

Commercial Preliminary Development Plan Applicant's Letter

Date: Thursday, September 05, 2024

To:

Property Owner: CITY OF LEES SUMMIT

Email:

Architect: Chris Krumrei, Hoefer Welker, Vice
President, Project Architect

Email: Chris.Krumrei@hoeferwelker.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

Tentative Schedule

Submit revised plans by 4pm on Tuesday, September 10, 2024 . Revised documents shall be uploaded to the application through the online portal.

Planning Commission Meeting: October 10, 2024 at 05:00 PM

City Council Public Hearing: November 12, 2024 at 06:00 PM

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 6:00 P.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:

Planning Review	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	Corrections
------------------------	-----------------------------------	--	-------------

1. PARKING LOT SETBACK. A comment was previously made that parking lots are required to be set back a minimum 20' from any residential zoning district or residential use. A revision was made to remove a group of parking spaces that were set back only 6' from the residentially zoned property to the north. However, a parking space remains in that same area that is only set back 16' from the residentially zoned property to the north. Is the desire to request a modification (i.e. a variance) to the parking setback requirement for this one space, or can the one space be removed so that all parking spaces comply with the setback requirement?

2. DRIVE AISLE WIDTHS. The minimum drive aisle width to accommodate two-way traffic in areas with parking spaces is 24', excluding curb and gutter (i.e. 28' B/B). The drive aisle entrances to the parking areas on both the west and east sides of the proposed buildings are labeled as 25' B/B where the aisles are flanked by landscape islands on both sides. Revise to meet the minimum width requirement.

Engineering Review	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
---------------------------	---------------------------------------	---	-------------

1. It appears no review of the previous modifications to the detention basin outlet structure was performed. The previous modifications were in paper format and a search was made in our archives as you requested of City staff. We obtained these paper copies after a search in our archives, and had the documents scanned. They were uploaded to our Cityview database for your use. The stormwater report did not address these modifications, and it appears you did not review any of these documents. Finally, a site visit I conducted today (Sep. 5, 2024) confirmed the modifications were installed at that time (i.e., 2013+/-). Therefore, the stormwater report is incomplete and is rejected.

2. As stated in comment #6 in previous applicant letter, an emergency spillway retrofit was requested, but the location is located in an area where overflow will impact future structures and property. This does not appear to be an acceptable location for an emergency spillway. In addition, the stormwater report did not discuss the emergency spillway within the text of the report as requested in the previous applicant letter. Please review and evaluate as appropriate.

3. Preliminary Stormwater Report was vague in terms of the downstream analysis. In order to approve any modifications to the existing detention basin, we need the conclusion to state that the improvements to the detention basin does not have an adverse effect on the downstream system in terms of peak flows for the various storm events. It is possible these improvements in the detention system can actually increase the peak flows downstream, and this should be evaluated by the engineer in some way. Please see previous applicant letter for suggestions.

4. Where is your 1) existing condition drainage map with point(s) of interest, and 2) proposed condition drainage map with point(s) of interest? Without those items, there is no way to evaluate the stormwater report. There is no way to evaluate the allowable release rates. In short, the stormwater report is incomplete without these two (2) items. Please submit these items, and ensure the point(s) of interest are located at a point of convergence where sheet flow converges to concentrated flow.

6. Conclusions Section of Stormwater Report: The conclusions were vague in terms of whether or not the modifications to the existing detention basin will meet the requirements of Comprehensive Control Strategy as outlined in KCAPWA Section 5600. Please evaluate. In addition, the conclusions were vague concerning whether the modifications to the existing detention basin would make the downstream peak flows worse at a point to be determined by the engineer of record. Please evaluate and revise as appropriate.

7. Location of the new storm line entering the detention basin is not recommended. It should be located at the far end of the detention basin in relation to the outlet structure to increase the absorption into the subgrade for water quality purposes. If possible, please relocate the entry pipe to the west.

8. Please see previous applicant letter comment #15. There are no labels on sanitary sewer, water lines, storm lines, or light bases. Only a line with no context or reference. It also appears there are conflicts with light pole bases and the security gate. It is also unclear whether there are encroachments within public easements. None of these private items such as security gates, light pole bases, private storm structures or private storm lines, private structures, or any other structure that is permanently affixed to the surface can encroach within a public easement without an encroachment agreement with the City. The response to comments states this "will be moved after PDP", which does not appear to make sense. Are you saying this will be adjusted after the PDP? I do not think it would be wise to go forward without knowing where these encroachments will be located in reference to City-owned utilities and public easements. Please revise the plans to clearly show what lines are public sanitary, public water, and public storm. Please revise the lighting pole bases and security gate so they are fifteen (15) minimum distance from each, unless you desire a waiver from Water Utilities or Public Works. And finally, please revise to remove all other items discussed above outside the limits of public easements unless an encroachment agreement is submitted and approved by the respective City department.

9. Sheet L101- Please refer to previous applicant letter comment #16. Tree separation comment was not addressed. There is one (1) tree located less than five (5) feet from the sanitary sewer line. Please be aware this is measured from the mature tree trunk to the outside of the sanitary sewer line. Please revise as appropriate.

Fire Review

Jim Eden
(816) 969-1303

Assistant Chief
Jim.Eden@cityofls.net

Approved with Conditions

2. IFC 507.5.1 - Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Move the hydrant closer to the gate.

It is recommended the hydrant shown at the northwest corner of the building be moved to the island to the north, near the gate.