

Commercial Preliminary Development Plan Applicant's Letter

Date: Monday, August 16, 2021

To:

Property Owner: RICHARDSON TIMOTHY W & MARYDEE TRUSTEE Email:

City Staff: Scott Ready Email: Scott.Ready@cityofls.net

Applicant: Becca McConville Email: becca@beccamcconville.com

From: Shannon McGuire, Planner

Re:

Application Number: PL2021289
Application Type: Commercial Preliminary Development Plan
Application Name: ReNourish Counseling Office
Location: 102 SW 2ND ST, LEES SUMMIT, MO 64063

Tentative Schedule

Submit revised plans by 4pm on Tuesday, September 7, 2021 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: August 24, 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	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	Corrections
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1. Please provide the floor plan you mention in your modification request letter. This will be used to help evaluate your requested modification.
2. You will need to provide elevations of the property. This can be accomplished with photos of the current home.
3. Both of the proposed parking stall layouts do not meet ADA requirements. Since only one stall is being proposed it must be van accessible. This will require the adjacent aisle be a minimum of 8 feet wide. Please adjust the proposed design to meet this requirement. Additionally, since you are working with a small space you may want to reduce the width of the stall to the minimum requirement of 8' to help facilitate squeezing it in there.
4. The UDO requires curbing to be installed around the parking lot. If you wish to seek a modification for this requirement you must provide a written request and justification.
5. The UDO also requires a 20' setback from the right-of-way for all parking lots. You will need to seek a modification for this as well. Please add this request and justification to your request letter.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. As submitted, the drawings do not include information required by the Unified Development Ordinance (UDO). Please revise the format and submit one layout design that includes the items required by the UDO.
2. Since this project is increasing the impervious area on the site, stormwater requirements must be met. Either a stormwater report addressing how the additional runoff will be handled or a stormwater memo outlining why this project meets an exemption from the City's Design and Construction Manual Section 5600 must be submitted. The report or memo must be signed and sealed by a Professional Engineer licensed in the State of Missouri.

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

Action required- The house shall meet the requirements for a B- Occupancy Group. Verified at inspection.