

DEVELOPMENT SERVICES

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

Date: Friday, September 23, 2022

To:

Property Owner: COLBERN ROAD INVESTORS LLC Email:

Engineer: Dustin Burton

Email: dburton@ric-consult.com

City Staff: Scott Ready

Email: Scott.Ready@cityofls.net

Applicant: John Hopkins

Email: jhopkins@cbronline.net

From: Scott Ready, Project Manager

Re:

Application Number: PL2022327

Application Type: Commercial Preliminary Development Plan

Application Name: Heartland Market - Lee's Summit

Location: 900 NE COLBERN RD, LEES SUMMIT, MO 64064

Tentative Schedule

Submit revised plans by 4pm on Tuesday, October 11, 2022 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: September 27, 2022 at time TBD - likely 9-9:30am or 9:30-10am

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
------------------------	-----------------------------------	---	-------------

1. Please show the location of all oil and gas wells, whether active, inactive, or capped. If none are present please add a note stating so and cite your source of information.
2. Please show the Location and width of existing and proposed required sidewalks. Sidewalks are required on both sides of the proposed new street and along NE Colbern.
3. In the Site Data Table please provide the impervious coverage.
4. The materials and sizes for landscaping, buffers and trees shall meet the ordinance requirements minimums of 3" cal. for distinguish trees and 8' for evergreen trees.
5. A detailed drawing of enclosure and screening methods to be used in connection with trash storage containers on the property shall be provided.
6. Please provide elevations and material details for the proposed canopy over the pumps.
7. CG-1 concrete curbing required around all parking areas and access drives in office, commercial and industrial districts. Please label the proposed curb type and provide curb details.
8. Please label the width of the ADA parking aisle.
9. As proposed it appears they same curb type is being proposed for the whole site. There do not appear to be ADA ramps or and an accessible route to the C-store. Please update the plans to show this information.
10. All accessible parking shall comply with the requirements of the federal Americans with Disabilities Act.
11. Parking lots shall be setback a minimum of 20' from ROW and 6' to internal lot lines. The proposed parking along the west property line and the drive land adjacent to the north property lines are not meeting the UDO minimum setback requirements.
12. All signs must comply with the sign requirements as outlined in the sign section of the UDO. If it is your intent to request approval of a sign package the does not meet the UDO requirements, you must provide sign details including width, height, lighting type and show the location and copy of the proposed signage.

13. For any property within two miles of the airport, a Form 7460 shall be completed and submitted to the FAA, and comments received back prior to any construction.
14. Any division of land or unplatted piece of property requires platting prior to the issuance of building permits.
15. Please provide standard details for the proposed parking lot surfaces.
16. 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.

Engineering Review

Sue Pyles, P.E.
(816) 969-1245

Senior Staff Engineer
Sue.Pyles@cityofls.net

Corrections

1. Sheet C02:

- The "Pavement Section Details" legend includes Heavy Duty PC Concrete Pavement, but none is shown in the layout. Either show in Plan view or remove from legend.
- Show and label, with width, the existing sidewalk on NE Colbern Road.
- Include pavement designation hatching on the west half of the west entrance.
- Show a temporary curb across the future connection to the west.
- Label the curb and gutter type.
- Include typical pavement sections on this sheet or elsewhere in the plan set.
- Show and label the future sidewalk to the north and east. Include ADA-accessible ramps at the 2 drive entrances.

2. Sheet C06:

- The existing water line is going to be replaced by a new main along the road on the east side of the site. Please revise accordingly.
- The sanitary sewer will likely be extended to the site in a different location. When that location is finalized, it's expected that this plan be updated if possible. If it isn't known in time, it will be shown on the Final Development Plan (FDP) for this project.

3. Sheet C07:

- Storm sewer profiles are not required with a Preliminary Development Plan (PDP). They may be left in the plans, but they aren't required. I haven't reviewed them, but I did notice a few things that you can address with the initial FDP submittal. These revisions are NOT required now, nor will they be reviewed with the PDP:
 - o Include the following note on any profile sheet applicable: "Compacted Fill shall be placed to a minimum 18" above the top of the pipe prior to installation." Show and label the limits of the compacted fill placement in the Profile view. Use hatching for clarity.
 - o The drop across Structure B1 does not meet the 0.5' requirement.
 - o Show the design HGL in Profile view.
 - o Include storm sewer and inlet calculations in the plans.
 - o Show water and sanitary sewer utility crossings to verify separation requirements are met.
 - o Include the Structure A1 flowline out in Profile view.

4. The storm sewer for this project connects to a storm sewer system, including detention, that is proposed to be constructed by others. If that storm sewer system is not complete and available at the Final Development Plan stage, this project will be required to provide detention to meet City requirements.

Traffic Review

Brad Cooley, P.E., RSPI

Brad.Cooley@cityofls.net

Corrections

-
1. TIS: The traffic study should be updated to coordinate with the proposed Colbern Rd. improvements and AMC requirements. A signal is recommended but no warrant study was provided.
 2. Please confirm adequate sight distance is available at all intersections and not in conflict with proposed landscaping.
 3. Confirm the dumpster location can accommodate collection.

Fire ReviewJim Eden
(816) 969-1303Assistant Chief
Jim.Eden@cityofls.net

Approved with Conditions

-
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.
 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.

A Hazmat Permit may be required depending on the quantity of fuel for retail sale. Complete a Hazardous Material Permit Application.
 3. The installation of underground fuel storage tanks (UST's) shall comply with the 2018 International Fire Code and the requirements of the Missouri Department of Natural Resources.