

DEVELOPMENT SERVICES

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

Date: Friday, July 23, 2021

To:

Property Owner: DOUGLAS STATION LLC

Email:

Applicant: CAVE STATE DEVELOPMENT - JACOB
ENGLE

Email: jacob.engle@cavestatecos.com

Engineer: QUIST ENGINEERING, INC - ROBERT
WALQUIST

Email: RWALQUIST@QUISTENGINEERING.COM

From: Victoria Nelson, Long Range Planner

Re:

Application Number: PL2021262

Application Type: Commercial Rezoning with Preliminary Development Plan

Application Name: DOUGLAS STATION APARTMENTS

Location: 1141 NW SLOAN ST, LEES SUMMIT, MO 64086
3 NE SYCAMORE ST, LEES SUMMIT, MO 64086

Tentative Schedule

Submit revised plans by 4pm on Monday, August 09, 2021 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: July 27, 2021 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 Commercial 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. This project is a Rezoning and a Preliminary Development Plan.
2. Vicinity map. Please put a north arrow next to the vicinity map.
3. Plan Notes box. You have listed on the Site Plan sheet C200, "Plan Notes" Everything in this box, except the dumpster detail is missing. Please submit these sheets.
4. Plan Notes box. Numbers 15 and 14 are flipped. In the box 14 is modular retaining wall and 15 is the monument sign. On the plans 14 appears to be pointing at a monument sign and 15 at the retaining wall.
5. Oil and Gas Wells. Please state whether or not there are active, inactive, or capped wells within the area. Refer to DNR Well Database and reference the site.
6. Flood Plain. Please state the location and limits of the 1% Annual Chance Flood, as set forth on the current FEMA maps with reference to the panel number. Elevations shall be provided if shown on the FEMA map.
7. Street names. Please add NW to Sloan St and add NE to Sycamore St.
8. A sidewalk easement will be required to be dedicated at the time of re-plat for the segment of sidewalk that goes onto private property at the corner of Sloan and Sycamore.
9. Building setback lines. Please show the east and south building lines.
10. Lighting. Please upload all lighting specifications, poles, photometric plans, and the manufacturers specification sheets. Please refer to the UDO, Article 8, Subdivision 5-Lighting Standards.
11. Mechanical Equipment. Please show a dashed outline of where the equipment will be. Please show the location, type, and material that will be used to screen the ground mounted or roof mounted equipment. Refer to Sec. 8.180 Architectural Characteristics.
12. Pavement detail. Please show required pavement detail. Refer to the UDO, Sec. 8.620
13. Trash concrete pad. Please show the required 30' concrete pad and heavy duty concrete that is required. Refer to UDO Sec. 8.620 letter C.
14. Please submit an electronic copy of the legal description. Microsoft Word document is the preferred file formats. The legal description can be emailed to the planner's email address above.

15. Title. This should be labeled as Preliminary Development Plan, not a Final Development Plan.
16. Driveway entries. The driveway entries seem to be short to meet the UDO requirements. To meet the minimum required 24' pavement width, the drives must be 28' b/c to b/c.
17. ADA van accessible parking spaces. There don't appear to be any van-accessible parking spaces. Please check this and add the required amount.
18. ADA Parking Signs. Please show the ADA parking signs that are required to be installed at the head of each accessible parking space.
19. Elevations. Please submit the elevations in color.
20. Phasing. Will the apartments be built in phases or all at once?
21. Rezoning Map. Rezoning map please show the following: 1. Boundaries of the property to be rezoned. 2. Legal Description 3. Existing and proposed zoning districts of the property to be rezoned. 4. Zoning, land use, and ownership of all parcels within 185 feet of the property to be rezoned.
22. Landscaping. Please show parking lot screening along Sloan St frontage between Buildings 3 and 7. You show parking lot landscaping east of Building 6, planted in the middle of the sidewalk.
23. Parking stall count. When I calculated the numbers, I got a different number.
 $64 * 1.5 = 96$ (2br/1bath)
 $64 * 1.5 = 96$ (2br/2bath)
 $32 * 2 = 64$ (3br)
 $96 + 96 + 64 = 256$.
 Then there is .5 parking for visitors. I took your total 160 units $* .5 = 80$
 Then I added $256 + 80 = 336$. So, I show the required parking to be 336 spaces.
 Please refer to the UDO Sec. 8.530 Vehicle parking for parking count numbers.
 If you are proposing less parking than what is required, then you will need to submit in writing an Alternate Parking Plan. Refer to UDO requirement at Sec 8.540-Alternate Parking Plan.

Engineering Review	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. Application is missing the separate grading plan showing existing versus proposed grading, as well as the separate stormwater sheet showing locations and sizing of storm lines and inlets.
2. The plan sheet is titled "Final Development Plan". This is a Preliminary Development Plan, not a Final Development Plan.
3. Landscape plan did not show the location of public utilities, so it is not possible to determine whether there are conflicts with public utilities. A minimum distance of 5 feet is required between the mature tree trunk and any public sanitary sewer or public water line. This requirement does not pertain to small ornamental trees or shrubs.
4. Separate plan sheets shall be provided for utility plan. They should clearly show the locations of all public lines, as well as private lines and shall be labeled appropriately. Sizing of all lines and material type shall also be shown. As shown, it is difficult to determine.

5. Is a separate fire line being constructed? If so, a backflow vault shall be required on the private side, within a few feet of the property line and outside any public easement. Any private fire hydrants can also be installed along this line. Please show any backflow vault, fire line, and private fire hydrants to be installed for the project.
6. Please show the location and size of the water meter. We are assuming one (1) or two (2) meters will be installed, with all interior water lines being private. If submeters are desired, those will be the responsibility of the developer.
7. Stormwater Report: Please clarify whether the existing detention basin is being modified to the original design rather than the new standards.
8. How will the existing runoff from the Police Station be managed? Please show how this will be managed.

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

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 building and the hydrant within 100 feet. A hydrant will likely be required near the northeast entrance to the property.

3. IFC 507.1 - An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

Action required- Provide details on the size of the fire mains being provided. Show the location of the fire protection mains going to the buildings for the sprinkler systems. Provide square footage and construction type for each of the buildings in order to determine fire flow requirements.

4. Provide a turning movement diagram for a 44' fire apparatus.

5. Provide a complete set of site drawings.