

DEVELOPMENT SERVICES

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

Date: Tuesday, March 30, 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: Jennifer Thompson, Planner

Re:

Application Number: PL2021063

Application Type: Commercial Preliminary Development Plan

Application Name: Lakewood Self Storage

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

Tentative Schedule

Planning Commission Meeting: April 22, 2021 at 05:00 PM

City Council Public Hearing: May 18, 2021 at 06:00 PM

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	Jennifer Thompson	Planner	Approved with Conditions
	(816) 969-1239	Jennifer.Thompson@cityofls.net	

1. It was noted in the landscape table the proposed evergreen heights on some species were less than 8' in height. The UDO requires a maximum height of 8' for all required plantings of an evergreen species. If the evergreens are required plantings, please revise the landscape table to reflect the correct height.

A modification would be required for a reduced height.

2. In the landscape table for the length of medium impact area (the length of the lot), doesn't match the scaled length of the platted lot. The true length, once calculated would adjust these numbers slightly. Please revise the numbers and landscape sheet accordingly.

A modification would be required if the numbers are not met.

3. The open space landscape requirements for the site aren't calculated correctly. The lot square footage minus the building footprint (only), is the number to use for the formula for calculating the required quantities of species. It seems the paved area was used as well.

Depending on location and considered on a case by case basis: trees & shrubs for the open yard calculation may be allowed to be counted toward buffer screening; and street frontage shrubs may be counted toward parking lot screening if they serve that purpose.

4. Provide images of the lighting specifications within the table on the photometric sheet.

5. In regards to the east elevation. I understand the confusion on previously approved applications and the UDO standards. Staff will be recommending approval of 50% approved materials and a 50% metal ratio.

Can we schedule a quick zoom meeting in the next couple of days to discuss this topic specifically?

As most of the outstanding comments are somewhat insignificant, staff feels this project could be kept on the most up-to-date planning commission schedule. Revised plans reflecting the landscape comments could be re-submitted and additional discussion on the east elevation could happen that would give direction on the staff letter for the upcoming Planning Commission.

Engineering Review	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@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 site development permits or the start of construction (excluding land disturbance permit).

3. A Land Disturbance Permit shall be obtained from the City if groundbreaking will take place prior to the issuance of a site development permit, building permit, or prior to the approval of the Final Development Plan / Engineering Plans.

4. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.

5. Any cut and / or fill operations, which cause public infrastructure to exceed the maximum / minimum depths of cover shall be mitigated by relocating the infrastructure vertically and / or horizontally to meet the specifications contained within the City's Design and Construction Manual.

6. ADA-accessible ramp may require the dedication of additional right of way or a sidewalk easement. This will depend on the final design of the ADA-accessible ramp.

7. An as-built and as-graded detention basin plan shall be submitted and accepted by the City prior to issuance of any occupancy permit.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
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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 503.2.3 - Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	No Comments
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