

## Commercial Preliminary Development Plan Applicant's Letter

**Date:** Tuesday, July 19, 2022

**To:**

**Property Owner:** SOUTHPORT BUSINESS CENTER Email:  
LLC

**City Staff:** Scott Ready

Email: Scott.Ready@cityofls.net

**Applicant:** Robert Dimond Jr.

Email: bdimond@dagroupinc.com

**From:** Scott Ready, Project Manager

**Re:**

**Application Number:** PL2022216

**Application Type:** Commercial Preliminary Development Plan

**Application Name:** Macadoodles

**Location:** 1499 SW MARKET ST, LEES SUMMIT, MO 64081

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### Tentative Schedule

Submit revised plans by Tuesday, July 26, 2022; the following resubmittal deadline is Tuesday, August 9, 2022. Revised documents shall be uploaded to the application through the online portal.

Applicant Zoom Meeting: TBD if needed (previous Meeting held 6/28/22)

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:**

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| <b>Planning Review</b> | Hector Soto Jr.<br>(816) 969-1238 | Planning Division Manager<br>Hector.Soto@cityofls.net | Corrections |
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1. LIGHTING. Please clarify the type of light fixture to be used with the gooseneck wall brackets. Is the floodlight fixture intended to be used on these brackets? If so, floodlight fixtures are allowed as accent lighting provided they are directionally shielded to eliminate glare to motorists and pedestrians.

2. ELEVATIONS.

- A south and east building elevation was provided, but no west building elevation. Are no improvements of any kind proposed for the west elevation, including painting? If none, then no west elevation is required. If improvements, including painting, of the west elevation is proposed, then a west elevation shall be provided.
- Label the proposed colors for all exterior materials on the south, east and west elevations.
- The south and east elevations call out the use of wood to infill window openings. Wood is not approved material for commercial development. Wood alternatives such as wood-look cement fiberboard or other cementitious material is allowed. A wood composite could also be used, but not real wood.

3. PARKING LOT SETBACK.

- Staff supports the modification request for the parking lot setback from the east and west property lines to accommodate the relocated parking spaces and widened curb boundary to accommodate the drive-through lane entrance.
- Staff will not support the request for the reduced drive-through lane width or the two-way drive aisle width. Staff will recommend that the south parking lot boundary be pushed further south to achieve enough width to accommodate the required 10' drive-through lane width and 24'-wide drive aisle width (exclusive of curb and gutter).

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| <b>Engineering Review</b> | Loic Nguingiri, E.I. | Staff Engineer<br>Loic.Nguingiri@cityofls.net | Approved with Conditions |
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1. All required engineering plans and studies, including water lines, sanitary sewers, storm drainage, streets and erosion and sediment control shall be submitted along with the final development plan. All public infrastructure must be substantially complete, prior to the issuance of any certificates of occupancy.

2. All Engineering Plan Review and Inspection Fees shall be paid prior to approval of the associated engineering plans and prior to the issuance of any site development permits or the start of construction (excluding land disturbance permit).

3. A Land Disturbance Permit shall be obtained from the City if groundbreaking will take place prior to the issuance of a site development permit, building permit, or prior to the approval of the Final Development Plan / Engineering Plans.

4. Certain aspects of the development plan will be further reviewed during the Final Development Plan phase of the project. This includes detailed aspects of the design to help ensure that the plan meets the design criteria and specifications contained in the Design and Construction Manual.

5. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.

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| <b>Fire Review</b> | Jim Eden<br>(816) 969-1303 | Assistant Chief<br>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.

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| <b>Traffic Review</b> | Brad Cooley, P.E., RSPI<br>Brad.Cooley@cityofls.net | Corrections |
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1. TIS: Persels is considered a two-lane road with turn lanes. Signal Warrant 3 is met for peak hour traffic. Due to the proximity of other signals, a median should be designed to improve the intersection of Persels and Market. Following the revised configuration, the TIS should be updated to reflect new trip distribution and LOS. This should be corrected prior to Public Hearing(s).