

Commercial Preliminary Development Plan Applicant's Letter

Date: Tuesday, March 31, 2020

To:

Property Owner: LEES SUMMIT TOWN CENTRE Email:
LLC

Applicant: LEES SUMMIT TOWN CENTRE LLC Email:

Engineer: DAVIDSON ARCHITECTURE & Email: Powell@DavidsonAE.com
ENGINEERING

From: Mike Weisenborn, Project Manager

Re:

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

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 6:00P.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:

Planning Review	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Approved with Conditions
------------------------	-----------------------------------	---	--------------------------

1. PAVEMENT. The shading used on Sheet C1.2 identifies heavy duty pavement used for the parking spaces and standard duty asphalt used for all of the drive aisles. This needs to be reversed. This revision will be picked up on the final development plan.

2. EXTERIOR BUILDING MATERIALS.

- THE FOLLOWING COMMENT FROM THE INITIAL COMMENT LETTER IS RETAINED FOR INFORMATIONAL PURPOSES: 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.

- Staff acknowledges the statement in the applicant's response letter that material samples for the two proposed metal panels shall be submitted for review at such time as City Hall is re-opened to staff and the public.

- The applicant's response letter states that the textured stucco finished flat metal wall panel has been utilized at the Shamrock Business Park. To staff's point and concern mentioned in the first comment that this appears to be an industrial-type material rather than a material used in commercial areas, Shamrock Business Park is an industrial area in the city. But staff will reserve making a final recommendation on both metal panel systems until such time as a material sample can be provided.

Engineering Review

Sue Pyles, P.E.
(816) 969-1245

Senior Staff Engineer
Sue.Pyles@cityofls.net

Approved with Conditions

1. Revise the project name to "Automotive Sales and Detail Center" on the cover sheet and in the title block on all sheets prior to Planning Commission.

2. Revise the Stormwater Report to reflect the requirements of APWA Section 5601.5.A.4.a, Default Strategy – Comprehensive Protection, with release rates as indicated in Section 5608.4.C.1.

As it appears there is sufficient area to revise the detention basin should the change to the Comprehensive Protection method require, the preliminary report is acceptable for this Preliminary Development Plan. This revision will be required with the Final Development Plan submittal.

3. The sheet reference in General Note 1 on Sheet C1.2 is incorrect, as are the "Standard Pavement with Curb" detail sections shown on Sheet C1.2. Please revise with the Final Development Plan submittal.

4. All required engineering plans and studies, including water lines, sanitary sewers, storm drainage, streets and erosion and sediment control shall be submitted along with the final development plan. All public infrastructure must be substantially complete, prior to the issuance of any certificates of occupancy.

5. All Engineering Plan Review and Inspection Fees shall be paid prior to approval of the associated engineering plans and prior to the issuance of any infrastructure permits or the start of construction (excluding land disturbance permit).

6. A Land Disturbance Permit shall be obtained from the City if ground breaking will take place prior to the issuance of an infrastructure permit, building permit, or prior to the approval of the Final Development Plan / Engineering Plans.

7. Certain aspects of the development plan will be further reviewed during the Final Development Plan phase of the project. This includes detailed aspects of the design to help ensure that the plan meets the design criteria and specifications contained in the Design and Construction Manual.

8. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.

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

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.

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

1. Sidewalk needed on the north side of the driveway along Independence Ave to the property line.