

DEVELOPMENT SERVICES

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

Date: Friday, August 25, 2023

To:

Property Owner: MIDWEST WASH GROUP LLC Email:

Applicant: KADEAN CONSTRUCTION Email:

Engineer/Surveyor: OLSSON ASSOCIATES Email:

Review Contact: Luke Moore Email: lmoore@olsson.com

From: Mike Weisenborn, Project Manager

Re:

Application Number: PL2023203
Application Type: Commercial Preliminary Development Plan
Application Name: MIDWEST CAR WASH
Location: 20 SE THOMPSON DR, LEES SUMMIT, MO 64081

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 29, 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	Senior Planner Hector.Soto@cityofls.net	Corrections
------------------------	-----------------------------------	--	-------------

1. LEGAL DESCRIPTION. Please submit an electronic copy of the legal description. Microsoft Word document or selectable text PDF are the preferred file formats. The legal description can be emailed to the planner's email address above.
2. APPLICATION. Provide a completed and signed preliminary development plan application form and a completed and signed ownership affidavit for said application.
3. APPLICATION FEE. The \$2,505 application fee has yet to be paid. The application shall not undergo further review until such time as the fee has been paid.
4. FLOODPLAIN. Add a note to the plans regarding the site's location relative to the 100-year floodplain. Cite the FIRM panel number and date used to make the determination.
5. OIL AND GAS WELLS. Add a note to the plans regarding the presence of any active, inactive or capped oil and gas wells on the subject site. Cite the source of information used to make this determination. The MoDNR website maintains a database of wells in the state that may be referenced.
6. EASEMENTS. Label and dimension the existing 30' water easement that runs along the west and southwest property line.
7. BUILDING LINES. The plat of record shows that a 20' building setback line was dedicated parallel to the east, west and south property lines. Said building lines are shown and dimensioned on the plans. However, there is an additional 50' building setback line that is labeled and dimensioned parallel to the same previously mentioned property lines on all of the plan sheets. The City has no such record of an existing platted 50' building line on the subject, nor is a 50' setback line required under the existing PI zoning district standards. Remove the 50' building setback line.
8. PROPERTY LINE INFORMATION. Label the dimensions and bearings for all property lines.
9. SIDEWALKS. No sidewalks were required along the SE Thompson Dr and SE Decker St frontages at the time the subject property was platted. Current development standards require the construction of 5' sidewalks along industrial streets. Had the development of the subject property only moved forward through the administrative final development plan process, staff could not require the construction of sidewalks along either industrial street because it was platted with no requirement for sidewalks. However, the preliminary development plan application process that is being pursued with public hearings before the Planning Commission and City Council opens the opportunity for

staff to recommend the construction of sidewalks as a condition of approval for the proposed development plan. Staff will make such recommendation based on current development standards and in furtherance of the City's Comprehensive Plan goal to expand the city's sidewalk network, inclusive of industrial areas.

10. PARKING LOT DESIGN. The minimum drive aisle width for parking areas with 90-degree parking is 24' (excluding curb and gutter) whether the parking area serves one-way or two-way traffic. The parking/vacuum area does not meet the minimum 24' drive aisle width. Parking areas using monolithic concrete construction whereby the curb is integral to the pavement can measure the require width from face of curb to face of curb.

11. BUILDING. Label the building dimensions.

12. ADA PARKING AND ROUTE.

- A sign shall be mounted at the head of the accessible space identifying it as such. Said sign shall be mounted a minimum 5' above grade, measured to the bottom of the sign.
- The site plan shows the accessible route crossing the tunnel entrance/exit lane to reach man-door areas on both ends of the building. The plan does not appear to show ramps being provided to allow for an accessible route crossing of the entrance/exit lane.

13. PHOTOMETRIC PLAN.

- Show the location of all parking lot light poles and wall-mounted light fixtures on the site plan and building elevations as applicable.
- Submit a photometric plan in accordance with the requirements of UDO Section 8.230. All fixtures shall comply with the standards under UDO Sections 8.220, 8.250, 8.260 and 8.270.
- Provide manufacturer specifications for all proposed exterior light fixtures.

14. SITE DATA TABLE. Add the impervious coverage in sq. ft. and expressed as a percentage of the site.

15. PARKING LOT SCREENING. Screening to a height of 2.5' shall be provided along the entire edge of the drive aisle that runs along southwest and south property line. Only portions of said aisle are shown to be screened from view. UDO Section 8.820.C provides four (4) design options to satisfy the screening requirement.

16. SIGNAGE. The City's sign ordinance allows a maximum of two (2) wall signs by right for any building located in the PI (Planned Industrial) zoning district. The elevations appear to show a total of six (6) signs. Staff can support no more than four (4) attached wall signs based on previous recommendations for similarly car wash facilities.

17. EXTERIOR BUILDING MATERIALS. Provide manufacturer specifications for all proposed polycarbonate material, ACM panels and ribbed metal panels.

18. CIRCULATION PLAN.

- Provide a plan clearly identifying the site's circulation pattern, proposed pavement markings and signage used to manage said circulation pattern.
- Will the parking/vacuum area be a one-way exit-only area, or is it intended to allow two-way traffic?
- "Exit Only/Do Not Enter" signs shall be posted where the by-pass lane intersects with the Decker St driveway entrance, as well as the exit of the parking/vacuum area if intended for one-way exiting traffic only.
- Provide pavement markings and signage to help clearly manage the two-way traffic entering the site and exiting the parking/vacuum area.

Engineering Review	Susan Nelson, P.E. (816) 969-1229	Senior Staff Engineer Susan.Nelson@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. 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.
4. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.
5. 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.
6. Please be aware that any future repair work to public infrastructure (e.g., water main repair, sanitary sewer repair, storm sewer repair, etc.) within public easements will not necessarily include the repair of pavement, curbing, landscaping, or other private improvements which are located within the easement.

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

Fire Review	Jim Eden (816) 969-1303	Assistant 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.