

Commercial Rezoning with Preliminary Development Plan Applicant's Letter

Date: Friday, December 22, 2023

To:

Property Owner: D & K REAL ESTATE &
INVESTMENTS LLC

Email:

Architect: COLLINS WEBB ARCHITECTURE LLC

Email: INFO@COLLINSANDWEBB.COM

Applicant: ENGINEERING SOLUTIONS

Email: MSCHLICHT@ES-KC.COM

Other: Elaine Metcalf

Email: elaine@prodeoyouthcenter.org

Other: Steve Arbo

Email: stepharbo@att.net

From: Scott Ready, Project Manager

Re:

Application Number: PL2023335

Application Type: Commercial Rezoning with Preliminary Development Plan

Application Name: Pro Deo Youth Center

Location: 107 SE 9TH ST, LEES SUMMIT, MO 64063
902 SE DOUGLAS ST, LEES SUMMIT, MO 64063

Tentative Schedule

Submit revised plans by 4pm on Monday January 8, 2024 per Deadline Schedule track no. 5 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: Please advise if a Zoom call with staff will be needed.

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 Development Services 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 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. REZONING.

- A rezoning map/exhibit with legal description shall be provided for the parcel (Southview Heights, Lot 9) that is proposed to be rezoned from RP-2 to CP-2 as part of this application.

- The exhibit shall list the existing and proposed zoning, as well as the existing zoning of the surrounding properties located within 185' of the site.

2. STREETS. Label the right-of-way widths for SE 9th St, SE Douglas St and SE Blue Pkwy.

3. EASEMENTS. The Southview Heights plat shows that a 5' utility easement was dedicated along the west boundary of Lot 9 as part of said plat, as well as a 5' utility easement along the south boundaries of both Lots 9 and 10. The PDP drawing doesn't show said easements. The City does not seem to have any record of the easements being vacated. Show and label the existing easements.

4. LOT LINE INFORMATION. Label the lot line dimensions and bearings.

5. SIDEWALKS. Per discussion previously had during the pre-application meeting, the applicant will submit a request for payment in lieu of construction of sidewalk along SE Douglas St at the time of re-plat.

6. PARKING LOT/DRIVEWAY.

- Dimension the pavement width (excluding curb and gutter) of the driveway, the parking lot drive aisle and drop-off lane. The minimum pavement width for the two-way traffic areas (driveway and parking lot drive aisle) shall be 24'; the drop-off lane shall be a minimum 10' wide.

- The parking lot and associated aisles are required to be set back a minimum 20' from the SE 9th St right-of-way. They are currently shown with a 15' setback.

- To help avoid circulation conflicts for the drop-off lane, use pavement markings and signage (Exit Only/Do Not Enter) to identify the drop-off lane exit at the north end of the site.

7. BUILDING DIMENSIONS. Label the dimension/distance from the west property line to the proposed closest point of the building.

8. ADA PARKING SPACE. A sign shall be posted at the head of the ADA parking space identifying it as such. The sign shall be mounted a minimum 5' above finished grade, measured to the bottom of the sign.

9. LIGHTING.

- Submit a photometric plan in accordance with UDO Section 8.230.

- Parking lot lighting shall be provided in accordance with UDO Section 8.250. Provide manufacturer specifications for review.

- Exterior wall-mounted fixtures shall comply with UDO Sections 8.260 and 8.270.

- Please note that the maximum allowable foot-candle level at an adjoining residential property line shall not exceed 0.5 foot-candles, measured at 3' above grade.

10. SITE DATA TABLE.

- The information on Sheet C.100 lists the current zoning as only CP-2. This is partially correct. The portion of the site composed of Lot 9 is zoned RP-2. List both current zoning districts and include a "Proposed Zoning" line item that lists CP-2.

- What use designation was used to determine the listed required number of parking spaces? Based on the proposed building size, the calculation was based on slightly less than 2 spaces/1,000 sq. ft. of gross floor area. Data shall be required to be submitted in support of the proposal to only require 2 spaces/1,000 sq. ft. to demonstrate a reasonable expectation that parking demand will be satisfied at the proposed parking rate.

- With the current site of Pro Deo being adjacent to the high school, it can be easily reached by foot from high schoolers after school. Is it anticipated that more vehicle parking may be necessary compared to the parking demand generated by the existing site due to the increased travel distance from the high school?

11. SITE LOCATION MAP. Correct the parking space number labels on the map on the cover sheet. There are 13 parking spaces along the west side of the parking lot, not 11. Add a label to capture the southern two (2) spaces along the east side of the parking lot.

12. TRASH ENCLOSURE.

- Provide a detail of the proposed trash enclosure. Each trash enclosure shall be constructed of masonry walls or steel architecturally designed walls with either a solid steel opaque gate painted to be compatible with the color of the masonry or steel 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.

- 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.

13. BUILDING ELEVATIONS/MATERIALS.

- The proposed use of metal panels on the building exterior requires approval by the Planning Commission and City Council as a conditional material. As mentioned in the pre-application meeting, the use of metal panels is not common in residential areas and as such staff has some concern about the compatibility of said material on the north and west elevations that face existing abutting single-family residential development. The softening of the material

palette on those particular elevations will contribute to the building's compatibility with the residential neighborhood. The west elevation has a fairly prominent use of metal panels.

- Quantify the square footage and percentage use of metal panels on each of the building's four (4) sides. A percentage use of 30% has been used in the past by staff and City Council as a guide on previous projects, though projects have been approved with a higher percentage.

- Provide manufacturer specifications for the proposed metal panels to be used as an exterior material.

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14. LANDSCAPE PLAN.

- The scale bar on the landscape plan indicates a scale of 40'. The plan is actually drawn at 20' scale.

- The UDO requires tree planting areas to be a minimum 10' in width, with no tree planted less than 4' from the back of a curb. One and/or both of these requirements aren't met for all of the trees planted in the "canoe" along the west side of the drop-off lane, and the island on the south side of the drop-off lane entrance (northeast of the trash enclosure).

- A high-impact landscape buffer is required along the west property boundary between the proposed development and the abutting single-family residence. The buffer shall be composed of a 6' vinyl or masonry fence plus landscaping. See UDO Section 8.900.A for the screening options. A wood fence may be an acceptable fence material alternative if the abutting resident expresses a preference for the material, but will require a modification request.

15. PLAN SCALE. The utility plan is listed as being drawn at 30' scale, but is actually 20' scale. Correct.

16. MECHANICAL EQUIPMENT.

- There is no indication on the civil or achitectural plans if there will be any roof-mounted or ground-mounted mechanical equipment (e.g. A/C condensers,etc.). Show the location of any RTUs or ground equipment on the civil and/or architectural plans as appropriate. All roof-mounted equipment shall be screened entirely from view by using parapet walls at the same height as the mechanical units. Ground mounted equipment shall be totally screened from view by evergreen landscaping or masonry wall up to a height of the units to be screened.

- All roof penetrations shall be placed in architecturally designed appurtenances. Small vent pipes may be painted to blend in with a roof to disguise their presence. Roof penetrations shall be shown on the preliminary and final plans to the extent possible.

17. PLATTING. The proposed development requires the re-platting of the two parcels into a single lot. A plat shall be approved and recorded prior to the issuance of any building permit.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Development Engineering Manager Sue.Pyles@cityofls.net	Corrections
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1. Please revise the asphalt pavement section, KCMMB asphalt mix is now required.

2. Please note the existing asphalt along SE Douglas Street being removed behind the proposed temporary curb.

3. A minimum of 20' is required between the detention basin 100-year (clogged) WSE boundary and any building or property line. Based on the Detention Basin Plan in the Micro Storm Water Drainage Study, it appears that the building does not meet the separation requirement. Please revise accordingly.

4. Pro Deo isn't a "boys" home, please revise the drainage study General Information section.

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.

The building is shown with a water main for an automatic sprinkler system.

2. 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.

Action required- Show the location of the FDC on the building.