

DEVELOPMENT SERVICES

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

Date: Friday, November 22, 2019

To:

Property Owner: MID CONTINENT PUBLIC
LIBRARY

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: PL2019378
Application Type: Commercial Preliminary Development Plan
Application Name: MID CONTINENT PUBLIC LIBRARY - COLBERN RD
Location: 1000 NE COLBERN RD, LEES SUMMIT, MO 64064

Tentative Schedule

Submit revised plans by noon on Tuesday, December 10, 2019 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: November 26, 2019 at 09:00 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.

Electronic Plans for Resubmittal

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.

Electronic copies shall be provided in the following formats:

- Plat - All plats shall be provided in multi-page Portable Document Format (PDF).
- Engineered Civil Plans – All engineered civil plans shall be provided as multi-page Portable Document Format (PDF).
- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided as multi-page Portable Document Format (PDF).

- Studies – Studies, such as stormwater and traffic, shall be provided in Portable Document Format (PDF).

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 300 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.

3. Neighborhood Meeting. One neighborhood meeting is required for each application, which must occur within the initial 10 day review period and prior to re-submission of the application. More than one neighborhood meeting may be held on an application, at the option of the applicant

- **Timing and location:** Within two miles of the project site, Monday through Thursday, excluding holidays, and start between 6:00P.M. and 8:00 P.M. If location for the meeting is not available within [2] miles of the subject property. The applicant shall select a location outside this area that is reasonably close to these boundaries.

- **Notification:** Shall be sent by certified mail or delivered to property owners within 300 feet of the project site. Mailed notices shall be postmarked at least seven days prior to the meeting. Hand deliveries must occur at least five (5) days prior to the meeting.
- **Notes:** The Applicant shall take sufficient notes at the neighborhood meeting to recall issues raised by the participants, in order to report on and discuss them at public hearings before City governmental bodies on the application. The notes shall be turned in with the application re-submittal.

Analysis of Commercial Preliminary Development Plan:

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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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 2018 International Fire Code.

2. 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.

Action required: Show the location of the FDC.

Planning Review	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	Corrections
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1. Please provide a digital copy of the legal description in a Word format.
2. The UE that runs along the eastern property line of the existing RICE ACRES LOT 1 will need to be vacated.
3. Please label the width of the existing sidewalk that runs along NE Colbern Rd.
4. Please provide the Manufacturer's specification sheets for all proposed wall mounted lighting. Please also provide details on the light poles and pole base being proposed.
5. Please provide a detailed drawing of enclosure and screening methods to be used in connection with trash storage containers on the property.
6. Parking stalls are required to be 9' wide x 19' deep. 9' wide x 17' deep parking spaces shall be permitted when the parking space abuts a 6' wide sidewalk or when abutting a curbed open green/landscaped space. Please update the plan to reflect this requirement.
7. Every four rows of parking shall include a landscape island of at least ten feet in width. Please update the plans to reflect this requirement.
8. Minimum drive aisle width (24') shall not including curb and gutter. Please label the drive aisle width between the parking lot islands.

9. All signs must comply with the sign requirements as outlined in the sign section of the ordinance unless a specific modification is requested.

Engineering Review	Sue Pyles (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Sheet C2: There are labels for easement and setback along the east property line that do not point to any lines. Please revise.

2. Provide a 10' Utility Easement along the Colbern Road frontage.

3. If the existing ADA-accessible ramp at the east edge of the entrance does not meet current City of Lee's Summit standards, it may require reconstruction.

4. Review the Landscaping plan to ensure only ornamental tree varieties are located within public easements and that all trees maintain required separation from water and storm sewer lines.

5. Sheet C6:

- Locate the Backflow Prevention Device outside the utility easement.
- Utility Keynote SS-1 is not shown in the Plan view.
- Review Utility Keynotes W-2 & FP-2 in the Plan view to ensure they are pointing to the correct location.
- Please note that the 100-year Water Surface Elevation will need to maintain a 20' separation between both the building and the property line.

6. Sheet C7: Please revise the pavement details to meet the requirements of UDO Section 8.620.

7. Preliminary Stormwater Study:

- Lee's Summit does not require analysis of the 1 year storm event. Please revise the study to include the 2 year event rather than the 1 year event.
- Will the off-site property to the west be included in the detention basin routing, or will it be passed through without peak attenuation? Please clarify in the study.
- Why is the detention basin located in the NW portion of the property rather than the SW portion, where the flow exits the property to enter the public storm sewer system? It would appear that the site layout overly complicates the stormwater routing.
- The location of the orifice is unusual, and will require careful consideration of pipe elevations to ensure the 100-year event is contained within the detention basin and not exiting curb inlets in the parking lot. This detailed analysis will be required in the Final Stormwater Study.
- Please review the Project Location and Description, Existing Conditions Analysis, and Proposed Conditions Analysis sections, there are many typos and sentences missing or duplicating words.
- The "Outfall A" paragraph in the Proposed Conditions Analysis section is unclear. Please revise.
- Label Outfall A" on the Stormwater Management Plan in Appendix A.
- The detention hydrographs appear to be included in Appendix A in error, please remove. They are in Appendix D as shown in the Table of Contents.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	No Comments
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