

PLANNING AND DEVELOPMENT

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

Date: Friday, December 16, 2016

To:

Applicant: KANSAS CITY MOTORS LLC

Email: MARVINMCFARLANDKCMTR@YAHOO.COM

Fax #: <NO FAX NUMBER>

Engineer: HG CONSULT, INC

Email:

Fax #: <NO FAX NUMBER>

Property Owner: MARVMAR PROPERTIES LLC

Email:

Fax #: <NO FAX NUMBER>

From: Christina Stanton, Senior Planner

Re:

Application Number: PL2016217

Application Type: Commercial Preliminary Development Plan

Application Name: Kansas City Motors

Location: 704 SE OLDHAM CT, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by noon on Tuesday, January 03, 2017 (4 full size paper copies, 1 reduced 8 ½" x 11" copy).

Applicant Meeting: December 21, 2016 at 09:00 AM

Planning Commission Meeting: January 24, 2017 at 05:00 PM

City Council Public Hearing: February 17, 2017 at 06:15 PM

City Council Ordinance: February 16, 2017 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 will not be required for initial application submittals at this time as the plans are subject to change.

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 Permitting and Plan Review Division of the Planning and Codes Administration 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 Planning and Codes Administration 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:

Planning Review	Hector Soto (816) 969-1604	Planner Hector.Soto@cityofls.net	Corrections
------------------------	-------------------------------	-------------------------------------	-------------

1. Please submit an electronic copy of the legal description. Microsoft Word document or selectable text PDF are the preferred file formats. The legal description can be emailed to the planner's email address above.
2. An application for minor plat shall be submitted, approved, signed, and recorded prior to final occupancy.
3. Correct the suffixes. This property is located on SE Oldham Court and the southern street frontage is SE Oldham Parkway. There is no Oldham Road.
4. Access for Lot 1, Oldham East Business Park. Is it planned to obtain future access for this lot from the shared drive located further to the south?
5. Parking. Provide a detailed break-down of the required parking. How much area is indoor/outdoor display? Merely based upon # of service bays and the building area dedicated to office space 20 spaces are required.
6. Accessible Spaces. If 26 spaces or more are required then it is required to provide 2 accessible spaces (1 auto, 1 van).
7. Provide a detail of the accessible signage and add the approximate location to the site plan.
8. Lighting. Provide approximate locations for all exterior lighting, including parking lot lights and wall-mounted fixtures per Section 4.310.C.4.r of the UDO. Provide specification sheets as well.
9. Landscaping. It is unclear what numbers are being used for the street frontages (SE Oldham Pkwy. and US 50 Hwy.); however, it does appear that there a plethora of shrubs being provided. Staff questions the number being shown and cautions against over-crowding the plants.

In addition, it appears that there is a shrubs located on top of the proposed monument sign.
10. Signage. Provide the sizes of the proposed signage.
11. Sidewalks. A 5' sidewalk shall be required from the west edge of the driveway to the west property line (~160'). Staff will support a modification to not have the sidewalk constructed east of the driveway. A written modification request to this effect shall be submitted.
12. Curbing. A note on Sheet 2 of the civil drawings states that all curbing shall be CG-1. It was discussed at the pre-application meeting that CG-2 (roll-back) curbing might be used along a portion of the west driveway edge so as to facilitate vehicular access to the display pads. Revise the curbing note to this effect if this is still the intent. Staff will support a modification. Submit a written modification request.
13. Drive Aisle Widths. The internal drive aisles measure 25' B-B. Drive aisles serving two-way traffic shall have a minimum pavement width, excluding curb and gutter, of 24' (i.e. 28' B-B).

Engineering Review	Gene Williams (816) 969-1812	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
---------------------------	---------------------------------	-----------------------------------------------------	-------------

1. The new private sanitary sewer lateral to serve the skate rink will need a private sanitary sewer easement. This may be dedicated as a separate document.

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

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 506.1 -Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.506.1.1 Locks.An approved lock shall be installed on gates or similar barriers when required by the fire code official.

Action required: Knox padlock required on the gate.

3. IFC 507.5.1- Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

507.5.4 Obstruction.

Unobstructed access to fire hydrants shall be maintained at all times. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.

Action required: Show the existing hydrant on the north side of the building. Unobstructed access from the parking lot shall be maintained without landscaping or fencing.

4. 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.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
-----------------------	--------------------------------	----------------------------------------------------	-------------

1. Need to address sidewalk requirements on the plan along Oldham and connectivity to the project.

2. Did you consider a smaller curb radius and less pavement for the driveway at the intersection of Oldham?