

Received Date: Sunday, October 17, 2021

To:

Property Owner: WHD MANAGEMENT LLC Email:

Architect: DAVIDSON ARCHITECTURE &

ENGINEERING Email: Justin@DavidsonAE.com

Applicant: WHD MANAGEMENT LLC Email:

From: Hector Soto Jr., Planning Division Manager

Re:

Application Number: PL2021380

Application Type: Commercial Rezoning with Preliminary Development Plan

Application Name: Lot 1 Town Centre

Location: 520 NE TOWN CENTRE DR, LEES SUMMIT, MO 64064

[Please see our responses to comments in blue.](#)

Tentative Schedule

Submit revised plans by 4pm on Monday, November 01, 2021. Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: October 19, 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).
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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 6:00 P.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 Rezoning with Preliminary Development Plan:

Planning Review Hector Soto Jr. Planning Division Manager

(816) 969-1238 Hector.Soto@cityofls.net

Corrections

1. **SPECIAL USE PERMIT.** The proposed mega storage facility requires approval of a special use permit. Submit a special use permit application to accompany the rezoning and preliminary development plan application. [A special use permit has been submitted to accompany the rezoning and PDP applications.](#)

2. **PLAN BOUNDARIES.** Correct the legal description listed on Sheet C1.0 and Sheet A1.0 to read: Lot 1, Lee's Summit Town Centre, Lot 1 & Lot 2. [This has been corrected.](#)

3. **PROPERTY LINE INFORMATION.** List the platted property line bearings and dimensions. [A plat will be submitted by a surveyor.](#)

4. **STREETS.** Label the NE Town Centre Dr right-of-way. [This has been indicated on the A1.1 sheet.](#)

5. **PARKING.**

- It appears that there will not be an office or any kind of on-site staffing for the mega storage facility. Please confirm that this is the case and provide an explanation of how the facility is managed/staffed. [Yes, there will be no on-site staff. Reservation of units will be made over the phone or online. Clients will access the site themselves.](#)

- Revised the minimum required parking calculation for the mega storage facility. It appears to have been calculated by applying 2 parking spaces for every large building. The UDO's intention is for 2 parking spaces for the facility as a whole, plus 1 for the maximum number of employees on the largest shift. [This has been revised.](#)
- A minimum of two striped parking spaces shall be required for the site. If no striped spaces are proposed, provide a written request and justification for a modification to this UDO requirement. [We have revised so there are striped parking spaces for the facility. There are no employees on site.](#)

6. **LOT LAYOUT.** It appears that the approximately 11 acre site is intended to be subdivided into 3 lots and a common area tract.

- Provide the lot dimensions for all future lots and tract. [This is being included with the plat application.](#)
- Provide a cross-access easement(s) for all of the shared drives. [This is being included with the plat application.](#)

7. **COMMON AREA.** Add a note dedicating ownership and maintenance responsibilities for the common area tract to the property owners association. The creation of common area requires the establishment of a property owners association. [A note has been added to the A1.1 sheet under general notes.](#)

8. **SECURITY/PERIMETER FENCING.** Show the location of all fencing and/or gates that will secure the storage facility. [There are no current fencing or gates proposed for any portions of the site.](#)

9. **DRIVEWAYS/DRIVE AISLES.** All two-way driveways and internal parking lot drive aisles serving two-way traffic shall have a minimum width of 28', measured to the back of curb. No driveway or drive aisle dimensions are provided on the site plans. [This has been updated to be 28', and dimensions are provided on the A1.2.](#)

10. **LANDSCAPE PLAN.**

- The proposed ornamental trees do not meet the minimum 3" caliper size for deciduous trees required under the UDO. The UDO does not differentiate between shade and ornamental trees in establishing a minimum caliper size for deciduous trees. [This has been updated to 3" to meet UDO.](#)
- All open areas not covered with other landscaping material shall be sodded. The landscape plan planting list identifies hatched areas as being sodded, but the plan itself does not show any hatching anywhere. [All areas shall be sodded unless noted otherwise for drainage between buildings as required by the geotechnical engineer. The amount of river rock shown may decrease as the design is refined based on the engineer's recommendations. All other areas not covered by plantings will be sodded per the UDO.](#)

11. **BUILDING ELEVATIONS.**

- Label the roof pitch on the storage buildings. The UDO requires a minimum 1:3 pitch on the storage buildings. [In lieu of a 4"/12" roof slope which is not conducive to a single slope roof, preference is to have a flat roof with short parapets for all buildings.](#)

- Label the roof pitch on the Lot A building. Buildings with a pitch of 2" vertical to 12" horizontal or less shall incorporate detailed parapets or exaggerated cornice lines to provide architectural relief for flat roofs. The same is required on the Lot B building.
- All industrial buildings are required to have four-sided architecture extending horizontal and vertical architectural embellishments and projections to provide relief for large expanses of flat walls.
- This property is not located in a specified metal building area where smooth finished metal panels are an approved material. Rough-textured metal panel systems (e.g. EIFS) may be used.
- Any smooth finished metal panels that may be proposed for approval as a conditional use shall have a sample submitted to staff for review.

12. **MECHANICAL EQUIPMENT.** Show all roof-mounted and ground-mounted mechanical equipment on the building elevations and/or site plan to the extent possible. RTUs shall be fully screened from view by raising parapet heights as least equal to the height of the units being screened. Ground-mounted equipment shall be fully screened from view using evergreen landscaping. [We have added this to our plans and estimated ground-mounted equipment locations. Final locations and quantity will likely change as we further refine our design. Reference L1.2 for typical ground mounted equipment screening.](#)

13. **TRASH ENCLOSURE.** All proposed trash enclosures shall comply with the design requirements of UDO Section 8.180.G. [There are no proposed trash enclosures at this time.](#)

14. **REZONING EXHIBIT.** A rezoning exhibit shall be provided identifying the limits and legal description of the property proposed to be rezoned from CP-2 to PI. [A1.0 is the re-zoning exhibit. It outlines the area of re-zoning from CP-2 to PI. A plat will also be filed indicating lot line descriptions for the three properties indicated on our plans \(Pad Site A, Pad Site B, Mega Storage\).](#)

Engineering Review Sue Pyles, P.E. Senior Staff Engineer

(816) 969-1245 Sue.Pyles@cityofls.net

Corrections

1. General:

- Please remove sheets C2.2-C2.3. Erosion control design is not needed in the Preliminary Development Plan (PDP) stage. [Erosion control sheets have been removed from the plan set.](#)
- Storm sewer profiles are not required at the PDP stage and may be removed. The profiles have not been reviewed with this submittal. [Acknowledged. Storm sewer plan and profiles have been left in the plan set to provide approximate storm sewer sizing.](#)
- Please clarify the lines that appear to show individual lots. This is a single lot. [There are three separate lots included in the proposed development, with all lots being included in a single tract.](#)
- Further comments regarding stormwater and detention may be forthcoming after the Macro Storm Water Study has been revised. [Acknowledged. Please see the revised Macro Storm Water Study.](#)

2. Sheet C1.0:

- Please include “Preliminary Development Plan” in the project title. [Please see Sheet C1.0.](#)
- Please revise the “Storm Sewer – City of Lee’s Summit” phone number to 816-969-1800 in the Utility Contact list. [Please see Sheet C1.0.](#)
- Please revise the legal description to be for this lot only. [Please see Sheet C1.0.](#)
- Please revise the Sheet Index based on other comments that follow. [Please see Sheet C1.0.](#)

3. Sheet C1.1:

- Please note that City pavement design requirements must be met. If a geotechnical report is used to determine the paving requirements, the design must be equal to or better than the City’s requirements. General Notes 13 & 20 seem to contradict this. [Acknowledged. Please see Sheet 1.1.](#)
- Please remove the “transportation department of Missouri” reference from General Note 17, it is not applicable. [Acknowledged. Please see Sheet 1.1.](#)
- Please revise Erosion Control Note 3, the City does not issue a “soil erosion and sedimentation control” permit. [Acknowledged. Please see Sheet 1.1.](#)

4. Sheet C1.3:

- The sanitary sewer and water line extensions required by this project will all be private. [Please see the revised Utility Plan on Sheet 1.3.](#)
- Please relocate the backflow devices to be just on the private side of the easement at each connection location to the public main. [Backflow devices have been moved as close to the public easement as possible, while also maintaining separation requirements between other utilities as specified in Section 6500 of the DCM.](#)
- The size of water line shown seems excessive. Please confirm. [Please see revised water line sizing on Sheet C1.3.](#)

5. **Storm Water Macro Storm Water Study:** The City requires detention design utilize the “Comprehensive Control” release rate strategy. This includes 40-hour extended detention as the Water Quality requirement. Please revise the study to meet this requirement. [Acknowledged. Please see the revised Macro Storm Water Study.](#)

Traffic Review Michael Park City Traffic Engineer

(816) 969-1820 Michael.Park@cityofls.net

No Comments

Fire Review

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

Corrections

2. 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. [Please see the revised FDC and fire hydrant locations on Sheet C1.3.](#)

Action required- The FDC on Pad Site 2 exceeds 100 feet to a hydrant.

3. In the pre application meeting it was discussed the business is geared towards the storage of commercial vehicles and large RV's. That being said, the maximum square footage before a sprinkler is required is 5,000 square feet.

903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 occupancy where one of the following conditions exists:

1. A Group S-1 fire area exceeds 12,000 square feet (1115 m2).
4. A Group S-1 fire area used for the storage of commercial motor vehicles where the fire area exceeds 5,000 square feet (464 m2).

Action required- Buildings used for the storage of commercial vehicles greater than 5,000 square feet shall be sprinklered. [The plans have been revised to include no buildings greater than 5,000 sq. ft. to allow for greater flexibility as well as satisfy the Fire Marshal's requirements.](#)

4. 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.

Action required- All fire access lines shall be heavy duty asphalt capable of supporting 75,000-pounds. [Please see the revised site plan on Sheet C1.2. Fire access lanes will be heavy duty asphalt pavement.](#)