

DEVELOPMENT SERVICES

**Special Use Permit
Applicant's Letter**

Date: Friday, July 28, 2023

To:

Property Owner: ANACONDA LLC

Email:

Applicant: Patrick Joyce

Email: patrick.joyce@kimley-horn.com

Other: Matt Hendrickson

Email: matthewf.hendrickson@gmail.com

From: Scott Ready, Project Manager

Re:

Application Number: PL2023186

Application Type: Special Use Permit

Application Name: Lee's Summit Flex Space

Location: 60 SE THOMPSON DR, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by 4pm on Tuesday, August 15, 2023 . 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 Special Use Permit:

Planning Review	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	Corrections
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1. TIME PERIOD. What is the requested time period for the special use permit? For new construction projects, the City Council has historically granted time periods ranging from 10 to 20 years.
2. RIGHT-OF-WAY. Label the SE Decker St and SE Thompson Dr right-of-way widths.
3. SIDEWALKS. 5' sidewalks shall be provided along both street frontages.
4. BUILDING LINES. Label the platted 20' building lines along both street frontages.
5. SUMMARY TABLE. For ease of reference, also express the Impervious Area data in percentage.
6. ADA PARKING SPACE. Add a note indicating that the ADA parking sign shall be mounted a minimum 5' above finished grade.
7. PARKING LAYOUT. What consideration has been given from a parking perspective if the flex spaces are used to be officed out of as referenced in the use narrative and thus require the need for more than the single parallel space in front of each individual unit? It appears that there is sufficient roof to provide two striped perpendicular spaces in front of each unit and still allow for a minimum 20'-wide travel lane to satisfy fire access requirements. Additional input from the Fire Dept will be needed to confirm the required travel lane width.
8. LIGHTING. Add a note that exterior light fixtures shall comply with the lighting standards under UDO Article 8.
9. TRASH ENCLOSURE. Add a note stating that the trash enclosure shall be constructed in accordance with the requirements of UDO Section 8.180.G.
10. BUILDING ELEVATIONS.
 - To satisfy the requirements for four-sided architecture, extend the use of contrasting materials, colors and textures onto all sides of the proposed buildings.
 - To satisfy the requirement for horizontal and vertical breaks, provide projections and offsets in order to provide visual interest and architectural relief to break up the long expanses of flat walls.
 - Provide a percentage breakdown for the materials used on each of the building facades.
 - The subject site is not located in one of the city's specified metal building areas. As such, the use of metal is limited to that of an incidental role (i.e trim, standing seam metal roof, etc.). The list of approved exterior building materials for use on the proposed buildings are found under UDO Section 8.170. Fronts of all buildings facing a street shall incorporate a minimum 50% of materials from the approved material list. The sides and the remaining 50% of the front may utilize pre-engineered and pre-finished rough texture metal panel systems.
 - The proposed corrugated steel siding and wood composite material are not listed under the approved materials list, but may be approved by the City Council as a conditional material at its discretion. If the applicant intends to pursue

use of both materials, manufacturer specifications shall be provided for the proposed materials for review. Staff may or may not support the use of one or both materials as proposed.

- Provide color elevations of all four building sides to better present and convey the aesthetic of the proposed buildings.

11. MECHANICAL EQUIPMENT. With the possibility of the units being used in part as office space, how will the presence and screening of HVAC equipment be addressed? Mechanical equipment is required to be fully screened from view. RTUs are required to be screened on all four sides via parapet walls at least equal to the height of the units being screened. Ground-mounted equipment shall be full screened from view using masonry walls or evergreen landscaping at least equal to the height of the units at the time of installation.

12. SECURED ACCESS. Clarify what means will be used to secure the facility, if any. It appears that gates might be proposed at the entrance and exit, but this isn't made clear. Will any fencing be installed? Provide a detail of any proposed gate and fence for review.

13. USE NARRATIVE. Please provide additional operational information for the proposed use such as: hours of operation; secured/non-secured access; any on-site management and/or maintenance personnel, etc.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Development Engineering Manager Sue.Pyles@cityofls.net	No Comments
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Traffic Review	Erin Ralovo	Erin.Ravolo@cityofls.net	Corrections
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1. Sidewalks are required along both Decker and Thompson.

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 may require additional fire protection or rated separation i.e. automotive repair, storage of trucks/vehicles greater than 10,000-pounds, and or 16 passengers, and cabinet shops.

2. IFC 503.1.1 - Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. Exception: The fire code official is authorized to increase the dimension of 150 feet (45 720 mm) where: 1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3. 2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.

The distance to the back of the north building exceeds 150'. Provide additional fire access or provide an automatic sprinkler system.

3. 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.

Provide a hydrant plan.