



PLANNING AND DEVELOPMENT

Commercial Rezoning with Preliminary Development Plan Applicant's Letter

Date: Monday, February 06, 2017

To:

Applicant: STAR DEVELOPMENT CORPORATION Email:
Fax #: <NO FAX NUMBER>

Engineer: OLSSON ASSOCIATES Email: SCRAMER@OLSSONASSOCIAITES.COM
Fax #: (913) 381-1174

Property Owner: UNIVERSITY OF Email:
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

Tentative Schedule

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

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.

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 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

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

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:

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|---------------------------|-------------------------------------|---|--------------------------|
| Planning Review | Christina Stanton (816) 969-1607 | Senior Planner Christina.Stanton@cityofls.net | No Comments |
| Engineering Review | Gene Williams (816) 969-1812 | Senior Staff Engineer Gene.Williams@cityofls.net | Approved with Conditions |

1. All required engineering plans and studies, including water lines, sanitary sewers, storm drainage, streets and erosion and sediment control shall be submitted along with the final development plan. All public infrastructure must be substantially complete, prior to the issuance of any certificates of occupancy.
2. All Engineering Plan Review and Inspection Fees shall be paid prior to approval of the engineering plans and prior to the issuance of any infrastructure permits or the start of construction (excluding land disturbance permit).
3. All subdivision-related public improvements must have a Certificate of Final Acceptance prior to approval of the final plat, unless security is provided in the manner set forth in the City's Unified Development Ordinance (UDO) Section 16.340. If security is provided, building permits may be issued upon issuance of a Certificate of Substantial Completion of the public infrastructure as outlined in Section 1000 of the City's Design and Construction Manual.
4. A Land Disturbance Permit shall be obtained from the Public Works Department if ground breaking will take place prior to the issuance of an infrastructure permit or prior to the approval of the Final Development Plan / Engineering Plans.
5. Any cut and / or fill operations, which cause public infrastructure to exceed the maximum / minimum depths of cover shall be mitigated by relocating the infrastructure vertically and / or horizontally to meet the specifications contained within the City's Design and Construction Manual.
6. Prior to approval of any Final Development Plan, the location of the 16" water transmission main shall be accurately-located in the field via manual methods, such as vacuum excavation, or other approved methods.

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| Fire Review | 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.

Action required: Show the locations of the FDC's on the buildings provided with automatic sprinkler systems.

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.

Traffic Review

Michael Park
(816) 969-1820

City Traffic Engineer
Michael.Park@cityofls.net

Corrections

1. The driveway shown nearest Victoria shall be removed, relocated or combined with the proposed driveway farthest Victoria as previously discussed. The available Douglas frontage supports the addition of one right-in/right-out driveway according to the access management code. Staff may support two right-in/right-out driveways with wavier of certain code sections subject to proper spacing, turn lane requirements and other access management code provisions to the extent possible.

2. Recommend consideration of shared access to the west along the private driveway for Polytainers. An easement would be required, but this would improve access to the northern and middle portions of the site as well as enhance access to Polytainers from a proposed, shared, right-in/right-out on Douglas and direct access to the development.