

DEVELOPMENT SERVICES

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

Date: Tuesday, September 15, 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

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.

Analysis of Commercial Preliminary Development Plan:

Planning Review	Victoria Nelson (816) 969-1605	Long Range Planner Victoria.Nelson@cityofls.net	Approved with Conditions
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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 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.

9. Trash enclosure. Please refer to UDO Section 8.620.F.1.c for the trash enclosure requirements that still need to be met, 30' measurement and the type of concrete that is required.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Approved with Conditions
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1. 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.

2. 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).

3. 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.

4. 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.

5. 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
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Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Approved with Conditions
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