

**PLANNING AND DEVELOPMENT**

**Residential Preliminary Development Plan  
Applicant's Letter**

**Date:** Wednesday, June 10, 2015

**To:**

**Property Owner:** JOHN KNOX VILLAGE      Email:      Fax #: <NO FAX NUMBER>

**Engineer:** WESTWOOD ENGINEERING      Email:      Fax #: <NO FAX NUMBER>  
CHUCK.LAMPING@WESTWOODPS.COM

**Applicant:** SFCS ARCHITECTS      Email:      Fax #: (540) 343-6925

**From:** Ron Seyl, Planner

**Re:**

**Application Number:** PL2015074

**Application Type:** Residential Preliminary Development Plan

**Application Name:** JOHN KNOX VILLAGE MEADOWS

**Location:** 628 NW PRYOR CIR, Unit:B, LEES SUMMIT, MO 640811812 NW OBRIEN RD, Unit:A,  
LEES SUMMIT, MO 64081

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**Tentative Schedule**

Submit revised plans by noon on Tuesday, June 23, 2015 (4 paper copies, 1 reduced (8 ½ x 11 copy).

Applicant Meeting 06/10/2015 12:00 AM 09:00 AM: **06/10/2015 12:00 AM**

Planning Commission Meeting 07/14/2015 12:00 AM 05:00 PM: **07/14/2015 12:00 AM**

City Council Public Hearing 08/06/2015 12:00 AM 06:15 PM: **08/06/2015 12:00 AM**

City Council Ordinance 08/06/2015 12:00 AM 06:15 PM: **08/06/2015 12:00 AM**

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 Residential Preliminary Development Plan:

### Planning Review

Ron Seyl  
(816) 969-1603

Planner  
Ron.Seyl@cityofls.net

Corrections

1. OWNERSHIP AFFIDAVIT.  
There was no Ownership Affidavit submitted with the application. William Hammerly was previously authorized by John Knox Village to sign the Ownership Affidavit which is part of the application. Please provide documentation of the individual now authorized by John Knox Village to sign the Affidavit.

### 2. LEGAL DESCRIPTION.

Please submit an electronic copy of the legal description. Microsoft Word document or selectable PDF are the preferred file formats. The legal description can be emailed to the planner's email address below.

### 3. OIL & GAS WELLS.

Display the location of all active, inactive or capped oil and/or gas wells within the subject property. If none exist, please note that fact. Also, please note the source of information regarding the wells.

#### 4. STREETS.

Display the ROW width, the pavement width, radii, and centerline of streets and alleys, both public and private.

#### 5. ADJACENT PROPERTIES

Label names of the abutting subdivisions. Also, label the surrounding land uses and zoning districts of adjacent properties within 185 feet of the subject development.

#### 6. DIMENSIONS

Provide dimensions of lots and lot areas on the site plan. Also, provide sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan.

#### 7. SETBACKS

Label and show the platted 30' building setbacks lines from Shamrock Ave, O'Brien Rd and Moore St.

#### 8. LAND USE TABLE

Provide the following information in the land use table on Sheet 2:

A. Provide the total number of dwelling units for each building as this information is needed to determine minimum parking requirements for the proposed development.

B. Impervious coverage.

C. Number of required parking spaces.

D. There are X's at various points in the Land Use Table. This does not provide information that is required for the Preliminary Development Plan. Please revise.

E. Based on the provided information, the calculations for the FAR do not appear to be correct. Please revise.

F. Dwelling units per acre.

G. A narrative statement that explains the need for modification of the applicable zoning district regulations. Such modification may be permitted pursuant to Article 5 of the Unified Development Ordinance, and shall be submitted in support for the preliminary development plan approval.

#### 9. ACCESS AISLE WIDTH.

Display the width of all access aisles and ingress/egress drives. Per Unified Development Ordinance Article 12, Table 12-4, the minimum parking lot aisle width for one way or two-way traffic with parking space angles of 90 degrees is 24 feet wide (excluding curbs and gutters). The minimum width of driveways for ingress and egress for the project is also 24 feet (excluding curbs and gutters).

#### 10. SIGNAGE.

Please provide renderings of any proposed signage for the site; show the dimensions of the sign and sign structure. Also indicate the proposed placement of the signage on the site plan. All signage must comply with Unified Development Ordinance Article 13 - Signs.

#### 11. COLORS

Colors of all exteriors including walls, trim, accents, roofs, mechanical equipment, etc., shall be indicated on the preliminary development plans. Please provide.

#### 12. MECHANICAL EQUIPMENT

Please show the proposed location of mechanical equipment and the screening methods.

A. Roof-mounted equipment shall be screened entirely from view by using parapet walls at the same height as the mechanical units.

B. Ground mounted equipment shall be totally screened from view by landscaping or masonry wall up to a height of the units to be screened.

### 13. TRASH ENCLOSURES

Provide the location and screening methods for all exterior trash storage containers. All exterior trash storage containers shall be screened so that they are not visible from off the property.

Each trash enclosure shall be constructed of masonry walls with a steel gate painted to be compatible with the color of the masonry walls and building it is to serve.

### 15. PHOTOMETRIC PLAN

A photometric plan shall be required for all new development, redevelopment, parking lot development or expansion where outdoor lighting is proposed or when otherwise required by the Director. The photometric plan shall be prepared by a lighting professional that is certified by the National Council on Qualifications for the Lighting Professions (NCQLP), or a State licensed professional engineer, architect, landscape architect or land surveyor.

Please refer to Article 7 of the Unified Development Ordinance for photometric plan requirements.

### 16. POST-CONSTRUCTION PHOTOMETRIC PLAN.

For future reference, for projects abutting or adjacent to residential properties, a photometric plan providing the as-constructed lighting levels shall be provided to the Department of Planning and Development prior to the issuance of a Final Certificate of Occupancy. The as-constructed photometric plan shall indicate the footcandle levels on a 10-foot by 10-foot grid.

### 17. WALL-MOUNTED LIGHTING

Provide information on proposed wall-mounted lighting. Include fixture type, location, height and intensity.

A. Metal halide or light emitting diodes (LED's) shall be the approved light source for all outdoor lighting.

B. All outdoor light fixtures shall use full cut-off lenses, as classified by the Illuminating Engineering Society of North America (IESNA), to prevent glare and light spill from the project site onto adjacent properties, buildings and roadways. All lights shall be International Dark-Sky Association (IDA) approved fixtures.

C. Provide manufacturer's specification sheets for all proposed exterior parking lot and wall-mounted lighting.

D. Fixtures shall not exceed a mounting height of 15' above grade and shall not exceed 150 watts.

### 18. PARKING LOT LIGHTING

Parking lot lighting shall utilize flat lens fixtures with full cut-offs and be mounted to the parking lot light pole at 90 degrees (horizontal to the ground) and shall be non-adjustable. If any variations on this type of fixture are being proposed for any of the parking lot lighting, the applicant will need to formally request a modification to the UDO requirements. Fixtures shall be limited to 175 watts.

### 19. LIGHT POLES

Please provide details the light poles and light pole bases.

### 20. PHASING

Provide information on the proposed phasing of the project.

## 21. FOUR SIDED ARCHITECTURE

Show side elevations for all proposed buildings. Per the ordinance, all sides of buildings shall include similar architectural details materials and colors.

## 22. RETAINING WALLS

What materials will the proposed retaining walls on the the property be composed of? Also, all retaining walls over 4' in height will require a building permit and plans sealed by a registered design professional.

## 23. PLATTING

The subject properties must be re-platted prior to issuance of any building permits.

## 24. ACCESSABLE PARKING SPACES

The Site Summary Table on Sheet 2 indicates that 12 handicapped accessible parking spaces will be provided for the development, but only 10 spaces are indicated on the plans. Where will the 2 additional spaces be located?

## 25. PAVEMENT.

Per Section Unified Development Ordinance Section 12.120 - Parking Lot Design, All vehicle parking and loading areas and all access drives shall be improved with one of the following:

A. All vehicle parking and loading areas and all access drives shall be improved with one of the following:

- (i) a minimum 5-inch asphaltic concrete base overlaid with a 2-inch asphaltic concrete surface constructed on a sub-grade of either 12-inch prepared soil, 8-inch aggregate or 9-inch fly ash treated soil;
- (ii) a minimum 6 inches of full depth unreinforced Portland cement concrete constructed on a sub-grade of either 12-inch prepared soil, 8-inch aggregate or 9-inch fly ash treated soil.

B. Designated fire lanes and delivery/freight truck access lanes shall be improved with one of the following:

- (i) a minimum 6-inch asphaltic concrete base overlaid with a 2-inch asphaltic concrete surface constructed on a sub-grade of either 12-inch prepared soil, 8-inch aggregate or 9-inch fly ash treated soil;
- (ii) a minimum 6 inches of full depth unreinforced Portland cement concrete constructed on a sub-grade of either 12-inch prepared soil, 8-inch aggregate or 9-inch fly ash treated soil.

## 26. PARKING SPACES

The Site Plan on Sheet 2 calls out a total of 82 parking spaces for the parking lot on the northern edge of the development but only 81 spaces are shown. Please revise applicable parking information.

## 27. LANDSCAPING

Provide a landscaping table that contains the information as listed in the City's development ordinance. A landscaping worksheet has been attached for the applicant's assistance in providing the required information.

Also, submit a landscape schedule that includes species type, caliper/height, and quantity.

## 28. CLARIFICATION

What is the "S"-shaped figure along O'Brien in front of the IL Building, between the sidewalk and parking lot?

## 29. CURBING

Identify all proposed curbing as CG-1. CG-1 curbing shall be required around the boundaries of all parking lots, driveways and any private street.

30. Show all existing and proposed easements.

**Engineering Review**

Gene Williams  
(816) 969-1812

Senior Staff Engineer  
Gene.Williams@cityofls.net

Corrections

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1. Please label the new reinforced concrete box culvert as private.
2. Please label all interior storm lines as private.
3. A final stormwater analysis will be required at the Final Development Plan phase to determine whether the reinforced concrete box is sized adequately to manage the 100 year event with a minimum of a two (2) foot freeboard between the 100 year water surface elevation and the lowest opening on the building. The stormwater analysis will also need to show the other modifications and relocations are sized adequately.
4. All existing easements should be shown and labeled.
5. It appears the new reinforced box culvert will be placed within a utility easement shown on "John Knox Village, 7th Plat". This easement will need to be vacated since the new culvert will be private.
6. It appears that a portion of the new reinforced box culvert will be placed within a dedicated sanitary sewer easement shown on "John Knox Village, 8th Plat".
7. It appears there are public sanitary sewer lines shown beneath buildings. The Design and Construction Manual requires a minimum fifteen (15) foot separation from the sanitary sewer to a building, as measured from the outside of the pipe.
8. Portions of the existing sanitary sewer easement shown on "John Knox Village, 8th Plat" will need to be vacated after relocating the sanitary sewer to its new alignment. The vacation of easement request can be started immediately, with final approval of the vacation request to be sent to the City Council after the new alignment has been issued a Certificate of Substantial Completion.
9. A retaining wall is shown closer than fifteen (15) feet to the sanitary sewer just north of the new 1 story commons building. A minimum of fifteen (15) feet separation is required between all structures and the sanitary sewer.
10. Existing Utility Map on Sheet 4 of 20: The information on this sheet is illegible and appears to be incomplete. At a minimum, all City-owned utilities should be shown, and easements clearly labeled.
11. Please label Shamrock Ave. as private.
12. Sheet 7 of 20: Please label all storm sewers as private, including storm line B. This storm sewer should be private from the existing curb inlet to the discharge at the lake. Please label any existing utility easements
13. Please note that plan and profile views of the storm sewer system, including private storm sewer systems, will be required at the Final Development Plan phase of the project. Hydraulic grade lines for the design storm should be shown on the profile views.
14. Sheet 8 of 20: The public sanitary sewer is shown beneath the private reinforced concrete box culvert. This is not allowed.

15. Sheet 8 of 20: The utility plan is incomplete. The water line is only partially shown on O'Brien Rd. and Moore St. Notes concerning the water tap are pointing at the building rather than the water line. Backflow vaults were not shown, although they are called-out in the notes.
16. Sheet 8 of 20: The relocated water line to the west of the 3 story independent living building is less than fifteen (15) feet from the water line. The Design and Construction Manual requires a minimum of fifteen (15) feet separation as measured from the outside of the pipe to the building.
17. Please show the locations of all proposed retaining walls on the utility plan. Please label the retaining walls.
18. Provide a note that all paving shall follow the Unified Development Ordinance (UDO) Article 12 in terms of pavement thickness and sub-grade requirements.
19. Please be aware that a United States Army Corps of Engineers (USACE) permit may be required for any work within the existing stormwater channel.
20. Please be aware that all public infrastructure (i.e., relocated water lines and relocated sanitary sewers) will require separate engineering plans (i.e., separate from the Final Development Plan). The sanitary sewer relocation and the water line relocation may require an MDNR Construction Permit as determined by the length of the relocation, and the applicant shall be responsible for securing these permits (if applicable).
21. Finish floor elevations shown on Sheet 5 of 20 may need to be evaluated at the Final Development Plan phase to determine whether they are high enough to comply with the 2 foot freeboard requirement between the 100 year water surface elevation and the lowest opening.

#### **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 .
  2. IFC 503.2.1 - Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).
- All fire lanes shall be a minimum of 20 feet, or 26 feet for aerial access. Provide a detail and specification for the fire lanes.
3. 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.
  4. 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.
  5. Aerial Access to Buildings-

D105.1 Where required.

Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

D105.2 Width.

Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D105.3 Proximity to building.

At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

D105.4 Obstructions.

Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

Make corrections to meet these requirements.

6. IFC 507.1 - An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

Confirm there is adequate water supply for the area per IFC Appendix B, Table B105.1.

7. 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 locations of the FDC's and supply hydrants.

8. 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.

Provide a hydrant plan that meets this requirement and IFC Appendix C.

9. What is the total height of the five story building? Will it qualify as a high rise under the International Building Code?

10. During construction-

3310.1 Required access.

Approved vehicle access for fire fighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet (30 480 mm) of temporary or permanent fire department connections. Vehicle access



shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.

11. During construction-

3312.1 When required.

An approved water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material arrives on the site.

<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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- 1. Submt Traffic Study for Review
- 2. Consolidate the two driveways east of Shamrock and align with existing (e.g. the planned driveway farthest east is okay, eliminate the other and connect the parking lots internally). This would be substantially compliant with the Access Management Code.
- 3. Show the change in traffic control for the intersection of Shamrock and O'Brien from all-way stop to only a stop sign on Shamrock.