

REQUEST TO MEET WITH THE DEVELOPMENT REVIEW TEAM

- **Welcome to the Development Review Team!** The DRT is comprised of a cross section of the City's key staff members, including department heads, who deal with development issues on a daily basis. The Assistant City Manager, manages the DRT. The mission of the DRT is to provide the best possible customer service by maintaining close contact with the project representatives, by providing thorough review and feedback on every major proposed project, and by working to resolve issues at the earliest possible stage of development.
- The goal of the DRT is to ensure efficient coordination of development services through effective use of staff time, consistent technical interpretation and quality decision making, which is essential to the success of a project.
- The effectiveness of the DRT is best implemented by asking the developer's team of professionals (architect, owner, civil engineer and project liaison) to provide a complete development plan. We realize it all starts with an idea, so we ask you to choose the type of meeting necessary at this time to begin to make your development plan a reality.

PLEASE SELECT ONE OF THE FOLLOWING TWO MEETING REQUEST OPTIONS:

REQUEST FOR A CONCEPTUAL PRESENTATION MEETING

All documentation that you would like to be reviewed or commented on by City Staff needs to be submitted **one week prior** to a scheduled meeting date:

- Complete request form
- Preliminary code footprint/site plan, floor plan and building elevations

REQUEST FOR A COMPLETE DEVELOPMENT PRESENTATION MEETING

All documentation needs to be submitted **one week prior** to a scheduled meeting date:

- Complete request form
- Code footprint/site plan, floor plan and building elevations
- Seven (7) copies of the proposed site plan and survey drawn to scale, or subdivision plat drawn to scale, showing the following items:
 - * Legal Description
 - * All Easements
 - * Location of Fire Hydrants
 - * Proposed Parking Lots
 - * Property Boundaries
 - * Internal Road System
 - * Water & Sewer Designs
 - * Proposed Landscaping
 - * Adjacent Streets
 - * Storm Water Drainage
 - * Proposed Structure(s)
 - * Driveway Locations (existing & proposed)
- The presence of your development team, including an architect, a civil engineer, the owner, the developer and the project liason.

Please send the completed request form to the Zoning Department:

jfoster@emporia-kansas.gov

Zoning and Platting:

- Is the zoning appropriate for the proposed use? (Rezone or CUP)
- Any existing Conditional Use Permits (CUPs) or Planned Unit Development (PUD's)?
- Does the property need to be platted or re-platted?
- Are there zoning variances needed?
 - Building height
- Setbacks
- Is the site in the floodplain (floodway or flood fringe)?
- Is the number of parking spaces shown adequate for staff and customers?
- Is landscaping required for this project?

Utilities – Water Supply and Sewage Collection:

- Will adjacent lines provide adequate water supply for fire flows?
- Will a fire sprinkler system be required?
- Are additional lines or hydrants needed?
- Do nearby lines and pump stations have adequate capacity?
- Are any sewer line extensions needed?
- Dedicated Easements
- Will an “Industrial Discharge Permit” be required?
- Costs of utilities? Payment of these costs?
- Are there currently any deficiencies noted in the area?

Traffic and Emergency Access:

- Are adjacent streets adequate to carry the additional traffic?
- Is on-site traffic circulation safe, efficient and accessible for vehicles?
- Does the emergency access lane meet the needs of Fire/EMS?
- Are driveways property aligned/spaced with connecting guidelines?
- Are the service areas (deliveries, refuse, etc.) well planned?
- Will any roads need to be improved/changed? Who pays?
- Will traffic signals be required? Moved? Etc.

Drainage:

- Does the area currently experience storm drainage problems?
- Does the drainage study indicate a storm water detention facility is needed?
- Will a drainage study be required for the project?
- Erosion Control/Land Disturbance Permit

Building Plans/Occupancy:

- What building occupancies are proposed?
- What construction type is proposed?
- Is enough setback provided to avoid fire-resistive construction of exterior walls?
- Is there enough open area around the building for the desired construction type?
- Will the building require a fire sprinkler and/or alarm system?
- Has the entire building been included in the code analysis?
- Are there any apparent ADA accessibility concerns?
- Fire Protection

Redevelopment of Existing Structures:

- Is the property within a Historic District? (State Historic Tax Credits)
- Is the property within a Neighborhood Revitalization District?
- Is the property within any other overlay district? (Elderly Housing, Housing Opportunity)
- Are local grants available? (Emporia Main Street)

PLEASE PROVIDE THE FOLLOWING REQUESTED INFORMATION:

Project Liaison's Name & Firm: _____

Address: _____

Telephone Number: _____ E-mail: _____

Current Property Owner: _____

Telephone Number: _____

Has a surveyor been hired? Yes No If yes, please name: _____

Has an architect been hired? Yes No If yes, please name: _____

Has an engineer been hired? Yes No If yes, please name: _____

Has a site survey been prepared? Yes No If yes, by whom: _____

Site Address: _____

If not currently located in the city limits of Emporia, do you plan to annex? Yes No N/A

Please briefly describe your project: _____

Project Timeline (Groundbreaking, Start of Construction, Completion Date, etc.) _____

Objective of this meeting – what specific topics do you wish to discuss? _____

For historical data tracking, please give an estimate of your project's value: \$ _____

Please send the completed request form to the Zoning Department:

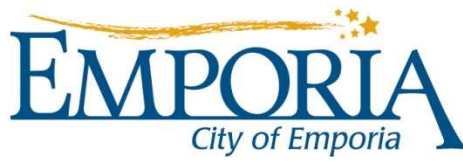
jfoster@emporia-kansas.gov



DEVELOPMENT REVIEW TEAM

Meeting Outline

- ❖ **Welcome and Applicant Introductions** Assistant City Manager
- ❖ **Commitment to Service Quality** Assistant City Manager
- ❖ **Quick Problem Resolution**.....Assistant City Manager
- ❖ **DRT Process Overview**Assistant City Manager
- ❖ **Staff Introductions** DRT
- ❖ **Project Overview/Timeline**Developer or Architect
- ❖ **Planning** Planning Dept.
 - ◆ **Site Plan**..... DRT
- ❖ **Utilities**.....Public Works & Engineering
- ❖ **Fees (sewer, water taps, excavation, etc.)**.....Public Works
- ❖ **Emergency Access**..... Fire Dept.
- ❖ **Fire Protection** Fire Dept.
- ❖ **Traffic**.....Engineering Dept.
- ❖ **Drainage**.....Engineering Dept.
- ❖ **Erosion Control**.....Engineering Dept.
- ❖ **Occupancy/Building Plans** Code Services & Fire Dept.
- ❖ **Applicable Submittal Requirements (Departmental Checklists)**All Departments
- ❖ **Contractor Certification & Licensing**..... All Departments
- ❖ **Summary**..... Assistant City Manager



COMMITMENT TO SERVICE QUALITY

The City of Emporia values safe and quality-built industrial, commercial and residential construction within our community. In order to promote the growth and development of Emporia, and ensure the highest level of service to all of our citizens, we commit to:

- Demonstrating appreciation, courtesy and integrity
- Ensuring open communication and professionalism
- Providing a value-added development review/inspection process that is the simplest, most user-friendly possible
- Recognizing the public good, value of public input and openness to new ideas
- Demonstrating efficiency, reliability and timeliness
- An accurate and solution-based interpretation of all regulations
- An approach that is helpful, practical and quality-driven



DEVELOPMENT REVIEW TEAM

CONTACT INFORMATION

City Manager's Office

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Christina Montgomery | City Attorney

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Zoning Office / GIS

Joe Foster | Zoning Enforcement
Becky Samuelson | GIS Technician

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Code Services

Kory Krause | Chief Building Inspector

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Engineering

Jim Ubert | City Engineer
Jon Proehl | Chief Engineering Technician

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Fire Department

Reason Bradford | Fire Marshal
Jack Taylor | Fire Chief

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jtaylor@emporia-kansas.gov

Public Works Center

Frank Abart | PWC Director
Mike Dvorak | Underground Utilities Supervisor

620-340-6339

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