

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

**Date:** Friday, November 06, 2020

**To:**

**Property Owner:** CRCP INVESTMENTS LLC

**Email:**

**Applicant:** ENGINEERING SOLUTIONS

**Email:** MSCHLICHT@ES-KC.COM

**Engineer:** ENGINEERING SOLUTIONS

**Email:** MSCHLICHT@ES-KC.COM

**From:** Victoria Nelson, Long Range Planner

**Re:**

**Application Number:** PL2020315

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

**Application Name:** Chapel Ridge Townhomes Phase 5

**Location:** 3701 NE AKIN DR, LEES SUMMIT, MO 64064

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### Tentative Schedule

Submit revised plans by noon on Monday, November 23, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: November 10, 2020 at 09:00 AM

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 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:**

<b>Planning Review</b>	Victoria Nelson (816) 969-1605	Long Range Planner Victoria.Nelson@cityofls.net	Corrections
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1. Please submit an electronic copy of the legal description. Microsoft Word document is the preferred file format. The legal description can be emailed to the planner's email address above.
2. Parking Spaces. Please list the number of parking spaces required and then list a breakdown on all the parking spaces provided.
3. Legend Key. Please show a legend stating what all the symbols represent.
4. Landscaping. Please show high impact buffer and landscaping. Requirements can be found in the UDO under Article 8, Division III.
5. Accessible Parking. Please show signage for accessible parking.
6. Monument Sign. Are there plans for a monument, please show if there is.
7. Rezoning Map. Please show a rezoning exhibit that includes; boundaries of the property to be rezoned; legal description; existing and proposed zoning districts of the property to be rezoned; zoning, land use, and ownership of all parcels within 185 feet of the property to be rezoned.
8. Dwelling units per acre. Please list the number of total dwelling units and show dwelling units per acre with the common area.
9. Common Property Maintenance Plan. Please submit in writing who will be maintaining the property.
10. Flood plain. Please update floodplain note.
11. The internal drive is shown as 25' from back-of-curb to back-of-curb. The drive is required to be 28' back-of-curb to back-of-curb.
12. Parking Dimensions. Please show parking dimensions for surface parking. For spaces at the end of a row, the 9' parking space width is measured to the face of the curb, not to the back of the adjacent curb.
13. Elevations. How much of an offset is there on the front and rear building elevations? The site plans just show a boxes with no offsets to provide architectural relief for the long front and rear walls.
14. Trash enclosure. Are there plans for a trash enclosure?

<b>Engineering Review</b>	Loic Nguingiri, E.I.	Staff Engineer Loic.Nguingiri@cityofls.net	Corrections
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1. Two (2) 1" water line leaders point at the wrong location. Please revise, or remove if non-applicable.

2. Do the "6 san. Line" and "6 water line" leaders intend to mean 6" instead? If yes, please revise.
3. A 2nd private fire hydrant may be required to meet the City's 300-foot maximum distance of fire hose within apartment house areas.
4. Please make sure that the utility sheet meets the City's minimum horizontal and vertical separation requirement(s) within the utility lines and structures.
5. Is the water line down the center of the site correctly labeled as a 6" line? There is a backflow preventor, yet it appears to be serving the units as a domestic line. Please clarify.
6. The proposed storm sewer is in conflict with the existing storm sewer at the NE corner of the site. Please revise.

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

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 2018 International Fire Code.
2. The interior roads shall be built to City standards to provide adequate access.
3. Provide cul-de-sacs or realign for the two and three building clusters with driveways. per discussion in Pre-App meeting. Without clearly delineated access lanes and parking, access for emergency vehicles could be blocked.
4. 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.

Action required: One side of the lane through the complex shall be posted "No Parking".