

## Commercial Preliminary Development Plan Applicant's Letter

**Date:** Wednesday, November 24, 2021

**To:**

**Property Owner:** ROBINSON E L JR & LETHA M - Email:  
TRUSTEES

**Applicant:** Dan Finn

Email: dfinn@phelpsengineering.com

**City Staff:** Scott Ready

Email: Scott.Ready@cityofls.net

**From:** Shannon McGuire, Planner

**Re:**

**Application Number:** PL2021406

**Application Type:** Commercial Preliminary Development Plan

**Application Name:** Market Street Center

**Location:** 3501 SW MARKET ST, LEES SUMMIT, MO 64082

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### Tentative Schedule

Submit revised plans by 4pm on Thursday Dec. 2, 2021 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: N/A

Planning Commission Meeting: December 16, 2021 at 05:00 PM

City Council Public Hearing: January 18, 2022 at 06:00 PM

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.

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### 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**

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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**

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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:**

<b>Planning Review</b>	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	Approved with Conditions
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1. Buildings shall incorporate four-sided architecture. Horizontal and vertical elements shall extend completely around the building and utilize the same or similar materials on all building facades. As proposed both buildings have long sections of unbroken vertical and horizontal plans. The elevations labeled "Side Elevation" for the dental office and Medical Office/Retail have a long run of unbroken roof line. Additional breaks will need to be added to break up the roof line.

2. Wood is not an approved material and will require a modification approved by the governing body. Staff has typically not supported the use of real wood on commercial building. The use of a material like Trex is an approved material and would be staff's suggestion to meet the UDO requirements and keep a comparable look. Please propose an alternative material.

<b>Engineering Review</b>	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. A final decision concerning the sanitary sewer serving the three (3) lots shall be made at the time the Final Development Plan is submitted. At the present time, the City requires an analysis showing the infeasibility of extending the sanitary sewer to the south, between the Bank of the West, and Quik Trip property to the south. If this analysis is received within a reasonable timeframe, this southern extension option might be eliminated as one of the available options.

2. If it can be demonstrated that the southern sanitary sewer route is not feasible, it may be possible that the termination point of the public sanitary sewer will be at manhole A2.

<b>Fire Review</b>	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.

5. IFC 503.3 - Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or

prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

Action required- The fire lane along the west side of the home improvement store shall be posted Fire Lane- No Parking.

<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Please update the traffic study to reflect the change in the site plan and change of use from "Building Materials" to "Hardware/Paint".