

## Commercial Rezoning with Preliminary Development Plan Applicant's Letter

**Date:** Friday, January 12, 2024

**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

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### Tentative Schedule

Submit revised plans by 12pm on Friday, January 19, 2024 . 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.

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### 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

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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

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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:**

<b>Planning Review</b>	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	Corrections
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1. BUILDING ELEVATIONS/MATERIALS. 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.

In response to the previously made comment above, the comment response letter simply states that there is a 50% mix of materials. More specific information regarding the material mix is required. Revise architectural sheet SD106 (the color concept elevations) to include a table that provides a material percentage breakdown (i.e. metal, brick, glass) for each of the four individual building elevations. Exclude the standing seam metal roof from the material breakdown. This information is needed before the application can move forward for Planning Commission consideration.

2. LIGHTING. The applicant acknowledged previously made lighting comments and has responded that the project will comply with all lighting standards of UDO Article 8 at the time of final development plan.

3. 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.

This previously made comment has been acknowledged by the applicant and is being kept for informational purposes. No further action is required at this time.

4. LANDSCAPE PLAN. A modification shall be required to allow the required fence to be placed on the property line as shown on the landscape plan versus centered within the 20' landscape buffer as required by the UDO. Staff will support a modification to allow the fence on the property line.

5. 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.

This previously made comment has been acknowledged by the applicant and is being kept for informational purposes. No further action is required at this time.

<b>Engineering Review</b>	Sue Pyles, P.E. (816) 969-1245	Development Engineering Manager Sue.Pyles@cityofls.net	Approved with Conditions
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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. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.
6. The Final Development Plan will be required to meet all City stormwater design criteria unless a Design Modification Request (waiver) is submitted and approved by the City.

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

<b>Traffic Review</b>	Erin Ralovo	Erin.Ravolo@cityofls.net	No Comments
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