

DEVELOPMENT SERVICES

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

Date: Friday, October 23, 2020

To:

Property Owner: LMCZ ENTERPRISES LLC

Email:

Applicant: Matt Fogarty

Email: mfogarty@premiercivil.com

From: Victoria Nelson, Long Range Planner

Re:

Application Number: PL2020243

Application Type: Commercial Preliminary Development Plan

Application Name: PETSUITES OF AMERICA

Location: 250 NW MCNARY CT, LEES SUMMIT, MO 64086

Tentative Schedule

Submit revised plans by noon on Monday, September 21, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: October 27, 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. 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.
2. Bearings. Please have the bearings match the plat.
3. Parking count. You label 36 parking spaces, but your numbers add up to 37.
4. Trash enclosure. Please look at our UDO sec 8.180. G, Architectural characteristics for trash enclosure approve material. Please show a detailed drawing of the trash enclosure.
5. Accessible Parking Sign. Please show a detailed drawing of accessible parking signs.
6. Monument sign. Are there plans for a monument sign?
7. 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.
8. Signs. Sign package approval will be required with the PDP because the building has 1 more sign than allowed by right.
9. Metal panel. Approval of the metal panel feature will be required as a conditional material.
10. Elevation. It is hard to tell, but it appears the two rear elevation do not match?
11. Elevation. The north and west facades needs more offset.
12. Building line. The lot has a 25' front building line. The site plan incorrectly shows it as 30' build line.
13. Utility easement. The platted 10' U/E along the north property line is incorrectly labeled as 7.5' wide.
14. Utility easement. The 40' U/E along the west property line needs to be labeled.
15. Pavement.
The pavement notes graphically depict a distinction between light duty and heavy duty asphalt pavement, but the list has identical pavement design.
16. Landscapping.
The proposed trees do not match the minimum size requirements.
Please refer to the UDO section Article 8, Divison III
17. Curb blocks or bollards. Please clarify, it appears you are showing a curb block or bollard at the head of the ADA parking spaces where adjacent sidewalk transitions to be flush with the parking lot grade? If so, please label.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Show and label nearby streets in the Vicinity Map.
2. Show location of all oil/gas wells, or indicate none are present, and cite the source.
3. Please verify all easements are labeled.
4. The pavement sections shown do not meet the requirements shown in Section 8.620 of the Unified Development Ordinance. Revise details to meet requirements.
5. Please refer to the 6" vertical curb as CG-1.
6. There is an existing sanitary sewer stub for this lot provided on the sanitary sewer to the north. If it isn't going to be used, it will need to be properly abandoned, as shown in the City's Design and Construction Manual. A record drawing of the abandonment will be required, as well. The abandonment and approval of the record drawing will be required prior to issuance of any building permit.
7. The stormwater report submitted doesn't adequately address all items required at the Preliminary Development Plan stage. I'd ask that you expand the report to include additional information as detailed in the City's Stormwater Report Requirements document available on the Development Services page on the City's website.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	No Comments
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Fire Review	Michael Weissenbach (816) 969-1316	Battalion Chief Michael.Weissenbach@cityofls.net	Corrections
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2. 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.

Action required: The building exceeds the 300 foot requirement for a hydrant, measured around the building to the most exterior point. Provide a hydrant.

3. IFC 503.1.1 - Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. Exception: The fire code official is authorized to increase the dimension of 150 feet (45 720 mm) where: 1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3. 2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.

Action required: The fire access (fire lane) does not provide access to within 150' of all exterior portions of the

building. The building is required to have an automatic fire sprinkler system in its current configuration.

4. 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.

Action required: Knox padlocks are required on the gates to the the rear of the building to provide emergency access.

5. 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.

Action required: The FDC for the automatic sprinkler system is required to be within 100' of a hydrant. Show the location of the FDC.