

Commercial Preliminary Development Plan Applicant's Letter

Date: Friday, May 07, 2021

To:

Property Owner: VAAP CHAPEL RIDGE LLC

Email:

Engineer: THE GAMBLE COMPANY, LLC

Email: 100JWG@GMAIL.COM

Applicant: VAAP CHAPEL RIDGE LLC

Email:

From: Hector Soto Jr., Planning Division Manager

Re:

Application Number: PL2021145

Application Type: Commercial Preliminary Development Plan

Application Name: Chapel Ridge Business Park - Out Building

Location: 3680 NE AKIN DR, LEES SUMMIT, MO 64064

Tentative Schedule

Submit revised plans by noon on Monday, May 24, 2021 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: May 11, 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.

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	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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1. SITE DATA TABLE. Provide a table that lists the following site information:

- Lot area (sq. ft.)
- Existing building area (in-line retail bldg)
- Proposed building area (out-building)
- Total building area
- Existing and proposed floor area ratio (FAR)
- Existing and proposed impervious site coverage (in sq. ft.)
- Existing and proposed total number of parking spaces (Note the number of ADA and non-ADA spaces.)
- Required number of parking spaces for existing building area (FYI: 166 spaces based on a retail center calculation of 5 spaces per 1,000 sq. ft. for the existing 33,150 sq. ft. building. Also, break out the number of required ADA spaces and non-ADA spaces.)
- Required number of parking spaces for the proposed total building area (166 + 14 spaces per 1,000 gross sq. ft. of the new out-building. Also, break out the number of required ADA spaces and non-ADA spaces.)

2. DRIVE-THROUGH.

- City ordinance requires a minimum 4 vehicle stacking from the pick-up window plus 4 vehicle stacking from the menu board. The proposed layout only has 3 vehicle stacking from the pick-up window.
- As a matter of good planning practice, staff does not support required parking spaces being blocked in by the minimum queueing requirement for the drive-through.

3. ADA PARKING SPACES. No designation of any ADA parking spaces is shown near the proposed new building. The nearest ADA parking space on the existing site is approximately 100'. An accessible path needs to be provided between the ADA parking spaces and the proposed ADA ramps accessing the new building. Show the location of the ADA spaces and access aisles.

4. PARKING LOT.

- Label the type of new curbing used to border the proposed development. The curbing shall be CG-1 (straight-back).
- The circulation for the drive aisle adjacent to the new building needs to be made one-way so as not to create a conflict between drive-through and on-coming traffic.

5. BUILDING ELEVATIONS.

- Elevations for all four sides of the building shall be provided.
- Horizontal and vertical elements shall be incorporated on all sides of the building to provide architectural relief for each of the wall planes. In particular, the two long sides require some type of horizontal and vertical feature (e.g. pilaster, canopy, etc.) to break up the long flat walls.
- Show the location of all RTUs on the elevations using dashed lines to ensure that the building parapets of a sufficient height to full screen the RTUs from view. Ground-mounted mechanical equipment shall be shown on the site plan and shall be fully screened from view using masonry walls or evergreen landscaping.

6. LIGHTING.

- Sheet A-5 shows a light pole detail, but no light pole is shown on the site plan. All exterior lighting shall comply with the applicable lighting standards found under UDO Section 8.220, 8.250, 8.260, 8.270 and 8.280. Cut sheets of all

proposed exterior light fixtures shall be provided for review. The globe fixture detail on the plans does not comply with City lighting standards.

- A photometric plan shall be submitted in accordance with the requirements of UDO Section 8.230.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Please label street names.
2. Please label the type of curb.
3. Is there any proposed grading? Please clarify.
4. What does "Curb Box" represent?
5. How is the grate inlet proposed to be blocked?
6. Show and label the existing storm sewer structure at the NE corner of the parking lot. Is it being removed? The existing drainage is directed into the storm sewer system. This should not be changed by allowing it to flow into traffic through a proposed flume.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. The proposed use (described in the narrative) and size of building exceeds the code threshold of trip generation for traffic impact study. The applicant had proposed/discussed a 700 s.f. building at the pre-application meeting; which did not require a traffic impact study. Any building of this use over 1100 s.f. will require a traffic impact study as part of the application to comply with code requirements. Either reduce the building area accordingly or submit a traffic impact study by a qualified traffic engineer.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Pending
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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.