



PLANNING AND DEVELOPMENT

Commercial Preliminary Development Plan Applicant's Letter

Date: Friday, August 31, 2018

To:

Property Owner: LINK RICHARD D

Email:

Fax #: <NO FAX NUMBER>

Applicant: MID CONTINENT PUBLIC LIBRARY

Email:

Fax #: <NO FAX NUMBER>

Engineer: OLSSON ASSOCIATES

Email:

Fax #: <NO FAX NUMBER>

Architect: SAPP DESIGN ARCHITECTS

Email: STUFFLEBEAM@SDAARCHITECTS.COM

Fax #: <NO FAX NUMBER>

From: Shannon McGuire, Planner

Re:

Application Number: PL2018145

Application Type: Commercial Preliminary Development Plan

Application Name: NEW EAST LEES SUMMIT BRANCH LIBRARY

Location: 2240 SE BLUE PKWY, LEES SUMMIT, MO 64063

Tentative Schedule

Submit revised plans by noon on Tuesday, September 18, 2018 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: September 05, 2018 at 09:00 AM

Planning Commission Meeting: October 11, 2018 at 05:00 PM

City Council Public Hearing: November 06, 2018 at 06:15 PM

City Council Ordinance: November 20, 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
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1. The Alta/NSPS Land Title Survey sheet does not scale out. It seems the sheet provided may not have been printed to the correct scale. Please provide a sheet that accurately depicts the scale of what is being proposed.

2. The required buffer/screen between developments of differing land uses adjoining one another shall comply with Table 14.1 of the UDO. The intensity of the required buffer/screen is established according to the intensity of the abutting uses, i.e., retail development adjacent to a residential use or development requires a more intense buffer/screen than would retail adjacent to office use, etc. Per Table 14.1 of the UDO a High Impact Screening buffer is required on the north east property line where the proposed project abuts the RP-4 zoned property. Please update the plans to comply with this requirement.

3. Please show the location of all oil and gas wells, whether active, inactive, or capped. If there are none present please add a note indicating such and include the source of your information.

4. Please label the ROW widths of the existing streets.

5. Please label the dimensions of the existing sidewalks.

6. Please label the building setback lines from the adjacent streets and include dimensions.

7. Please label the dimensions of the ADA parking stalls and aisles.

8. Please provide ADA parking sign details.

9. Please include the square footage of the total land area and FAR in the site data table on sheet C1.0.

10. The UDO requires all RTUs be screened by a parapet wall of the same or greater height. Staff is supportive of the screening method you have proposed but must seek a modification, granted by the Council, for the alternative method. Please submit a narrative statement that explains the need and justification for modification of the applicable zoning district regulations.
11. Detailed information on the enclosure and screening methods to be used in connection with trash storage containers may be deferred to the FDP. However since this information is not provided with this PDP, please include a note indicating the design of the enclosure shall meet all UDO requirements.
12. Landscape islands, strips or other planting areas shall constitute at least 5% of the entire area devoted to parking spaces, and driveways. Please add a note to sheet L500/L510 with this information.
13. Tree planting areas shall be no less than 10 feet in width. Please label the dimension of the parking lot islands.
14. Please provide details of the proposed parking lot surfaces.
15. CG-1 concrete curbing is required around all parking areas and access drives in office, commercial and industrial districts. Please provide standard details of the proposed curbing.
16. Since the UDO does not establish a standard for minimum parking requirements of a library, please provide parking data/justification that establishes the number of spaces required for the peak demand of the library use. The study or data may reflect parking for the same use existing at a similar location or for similar uses at other locations.
17. Are any monument signs being proposed? If so please provide the details.
18. Please provide details on the proposed parking lot poles to include the height.
19. Please include a dashed line indicating the height of the RTUs behind the proposed screening. Staff understands that since the exact model of RTU has not been determined this information may not be available. If this is the case please add a note to the plan sheet stating RTU screening will comply with all UDO requirements.
20. Please label the proposed materials and colors to be used on the exterior of the building. Please ensure each elevation has this information labeled.
21. Metal may be used only in an incidental role i.e., trim, architectural features, standing seam metal roofing or other architectural metal siding or roofing as approved by the Planning Commission and/or City Council. Please provide details for the total % of metal façade being proposed. Samples of the proposed metal would be helpful as well.

Engineering Review

Gene Williams
(816) 969-1223

Senior Staff Engineer
Gene.Williams@cityofls.net

Corrections

1. The Preliminary Stormwater Study dated Aug. 17, 2018 contains numerous references to the 1 year storm event. Please correct these references to the 2 year event. The City of Lee's Summit does not require an analysis of the 1 year event.
2. Will the adjacent property retained by Richard Link be included in the peak attenuation of stormwater routed through the detention basin, or is this off-site drainage merely passed-through without peak attenuation? Please clarify in the report.
3. Utility Plan Sheet C2.0: Ensure the water meter is contained within right of way or a public easement.

4. It appears the trees shown on the landscaping plan in the southern portion of the project may be too close to the water main. Please ensure the trees are no closer than 5 feet to the outside of the water main, as measured from the mature tree trunk to the outside of the water main.

5. Does the existing ADA-accessible ramp at Battery Dr. and SE Blue Pkwy. comply with the City of Lee's Summit standards? If not, then re-construction of this ramp may need to be performed.

Traffic Review

Michael Park
(816) 969-1820

City Traffic Engineer
Michael.Park@cityofls.net

Pending
