

DEVELOPMENT SERVICES

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

Date: Monday, September 12, 2022

To:

Engineer: Julie Sellers

Email: jsellers@olsson.com

City Staff: Scott Ready

Email: Scott.Ready@cityofls.net

Property Owner: 150 HIGHWAY LEES SUMMIT
LLC

Email:

From: Scott Ready, Project Manager

Re:

Application Number: PL2022314

Application Type: Commercial Preliminary Development Plan

Application Name: Arborwalk West

Location: 3640 SW ARBORIDGE DR, LEES SUMMIT, MO 64082

Tentative Schedule

Submit revised plans by 4pm on Tuesday, September 27, 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	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	Corrections
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1. Please label the building setback lines from streets with dimensions.
2. Please label the dimensions of all parking spaces, accessible spaces, and driveways.
3. Please label the setback dimensions for the buildings from the property lines.
4. Please provide information on any proposed exterior wall-mounted light fixtures, including fixture type, location, height and intensity. If so please also provide the manufacturer's specification sheets.
5. Preliminary building elevations of all sides depicting the general style, size and exterior construction materials and color schedule of the building proposed. In the event of several building types, a minimum of one elevation of each building type is required. No elevations were provided for lot 2, proposed restaurant w/drive through. The application can be approved without the elevations but ant development of lot 2 would require approval of a new PDP by separate application.
6. In the site development data table please include the impervious coverage.
7. A detailed drawing of enclosure and screening methods to be used in connection with trash storage containers on the property is required.
8. Screening to a height of 2.5 feet must be provided along the edge of the parking lot or loading area closest to and parallel to the street.
9. Parking lots shall be set back a minimum 20 feet from any public right-of-way or private street edge of pavement. Please label the parking lot setback.
10. Minimum Parking dimensions are 9' wide x 19' deep, placed at the prescribed angle so that it lies between the curb and the aisle. A 9' wide x 17' deep parking spaces shall be permitted when the parking space abuts a 6' wide sidewalk or when abutting a curbed open green/landscaped space. Please label the dimension of the parking stalls.
11. The use of curb blocks in parking areas shall be prohibited, except at the head of accessible parking spaces when they are adjacent to a pedestrian walkway with no raised curb. Are ant curb blocks being proposed?
12. CG-1 concrete curbing is required around all parking areas and access drives in office, commercial and industrial districts. Please label the proposed curb type.
13. Minimum drive width shall not include the curb and gutter. Please ensure the label drive widths meet this requirement.
14. All accessible parking shall comply with the requirements of the federal Americans with Disabilities Act. Accessible parking spaces shall have an adjacent aisle 5 feet wide, and one in every 8 accessible spaces (but no less than one)

shall be adjacent to an aisle 8 feet wide and the space shall be clearly marked with a sign indicating that the space is "van accessible." Please label the widths the ADA stalls and aisles.

15. All signs must comply with the sign requirements as outlined in the sign section of the ordinance.

16. The property is currently unplatted and will require platting prior to the issuance of building permits.

17. Lot 2 is significantly under parked per UDO standards of 14 stall per 1,000 sq. ft. of gross floor area. A request for approval of an Alternate Parking Plan shall be accompanied by the following information:

1. A parking demand study or other data that establishes the number of spaces required for the specific use. The study or data may reflect parking for the same use existing at a similar location or for similar uses at other locations. Published studies may be utilized to support alternative parking requests.

2. If shared parking is proposed for a mixed use development, the sum of peak parking demands by use category shall be accommodated for day and night hours on weekdays and weekends. The guidelines for shared parking contained in this division may be used in lieu of a separate study.

3. If a remote or off-site parking lot is proposed to meet any portion of the parking required, the site and its current zoning classification must be identified, along with the method to transport parking patrons to the use.

4. If more parking spaces are proposed than would be allowed under the guideline standards of this division, a landscaping plan shall be submitted that illustrates compliance with the parking lot landscaping requirements of Division III of this division.

18. The minimum number of required queue spaces for a restaurant drive-through shall be 4 at the menu board, plus 4 from the first window. Each queue space shall be a minimum ten feet wide by 20 feet long. Please label the required dimension.

19. 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.

20. Roof-mounted mechanical equipment shall be screened by a parapet wall or similar feature that is an integral part of the building's architectural design. The parapet wall or similar feature shall be of a height equal to or greater than the height of the mechanical equipment being screened.

21. 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. Will there be any wall mounted equipment?

22. 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. Will there be any ground mounted equipment?

23. 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. Please show all transformers and other facilities and equipment, including telecommunications equipment and the required screening.

24. Please identify how you are meeting the sustainability requirements of Sec 5.510 C.2.b of the M-150 CDO design standards.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Pending
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1. No review of the stormwater design has been done at this time. This will come after a discussion with the design engineer, currently scheduled for tomorrow.
2. Label the existing SW width.
3. The pavement sections shown do not meet the requirements shown in Section 8.620 of the Unified Development Ordinance. Revise details to meet requirements. Please note that the UDO requirements govern over any shown in the referenced geotechnical report.
4. Only ornamental tree varieties are allowed within public easements. Please verify this requirement is being met or revise accordingly.
5. Please extend the public sanitary sewer to the west plat boundary.
6. A private easement will be required for the sanitary sewer service line serving Lot 3.

Traffic Review	Brad Cooley, P.E., RSPI	Brad.Cooley@cityofls.net	Corrections
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1. Traffic improvements to the State highway have been identified in the Transportation Impact Study (TIS). The City will require proof that MoDOT has reviewed and approved the TIS and proposed improvements.
2. Per the TIS, the access point on Arboridge Dr. warrants a left-turn lane (150' + 100' taper). However, since there is not adequate space to install the left-turn lane and taper the existing median shall be extended to restrict movements to RIRO at this access point. In doing so, a right-turn lane is expected to be warranted and shall be constructed.
3. The access point on Arboridge Dr. does not meet the minimum throat length (100').
4. The access point on Arboridge Dr. does not meet the minimum driveway width.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief 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.

For information only.

2. 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.

Depending on the quantity of fuel available for retail sale, a Hazardous Materials Permit (HMP) may be required. Submit quantity information. A HMP is required for propane exchange.