

DEVELOPMENT SERVICES

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

Date: Tuesday, August 02, 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.

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. EASEMENTS. Add the SW/E (Sidewalk Easement) label to the 30' combination U/E, SW/E and building line along the lot's NW Pryor Rd frontage. Only the U/E and building line are labeled. This item can be addressed at the time of FDP.

2. MECHANICAL SCREENING. 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. Compliance with this requirement will be verified at the time of FDP. No additional response needed at this time.

3. BUILDING ELEVATIONS/MATERIALS.

- The building elevations show the use of wood on the building exterior that is viewable from all four sides of the building. Wood is not an approved material under UDO Section 8.170.A. A cementitious wood-looking panel could be used in place of the wood in order to comply with the approved materials list. However, the City Council has the ability to approve the use of wood as a conditional material as part of the subject preliminary development plan process. A narrative requesting the use and a justification for the use of said material is required to be submitted for consideration by the Planning Commission and City Council. Also quantify the percentage that this material constitutes on the respective elevations.
- The building elevations show the use of painted steel on the building exterior that is viewable on the east and west elevations. Metal is not an approved material under UDO Section 8.170.A. However, the City Council has the ability to approve the use of metal as a conditional material as part of the subject preliminary development plan process. A narrative requesting the use and a justification for the use of said material is required to be submitted for consideration by the Planning Commission and City Council. Also quantify the percentage that this material constitutes on the respective elevations.
- Please elaborate on the use of the plastic panels called out on the south, east and west elevations. Are these permanent or are they removable window-like panels for use on the outdoor seating areas during winter to create an enclosed heated space?
- Responses the comments above are required to be submitted no later than August 15th in order to allow staff ample opportunity to review prior to the finalization of the staff report for the Planning Commission hearing tentatively scheduled for August 25th.

4. PARKING LOT LANDSCAPE ISLANDS. The landscape islands planted with trees have been widened to 10'. However, trees are still shown to be planted less than 4' from the back of the curb. No revisions are required at this time. Compliance with this requirement will be verified at the time of FDP.

5. SIGNAGE. The sign ordinance allows a maximum of two (2) wall signs per tenant space in a multi-tenant building. The City Council has the authority to approve a greater number of sign than those allowed by right.

- The building elevations show Via 313 with four (4) wall signs.
- The building elevations show The Crack Shack with five (5) wall signs.
- Please note that the City's sign ordinance prohibits the use of painted wall sign. It appears that the copy that reads "Southern California Fried Chicken" and perhaps both Via 313 signs on the south elevation are painted walls. Please verify if this is the case.
- Provide specification details for all proposed signs (i.e. materials, colors, method of illumination, how they are

mounted to the wall, etc.).

- Wall sign size is limited to no more than 10% of the area of the wall on which they are mounted. In the case where multiple signs are mounted on a single elevation, the cumulative area of the signs shall not exceed 10%.
- Responses the comments above are required to be submitted no later than August 15th in order to allow staff ample opportunity to review prior to the finalization of the staff report for the Planning Commission hearing tentatively scheduled for August 25th.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Approved with Conditions
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5. The FEMA panel number and effective date are incorrect. Please update with the Final Development Plan submittal.

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

3. 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.

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).

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.

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