

DEVELOPMENT SERVICES

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

Date: Sunday, August 28, 2022

To:

City Staff: Scott Ready

Email: Scott.Ready@cityofls.net

Engineer: Dan Finn

Email: dfinn@phelpsengineering.com

Architect: POWELL MINNIS

Email:

Applicant: Lee's Summit Retail Partners, LLC

Email: dcarr@usfpc.com

From: Scott Ready, Project Manager

Re:

Application Number: PL2022296

Application Type: Commercial Preliminary Development Plan

Application Name: Market Street Center - Lot 2

Location: 3511 SW MARKET ST, LEES SUMMIT, MO 64082

Tentative Schedule

Submit revised plans by 4pm on Tuesday, September 13, 2022 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: August 30, 2022 at 09:30 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. As proposed the rear canopy and loading dock are encroaching into the plated rear building line (labeled as a private D/E on the plans). The build line was established as a minimum setback required for the adjacent stormwater detention facility. Please adjust your proposed layout to meet the setback.
2. Please provide details for the proposed exterior lighting, including parking lot lights and wall-mounted fixtures, including fixture type, location, height and intensity. Manufacturer's specification sheets shall be submitted.
3. Metal may only be used only in an incidental role i.e., trim, architectural features, standing seam metal roofing or other architectural metal siding or roofing as approved by the Planning Commission and/or City Council. The proposed standing seam panels will require Council approval. Please provide additional details on the proposed material.
4. In the building & lot data table you have the building listed as 5,000 sf. This is inconsistent with the site plan and appears to be incorrect. Please check this and update the site data table as needed.
5. Please update the parking summary table to reflect the required parking to show 76 stalls required $(15,200/1,000) * 5 = 76$
6. Please label the proposed landscaping to show compliance with the acceptable plant sizes for landscaping, buffers and trees as required by UDO Sec. 8.750.
7. All trash enclosure shall be protected through the installation of four-inch bollards along the rear wall of the trash enclosure. Please update the plans to reflect this requirement.
8. You are showing a standard curb and gutter adjacent to the ADA parking stalls. As proposed the curbing type will block the accessible route.
9. ADA ramps are required for the pedestrian sidewalk leading the east side of the building.
10. Please acknowledge all accessible parking stalls and routes shall comply with the requirements of the federal Americans with Disabilities Act.
11. Please provide standard details for the proposed curbing and pavement sections.
12. Please label the height and width of all proposed wall signs.

13. All roof-mounted equipment shall be screened entirely from view by using parapet walls at the same height as the mechanical units. Please increase the height of the parapet wall around the perimeter to meet this requirement.

14. Will there be any wall mounted mechanical equipment? All wall-mounted mechanical equipment, except air conditioning equipment (e.g., window AC units), that protrudes more than six inches from the outer building wall shall be screened from view by structural features that are compatible with the architecture and color of the subject building. Wall-mounted mechanical equipment that protrudes six inches or less from the outer building wall shall be designed to blend with the color and architectural design of the subject building.

15. Will there be any ground mounted mechanical equipment? All ground-mounted mechanical equipment shall be screened from view by landscaping or by a decorative wall that is compatible with the architecture and landscaping of the development site. The wall shall be of a height equal to or greater than the height of the mechanical equipment being screened.

16. All transformers and other facilities and equipment, including telecommunications equipment, shall either be screened through the use of architectural materials compatible with the architectural materials present on the site or, alternatively, through landscape screening. Such screening shall be adequate to completely screen such facilities from all rights-of-way.

17. Outside storage areas and loading docks.

a) All storage areas, service areas, and loading docks not screened by an intervening building shall be screened from view from any public street right-of-way. In addition, storage and loading areas must be screened from view from any adjoining property when that property requires a buffer as identified in Table 14.1, Buffer/Screen Impact. On property zoned or used industrial, all outside storage areas that are adjacent to nonindustrial zoned property must also be screened from view.

b) An opaque screen consisting of one or a combination of the following shall be used:

1. Freestanding walls, wing walls, or fences;
2. Earthen berms in conjunction with trees and other landscaping; or
3. Landscaping, that must be opaque and eight feet in height within 18 months of planting.

c) Screening shall be a minimum height of eight feet to screen truck berths, loading docks, areas designated for permanent parking or storage of heavy vehicles and equipment or materials.

d) Screening shall be long enough to screen the maximum size trailer that can be accommodated on site. Sites that can accommodate a full size tractor-trailer shall provide a 48-foot wing wall, where wing walls are used.

18. All shopping carts shall be stored inside the building they serve. Shopping cart corrals shall be made of a material suitable for withstanding weathering and rusting. Plastic corrals are prohibited. Where will the shopping carts be stored?

19. All sides of a building shall be architecturally finished with equal levels of materials and detailing. Blank walls void of architectural details or other variation are prohibited. Please incorporate additional materials on the south, east and west elevations.

20. At least 25 percent of all walls facing a public street shall contain windows or doorways.

21. Please acknowledge the mandatory minimum development requirements of Section 5.510 C are being met.

22. New buildings shall incorporate a minimum of three of the following features:

- Solar (passive or active), wind or geothermal renewable energy systems;
- Energy-efficient materials, including recycled materials that meet the requirements of this Code;
- Materials that are produced from renewable resources;
- A green roof, such as a vegetated roof, or a cool roof;
- Materials and designs that meet the U.S. Green Building Council's LEED-NC certification requirements;
- A greywater recycling system;
- Electrical vehicle charging station;
- Xeriscape or water-conserving landscape materials;
- Drip irrigation system for landscaped areas;
- Shared parking;
- Shade structures, covered parking, or shaded walkways.

23. Please provide more detail in the vicinity map (major streets/highways).

Engineering Review	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. Please refer to the recorded plat for Market Street Center, and make corrections to the items such as drainage easements shown. The Preliminary Development Plan does not match the recorded plat. In particular, there are issues with the building line on the south part of the lot, and the plan shows this to be a drainage easement, which it is not.

2. Please be aware of easements shown on the plat to be vacated. This shall be required prior to formal approval of any Final Development Plan.

Traffic Review	Brad Cooley, P.E., RSPI	Brad.Cooley@cityofls.net	Corrections
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1. Firestone to the west-southwest was required to provide an access point to the subject property. Connection between the two lots internally will provide better traffic flow between businesses, off of the public roadway.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
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2. requiredr IFC 105.6.20 - A Hazardous materials permit is required for the using, dispensing, transporting, handling, and/or storing of extremely hazardous substances. "Extremely Hazardous Substances (EHS) Facilities" are defined as facilities subject to the provisions of Superfund Amendments and Reauthorization Act of 1986 (SARA TITLE III), Section 302, for storing, dispensing, using, or handling of listed chemicals in excess of their threshold planning quantities (TPQ). See amended Section 5001.4 of the 2018 International Fire Code.

Action required- A Hazardous Materials Permit is required for propane exchange and filling.