to be provided with an automatic sprinkler system by IFC 903.2 and local amendments.

4. IFC 503.3- Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

For information only

5. IFC 503.2.3 -Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

For information only.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Consider a driveway connection between Building 7 (east side parking lot) and Lot 6 (parking lot/drive aisle).

2. Access easements needed along the north/west property line/shared driveway and shared private driveways throughout the development.

3. A brief review of the traffic study did not reveal any issues or comments that would impact the PDP. A more detailed review of the traffic study will be completed and associated comments coordinated directly with the applicant and their engineer(s) in the next couple weeks. PDP related off-site improvements and phasing of such improvements will be listed in the staff recommendations for PDP approval and require an agreement.