

Tentative Schedule

Submit revised plans by either Monday, August 28, 2023 per track no. 17 or by Tuesday September 12, 2023 per track no.18 . 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 Rezoning with Preliminary Development Plan:

Planning Review	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	Corrections
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1. Acreage – In the site data table please list the total acreage of the project in feet and acres.

The comment response letter states that the above-referenced information is provided on the resubmittal, but staff cannot find such information being provided.

2. 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.

- The response letter and revised landscape plan indicate that existing vegetation will be left in place to meet the required buffer. However, there isn't enough information on the landscape plan to demonstrate that the proposed retention of existing landscaping plus proposed area plantings actually satisfy the quantities required for a medium-impact landscape buffer. Provide a tree conservation plan in accordance with UDO Section 8.740 in support of the proposed use of existing vegetation to meet the minimum landscaping requirements.

- Please explain how the medium impact landscaping calculation provided on the landscaping plan based on 3,937 sq. ft. of buffer area determined? There are areas along the west and south border of the proposed detention basin noting that existing vegetation will serve as the required buffer, but those areas only range from 5' to 15' in width. Landscape buffers are required to be a minimum 20' in width.

3. Number of Parking spaces - You are requesting nearly a 40% reduction in provided parking. Please provide justification for such a drastic reduction.

- The response letter indicates that other Clover properties provide parking at a 1:1 ratio and is found to be sufficient. Provide a list of comparable properties within the Clover portfolio showing the number of dwelling units and provided number of parking spaces for said properties in support of the request to provide a reduced number of parking spaces from the City's standard.

4. Signs - All signs must comply with the sign requirements as outlined in the sign section of the ordinance.

- The sign detail provided on Sheet C-502 does meet the definition of a monument sign under the City's sign ordinance. A solid masonry/stone veneer base shall be added which extends from from column to column and from the ground to the bottom of the sign panel.

5. 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.

- The applicant has acknowledged the comment above. The comment is being kept for informational purposes only. No further action is required at this time.

6. Platting - This property requires platting prior to the issuance of building permits.

- The applicant has acknowledged the comment above. The comment is being kept for informational purposes only. No further action is required at this time.

7. 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.

- The response letter indicates that a heavy gauge vinyl has been selected as a building material, but no manufacturer specification or digital sample board has been provided as previously requested. What is the gauge of the vinyl siding?

8. Building materials – Trash enclosure gates are required to have solid steel opaque gates 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.

- The proposed chain link with slats on the trash enclosure gates are not an approved material. The trash enclosure gates shall be constructed using one of the two material options cited above.

9. Architecture. Staff is continuing to evaluate the revised building elevations to determine if the changes satisfy the four-sided architecture requirement and the requirement for horizontal and vertical breaks on all facades.

Engineering Review

Gene Williams, P.E.
(816) 969-1223

Senior Staff Engineer
Gene.Williams@cityofls.net

Approved with Conditions

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.

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).

3. All subdivision-related public improvements must have a Certificate of Final Acceptance prior to approval of the final plat, unless security is provided in the manner set forth in the City's Unified Development Ordinance (UDO) Section 7.340. If security is provided, building permits may be issued upon issuance of a Certificate of Substantial Completion of the public infrastructure as outlined in Article 3, Division V, Sections 3.540 and 3.550 and Article 3, Division IV, Section 3.475 of the UDO, respectively.

4. A Land Disturbance Permit shall be obtained from the City if groundbreaking will take place prior to the issuance of a site development permit, building permit, or prior to the approval of the Final Development Plan / Engineering Plans.

5. All permanent off-site easements, in a form acceptable to the City, shall be executed and recorded with the Jackson County Recorder of Deeds prior to approval of the final plat and prior to approval of any Final Development Plan. A certified copy shall be submitted to the City for verification.

6. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.

7. Any cut and / or fill operations, which cause public infrastructure to exceed the maximum / minimum depths of cover shall be mitigated by relocating the infrastructure vertically and / or horizontally to meet the specifications contained within the City's Design and Construction Manual.

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

08/21/2023 Will confirm with Water Utilities water model that 3,375 GPM is able to be provided.

Traffic Review	Erin Ralovo	Erin.Ravolo@cityofls.net	No Comments
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