

Commercial Preliminary Development Plan Applicant's Letter

Date: Friday, March 06, 2020

To:

Property Owner: LEES SUMMIT TOWN CENTRE Email:
LLC

Applicant: LEES SUMMIT TOWN CENTRE LLC Email:

Engineer: DAVIDSON ARCHITECTURE & Email:
ENGINEERING

From: Mike Weisenborn, Project Manager

Re:

Application Number: PL2020044
Application Type: Commercial Preliminary Development Plan
Application Name: AUTOMOTIVE DETAIL CENTER
Location: 2150 NE INDEPENDENCE AVE, LEES SUMMIT, MO 64064

Tentative Schedule

Submit revised plans by noon on Tuesday, March 24, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: March 10, 2020 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.

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.

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.

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 6:00 P.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:

Fire Review	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. An automatic fire sprinkler system is required.

3. 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.

Actio required/: Show the location of the FDC and the fire hydrant within 100'.

4. 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.

Planning Review	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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1. TITLE BLOCK. All of the plan sheets are labeled with "A Preliminary Concept". They need to be re-labeled as Preliminary Development Plan. However, Sheet A1.0 should remain labeled as a concept plan because the intent is to show how the remaining surrounding property could develop, rather than serving as a plan for approval of the larger area.

2. PAVEMENT. The shading used on Sheet C1.2 to identify the proposed standard and heavy duty asphalt pavement is mistakenly reversed from that shown in the Construction Legend.

3. DRIVE WIDTHS. All driveway entrances to the site and internal drive aisles shall have a minimum pavement width of 24', excluding curb and gutter. All driveway entries have 22' wide pavement. All internal drive aisle entries flanked by landscape islands on one or both sides also have only 22' wide pavement.

4. SIDEWALKS. 5' sidewalks shall be provided along both the NE Town Centre Dr and NE Independence Ave street frontages.

5. LANDSCAPE PLAN. The Landscape Requirements table at the lower left-hand side of Sheet L1.1 incorrectly lists the building footprint area as 12,262 sq. ft. Correct it to read 12,862 sq. ft.

6. EASEMENTS. Show and label all existing and proposed utility easements on the property.

7. EXTERIOR BUILDING MATERIALS. Because the subject property is zoned commercially (CP-2), the use of metal as an exterior building material is limited to incidental use unless specifically approved by the City Council. Historically, the

use of metal in non-industrial zoning districts has only been approved for architectural-grade metal products such as ACM. The proposed ribbed and textured metal wall panel materials appear to be standard industrial-type metal panel systems. Submit material samples for review.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. General:

- Show and label the 100-year WSE and emergency spillway location throughout the plan set.
- Please note that the detention basin 100-year WSE must be located a minimum of 20' from the property line.
- Include information in the plans indicating the existing pond will be removed.

2. Sheet C1.0:

- Revise as needed so the Project Title on this sheet, the title blocks of all sheets, and the application all match.
- Revise the Sheet Index to match the sheet numbers and descriptions for all sheets in the submitted plan set.

Remove duplicate sheets and update sheet numbers as needed.

3. Sheet C1.2:

- Include a construction note with callouts for the 3 commercial entrances.
- Revise the Construction Notes sheet references, they are incorrect.
- Revise "Cirt" to "City" in Construction Note 7.
- Construction Notes 10 & 11 have been omitted from the Plan view. Please revise.
- A 30' section of concrete pavement is required, as measured from the enclosure doors. Please revise to meet this requirement.
- The first two General Notes are not applicable for this City. Please remove.
- Revise the "Kansas" to "Missouri" in the survey General Note.
- Show and label existing storm sewer, sanitary sewer, and water line infrastructure on this sheet and throughout the plan set.

4. Sheet C1.3:

- The existing sanitary sewer that runs along the south edge of this property is a private 2" low pressure system. In order to connect to it, you would need to submit permission from the owners of the system as well as a sanitary sewer analysis of the system for review and approval. Alternately, it would perhaps be a much better option to connect to the existing public gravity sanitary sewer just west of the west proposed entrance. Revise plans accordingly.
- The existing water main along the south edge of the property is a 12", not 8", main. Please revise accordingly.
- Water meter size and location will be reviewed with the Final Development Plan phase of the project.
- A storm sewer is shown along the east edge of the property. Is this existing or proposed?
- The scale shown is labeled incorrectly. Please revise.

5. Sheets C2.2-C2.3: Erosion and Sediment Control will be reviewed with the Final Development Plan phase of the project. Please remove these sheets from this plan set.

6. Sheet C2.4: Label the swale location in Plan view.

7. Sheet C3.1:

- The Existing Drainage Area Map is incomplete. There is an existing pond to the west that drains thru this site, and

the area to the west is not shown at all. Please revise.

- Show and label the existing pond.
- Remove all proposed features from the existing condition map.

8. Sheet C3.2: The Proposed Drainage Area Map does not show the offsite drainage impacting the site, please revise.

9. Sheet C3.3: The storm sewer Plan and Profile will be reviewed with the Final Development Plan phase of the project.

10. Sheets C4.1-C4.3: Standard details will be reviewed with the Final Development Plan phase of the project. Please note that the pavement sections provided do not meet the City’s requirements. Please revise prior to submitting the Final Development Plan.

11. Stormwater Report:

- The “Stormwater Report – Detail Center” dated Feb. 20, 2020 was incomplete. The following items were missing from the report:

1. An existing condition drainage area map, with points of interest identified where sheet flow converges to concentrated flow
2. A post-developed drainage area map with points of interest as identified above
3. Discussion within the body of the report concerning the emergency spillway design, including the required freeboard of 0.5 feet minimum from the 100 year water surface elevation, and the crest of the emergency spillway, as well as a discussion of the clogged condition and zero available storage freeboard requirement of 1.0 feet from the top of the dam
4. Discussion within the report concerning the off-site contributors to stormwater flow, including how the off-site drainage from the pond to the west will be managed, including any private easements which must be granted, additional storm line to install, etc.
5. Discussion within the report of allowable peak flow release rates, water quality design, and how post-development release rates compare to the allowable.
6. Discussion of the proposed outlet structure and how the existing stormwater infrastructure might be utilized.
7. Discussion of any waivers that would be required for drainage areas and points of interest which do not follow the Design and Construction Manual regarding the allowable peak flow rates for the various storm events.
8. Discussion of the existing pond and it’s mitigation.
 - The report makes multiple references to the 1-year event, which is not required. Please replace with the 2-year event.
 - Please coordinate revisions to the plans with revisions to this report.
 - As discussed above, the report is incomplete, and no further review is being provided at this time.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Pending
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1. The PDP should illustrate the location of existing driveways along the east side of Independence Ave. It appears the proposed driveway aligns with existing in compliance with code.

2. Sidewalk is required along Independence Ave. and Town Center Drive within the property limits.

3. Is there an associated Conceptual Plan Application with this PDP or is the illustration included in the submittal only for representation of how this PDP is not influenced nor influencing the development of surrounding property? If a

Concept Plan Application is required, a traffic impact study is needed for review and would include a separate phase for the PDP. A concept plan should generally depict the City planned/designed roundabout at the intersection of Independence Ave. and Town Centre Blvd.