

DEVELOPMENT SERVICES

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

**Date:** Monday, August 12, 2024

**To:**

**Property Owner:** CITY OF LEES SUMMIT

**Email:**

**Architect:** Chris Krumrei, Hoefler Welker, Vice  
President, Project Architect

**Email:** Chris.Krumrei@hoeflerwelker.com

**From:** Grant White,

**Re:**

**Application Number:** PL2024188

**Application Type:** Commercial Preliminary Development Plan

**Application Name:** Joint Operations Facility

**Location:** 10 NE TUDOR RD, LEES SUMMIT, MO 64086

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**Tentative Schedule**

Submit revised plans by 4pm on Tuesday, August 27, 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**

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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 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. 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 property. Cite the source of information used to make the determination. MoDNR maintains a database of oil and gas wells that make be used as an information source.
2. SURROUNDING LAND USES. Label the existing zoning of the surrounding land uses located within 185' of the project site.
3. SIDEWALKS. Label the width(s) of the existing sidewalks along the NE Tudor Rd and SW Sloan Dr street frontages.
4. PARKING SPACES. Parking spaces shall be a minimum 9' x 19', except that the depth may be reduced to 17' where there is a minimum 6' wide sidewalk or open space at the head of the space. The 9' parking space width shall only include pavement and not include curb and gutter.
5. LIGHTING. Add a note to Sheet AS 101 stating that all exterior lighting shall comply with the standards under Article 8 of the City's Unified Development Ordinance (UDO). More specifically, compliance with the lighting standards of UDO Sections 8.220, 8.230, 8.250, 8.260 and 8.270 shall take place at the time of final development plan.
6. EXTERIOR BUILDING MATERIALS. The use of metal as an exterior building material is currently limited to only an incidental role (e.g. canopies, fascia/cornices, trim, etc.). The proposed use of metal as a primary exterior material requires City Council approval as part of the subject preliminary development plan application, which staff supports. Quantify the amount of metal (as a percentage) used on each individual facade.
7. SITE DATA TABLE. Provide a breakdown of the site's overall number of 334 proposed parking spaces (existing + new) to identify how many spaces are available to the public (i.e. unsecured parking) at both the existing building and the new building sites.
8. LANDSCAPE PLAN. Large deciduous trees shall be a minimum 2.5" caliper at the time of planting. Ornamental trees shall be a minimum 1.5" at the time of planting. The landscape plan (Sheet L1.02) shows the proposed large deciduous trees being only 2" caliper. Revise.
9. PARKING LOT SETBACK. Parking lots are required to be set back a minimum 20' from both the right-of-way and any residential zoning district or residential use. 1) The proposed bank of parking spaces west of the proposed building is only set back 17' from the NW Sloan St right-of-way at it's closest point. Revise to meet the minimum 20' setback. 2) The abutting undeveloped parcel to the north is zoned RP-4 (Planned Apartment Residential). Therefore, parking along the north property boundary directly abutting the residentially-zoned parcel is subject to the 20' setback requirement. Parking is currently shown with a 6' setback and an approximately 16' setback in that area. Revise to meet the required setback. \*\*\*Please note that this specific sub-comment is only specific to the portion of the parking lot abutting the residentially-zoned property. The remaining portion of the parking improvements that abut the commercial development to the north are only subject to a 6' setback.\*\*\*
10. TRASH ENCLOSURES. No detail for the trash enclosure was provided on the architectural plans. 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.

11. LANDSCAPE ISLAND WIDTHS. Tree planting areas shall be no less than 10' width, with no tree located less than 4' from the back of the island curb. A number of the proposed landscape islands planted with trees do not meet these requirements.

12. DRIVE AISLE WIDTHS. 1) The minimum drive aisle width to accommodate two-way traffic in areas with parking spaces is 24' (excluding curb and gutter). The drive aisle entrances to the parking areas on both the west and east sides of the proposed buildings only have a width of 21' (excluding curb and gutter) where the aisles are flanked by landscape islands on both sides. Additionally, the existing two-way drive aisle width north of the NE Tudor Rd gate entryway is being reduced from 20' of pavement width to approximately 16' of pavement width (excluding curb and gutter). Revise to meet the minimum width requirement. 2) The minimum drive aisle width to accommodate a one-way lane is 10' (excluding curb and gutter). The median-divided lanes at the two gate entry points from NE Tudor Rd and NW Sloan St only have 6' to 8' wide lanes (excluding curb and gutter). Revise to meet the minimum width requirement.

13. FAA FORM 7460. 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 the issuance of any building permit. This comment is only informational at this stage of the process.

14. COMMUNICATIONS TOWER. 1) For your information, City ordinance requires all new communication towers to be set back from all property lines a minimum distance equal to the height of the tower as measured from the base of the structure to its highest point, or as otherwise authorized by City Council in the approval of the special use permit (SUP). 2) The previously approved SUP from 2012 for the communications tower adjacent to the existing Police building was granted for a period of 15 years, meaning that the SUP is set to expire on August 3, 2027. Staff suggests applying for a new/extension of the SUP for the new/relocated tower to run concurrent with the subject application since both applications require public hearings rather than go through a separate public hearing process in 3 years.

15. SIGNAGE. Provide information regarding the proposed wall and any monument signage for the site. The subject property is zoned PO (Planned Office). The sign standards allow the following: 1) a total of 2 attached signs (e.g. wall signs) that are limited in size to no greater than 5% of the individual building facade(s) on which the sign(s) is/are mounted. The maximum letter height is 2'; and 2) only 1 monument sign is allowed for the site. The overall sign structure is limited to no more than 72 sq. ft., of which no more than 32 sq. ft. can constitute the sign face.

16. MECHANICAL EQUIPMENT. General Notes 4 and 5 on Sheet C2.0 lists a number of screening options including a general reference to architectural treatments for RTUs. To be clear, UDO Section 8.180.E.1 requires all roof-mounted equipment to be fully screened from view on all sides by using parapet walls at the same height as the mechanical units. Please take into consideration any additional height resulting from the curbs on which the equipment will sit when determining the final parapet wall heights to achieve full screening.

17. ADDRESSING. The subject property and existing Police/Court building that sits on the property is currently addressed 10 NE Tudor Rd. The proposed new building requires its own separate address and as such will be assigned an address of 2 NE Tudor Rd.

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**Engineering Review**

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

Senior Staff Engineer  
Gene.Williams@cityofls.net

Corrections

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1. Please refer to the "Preliminary Stormwater Report" dated Jul. 25, 2024 (hereinafter referred to as "the stormwater study"). The second paragraph of the Introduction states the design criteria is based on the Extreme Event Control

Strategies. This is not correct. The Extreme Flood Event Control criteria listed in Section 5600 only addresses the 10 and 100 year events. The City of Lee's Summit requires sites to comply with the "Comprehensive Control Strategy" (i.e., the default strategy) for any increase in impervious area. Please revise the report as appropriate, as Extreme Flood Event Control criteria is not adequate for projects within the City of Lee's Summit.

2. There is no discussion with the stormwater study concerning the emergency spillway. Please discuss how the emergency spillway will be retrofitted along with the other retrofits. Ensure the emergency spillway meets all requirements of KCAPWA Section 5600 in terms of freeboard for the design condition and clogged/zero available storage condition.

3. Conclusion section of the report is contradictory. In previous sections of the report, the 2, 10, and 100 year events are analyzed, but within the Conclusions section of the report, only the 10 and 100 year events are discussed. As previously discussed above, the City of Lee's Summit has adopted the Comprehensive Control Strategy, not the Extreme Flood Control Event strategy. The Comprehensive Control Strategy is more stringent than the Extreme Flood Control Event strategy. Furthermore, no discussion of 40 hour extended detention to meet water quality objectives for the increased impervious area was discussed or analyzed. Please revise as appropriate.

4. The stormwater study shall discuss floodplain issues in the body of the report. Please analyze and provide a discussion within the body of the report.

5. The "Conclusions" section of the report should be specific about whether the detention basin meets the Comprehensive Control Strategy. If it cannot meet the Comprehensive Control Strategy, further discussions will be necessary as we will not be able to approve without a waiver.

6. Grading plan shows no indication of an emergency spillway either on the existing basin, or proposed basin. Please show the location of the emergency spillway, and ensure there is a overland route that is capable of receiving emergency stormwater flows without causing downstream damage or threats to life or safety.

7. Will the new outlet structure and exit pipes from the retrofitted detention basin be capable of managing up to and including the 100 year event without utilization of the emergency spillway, and still maintain no less than 0.50 feet of freeboard between the 100 year HGL and the crest of the emergency spillway? If not, they shall be required to do so. Please evaluate and revise if appropriate.

8. Grading within the proposed detention basin is being shown at a slope greater than 3:1. I am measuring about 2.2:1 in many instances. Maximum is 3:1 slope unless a geotechnical study is performed and submitted to the City. Please review and revise as appropriate. Please be aware any changes to grading will require re-run of detention basin routing due to changes to the stage/storage curve.

9. Grading along the intersection of Sloan and Tudor appears to be just a bit higher than 3:1 (e.g., around 2.5:1 in many instances). Please see previous comments related to excessive slope. These comments also apply in these instances. Please review and revise as appropriate.

10. Will any fill affect the sanitary sewer lines to the extent it will make them over 20 feet in depth as measured from the ground or parking lot surface to the flowline of the pipe? If so, this is not allowed without a waiver. Will any cut activity have the affect the sanitary sewer lines to the extent it will make them too shallow (i.e., less than 3.5 feet of cover over the pipe)? If so, this is also not allowed without a waiver.

11. Please add appropriate notes such as "coordinate the discharge of the detention basin with the adjacent property development development to the north" or equivalent language. The existing discharge using a flared end section and rip rap is not ideal for managing stormwater outflow from the detention basin to the adjacent property in this

instance. Recommend coordinating with the engineer of the site to the north (i.e., Engineering Solutions, Matt Schlicht, P.E.) who is the engineer of record on a multi-family rental development to the north.

12. Show the location of the 100% clogged/zero available storage HGL within the detention basin in graphic format and numeric format. Provide dimensions to adjacent property line(s), and ensure there is a minimum of 20 feet between the 100% clogged/zero available storage HGL and any building or property line. Please revise as appropriate.

13. A backflow vault is required on the private water main (i.e., the 6 inch line connected to the 12 inch line on Commerce Dr.). Please show a backflow vault on the "private" side outside of right of way and outside any easement, and please show a gate valve just prior to the backflow vault.

14. Please label all interior fire lines as "PRIVATE".

15. Architectural Sheet AS-101: Please show the public sanitary sewer, public storm lines and structures, and public water lines on this sheet. Minimum distance between lighting pole bases and these items should be no less than 15 feet unless waived by Water Utilities or Public Works.

16. It appears there is at least one instance of a tree being too close to the public sanitary sewer on the landscaping sheet. The minimum distance from the outside of the mature tree trunk and the outside of the water main, storm sewer, or sanitary sewer or sanitary manhole/structure is 5.0 feet. Please evaluate the entire landscape sheet, and ensure there are no other violations of this rule. It is suggested you make the public water lines and public sanitary sewer lines bolder by increasing the lineweight to help with this process.

17. Utility Sheet: The City of Lee's Summit does not allow "saddle taps". Only wyes are allowed. No saddle taps and no tees are allowed for sanitary sewer connections. Please revise as appropriate.

18. Water meter shall be a separate connection, and shall be made just prior to the required backflow vault discussed earlier in these comments, just prior to the gate valve. Normally a separate tap would be required to the main, but since the main is on the opposite side of the street, this aforementioned method is allowed. Please revise as appropriate, and please ensure the water meter is placed in an area accessible to City staff.

19. Please specify curb return radius of the new entrance on Commerce Dr.

20. Show easement along Tudor. It appears to be an exclusive sanitary sewer easement. Please ensure the private fire line is outside the easement, as well as all structures including light pole bases, monument signs, etc.

21. The stormwater study was missing an analysis of the downstream receiving system. Please provide an analysis of the downstream receiving system to a point to be identified by the engineer. Although the 10% rule-of-thumb has been used in the past, this is up to the discretion of the engineer. The City needs assurance the detention basin construction will not make downstream peak flows to the point in question higher than without detention. If that is the case (i.e., the downstream peak flows are higher at the point in question), detention may be waived. The water quality aspect, however, cannot be waived and could be managed by 40 hour extended detention for the 90% mean annual event (i.e., 1.37 inch event in 24 hours), or other volumetric controls in lieu of 40 hour extended detention. Please evaluate, analyze, review, and revise the report as appropriate.

22. All pavement shall follow the Unified Development Ordinance (UDO) in terms of thickness, base, and subgrade unless an alternative design can be supported by a geotechnical study based on field sampling, and based on specific criteria from the City Engineer. In addition, KCMMB asphaltic concrete mix and is required, as well as KCMMB mix for normal concrete. Please add a note stating with these general requirements.

**Traffic Review**

Erin Ralovo

Erin.Ravolo@cityofls.net

Approved with Conditions

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1. NW Sloan Street has been renamed NW Commerce Cir. Please correct.

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

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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.

Show the location of the FDC.

3. IFC 506.1 - Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official. 506.1.1 Locks. An approved lock shall be installed on gates or similar barriers when required by the fire code official.

Knox key switches shall be provided on the gates.