

**PLANNING AND DEVELOPMENT**

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

**Date:** Monday, July 09, 2018

**To:**

**Property Owner:** ABP FUNDING LLC

Email:

Fax #: <NO FAX NUMBER>

**Applicant:** SCHLAGEL & ASSOCIATES

Email:

Fax #: (913) 492-8400

: <NO CONTACT NAME AVAILABLE>

Email:

Fax #: <NO FAX NUMBER>

**From:** Mike Weisenborn, Project Manager

**Re:**

**Application Number:** PL2018101

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

**Application Name:** WOODLAND GLEN

**Location:** 930 SW SCHERER RD, LEES SUMMIT, MO 64082

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**Tentative Schedule**

Submit revised plans by noon on Monday, July 23, 2018 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: July 11, 2018 at 09:00 AM

Planning Commission Meeting: August 14, 2018 at 05:00 PM

City Council Public Hearing: September 06, 2018 at 06:15 PM

City Council Public Hearing: September 20, 2018 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**

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 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 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 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>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
<b>Planning Review</b>	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections

1. SCALE. The scale bar on Sheet C1.0 is incorrect. This sheet is drawn at a 100' scale, not 50'.
2. LEGAL DESCRIPTION. The legal description is broken out as five separate tracts, but the limits of those tracts are not discernable on the drawing. Clearly identify the boundaries of each tract on the drawing.
3. BOUNDARY DIMENSIONS.
  - The plan boundary dimension (not the individual lot dimensions) adjacent to Lots 11-13 that back up to Ward Rd is not listed.
  - The listed eastern plan boundary dimension (1178.31') that runs north from Scherer Rd is incorrect. The actual dimension is in excess of 1200'.
4. 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.
5. BUILDING LINES. Show and label the building lines for Lots 1-17 of the single-family portion of the development.
6. EASEMENTS. Show and label the utility easements on Lots 1-17 of the single-family portion of the development.
7. TRACT D. Is the intent for Tract D to be owned and maintained by the HOA, or will it be dedicated to the City in some manner?
8. LOTS 11 AND 12. Is the intent for these two lots to remain as large acreage lots for the purpose of constructing a single-family home on each lot, or is the intent to further subdivide the lots in the future?
9. SIDEWALKS.
  - Revise Note #15 to indicate that sidewalks shall be required on both sides of the street in the villa area of the development.
  - Sidewalks shall be constructed by the developer in those areas along the street in front of common area tracts and unplatted property. These sidewalks shall be installed at the time that infrastructure is constructed.
10. REZONING. Provide a separate sheet/exhibit and legal description for the property that is being rezoned.
11. VACATION OF RIGHT-OF-WAY. For your information, the portion of ROW shown to be vacated will require submittal of a separate application. The ROW will need to be vacated prior to the approval of a plat for the affected area.
12. RIGHT-OF-WAY WIDTH. Label the ROW widths for SW Winthrop Dr, SW Ward Rd and SW Scherer Rd.
13. TEMPORARY TURNAROUND. The limits of the turnaround at the north end of Winthrop Terrace conflict with the placement of the attached villa on Lot 11.
14. REAR SETBACK. Lot 8 doesn't meet the 20' rear yard setback due to the irregular shape of the lot.

15. LANDSCAPING. The landscaping requirements of the UDO do not apply to single-family and duplex developments, so no modification is needed to the tree caliper size that is called out on Sheet L1.0

<b>Engineering Review</b>	Sue Pyles (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Sheet C1.0: Relocate the Tract D label for clarity.
2. Sheet C1.0: What is the note regarding potential land for Tract D referring to?
3. Sheet C1.0: The scale is incorrect. Please revise.
4. Show and label existing water lines.
5. Show and label all proposed easements.
6. Clarify the plat boundaries. The line weights make it hard to delineate.
7. The temporary turnaround shown is in conflict with the Lot 11 proposed villa.
8. Stormwater Management Report:

Since this is a new PDP, the current stormwater design requirements apply. These requirements may be built with the project or existing might be able to be used. If you choose to utilize the existing, you'll have to show that it is sized correctly for this project with the new requirements as well as the original project at the requirements in place when constructed.

<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. ROW/Easement dedication along Scherer Road adjacent to the development as may be necessary for the Scherer Road capital improvement project planned and funded by the City. ROW/Easement dedication will be required as a condition of approval and provided as needed at such time as the project proceeds.
2. The intersection of Scherer Road and Heartwood Drive does not have adequate sight distance to support additional development impacts without mitigation and the current all-way stop is not a typical or ideal traffic control for Scherer Road, an arterial, at a residential street intersection. The City has a planned capital improvement project that will mitigate the sight distance issue and change the traffic control to more appropriate conditions. Until such time as the sight distance issue is mitigated, the development should be phased to proceed with exception of lots adjacent to and associated with the extension of Heartwood Drive from Scherer Road to Winthrop Drive; which shall remain incomplete/deferred and funds provided via escrow for its construction by developer. This recommendation is consistent with the improvement needs identified for Woodland Glen subdivision initial development approvals.
3. At a minimum, conceptually illustrate how Lot 10 and Lot 11 may be subdivided and provided access in the future from the internal subdivision local roadways (no lot access will be permitted from Ward Road or Scherer Road in the vicinity of Lot 10 or Lot 11). A plan should be provided to ensure these properties are not land locked and further subdivision is still possible (in comparison to previously approved plans).

