

## Commercial Preliminary Development Plan Applicant's Letter

**Date:** Friday, May 29, 2020

**To:**

**Property Owner:** SCHOOL DISTRICT 7  
REORGANIZED

Email:

**Applicant:** DLR GROUP

Email:

**Engineer:** OLSSON ASSOCIATES

Email:

**Other:** MCCOWN GORDON CONSTRUCTION LLC

Email: MDUNLAP@MCCOWNGORDON.COM

**Other:** Kyle Gorrell

Email: kyle.gorrell@lsr7.net

**Other:** Dana Schwartz

Email: dschwartz@dlrgroup.com

**Other:** Brett Taylor

Email: btaylor@mccowngordon.com

**From:** Hector Soto Jr., Planning Division Manager

**Re:**

**Application Number:** PL2020134

**Application Type:** Commercial Preliminary Development Plan

**Application Name:** LSR7 Middle School #4 - Bailey Rd

**Location:** 1001 SE BAILEY RD, LEES SUMMIT, MO 64081

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### Tentative Schedule

Submit revised plans by noon on Monday, June 08, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: May 26, 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.

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## Electronic Plans for Resubmittal

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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

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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 Development Services 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 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:**

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<b>Planning Review</b>	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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1. SIDEWALKS.

- Collector streets are required to have sidewalks on both sides of the street. The short SE Cape Dr extension to be constructed with this project needs to include sidewalk along the south side.
- The public sidewalks along SE Cape Dr and SE Bailey Rd shall be a minimum 5' in width. Label the sidewalk widths.

2. PARKING LOT DESIGN. Parking lot and access drive improvements shall comply with the pavement design requirements under UDO Section 8.620.F.

3. TRASH ENCLOSURES.

- Show the location of all proposed trash dumpsters. All dumpsters shall be housed in an enclosure. Each trash enclosure shall be constructed of masonry walls or steel architecturally designed walls with either a solid steel opaque gate painted to be compatible with the color of the masonry or steel walls and building it is to serve or a steel framed semi-opaque gate with a screen mesh material approved by the Director that provides an appropriate visual barrier.
- Trash enclosure areas shall be improved with a Portland cement concrete pad and a Portland cement concrete approach 30 feet in length, measured from the enclosure opening. The pad and approach shall be improved with a minimum six inches of full depth unreinforced Portland cement concrete constructed on a sub-grade of four inches of granular base course.

4. ADA ACCESSIBLE PARKING SPACES. Accessible parking spaces shall have an R7-8 sign (white background, green text, green border and blue wheelchair symbol) posted at the head of each space. The signs shall be mounted a minimum 5' above grade, measured to the bottom of the sign.

5. MECHANICAL EQUIPMENT SCREENING. Show the location of all roof-top and ground-mounted units on the building elevations and/or site plan to the extent possible. Roof-top units shall be totally screened from view up to the height of the units by raised parapets. Ground-mounted units shall be totally screened by view up to the height of the units by masonry walls or evergreen landscaping.

6. LANDSCAPE PLANS.

- Show the proposed sizes of the deciduous trees in caliper size. Deciduous trees (both shade and ornamental) shall

be a minimum 3" caliper at the time of planting.  
 - Evergreen trees shall be a minimum 8' in height at the time of planting.

7. SIGNAGE. Provide sign package details for all proposed wall and monument signs in order to determine if special approvals are required by the Planning Commission for the proposed signage. The site is subject to the sign standards for a Non-Residential Use in the AG zoning district found under UDO Section 9.260, Table 9-1.

<b>Engineering Review</b>	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. What is meant by the note "Future SE Cape Dr."? Is there a reason this road will not be extended to the plat boundary? Public water line extensions are shown along this road, and the road should be built along with the water line extension.

2. The sanitary sewer analysis must be resubmitted in accordance with the discussion last week during the meeting. There is concern about connecting through the residential subdivision, and worst case scenario must be assumed for the school development, in regard to performing the analysis through the residential subdivision. No surcharging above the crown of the pipe within the residential subdivision shall be allowed.

3. City utilities along SE 15th St. east of Dalton Dr. should be shown as being removed, along with the street itself. Please see Traffic comments related to the removal of this street stub.

4. The waiver for the partial relaxation of stream buffer requirements in selected areas will be forwarded to the City Engineer for signature. Development Services supports the request; however, it may be necessary to supply additional justification if deemed necessary by the City Engineer.

<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Traffic review comments herein pertain to the site plan; comments do not include review of the off-site improvements which are subject to review by the City and MoDOT of the submitted traffic impact study. That review is on-going and comments will be sent directly to the engineer (OA) that submitted the study. City approval and MoDOT approval of the traffic impact study must be received prior to the PDP Public Hearing at Planning Commission.

However, a preliminary review of the traffic study and associated off-site improvement recommendations as well as other potential off-site traffic mitigations/improvements in consideration of Access Management Code, Standards and Policies has been done to identify site impacts from off-site improvements. None were identified that could significantly impact the site plan.

2. The extension of 14th Street to the proposed private drive shall be a local residential public street extension.

3. 15th Street east of Dalton Drive shall be removed and existing driveway extended to Dalton Drive. Sidewalk shall remain. ROW vacation will be required for this area of removed public roadway and easements established for sidewalk, driveway access and utilities, as needed.

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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1. 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.

Show hydrants.

2. 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.

Show the location of FDC and supply hydrant within 100'.

3. 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.

Confirm location of the gates.

Knox padlocks will be required on all gates to fire lanes.

5. IFC 503.2.5 - Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

If Cape Drive is extended, a turnaround will be required.