

**DEVELOPMENT SERVICES**

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

**Date:** Monday, February 08, 2021

**To:**

**Property Owner:** Consolidated Library Dist #3      Email:

**Applicant:** MID-CONTINENT PUBLIC LIBRARY      Email:

**Engineer:** OLSSON ASSOCIATES      Email:

**Architect:** SAPP DESIGN ARCHITECTS      Email: STUFFLEBEAM@SDAARCHITECTS.COM

**From:** Shannon McGuire, Planner

**Re:**

**Application Number:** PL2021024  
**Application Type:** Commercial Preliminary Development Plan  
**Application Name:** Lee's Summit Branch Library - Oldham Rd  
**Location:** 150 NW OLDHAM PKWY, LEES SUMMIT, MO 64081

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**Tentative Schedule**

Submit revised plans by noon on Tuesday, February 23, 2021 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: February 09, 2021 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.

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**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.

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## 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.

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## 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:**

<b>Planning Review</b>	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	Corrections
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1. Please label the parking lot setback from the north (along Oldham Pkwy), east (along McClendon Dr.) and south property lines. If the setbacks are less than 20' from the north & east property lines and 6' from the south property line a modification request with justification will be required.
2. Please label the height of the light poles to be installed in the parking lots.
3. Per the UDO metal should be used only in an incidental role. As proposed the amount of metal will require a modification to the UDO design standards. Please provide a narrative statement requesting and justification for the modification.
4. Provide a total % calculation of metal on each facade.
5. In the site data table please include the total land area for the project.
6. All parking stalls shall be 9' wide x 19' deep, placed at the prescribed angle so that it lies between the curb and the aisle. A 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. As proposed the sidewalk adjacent to the building are less than the required 6'. Please revise the proposed plan to meet this UDO requirement.
7. All signs must comply with the sign requirements as outlined in the sign section of the ordinance and will be permitted under separate application.

<b>Engineering Review</b>	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. Please refer to the stormwater report. An existing condition exhibit is presented, but a post-construction exhibit was missing. Please provide a similar exhibit, but showing the proposed conditions and drainage areas.
2. Please refer to the stormwater report. An exhibit is presented as a "stormwater management plan", but is actually a drainage area map. Please revise.
3. Please refer to the stormwater report. Are there any intervening properties to the south which will see an increase in peak flows due to increasing the the building size or changing the drainage flow patterns? In other words, are there any subareas within the overall drainage map which will change the quantitiy and rate of flow, or alter the drainage patterns in the southern region of the project? This would include any increase in peak flows at the property line, or increase in 100 year water surface elevation along the rear property line.

4. Please refer to the stormwater report. Sheet C2.0 is provided toward the beginning of the appendices section. It would appear this exhibit was intended to show property transfers, that although are good information, do not involve stormwater. Shouldn't this be placed toward the end of the stormwater exhibits? It doesn't really fit in its current location.

5. The new parking lot to the northeast appears an unfinished conceptual design. Drainage appears to be non-existent, and we are assuming this is a work in progress. Please complete the drainage system concept design, including location of storm lines, etc. Please eliminate or re-title the existing "storm drainage plan" sheet, because this is merely a drainage area map.

6. Utility Plan Sheet: The backflow vault and backflow device near McClendon Dr. is shown to be removed and replaced in the building. This is not allowed due to the 50 foot rule. The backflow vault will need to be placed near the public main outside of any easement or right of way if a larger backflow device and vault is needed.

7. Public water main relocation may be necessary near McClendon Dr. due to the new storm line to be installed in that location.

8. ST-1 is a storm line to remain. Has this culvert been checked for outlet control conditions? If under outlet control, extension of a new pipe may increase the HGL upstream of ST-1 and may adversely impact adjacent property owners and the City right of way.

<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Though not required, consider a stop sign installation on the Shopping Center Driveway at McClendon. This private driveway has had multiple public requests for a stop sign as exiting the driveway and the shopping center has yet to address the public request.

<b>Fire Review</b>	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.

The proposed relocation of the hydrant exceeds 100' from the FDC. Locate closer to the FDC along the curb to the west.

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.

The curb along the FDC and hydrant shall be posted.

