

**DEVELOPMENT SERVICES**

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

**Date:** Monday, July 01, 2019

**To:**

**Property Owner:** NIE GEORGE H & PEGGY J

Email:

Fax #: <NO FAX NUMBER>

**Applicant:** NIE PEGGY J & GEORGE H

Email:

Fax #: <NO FAX NUMBER>

**Engineer:** HG CONSULT, INC

Email: ksterrett@hgcons.com

Fax #: <NO FAX NUMBER>

**From:** Jennifer Thompson, Planner

**Re:**

**Application Number:** PL2019121

**Application Type:** Residential Preliminary Development Plan

**Application Name:** SUMMIT AVENUE ADDITION, LOTS 1 & 2

**Location:** 114 SE SUMMIT AVE, LEES SUMMIT, MO 64063

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**Tentative Schedule**

Submit revised plans by noon on Monday, April 29, 2019 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Planning Commission Meeting: July 25, 2019 at 05:00 PM

City Council Public Hearing: August 20, 2019 at 06:15 PM

City Council Ordinance: September 03, 2019 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**

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

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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 Preliminary Development Plan:

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
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**Planning Review**

Jennifer Thompson  
(816) 969-1239

Planner  
Jennifer.Thompson@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. Please submit an electronic copy of the site plan.
3. Staff suggests the 5' sidewalk not be built at this time as this general area has no curbs and will be identified at a future time to be improved. In lieu of constructing the sidewalk. A fee for the cost of the sidewalk construction will be required prior to the release of occupancy for any of the units.
4. Revise the building line (if desired to 20-feet), which is what is allowed in the RP-2 zoning district. Garages are required to meet a 25-foot building line.
5. On Lot 2 provide additional dimensions (from the rear of the structure), to the sanitary line. A 15-foot setback is required.
6. A low impact buffer is required between Lot 1 and the property to the south. The property to the south is zoned R-1.  
  
A medium impact buffer is required between Lot 1 and Lot 2 on the rear of the property line.  
  
Please refer to Article 8 of the UDO for specific requirements for the impact buffers.
7. Lot widths do not meet the minimum of 80-feet for a duplex in the RP-2 zoning district. Additional discussion is needed to discuss if this should move forward with modifications or if the duplex are revised to a single-family structure.
8. Revise the 15-foot UE references to 15-feet not inches.
9. A dimension was missing on the front p/l for Lot 2. Please clarify where the two dimensions end/begin.
10. In the site information table, update the zoning district to RP-2. Remove the reference to FAR and revise the data to reflect the proposed density for each lot.
11. Revise note #1 to reference the density rather than FAR.
12. Elevations were not received, submit elevations for the proposed structures, as required by the UDO.
13. Provide a vicinity map, with a north arrow.

**Engineering Review**

Gene Williams  
(816) 969-1223

Senior Staff Engineer  
Gene.Williams@cityofls.net

Corrections

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1. The upstream drainage area is greater than 2 acres, and a swale currently exists along the rear of the proposed lots. As such, a stormwater study is required to determine what measures and what infrastructure needs to be constructed

to support the development. This may include the installation of new storm lines, grading, or a combination thereof. Of particular concern is the duplex that currently exists on Lot 17A, Replat of Lowe's Addition, Lots 15, 16, and 17.

2. An engineered channel will not be supported for this new development. it would be too close to the rear of the new structures.

3. New grading activities are shown immediately adjacent to Block 2 Lowe's Addition. This grading is not allowed unless an agreement can be obtained from the owner of this property, or if the grading can be altered to direct all diverted stormwater along the new berm, and fully-contained on Lot 1.

4. An off-site easment will likely need to be obtained by the applicant to place new stormwater infrastructure (i.e., storm lines, junction boxes, inlets, etc.) across the above-referenced property (i.e., where the duplex is located).

5. Since the packet was missing the required stormwater report, the application shall be considered incomplete until such time that the report is submitted, and a concept plan of how the stormwater problem will be managed for the proposed development. This will affect the schedule for placement on the Planning Commission agenda.

<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Sidewalk payment in lieu of construction would be supported considering the area and absence of curbs. Sidewalk as shown adjacent to pavement or curb must be 6' wide, not 5' wide.

<b>Planning Review</b>	Jennifer Thompson (816) 969-1239	Planner Jennifer.Thompson@cityofls.net	Corrections
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<b>Engineering Review</b>	Gene Williams (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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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. A Master Drainage Plan (MDP) shall be submitted and approved in accordance with the City's Design and Construction Manual for all areas of the development, including all surrounding impacted areas, along with the engineering plans for the development. The MDP shall address drainage level of service issues on an individual lot basis.

3. All Engineering Plan Review and Inspection Fees shall be paid prior to approval of the associated engineering plans and prior to the issuance of any infrastructure permits or the start of construction (excluding land disturbance permit).

4. 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.

5. The As-graded Master Drainage Plan shall be submitted to and accepted by the City prior to the issuance of a Certificate of Substantial Completion and prior to the issuance of any building permits for the development.

6. A Land Disturbance Permit shall be obtained from the City if ground breaking will take place prior to the issuance of an infrastructure permit, building permit, or prior to the approval of the Final Development Plan / Engineering Plans.

7. All permanent off-site easements, or temporary construction easements for grading of the downstream swale, in a form acceptable to the City, shall be executed and recorded with the Jackson County Recorder of Deeds prior to approval of any Final Development Plan or prior to issuance of any building permit. A certified copy shall be submitted to the City for verification.

8. A restriction note shall be included on the final plat stating: "Individual lot owner(s) shall not change or obstruct the drainage flow paths on the lots, as shown on the Master Drainage Plan, unless specific application is made and approved by the City Engineer."

9. 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.

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