

Commercial Preliminary Development Plan Applicant's Letter

Date: Monday, June 26, 2023

To:

Property Owner: CITY OF LEES SUMMIT

Email:

Applicant: STREETS OF WEST PRYOR LLC

Email:

Engineer: SM ENGINEERING

Email: SMCIVILENGR@GMAIL.COM

From: Mike Weisenborn, Project Manager

Responses are below in red

Re:

Application Number: PL2023151

Application Type: Commercial Preliminary Development Plan

Application Name: LOTS 11 AND 13 STREETS OF WEST PRYOR

Location: 1020 NW PRYOR RD, LEES SUMMIT, MO 64081
1000 NW PRYOR RD, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by 4pm on Tuesday, August 01, 2023 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: June 27, 2023 at 09:00 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	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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1. LOT BOUNDARIES.

- The configurations of both lots depicted on the site plans do not match the recorded plat. The property will need to be re-platted to match the proposed lot configurations. **Noted**

- Label the property boundary dimensions and bearings for both lots. **Dimensions have been added**

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2. STREETS. Label the right-of-way widths for NW Pryor Rd and I-470. I-470 can be labeled as having a variable width. **Done**

3. EASEMENTS.

- Label and dimension all existing easements on the subject lots. The site plans are missing easements dedicated on the current plat of record. **Additional easements have been shown**

- The proposed locations for the two buildings on the separate lots conflict with the locations of existing sanitary sewer lines and easements. The sewer lines shall be relocated and the conflicting easements vacated prior to the issuance of any building permits on the subject lots as depicted on the site plan. **Noted**

4. SIDEWALKS. Show and label, including width, the existing sidewalk along NW Pryor Rd. **Sidewalk has been shown**

5. BUILDING LINES. Show and label, include width, of the platted building lines along the NW Pryor Rd and I-470 frontages. **Building line indicated**

6. DRIVE AISLE WIDTH. Is the drive aisle just north of the NW corner of the building on Lot 11 intended to be two-way or one-way? There appears to only be approximately 14'-9" of aisle width in the area south of the landscape aisle. A minimum of 24' of pavement width (not including curb and gutter) is required for a two-way aisle. **Aisle has been widened**

7. BUILDING FOOTPRINTS. Label the proposed building footprint dimensions. **Dimensions have been added**

8. LIGHTING.

- Show the proposed location of all parking lot pole lights on the site plan and all wall-mounted light fixtures on the building elevations. **Photometric plan is attached**

- Provide manufacturer specifications for all proposed exterior light fixtures for review. Light fixtures shall comply with the standards under UDO Sections 8.220, 8.250, 8.260 and 8.270, as applicable. Also provide a photometric plan in compliance with UDO Section 8.230. **Photometric plan is attached**

9. SITE DATA TABLE.

- Add the Floor Area Ratio (FAR) for each lot. **FAR has been added**

- List the number of required parking spaces and the number of proposed parking spaces. **Shown**

10. TRASH ENCLOSURES. Are any trash dumpster proposed to be used on either lot? If so, provide a detail of the proposed dumpster enclosure(s). Enclosures shall be constructed of masonry walls and solid steel gates of a color compatible to the building the enclosures serve. **Trash enclosures shown**

11. LANDSCAPE ISLAND WIDTH. Islands planted with trees shall be no less than 10' in width. Further, no tree shall be located less than 4' from the back of curb. **Islands have been revised**

12. PARKING LOT SCREENING. Please note that parking lot screening via a hedge consisting of at least 12 evergreen shrubs per 40 linear feet shall be provided for the parking lot along NW Pryor Rd. **Screening provided**

13. PARKING LOT SETBACK. Parking lots are required to be set back a minimum 20' from the public right-of-way. It appears that the parking lot is set back only 18' from the I-470 right-of-way. **Curb has been revised to provide 20' setback**

14. SIGNAGE.

- Submit the proposed sign package for each lot for staff to review. The City's sign ordinance allows single-tenant buildings a maximum of three (3) wall signs by right and multi-tenant buildings a maximum of two (2) wall signs by right per tenant. Additional signage may be requested as part of the subject application. ***See note below**

- Provide dimension information for all proposed signs for review. **Shown on revised elevation**

- As shown on the elevations, there are a total of seven (7) wall sign. Staff can support a total of four (4) wall sign (one per facade), but is not likely to support all seven signs depicted on the elevations.

- Staff will similarly recommend to reduce the number of gas pump canopy signage from what is depicted on the elevations to no more than three (3). **Signage will be reduced**

- Please note that attached signage is limited to no more than 10% of the area of the facade onto which the signage is mounted.

***We are requesting a deviation to allow 3 signs on the end cap tenant for Lot 13.**

15. SITE PLAN CONSISTENCY. The architectural site plans for both lots do not match the civil site plans as it relates to parking lot configuration, the presence of trash dumpster enclosure, landscape island configurations, etc. Reconcil the site plans to all match. **Plans have been coordinated**

16. MECHANICAL EQUIPMENT SCREENING.

- Dash in the location of all roof-mounted mechanical equipment on the building elevations. The mechanical equipment shall be fully screened from view by raising building parapets to a height at least equal to the height of the units being screened. Take note to account for the additional height from the curbs on which the mechanical equipment will sit. **Revised elevations attached**

- Ground mounted mechanical equipment is required to be fully screened from view by using evergreen landscaping or masonry walls of a height at least equal to the height of the units being screened. If using landscaping, the landscaping shall be at least as tall as the units at the time of planting. Lot 13 appears to be using a screened mechanical yard with perhaps a composite wood fence material, which doesn't comply with the two listed screening options. **Noted**

17. BUILDING ELEVATIONS.

- The leaders with labeled building materials for Lot 13 do not all point to the intended material. Correct.

- List the % make-up of the proposed metal paneling for each individual facade for both the Lot 11 and 13 buildings. **Revised elevations attached**

18. EXTERIOR MATERIALS.

- Provide manufacturer specifications for the proposed vertical metal panel; wood veneer product; and the galvanized mesh proposed on Lot 13. **A photo material board is attached**

- Provide manufacturer specifications for the proposed metal panel and wood look panel system proposed on Lot 11.
- Revise the reference to Lee's Summit, IL on the Lot 13 architectural elevations to Lee's Summit, MO.

Engineering Review	Susan Nelson, P.E. (816) 969-1229	Senior Staff Engineer Susan.Nelson@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. Please note: Sanitary sewer relocation plans will be required. **Noted**
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). **Noted**
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. **Noted**
4. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements. **Noted**

Traffic Review	Erin Ralovo	Erin.Ravolo@cityofls.net	Corrections
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1. Check the square footage of the car wash building. 111k SF seems like an error. **The 111K is the lot area.**
2. Applicant needs to provide a traffic memo comparing trips with the new uses to the previous traffic study. Please address assumptions for the gas pumps (Are these expected to be the same trips as the car wash patrons, or can you just get gas and skip the wash?) **Memo is attached**

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

The use of the building on Lot 13 will determine if additional fire protection is required.

2. IFC 507.5.1 - Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

The distance to a hydrant on Lot 13 exceeds 300 feet. Provide an additional hydrant. **Additional fire hydrant is shown**

3. IFC 503.2.1 - Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm)

The lane in front of the car wash on Lot 11 shall be a full 20 feet. Drive aisle has been widened.