

**DEVELOPMENT SERVICES**

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

**Date:** Tuesday, November 24, 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

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**Tentative Schedule**

Submit revised plans by noon on Monday, December 15, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

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:**

<b>Planning Review</b>	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.

1. Sign package.

White face backgrounds are not allowed. They need to be an offwhite, light tan, light grey, etc.

The monument sign exceeds the allowable sign face and sign structure areas for the CP-2 district;

The directional signs are overheight.

Are the walls that are just copy individually mounted channel letters, or are they are on a raceway or wireway?

Raceways are not allowed, the other two are fine.

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**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. Asphalt pavement types shown do not meet UDO requirements. This will be addressed on the Final Development Plan.

6. The Preliminary Stormwater Study is acceptable. A Final study will be required with the Final Development Plan submittal.

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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: Locate the hydrant near the front drive after the back flow vault (where the current FDC is shown). This will satisfy the hydrant requirement and hydrant/FDC requirement.

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.

11/13/2020- Show the location of the fire main coming into the building for the automatic fire sprinkler system.

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.

11/13/2020- The FDC is shown for the automatic sprinkler system, but a fire protection main is not shown coming into the building. The FDC may be located on the building and the private hydrant where the FDC is currently shown.

**Traffic Review**

Michael Park  
(816) 969-1820

City Traffic Engineer  
Michael.Park@cityofls.net

No Comments

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