

Tentative Schedule

Submit revised plans by 4pm on Tuesday, September 12, 2023 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: August 01, 2023 at 10:00 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 Rezoning with Preliminary Development Plan:

Planning Review	Shannon McGuire (816) 969-1237	Senior Planner Shannon.McGuire@cityofls.net	Corrections
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1. Rezoning Map – On sheet G-100 please increase the line weight for the boundary of the rezoning to improve readability.
2. Acreage – In the site data table please list the total acreage of the project in feet and acres.
3. Oil & Gas Wells – 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.
4. Sidewalks – Please provide a sidewalk connecting the proposed project to the public sidewalk along NE Douglas St.
5. Building Elevations – Please provide architectural elevations with the building height and dimensions labeled.
6. Buffer/screen requirements - Buffer/screen between developments of differing land uses adjoining one another or separated from one another by only a street or alley shall comply with Table 8.890 of the UDO. In this case the project abuts PO zoned properties on the west and south property lines. This will require medium impact screening buffers.

7. Number of Parking spaces - You are requesting nearly a 40% reduction in provided parking. Please provide justification for such a drastic reduction.
8. Accessible Parking Space Clearance - Parking spaces for vans shall have a vertical clearance of 98 inches minimum at the space and along the vehicular route thereto. Will the ADA garage meet this requirement?
9. Accessible Parking Standards - All accessible parking shall comply with the requirements of the federal Americans with Disabilities Act.
10. Signs - All signs must comply with the sign requirements as outlined in the sign section of the ordinance.
11. Airport Zones - 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.
12. Platting - This property requires platting prior to the issuance of building permits.
13. Four-sided architecture - All sides of a building shall include similar architectural details materials and colors to avoid a back side or at least to minimize a back-side presentation. Please ensure the building materials are carried to all elevations of the building.
14. Offsets – Horizontal and vertical breaks shall be provided on all sides of buildings to provide architectural relief and may include bands of accent color, brick course variances in color or placement, i.e., soldier course bricks for bands of different texture, windows, cornices, wall protrusions, horizontal belt courses, etc. As proposed the building present a very flat façade. The only breaks in the façade are the balconies. Please propose additional architectural elements to meet UDO standards.
15. Building materials – The proposed vinyl siding is not a common building material currently utilized on similar deplanements within the City. Please provide additional details and a sample of the proposed product to be used.
16. Building materials – The proposed wood gates on the trash enclosure are not an approved material. Trash enclosure shall be constructed of masonry walls with either a solid steel opaque gate painted to be compatible with the color of the masonry walls and building it is to serve or a steel framed semi-opaque gate with a screen mesh material approved by the Director that provides an appropriate visual barrier.
17. Parking lot design - 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	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. The "Preliminary Stormwater Management Plan" dated Jul. 11, 2023 appears acceptable, but was missing an analysis of the downstream system to ensure the proposed detention basin will not increase flooding issues downstream. Please analyze the drainage basin to a point just upstream of the triple 8' by 6' box culvert at Tudor Rd. to ascertain the proposed detention facility will not create flooding issues downstream of the project due to timing of the peak flows.

2. Private fire line connection is shown with a tapping sleeve which is not allowed within the City of Lee's Summit. Please specify a cut-in tee at the 12 inch public main.

3. Please callout the 12 inch main on the east side of Douglas St. where the new connection is being made.
4. A backflow vault shall be required on the west side of Douglas St. It shall be located outside of right of way and outside of public easement. It shall include a gate valve prior to the backflow vault denoting the end of the public system. The water meter for domestic consumption may be tapped prior to the gate valve. Please revise as appropriate.
5. Domestic water service was not shown. Please refer to comments above for specific information regarding the water meter and its placement in relation to the fire line. Please revise as appropriate.
6. Private sanitary sewer was shown at an inadequate slope. In general, a 1% slope is required, but in no case should it be less than 0.6%. Please review and revise as appropriate.
7. Please show the location of the existing 16 inch major distribution line along Douglas St., and provide notes stating this line shall not be connected to the fire line or the domestic water line serving the project. Only the 12 inch public distribution line shall be utilized.
8. Please show in concept form the location of the off-site public sanitary sewer line, and the ultimate connection point along Commerce Dr. A plan view is sufficient in this instance.
9. Where is the emergency spillway for the detention basin? It should be located as close to the existing stream as possible, and should be located so emergency overflows do not have an adverse impact on adjacent property or future development.

Traffic Review

Erin Ralovo

Erin.Ravolo@cityofls.net

Corrections

1. The radii on Douglas needs to be 35 FT to meet City Standards. Please revise.
2. The City would like to have a southbound turn lane built on Douglas in coordination with the required northbound left turn lane at the High School driveway. It would be beneficial to have the work done at the same time as your improvements to Douglas. A development agreement would be required to define the process for City review, approval and payment to Developer for this southbound left turn lane. Please include a planned alternate for the southbound left-turn lane that would be considered by the City in a development agreement for construction.
3. Gates are required at the southern entrance on Douglas for the Emergency Access Driveway.
4. Turn Lane shall be 200 FT per standard.
5. Improper tapers are shown both NB and SB for the left turn lane. NB taper should be 150 FT with reserve curve. The taper for SB traffic should have a minimum of 50 FT tangent on the opposite side of the turn lane.

Fire Review

Jim Eden
(816) 969-1303

Assistant Chief
Jim.Eden@cityofls.net

Corrections

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. Show turning movements for a 44' straight truck.

3. D105.3 Proximity to building. One or more of the required access routes meeting this condition shall be located not less than 15 feet (4572 mm) and not greater than 30 feet (9144mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

How will this be met?

4. IFC 507.1 - An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

Confirm with Water Utilities there is adequate fire flow per IFC Table B105.1(2) for a 142,300 square foot VA or VB building, with a 50% reduction for having an automatic sprinkler system.

5. 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 proposed utility plan does not meet this requirement.

6. IFC 903.3.7 - Fire department connections. The location of fire department connections shall be approved by the fire code official. Connections shall be a 4 inch Storz type fitting and located within 100 feet of a fire hydrant, or as approved by the code official.

7. IFC 503.2.3 - Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

Confirm a 75,000-pound load capacity for Standard Pavement.