

DEVELOPMENT SERVICES

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

Date: Wednesday, August 26, 2020

To:

Property Owner: NLVC LLC

Email:

Applicant: BOX REAL ESTATE DEVELOPMENT

Email: RPEARSON@BOXDEVCO.COM

Engineer: SCHLAGEL & ASSOCIATES

Email: SCHLAGEL & ASSOCIATES

Architect: CLOCKWORK

Email: KIRK@CLOCKWORK-AD.COM

From: Victoria Nelson, Long Range Planner

Re:

Application Number: PL2020224

Application Type: Commercial Preliminary Development Plan

Application Name: New Longview - Building 31

Location: 420 SW LONGVIEW BLVD, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by noon on Monday, September 07, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: August 25, 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 6:00P.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	Victoria Nelson (816) 969-1605	Long Range Planner Victoria.Nelson@cityofls.net	Corrections
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1. Title. Please re-label the title from Final Development Plan to Preliminary Development Plan.
2. Oil and Gas Wells. Please state whether or not there are active, inactive, or capped wells within the area. Refer to DNR Well Database and reference the site.
3. Trash Enclosure. Please show a detailed drawing of enclosure, screening methods and required concrete slab. Please see Article 8, Section 8.180.G and 8.260. F. c in the UDO.
4. Monument sign. Are there plans of installing a monument sign?
5. Parking. Our UDO requires 4/1000 for general office use, and 5/1000 for any retail and medical office. You show on the site plan a veterinary clinic and retail, but yet you are only showing 2.5/1000. Please provide justification and documentation stating why your numbers are less than what our UDO is requires. Parking requirements can be found in the UDO under Article 8, Section 8.530.
6. Please submit an electronic copy of the legal description in Microsoft Word document. The legal description can be emailed to the planner's email address above.
7. Parking. Under the proposed parking please finish breaking up the parking count. You started this with saying 18 along street frontage and 2 handicap.
8. Handicap accessible parking. Please show if there will be additional handicap parking and where the signs will be located.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Please note that City design standards for public sidewalk include a maximum cross slope of 1.5%. Please revise or clarify the sidewalk slope note on Sheet C2.0 accordingly.
2. Storm sewer profiles are not required for a Preliminary Development Plan. When included with the Final development Plan, please make sure there is a minimum 0.5' drop through MH 105 and that the design HGL is shown.
3. Erosion control and standard details are not required with a Preliminary Development Plan and have not been reviewed.

