



**PUBLIC WORKS  
STAFF REPORT  
SITE PLAN AND CONDITIONAL USE PERMIT**

APPLICANT/OWNER	St. Charles Engineering on behalf of Genedon Investment Corp.
LOCATION:	12304 Manchester Road
REQUEST:	Addition to an existing retail/office building intended for light, low parked retail.
EXISTING ZONING:	C-1
EXISTING USE:	The adjacent building is home to Coldwell Banker and Leslie's Pool Supplies
BACKGROUND:	At one point this was proposed to be a bank, which would have required a CUP. The petitioner clarified on 10/3 that is no longer the case.

**COMMENTS:**

1. Written Explanation	Provided
2. Title Block, Name, Status, Date; North Arrow, Legend, and Locator Map; Scale no higher than 1"=100'	Provided
3. Sealed Drawings	Provided
4. Legal Description	Provided
5. Traffic and Parking Study;	Parking calculations based upon standard retail requirement of 5 spaces per 1,000 SF, which is met (exactly). This site is not slated for any access changes in the Manchester Road Corridor Study.
6. Drainage, Sewers, Detention, Water Lines	Drains to three curb inlets on the north side of the lot and one on the south side of the lot. A water line is shown crossing the lot, but it's unclear how this line serves the existing building or the future building. No on-site detention is provided currently, but a "green space" and swales are shown as proposed in the northeast corner. What this entails needs to be clarified. Green space is also shown along the east and south of the proposed addition. <u>Per applicant-</u> the existing water service line has been extended all the way to the building envelope along the assumed/anticipated subsurface path. No flood protection, channel protection, or water quality is proposed with this development (i.e. no detention included). Since this development will be decreasing impervious area, the surface runoff will also decrease as a result of this development and MSD Stormwater requirements do NOT apply. Calculations confirming this decrease are shown on top left corner of sheet 2.

7. Utility Easements	None are shown. <u>Per applicant</u> – No title work has been provided, no recorded plat has been located, and the property boundary is shown per the deed. All utility and easement coordination will and must be completed before construction permitting. It is understood that substantial changes to the Site Plan, as a result of existing easements discovered during construction plans, may require re-approval from Planning and Zoning.
8. Topography to nearest 2 feet	Shown to the nearest 1foot.
9. Building Gross Floor Area, Elevation, and Cross Sections	Current Building: 9,993 SF. Addition: 1,977 SF Elevations provided Cross Section profile on Sheet 2.
10. Street ROW, pavement width, etc	Manchester Road is depicted, but without dimension. <u>Per applicant</u> – The ROW width of Manchester Road is NOT consistent along the front property line of our site. The existing ROW along the north side of Manchester Road is NOT parallel to the ROW located along the south side. As a result, the ROW of Manchester has been labeled as (VARIES).
11. Sidewalks	The sidewalk on Manchester Road is 4' wide.
12. Loading Areas	A loading area is shown on Sheet 2, along the west side of the existing building.
13. Lighting/Photometrics	The photometric plan meets all requirements.
14. Lot Dimensions & Setbacks	Setbacks are indicated on the plans and meet all requirements.
15. Landscaping Plan, Tree Inventory	Not provided
16. Refuse Enclosure Elevations & Materials	Proposed refuse enclosure shown on Sheet 2 in the southwestern corner of the property. Elevations and Materials have not been provided.
17. Stormwater BMPs	All areas labeled "Green Space" are proposed to be sodded, unless otherwise designated on the Landscape Plan.
18. Building Material Samples	Materials are proposed to "match" existing as close as possible. These materials will be explained and/or presented at P/Z.
19. Building Renderings	Provided in the form of color elevations
20. Name	12304 Manchester Road
21. Signage	No new signage is proposed at this time.
22. Electronic Plans	Site plans provided electronically. Elevations provided as a scan (lower quality)
23. Other	The fencing on the perimeter of the property has repeatedly been problematic, with entire panels falling over and remaining on the ground for extended periods of time. Please have the fence inspected/repared to ensure this doesn't happen again.

Prepared 10/2/18 by SAM  
Edited 10/4/18 by AK