

DEVELOPMENT SERVICES

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

Date: Monday, June 13, 2022

To:

Property Owner: LBC DEVELOPMENT CORP

Email:

Applicant: DIVENTURES

Email: WILLIAM.MUNROE@DIVENTURES.COM

Engineer: OLSSON

Email: WHOEY@OLSSON.COM

Architect: HDESIGN GROUP

Email: BSMITH@HDESIGNGROUP.COM

From: Mike Weisenborn, Project Manager

Re:

Application Number: PL2022198

Application Type: Commercial Preliminary Development Plan

Application Name: Diventures

Location: 2951 NE INDEPENDENCE AVE, LEES SUMMIT, MO 64064

Tentative Schedule

Submit revised plans by 4pm on Tuesday, June 28, 2022 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: June 14, 2022 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 a completed application and ownership affidavit form with signatures.
2. On the cover sheet please provide a vicinity map with north arrow indicating the location of the property within the City.
3. The maximum plan size is 24" x 36" with one-inch border.
4. Please show the location of all oil and gas wells, whether active, inactive, or capped. If none are present please add a note stating so and cite your source of information.
5. Please provide a detailed drawing of enclosure and screening methods to be used in connection with trash storage containers on the property. Please ensure the proposed exterior materials are labeled.
6. Please provide details for the proposed plant materials and sizes for landscaping, buffers and trees to ensure they are meeting the ordinance requirements.
7. The required street trees along the northern frontage cannot be relocated to the southern side of the site as proposed. Please revise the landscaping plan to meet the street tree requirement.
8. The minimum drive/aisle width shall not include the curbing guttering. As proposed it appears you including the guttering in the labeled widths. Please check this and update the sheets as needed.
9. CG-1 concrete curbing is required around all parking areas and access drives in office, commercial and industrial districts. Please update the labels on sheet c102 to reflect the proposed curb type and provide standard curb details.
10. Improvement of parking and loading areas shall meet Sec. 8.620. Please provide standard details for the proposed pavement type and label the different pavement types on the site plan.
11. Trash enclosure areas shall be improved with a Portland cement concrete pad and a Portland cement concrete approach 30 feet in length, measured from the enclosure opening. The pad and approach shall be improved with a minimum six inches of full depth unreinforced Portland cement concrete constructed on a sub-grade of four inches of granular base course.
12. For any property within two miles of the airport, a Form 7460 shall be completed and submitted to the FAA, and comments received back prior to any construction.

13. Ground mounted equipment shall be totally screened from view by landscaping or masonry wall up to a height of the units to be screened. Please provide details on what you are proposing to use for screening. The provided elevations are unclear on the proposed screening materials but it appears to be some type of wood fencing.

14. A wood look aluminum siding material is not a material that staff is familiar with. Please provide additional details on the proposed product, i.e. manufacturer's specification sheet and material sample.

15. As you are requesting modifications to the standard UDO sign requirements, please provide details for all proposed signs.

Engineering Review

Nikia
Chapman-Freiberger
(816) 969-1813

Nikia.Chapman-Freiberger@cityofls.
net

Corrections

1. General:

Review and revise legend to match plan set.

2. C301 Utility Plan:

- a) Call out sizes and materials of the existing sanitary sewer, storm, and water lines.
- b) The existing storm system does not match City records. Please review and revise.
- c) The storm line shown to be existing south east of the drive entrance does not exist according to City records. This line will need to be fully within Diventures' property lines.
- d) The irrigation line must be a separate tap from the domestic line.
- e) The water meter must be located per Design and Construction Manual Section 6900.
- f) Is it necessary to extend sidewalk past the property line to tie into existing? Please review and revise.

3. C201 Grading Plan:

- a) Show drainage arrows.
- b) Resolve 984' contour on the west side of the site.
- c) Do not exceed 3:1 slopes. Review and revise the grading in the south east corner.
- d) The slopes on the north and east sides of the building will direct water towards the building. Please review and revise grading to drain away from the building.
- e) There is a section of curb and gutter missing just north of the entrance.

4. C102 Site Plan:

- a) Provide pavement section details that adheres to the requirements in Section 8.620 of the UDO.
- b) Complete the reference in Keynote 1-3 and 5-11.
- c) Review and revise the fire flow calculations notes. They seem to be for a different project.
- d) The proposed fire hydrant off site is existing. Please review and revise callout. Additionally, please use record drawings for existing utilities, not PDP as things may have changed between PDP and construction.
- e) Call out heavy duty pavement for fire lanes.

5. C101 General Layout Plan:

- a) Include impervious area in the site information/parking table
- b) Is the PDP or is the Lot Division Exhibit acting as the preliminary plat? One of the documents needs to have all the correct information.
- c) All of the easements are called out as proposed, but they are all existing through the 2019 plat.
- d) Identify the existing electric easements.

- e) Show and label the off-site portion of the 30' access easement on the south side of the property.
- f) In General Note 5, the City will also need to approve plan changes. Please review and revise.
- g) Include the following notes:
 - All construction shall conform to the City of Lee's Summit Design and Constructions Manual as adopted by Ordinance 5813.
 - The contractor shall contact the City's Development Services Engineering Inspectors 48 hours prior to any land disturbance activities at (816) 969-1200.
- h) State whether or not there are any oil/gas wells nearby and cite the source of information.
- i) Include the location and limits of the one percent annual chance flood as set forth on the current FEMA maps with reference to panel number.
- j) Include existing conditions within 185' of the property such as location, width of right-of-way, easements, and sizes of existing utility lines.

Traffic Review	Brad Cooley, P.E., RSPI Brad.Cooley@cityofls.net	No Comments
Fire Review	Jim Eden (816) 969-1303 Assistant Chief Jim.Eden@cityofls.net	Corrections

1. 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- The required fire access lanes to the building shall be capable of supporting 75,000-pounds. The Site Plan calls out light duty asphalt. Provide appropriate pavement.

2. IFC 507.5.1 - Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Action required- Show the location of a hydrant within 300 feet. A Utility Plan was not provided.