

Residential Rezoning with Preliminary Development Plan Applicant's Letter

Date: Sunday, November 29, 2020

To:

Property Owner: B M W COMMUNITIES INC Email:

Applicant: CLAYTON PROPERTIES GROUP INC Email:

Engineer: ANDERSON ENGINEERING INC Email:

From: Victoria Nelson, Long Range Planner

Re:

Application Number: PL2020335

Application Type: Residential Rezoning with Preliminary Development Plan

Application Name: HIGHLAND MEADOWS 5TH AND 6TH PLAT

Location: 1201 SW LONGVIEW BLVD, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by noon on Monday, December 14, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: December 01, 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.

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. Street suffixes. The suffixes are incorrect on the drawing, from north to south 11th Street needs to come before 11th Terrace, then 12th Street.
2. Islands. Please remove the islands that are shown on SW Fiord Drive and SW 12th.
3. Deciduous trees. The three deciduous trees need to be listed below need to be 3" minimum to meet UDO requirements.
4. Road labeling. Please label SW Heather Drive
5. Landscape. Please show the quantity of trees.
6. Legend. Please show building line and utility easement
7. Please submit an electronic copy of the legal description for the PDP. Microsoft Word document. The legal description can be emailed to the planner's email address above.
8. Bearings. Please show the bearings on the rezoning exhibit that depicts and includes the legal for the property that is being rezoned to RP-1.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	Corrections
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1. Please note that construction of the entire length of Longview Blvd. will be required with the first phase of this PDP, currently shown as 5th Plat.
2. Please include a 5' sidewalk along Lots 180-184.
3. Why is the proposed sidewalk along SW 12th Street shown with a hatch pattern but no other sidewalk on the PDP is shown that way?
4. Sidewalk will be required along Tract I adjacent to Longview Blvd.
5. The proposed sidewalk thru Tract J requires a sidewalk easement.
6. Show the existing sanitary sewer to the north along SW Fiord Drive.
7. Stormwater Drainage Study:
 - Include Points of Interest (POIs) in the analysis. See the City's "Stormwater Report Requirements" available on the City's website for more information.
 - Release of undetained runoff typically requires a Design Modification Request from the City Engineer. This isn't required at the PDP stage, but you need to be aware of those requirements.

- Please clarify in the exhibits which drainage areas will leave the site undetained through the storm sewer system and which will sheet flow off the site. It is currently difficult to tell.
- Please clarify the next to last sentence in the first paragraph on Page 4. Discussion of the 4.45 acre drainage area is unclear.
- There is both detained and undetained flow exiting the site to the south, at multiple locations (POIs). The City does not allow flow in excess of the allowable release rate to cross intervening property under separate ownership before the flow combines at a downstream POI to meet the overall allowable release rate requirement.
- Additional comments may be forthcoming after resubmission of the report, revised per these comments.
- Analysis of the proposed storm sewer system will be provided with the storm sewer engineering plans, and has not been included in this review.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. The sidewalk in Tract J requires a sidewalk easement.
3. The subdivision has an outstanding street light debt with the City for upgraded street lights that must be paid prior to the installation of additional subdivision lighting. If the continuation of upgraded lighting is desired, the bill must be paid in full and agreement revised to include the 5th and 6th plats.
4. There exists private property within the existing right-of-way along Longview Blvd. A license agreement should be executed with the City granting permission for those ROW encroachments or those encroachments must be removed (e.g. landscaping, irrigation, horse statutes, etc.).
5. Longview Blvd. will be required for 5th Plat and 6th Plat; whichever occurs first and independent of each plat. The extent of Longview Blvd. required as part of the 5th and 6th Plats extends from existing Longview Blvd. to the south property line of the Highland Meadows Development as planned.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
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