

**PLANNING AND DEVELOPMENT**

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

**Date:** Monday, January 09, 2017

**To:**

**Applicant:** STAR DEVELOPMENT CORPORATION      Email: tharris@stardevcorp.com  
Fax #: <NO FAX NUMBER>

**Engineer:** OLSSON ASSOCIATES      Email: posborne@olssonassociates.com  
Fax #: (913) 381-1174

**Property Owner:** UNIVERSITY OF      Email: cchinnery@chinnery.com  
MASSACHUSETTS FOND INC      Fax #: <NO FAX NUMBER>

**From:** Christina Stanton, Senior Planner

**Re:**

**Application Number:** PL2016224  
**Application Type:** Commercial Rezoning with Preliminary Development Plan  
**Application Name:** Polytainers Lot 2  
**Location:** 1410 NE DOUGLAS ST, LEES SUMMIT, MO 64086

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**Tentative Schedule**

Submit revised plans by noon on Tuesday, January 24, 2017 (4 full size paper copies, 1 reduced 8 ½" x 11" copy).

Applicant Meeting: January 11, 2017 at 09:00 AM

Planning Commission Meeting: February 14, 2017 at 05:00 PM

City Council Public Hearing: March 02, 2017 at 06:15 PM

City Council Ordinance: March 02, 2017 at 06:15 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.

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**Electronic Plans for Resubmittal**

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Beginning Monday, May 23, 2016, 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. This will allow us to provide a higher level of electronic correspondence with our Planning Commission, City Council, and the City's GIS Division. Electronic copies will not be required for initial application submittals at this time as the plans are subject to change.

Electronic copies shall be provided on CD in the following formats

- Plats – All plats shall be provided in Tagged Image Format File (TIFF) Group 4 compression.
- Engineered Civil Plans – All engineered civil plans shall be provided in Tagged Image Format File (TIFF) Group 4 compression. All sheets shall be individually saved and titled with the sheet title.
- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided in Portable Document Format (PDF).
- Studies – Studies, such as stormwater and traffic, shall be provided in Portable Document Format (PDF).
- It is requested that each plan sheet be a maximum of 2MB.

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 Permitting and Plan Review Division of the Planning and Codes Administration 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 Planning and Codes Administration 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 185 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.

**Analysis of Commercial Rezoning with Preliminary Development Plan:**

<b>Planning Review</b>	Christina Stanton (816) 969-1607	Senior Planner Christina.Stanton@cityofls.net	Corrections
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1. 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. To avoid confusion, revise legal description to state "All of Lot 2, Polytainers Addition" and then include the legal for the portion of right-of-way to be vacated.
3. Separate vacation of easement and vacation of right-of-way applications shall be filed.
4. The application that was filed with this office is only for a preliminary development plan, please complete and submit the application for a preliminary development plan with rezoning and indicate what district is being proposed. In addition, provide a rezoning map per Section 4.240.C of the UDO. Please note that the existing zoning is PI, not P1, correct Sheet C003 and elsewhere as needed.
5. Drive aisle widths. Drive aisle widths for two-way traffic are 24', not including the curb and gutter (per Section 12.120.E.4 of the UDO). When curb and gutter are included the measurement becomes 28' from back-of-curb-to-back-of-curb.  
In addition, it does not appear that the minimum drive aisle width is being met for areas designated as one-way traffic because these areas appear to be including the curb and gutter into their width. The minimum requirement is 15' of paved driveable surface area.
6. Parking dimensions. Standard parking stall dimensions are 9' wide by 19' deep (Section 12.120.C.1); however, the depth may be decreased when the space abuts either a 6' wide sidewalk or curbed landscape area (Section 12.120.C.2).
7. Is it intended to later replat and combine Lot 7 of this development with the existing Lot 1 (Polytainers)? It does not appear that the proposed Lot 7 meets the minimum lot width and lot size requirements contained in Article 5 of the UDO. The monument sign should be located within a tract, not a lot.
8. Adjust the lot lines between lots 2 and 3 so that the required amount of parking is being met. The submitted plan indicates 48 stalls are being provided for Lot 3 and 54 stalls are being provided for Lot 2. Staff recommends adjusting the separating lot line to run east-west, not north-south and providing a blanket cross access easement for all drives.
9. FYI. Retaining walls over 4' (48"), as measured from the foundation, requires a structural permit.
10. Confirm that all landscaping requirements of Article 14 of the UDO shall be met and no modifications are being requested.
11. Provide a detail of a typical trash enclosure.
12. Lots 2 and 3 do not meet the minimum 50' requirement for frontage on a public or private street. A written modification request justifying the request is required.

13. Staff has concerns regarding ownership and maintenance responsibilities of this internal drive system. Staff recommends making the primary drives common area to be owned and maintained by a property owners association (POA).

14. Addressing.

<b>Engineering Review</b>	Gene Williams (816) 969-1812	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. The sanitary sewer shown through the interior of the project should be labeled as "public", and a public sanitary sewer easement dedicated.
2. The interior water line should be labeled as "private", with backflow vaults installed at each connection to the public main.
3. Domestic water lines should be tapped off the public main either on Douglas or Victoria Dr., rather than as shown on Sheet C005. Domestic water meters should be shown either within a public easement or within the right of way.
4. No connection will be allowed on the existing 16" transmission main on the west side of Douglas St. A 12" water main exists on the opposite side of Douglas St., and shall be utilized for domestic water service and fire line service.
5. Potholing to provide a positive location of the 16" water main on the west side of Douglas will be required. Sufficient spacing shall be established between the new domestic taps and new private fire line(s), and the 16" public water main.
6. Please add a note to the plans stating that the sanitary sewer extension shall be bored beneath Victoria Dr.
7. Please add notes stating that domestic water service and fire line service shall be bored beneath Douglas St.
8. Please add notes stating the interior storm lines and structures shall be private.
9. Please show the location of the 12" water line on the east side of Douglas St.

<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 2012 International Fire Code .
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.
3. IFC 503.3- Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

1. The driveway shown nearest Victoria shall be removed or combined with the proposed driveway farthest Victoria (relocated). The available Douglas frontage supports the addition of one right-in/right-out driveway. The driveway cannot be located within the existing southbound right-turn lane (existing 250', min. 150' generally measured from the PC of curb return) or area of right-turn lane taper (12:1 typical) along Douglas approaching Victoria and must allow adequate separation from the intersection of Mulberry/St. Lukes for a proposed southbound right-turn lane and taper in accordance with the Access Management Code.

2. Update the traffic study as noted:

a. Reflect the removal of proposed secondary right-in/right-out drive nearest Victoria (refer to other comment).

b. Revise the trip distribution such that Polytainer is 0%, Sycamore east and west are 2%, Victoria west is 2%, Mulberry west is 2% and Douglas north is 52%. Other distribution assumptions okay. These recommended distributions based on proposed uses and existing land uses and connectivity of road networks in associated directions.

c. Address throat depth of driveways along Douglas, any modification requests/recommended and site circulation review (e.g. traffic/trucks).