

DEVELOPMENT SERVICES

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

Date: Wednesday, March 18, 2020

To:

Property Owner: SHEEHY JOHN R & KIMBERLY Email:
D-TR

Property Owner: HUFF CARL E & ALTHEA J Email:

From: Victoria Nelson, Long Range Planner

Re:

Application Number: PL2019330
Application Type: Residential Rezoning with Preliminary Development Plan
Application Name: WOODLAND OAKS
Location: 2601 NE COLBERN RD, LEES SUMMIT, MO 64086
2501 NE COLBERN RD, LEES SUMMIT, MO 64086

Tentative Schedule

Submit revised plans by noon on March 24 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

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

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

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

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 300 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.

3. **Neighborhood Meeting.** One neighborhood meeting is required for each application, which must occur within the initial 10 day review period and prior to re-submission of the application. More than one neighborhood meeting may be held on an application, at the option of the applicant

- **Timing and location:** Within two miles of the project site, Monday through Thursday, excluding holidays, and start between 6:00P.M. and 8:00 P.M. If location for the meeting is not available within [2] miles of the subject property. The applicant shall select a location outside this area that is reasonably close to these boundaries.
- **Notification:** Shall be sent by certified mail or delivered to property owners within 300 feet of the project site. Mailed notices shall be postmarked at least seven days prior to the meeting. Hand deliveries must occur at least five (5) days prior to the meeting.

- **Notes:** The Applicant shall take sufficient notes at the neighborhood meeting to recall issues raised by the participants, in order to report on and discuss them at public hearings before City governmental bodies on the application. The notes shall be turned in with the application re-submittal.

Analysis of Residential Rezoning with Preliminary Development Plan:

Planning Review	Victoria Nelson (816) 969-1605	Long Range Planner Victoria.Nelson@cityofls.net	Corrections
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1. Will the development be phased? If so, show the phasing on the plans.
2. Please clarify the boundary of the existing ROW along NE Blackwell Pkwy.
3. On the southeast corner next to Lot 1 there appears to be a small tract. Label the tract, dimension the property lines and label the property line bearings.
4. On the plans you have labeled W/E, this is not labeled in the legend.
5. Woodland Oaks Dr. and Woodland Oaks Cir names are too long. The names can be at a maximum of 12 characters (including spaces between words, but not including the street type suffix).
6. The plat boundary first paragraph description has a lot of typos and misspellings.
7. Label and show the location, massing and pattern of the existing wooded areas on the plan sheets.
9. A modification is required to allow the development's proposed number of cul-de-sac lots. The UDO allows a maximum of 10%.
A modification is required to allow cul-de-sacs over 500' in length. NE Woodland Oaks Cir is over 600' in length. A written narrative shall be submitted that provides justification for the two modification requests. The UDO makes an allowance for a cul-de-sac length up to 1,000 feet if clear and convincing evidence is provided that certain conditions exist. See section 7.270.B.4 to see conditions that must be addressed.
10. BUILDING ELEVATIONS. Building elevations shall be provided for the development's proposed homes. Elevations labeling the proposed exterior materials and color palette shall be provided for all four sides of the homes.
11. LINEWORK.
 - Label the unidentified dashed line 15' in from the west plat boundary.
 - Label the unidentified dashed lines on either side of the solid line that appears to be the east boundary of Lot 1, one of which continues north through Lots 39-42.
12. EASEMENTS.
 - It appears that utility easements are required to be dedicated on Tract B for the sanitary sewer lines.
 - The label across Lots 40 and 41 indicate a 30' B/L and 30' U/E. However, it appears that the dashed line that scales at 30' should only be a B/L. There is a separate dashed line scaling at 20' continuing around the bulb and south to Lot 42 that should serve as the only U/E.
 - Dash in the 10' W/E along the south boundary of Lot 31.
 - Label and dimension the easements between: Lots 8/9; Lots 11/12; Lots 16/17; and Lots 37/38.

13. SIGNAGE. Is any subdivision entrance monumentation proposed? If so, show the location and a dimensioned sign detail for review. Should any signage be proposed within the public ROW, the City's Public Works Department will review to determine if they will allow such signage within the ROW. Private signage within the public ROW is subject to a license agreement and minimum insurance requirements.

14. PROPERTY LINE DIMENSIONS.

- Label the full front and rear property line dimension information for Lot 1.
- Lot 27 doesn't meet the minimum 38.59' arc distance at the front property line.

Engineering Review	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
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2. 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 2018 International Fire Code.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. The street name "Woodland Oaks Drive" does not comply with the Street Name Policy; the number of characters exceeds maximum allowed and is too long to fit on standard street name sign.