

DEVELOPMENT SERVICES

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

Date: Tuesday, June 01, 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: Mike Weisenborn, Project 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 4pm on Friday, June 4, 2021 . Revised documents shall be uploaded to the application through the online portal.

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.

Analysis of Commercial Preliminary Development Plan:

Planning Review	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
-----------------	-----------------------------------	---	-------------

1. SITE DATA TABLE. Revise the table to address the following:

- List the lot area in sq. ft. (The lot area is 182,138 sq. ft. per the plat.)
- Existing and proposed floor area ratio (FAR). (There is an error in your FAR calculation. With a total building area of 34,246 sq. ft. and the lot area as cited above, the total proposed FAR is 0.19 [or 1.9%], not 3.2% as you note on the plans.)

2. ADA PARKING SPACES. Remove the wheel stop at the head of the proposed ADA parking space. City ordinance does not allow the use of wheel stops, except for specific instances that are not present at this site. Protection for the pole on which the ADA parking sign is mounted can be provided by setting the pole mounted sign in a bollard at the head of the space.

3. PARKING LOT CIRCULATION. The following comment is provided for your information and requires no action at this time:

- Should this preliminary development plan application be approved by City Council, additional detailed information regarding pavement markings and traffic signage (e.g. "one-way", "do not enter") managing the one-way traffic circulation around the new building shall be required to be provided as part of the final development plan submittal.

4. LIGHTING.

- 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. No cut-sheet was submitted for the "up/down light fixture" called out on the building elevations.
- A photometric plan shall be submitted in accordance with the requirements of UDO Section 8.230. No photometric plan was submitted as part of the resubmittal.

5. MISCELLANEOUS.

- The property address is incorrectly labeled as 368 NE Akin Dr. under the legal description on Sheet A1 and on the title block of each plan sheet. The correct address is 3680 NE Akin Dr.
- The lot number is incorrectly labeled as Lot 15 under the legal description on Sheet A1 and next to the FAR % listed under the Site Data Table on Sheet A1. The correct lot number is Lot 17.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Approved with Conditions
---------------------------	-----------------------------------	---	--------------------------

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. 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.

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

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