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**PLANNING AND DEVELOPMENT****Commercial Preliminary Development Plan  
Applicant's Letter**

**Date:** Friday, August 18, 2017

**To:**

**Applicant:** NOLTE & ASSOCIATES

Email: TNOLTE@NOLTEARCH.COM

Fax #: (913) 322-6277

**Engineer:** ENGINEERING SOLUTIONS

Email: MSCHLICHT@ES-KC.COM

Fax #: (816) 623-9849

**Property Owner:** TAILOR MADE EXTERIORS LLC

Email:

Fax #: <NO FAX NUMBER>

**From:** Shannon McGuire, Planner

**Re:**

**Application Number:** PL2017166

**Application Type:** Commercial Preliminary Development Plan

**Application Name:** WILLIAM CROSSING

**Location:** 1600 SE HAMBLE RD, LEES SUMMIT, MO 64081

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**Tentative Schedule**

Submit revised plans by noon on Tuesday, September 05, 2017 (4 full size paper copies, 1 reduced 8 ½" x 11" copy).

Applicant Meeting: August 23, 2017 at 09:00 AM

Planning Commission Meeting: September 26, 2017 at 05:00 PM

City Council Public Hearing: October 19, 2017 at 06:15 PM

City Council Ordinance: November 02, 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.

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**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

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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

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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:**

<b>Planning Review</b>	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	Corrections
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1. Please label the location of all proposed exterior lighting and submit a photometric plan showing all proposed lighting levels.
2. Please include the Floor Area Ratio in the site data table.
3. Please label the dimension of the parking lot set back from the proposed future street.
4. Please label the dimensions of the proposed parking stalls adjacent to the building.
5. Is the use of curb blocks being proposed?
6. Please label the dimensions of the ADA aisle adjacent to the ADA parking stalls.
7. Please provide ADA sign details.
8. Please provide details for the proposed new trash enclosure.
9. Sheet C.100 notes the existing gravel drive behind the existing building is to be removed. However that is also a note stating "new gravel" in this area. Please clarify what it is you are proposing.
10. Please further gray-out any proposed future improvement/lots to help avoid confusion of what is currently being proposed.
11. 1 street tree is required per every 30 feet of street frontage. By my calculations 19 trees are required. Currently 18 are proposed. Please provide 1 additional street tree.
12. All proposed deciduous trees shall be a minimum of 3 inch caliper, measured at a point 6 inches above the ground or top of the root ball, at planting. Please adjust this accordingly.
13. Please provide details for all parking and drive surfaces.
14. Please label the setback dimensions from the property line of the existing building.
15. All proposed wall packs must have 90 deg. cutoffs. Please update accordingly.
16. Please show the locations all ground mounted equipment. Equipment shall be fully screened from view up to the height of the unit by a masonry wall or landscaping.

<b>Engineering Review</b>	Gene Williams (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. No information was provided concerning the construction of the detention basin in terms of timing. Will the detention basin be installed in the first phase? If so, then please clarify on the plans and the report.

2. Be aware that the installation of the 6" fire line will need to be removed and replaced with a 8" line if future phases are pursued. It is for this reason that it may be beneficial to install an 8" fire line at this time.

3. The 6" sanitary lateral is shown with a direct-connect (i.e., core drilled) to the existing manhole. A wye connection is required a minimum of 4 feet beyond the manhole.

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
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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 2012 International Fire Code.

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