

Commercial Preliminary Development Plan Applicant's Letter

Date: Sunday, July 10, 2022

To:

Property Owner: CITY OF LEES SUMMIT

Email:

Applicant: STREETS OF WEST PRYOR LLC

Email:

Engineer: SM ENGINEERING

Email: SMCIVILENGR@GMAIL.COM

From: Dawn Bell, Project Manager

Re:

Application Number: PL2022241

Application Type: Commercial Preliminary Development Plan

Application Name: LOT 12 STREETS OF WEST PRYOR

Location: 1010 NW PRYOR RD, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by 4pm on Tuesday, July 19, 2022 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: July 12, 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	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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1. PARKING LOT. Label and clarify what type of border will be provided along the south edge of the proposed parking lot. At a minimum, a temporary asphalt curb shall be constructed along the south boundary where the parking lot will be expanded at the time the abutting Lot 11 will be developed.

2. EASEMENTS.

- Label the 30' combination U/E, SW/E and building along the lot's NW Pryor Rd frontage.
- Label the 30' U/E and building line along the north property line.
- Label what appears to be a variable width easement for the overhead power lines along the north and east property lines.
- Label any other easements depicted on the plans.

3. TRASH ENCLOSURE PAD.

- In accordance with UDO Section 8.620.F.1.c, a Portland cement approach shall be provided a minimum 30' in length measured from the enclosure opening. Refer to said section for the pavement design requirement.
- Provide a detail of the trash enclosure. The trash enclosure design shall comply with UDO Section 8.180.G.

4. MECHANICAL SCREENING. Show the location of all ground-mounted and roof-mounted mechanical equipment on the site plan or elevations to the extent possible. Mechanical units shall be fully screened from view from off the property. Roof-mounted equipment shall be screened by using parapet walls at least equal to the height of the units being screened. Ground-mounted equipment shall be screened by using masonry walls or evergreen landscaping at least equal in height to the units being screened.

5. BUILDING ELEVATIONS. Label all proposed exterior building materials to verify for compliance with the approved materials list under UDO Section 8.170A.

6. PARKING LOT LANDSCAPE ISLANDS. Tree planting areas (in landscape islands) shall be no less than 10' in width. No tree shall be located less than 4' from the back of the curb. The four (4) islands in the middle of the parking area west of the building do not meet these standards.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Show and label the location and limits of the one percent annual chance flood, as set forth on the current FEMA maps, with reference to the panel number and effective date. Elevations shall be provided if shown on the FEMA map.

2. Sheet C2.0: Show existing water lines on this sheet and throughout the plan set.

3. Sheet C3.0:

- More clearly indicate where the existing drive entrances end and the proposed construction starts on this sheet and throughout the plan set.
- Show temporary curb, at a minimum, where the parking lot will be extended in the future to Lot 11.
- Show proposed water lines. Note that no vault is required so that detail isn't necessary.
- Please note that sanitary sewer service connections shall be made by cut-in wye.
- Include Note callouts in Plan view.
- Approved construction plans for the existing storm sewer indicated curb inlet throats were not being constructed with the structure installation. Please indicate if the throats are to be constructed in the paved area with this project.
- Please include concrete pavement a minimum of 30' out from the trash enclosure door.
- Where are CW2 and ADA ramps 1-5, as shown in the Notes, located?

4. Sheets C6.0-C9.0: ESC and typical standard details are not required with a PDP and may be removed if you should choose. The pavement sections are required.

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. 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 2012 International Fire Code.

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- Provide a hydrant plan.

3. 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 location of the FDC(s) and the hydrant within 100 feet.

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.

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- Provide fire lane marking when the hydrant and FDC locations are known.

