

**PLANNING AND DEVELOPMENT**

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

**Date:** Friday, March 03, 2017

**To:**

**Applicant:** CHAD & JOANN POTTER

Email: APPLETREE.CHAD@GMAIL.COM

Fax #: <NO FAX NUMBER>

**Property Owner:** CHAD O POTTER & JOANN

Email:

Fax #: <NO FAX NUMBER>

**Engineer:** SIMON SUN (HDR ENGINEERING, INC.)

Email: SIMON.SUN@HDRINC.COM

Fax #: (816) 360-2777

**Engineer:** WILL NEDS (HDR ENGINEERING, INC)

Email: WILLIAM.NEDS@HDRINC.COM

Fax #: (816) 347-1197

**From:** Shannon McGuire, Planner

**Re:**

**Application Number:** PL2017033

**Application Type:** Residential Rezoning with Preliminary Development Plan

**Application Name:** POTTER REZONING

**Location:**

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**Tentative Schedule**

Submit revised plans by noon on Tuesday, March 21, 2017 (4 full size paper copies, 1 reduced 8 ½" x 11" copy).

Planning Commission Meeting: April 11, 2017 at 05:00 PM

City Council Public Hearing: May 04, 2017 at 06:15 PM

City Council Ordinance: May 04, 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 Residential Rezoning with Preliminary Development Plan:**

<b>Planning Review</b>	Shannon McGuire (816) 969-1603	Planner Shannon.McGuire@cityofls.net	Corrections
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1. Label land use of all parcels within 185' of the property to be rezoned.
2. It appears the proposed 20' easement for sanitary sewer has already been recorded. Please update the label to show the document number, including book and page.
3. The property dimensions do not seem to match the information that is on file with Cass County. Please confirm the submitted information is correct. Should the information at Cass County be incorrect please have it updated and provide documentation acknowledging the correction.
4. Please provide a compatibility study for adjacent single family residential. A comparison need be made to the proposed Raintree Point, which is also being engineered by HDR Engineering.

<b>Engineering Review</b>	Gene Williams (816) 969-1812	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. The new sanitary sewer line to be installed along with the Raintree Pointe subdivision to the west of this development must be installed and a Certificate of Substantial Completion issued prior to platting.
2. An private easement must be obtained for domestic water service along the access road. The location of the water meter should be shown within the right of way, and the private easement should be shown along the driveway.

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
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<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	No Comments
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