

**DEVELOPMENT SERVICES**

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

**Date:** Monday, March 08, 2021

**To:**

**Property Owner:** SALLEE REAL ESTATE  
INVESTMENTS LLC

**Email:**

**Applicant:** NEWMARK GRUBB ZIMMER

**Email:** MVANBUSKIRK@NGZIMMER.COM

**Engineer:** SCHLAGEL & ASSOCIATES

**Email:** SCHLAGEL & ASSOCIATES

**Architect:** DALLENBACH COLE

**Email:** JEFF@DALLENBACHCOLE.COM

**From:** Mike Weisenborn, Project Manager

**Re:**

**Application Number:** PL2021063

**Application Type:** Commercial Preliminary Development Plan

**Application Name:** Lakewood Self Storage

**Location:** 4101 NE PORT DR, LEES SUMMIT, MO 64064

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**Tentative Schedule**

Submit revised plans by noon on Tuesday, March 23, 2021 , uploaded through the online portal.

Applicant Meeting: March 09, 2021 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**

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.** (Not Required) 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>	Jennifer Thompson (816) 969-1239	Planner Jennifer.Thompson@cityofls.net	Corrections
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1. A preliminary development has specific criteria for review. Please provide in narrative form responses to each of the 3 PDP criteria. The criteria can be found in the UDO, Article 2.260.C.

2. This application does not require a special use permit due to the PMIX zoning district. However, certain conditions are in place for such facilities.

A climate controlled storage facility has a set of conditions. These can be found in the UDO, Article 6.1185 (there are 4 conditions), please respond in writing how this development does or does not meet these conditions.

Since this is a hybrid storage facility, the UDO has specific conditions for a self-storage type facility. These conditions can be found in the UDO, Article 6.1020 (there are four conditions), please respond in writing how this development does or does not meet these conditions.

Although photographs of the surrounding area is not required, it might be helpful to have to include in the staff packet going forward to illustrate a feel for this development area.

3. A medium impact landscape buffer is required for the east property line/rear portion of the building. The landscaping requirements can be found in the UDO, Article 8.880.

4. On Sheet C1.0, remove the note indicating a Special Use Permit within the overall site data table. With the PMIX zoning a SUP isn't required.

5. A Form 7460 is required coordinated with the FAA.

6. Label and provide the breakdown of the metal panel system for the sides and rear elevations, where proposed. Staff will recommend approval of 50% of approved material (brick as shown), and the metal panels for each of these given elevations. Can a metal sample board be provided?

Label the proposed colors for all exterior building materials.

7. Revise the accessible sign detail to include a van accessible signage/reference.

8. The building footprints on the landscape data table doesn't match the footprints on sheet C1.0 within the site data table.

9. Provide a photometric site sheet.

<b>Engineering Review</b>	Gene Williams, P.E.	Senior Staff Engineer	Corrections
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1. Please eliminate the steel casing pipe from the fire line.
2. Please add an additional valve near the main connection point, on the fire line branch. The City always requires a valve on each side of the street for fire lines.
3. A wye should already exist for this lot. Please check Record Drawings for location of sanitary sewer wyes and stubs. Contact our Records Technician at 816-969-1800 to request a "sanitary sewer stub location drawing" for this area. They will be able to provide this in pdf format via email.
5. The new ADA-accessible ramp should be constructed with dedicated ramps rather than 45 degree entry ramps. As such, the right of way shown on the PDP appears too small for this type of ramp. Either a sidewalk easement or additional right of way would appear necessary, and can be dedicated by separate document. Please provide sufficient notation on the Preliminary Development Plan.
6. Sidewalks and general location of the private ADA-accessible route across the driveway should be shown in accordance with Michael Park comments.

<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Sidewalk required along Port Dr. and Lakewood Way adjacent to subject property development.

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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1. All issues pertaining to life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to the safety to fire fighters and emergency responders during emergency operations, shall be in accordance with the 2018 International Fire Code.
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: Provide a hydrant(s) to meet this requirement.

3. D104.1 Buildings exceeding three stories or 30 feet in height. Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have not fewer than two means of fire apparatus access for each structure.

Action required: Provide the second access to the north. The access may be gated with Knox padlock.

4. 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- Show the location of the FDC.

