
PLANNING AND DEVELOPMENT

Commercial Preliminary Development Plan Applicant's Letter

Date: Friday, July 20, 2018

To:

Applicant: THOMPSON PROPERTIES L L C

Email:

Fax #: <NO FAX NUMBER>

Engineer: HG CONSULT, INC

Email:

Fax #: <NO FAX NUMBER>

From: Shannon McGuire, Planner

Re:

Application Number: PL2018108

Application Type: Commercial Preliminary Development Plan

Application Name: DOUGLAS CORNERS, LOT 1B

Location:

Tentative Schedule

Submit revised plans by noon on Tuesday, August 07, 2018 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: July 25, 2018 at 09:00 AM

Planning Commission Meeting: August 28, 2018 at 05:00 PM

City Council Public Hearing: September 20, 2018 at 06:15 PM

City Council Ordinance: October 04, 2018 at 06:15 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.

Electronic Plans for Resubmittal

Beginning Monday, May 23, 2016, all Planning application and development engineering plan resubmittals shall include an electronic copy of the documents as well as the required number of paper copies. This will allow us to provide a higher level of electronic correspondence with our Planning Commission, City Council, and the City's GIS Division.

Electronic copies shall be provided on CD in the following formats

- Plats – All plats shall be provided in Tagged Image Format File (TIFF) Group 4 compression.
- Engineered Civil Plans – All engineered civil plans shall be provided in Tagged Image Format File (TIFF) Group 4 compression. All sheets shall be individually saved and titled with the sheet title.

- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided in Portable Document Format (PDF).
- Studies – Studies, such as stormwater and traffic, shall be provided in Portable Document Format (PDF).
- It is requested that each plan sheet be a maximum of 2MB.

Please contact Staff with any questions or concerns.

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 Development Services Department at (816) 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, PowerPoint, Adobe, Windows Media Player and Internet Explorer applications. Presentation boards will no longer be allowed. The presentation(s) shall be submitted to Development Services Department staff no later than the day of the Planning Commission meeting by 4:00 pm.

Notice Requirements

1. Notification of Surrounding Property Owners.

- **Mail Notices.** The applicant must mail letter notices to all property owners within 185 feet from the boundaries of the property for which the application is being considered 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 Codes Administration 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 sent notice .

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:

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
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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 503.2.3 - 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.

Planning Review

Shannon McGuire
(816) 969-1237

Planner
Shannon.McGuire@cityofls.net

Corrections

1. The stairs/landing on the southeast corner of the proposed building is located within the utility easement that runs parallel to the south property line. Please update the plans so this the stairs do not interfere with the U/E.

2. Please label the dimensions of the driveways.

3. Please show the location, height, intensity and type of outside lighting fixtures for buildings and parking lots.

4. Please provide a photometric diagram indicating the foot candle levels throughout the site and at the property lines.

5. Please provide the manufacturer's specification sheets for proposed exterior lighting to include both parking lot pole mounted and wall mounted fixtures. The specification sheets shall indicate the exact fixture to be used.

6. Is any ground mounted mechanical equipment being proposed? If so please provide the manufacturer's specification sheets and show the location, size, and type of material to be used in all screening of ground mounted mechanical equipment.

7. Are any freestanding signs being proposed? If so please show the location, size, and type of material of all proposed monument or freestanding signs.

8. The dashed lines of the rooftop mechanical equipment shows they are close to the same height as the parapet wall. Please acknowledge that the screening wall will be as tall as or taller than the proposed rooftop mechanical equipment.

9. How many bed rooms will be in the proposed apartments? Please provide the floor plan for the 2nd floor residential units.

10. Deciduous trees shall be a minimum of 3 inch caliper, measured at a point 6 inches above the ground or top of the root ball, at planting. Please update the plans to reflect this requirement.

11. The UDO requires a buffer/screen between developments of differing land uses adjoining one another. A high impact screening buffer is required along the north property line adjacent to the R-1 zoned district and a medium impact screening buffer is required along the east property line adjacent to the church property.

12. On the west elevation staff would like to see the center (4th) store front's roof line raised to give more break in the horizontal line. Additionally, staff would like to see the façade pulled out 1-2 feet to create more depth.

13. Please incorporate additional architectural elements on the rear elevation of the proposed building to create more depth and breakup the long flat wall.

14. Are any rooftop amenities proposed for the residential apartments?

Engineering Review

Sue Pyles
(816) 969-1245

Senior Staff Engineer
Sue.Pyles@cityofls.net

Corrections

1. Storm Water Drainage Report:

- Include "Preliminary" in the title.
- Include existing and proposed drainage area maps.
- It appears that there is a portion of the site drains to the north in both existing and proposed conditions. Please identify those areas in both existing and proposed drainage area maps.
- The report is missing required elements. I believe you have been provided a list of required elements previously, but if needed can provide it again.

2. The building stairs encroach on the utility easement, which is not allowed. Please revise.

3. Sheet 4: The bottom of the detention basin appears to be mostly flat. Please ensure that water is able to get from the inflows to the outflow location without causing standing water.

4. Sheet 7: Because the water main must be extended thru the adjacent lot to reach this lot, the line between Tudor Road and this relocated fire hydrant will be a public line. Revise the plans accordingly. A public utility easement will be required for this water line.

5. Sheet 7: Since a public main is provided to this lot, you can bring both fire and domestic water lines off of the same line, rather than having them on separate sides of the lot. Please revise.

6. Sheet 7: A backflow prevention device is required. Please add to the plans.

7. Sheet 7: Remove the cleanouts from the sanitary sewer force main. They are not to be used with this type of sewer line.

8. Sheet 7: Is a 3" sanitary sewer line required? The expected flows would seem to only require a 2" line so sewage does not sit in the line.

9. Sheet 9: Remove curb details, the City's standard detail is included on Sheet 12.

Traffic Review

Michael Park
(816) 969-1820

City Traffic Engineer
Michael.Park@cityofls.net

No Comments
