

DEVELOPMENT SERVICES

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

Date: Tuesday, November 02, 2021

To:

Property Owner: CITY OF LEES SUMMIT

Email:

From: Jennifer Thompson, Planner

Re:

Application Number: PL2021403

Application Type: Commercial Preliminary Development Plan

Application Name: LOT 9 STREETS OF WEST PRYOR

Location: 900 NW PRYOR RD, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by 4pm on Monday, November 16, 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.

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	Jennifer Thompson (816) 969-1239	Planner Jennifer.Thompson@cityofls.net	Corrections
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1. Elevations were missing for the proposed Crack Shack building.
2. The west elevation for the PNC building needs additional vertical/horizontal details and additional increased material changes.

The roof line should have varying heights, it's completely horizontal.

3. Provide color renderings for the Chase Bank building.

Label the orientation for each elevation.

Additional materials need to be provided on portions of the elevations, the use of fiber cement paneling is very predominate.

4. Is the trash enclosure needed on the eastern portion of the lot?
5. Provide the manufacturer's specifications for all exterior building lighting.
6. What is the proposed height of the relocated retaining wall?
7. Is a minor plat proposed? To date a minor plat subdividing the property into 3 lots has not been submitted.
8. All signs require a sign permit and separate review for the proposed site/buildings.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Sheet C1.0: KCP&L is now Evergy. Please revise on this sheet and throughout the plan set.
2. Alta Survey: The FEMA Firm Panel referenced twice on this sheet is outdated and the Property Description and Surveyor's General Note 3 are incomplete.
3. Sheet C3.0:
 - The CG1 label and leaders shown in the parking spaces to the west of the drive thru lanes needs relocated.
 - ADA Ramps 1-3 are included in the detail callout list. What about ADA Ramps 4 & 5?
4. Sheet C4.0:
 - Please remove the text box masking in the north building sanitary main connection label for clarity.
 - Please relocate overlapping text within the middle building's footprint.
 - The 8" sanitary sewer line extending from the existing MH to the south will be a public main extension. Please label as such.

- The water meter callout “20B” is not used.

5. Sheet C5.0: Please include top and bottom wall elevations.

6. Sheets C6.0 and C7.0 may be removed if you should choose to, erosion control is not reviewed with a Preliminary Development Plan.

7. Sheet C10.0: The geogrid referenced in the pavement details is not on the City’s approved product list. This will be required at Final Development Plan review.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Please provide a traffic memo, providing trip generation information for the change in use(s). If 100+ additional trips are anticipated, we will need to amend the traffic impact study.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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1. 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 locations of the FDC's on the building. The FDC;s on buildings 9A and 9B exceeds 100 feet. Provide a hydrant.

2. 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.