

DEVELOPMENT SERVICES

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

Date: Friday, July 08, 2022

To:

Property Owner: LOWKAP LLC

Email:

Property Owner: CITY OF LEES SUMMIT

Email:

Property Owner: CITY OF LEES SUMMIT

Email:

Applicant: CITYSCAPE RESIDENTIAL

Email: RADAMS@CITYSCAPERESIDENTIAL.COM

Engineer: PHELPS ENGINEERING, INC

Email: DOUGUBBEN@PHELPSENGINEERING.COM

Architect: NSPJ ARCHITECTS

Email:

From: Mike Weisenborn, Project Manager

Re:

Application Number: PL2022243

Application Type: Commercial Rezoning with Preliminary Development Plan

Application Name: Douglas and Tudor Apartments

Location: 25 NW TUDOR RD, LEES SUMMIT, MO 64086
908 NE DOUGLAS ST, LEES SUMMIT, MO 64086
15 NE TUDOR RD, LEES SUMMIT, MO 64086

Tentative Schedule

Submit revised plans by 4pm on Tuesday, July 26, 2022 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting: July 12, 2022 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	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	Corrections
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1. Please provide a signed application. Also, please provide a signed ownership affidavit from for the non-city owned property. In the property at 912 NE DOUGLAS ST is shown as being included in the proposed area to be rezoned. If this is the case the property owner for that lot will need to be a party to this application and submit a signed ownership affidavit from as well.
2. Rezoning Exhibit - The boundaries of the proposed rezoning are not clear. Are you intending to rezone Lots 3, 4, & 10 of Summit Park? Also, please show the 185' buffer surrounding the proposed property to be rezoned.
3. Will this project be phased? If so please provide a phasing plan, indicating the proposed date of commencement and completion of each phase.
4. Please provide details for the proposed exterior lighting, including parking lot lights and wall-mounted fixtures, including fixture type, location, height and intensity. Manufacturer's specification sheets shall be submitted. If this level of detail is not available yet this can be deferred to the FDP.
5. Please provide building elevations of all sides depicting the general style, size and exterior construction materials and color schedule of the building proposed. In the event of several building types, a minimum of one elevation of each building type is required.
6. Please label the proposed materials for the trash enclosures.
7. In the building & site data table please provide the total floor area by building type.
8. The UDO minimum acceptable tree size is 3". You have shown a 1" tree for the proposed ornamental trees type. Please update the plans to reflect the UDO minimum.
9. A 20' medium landscaping buffer/screen between developments of differing land uses adjoining one another (RP-4 to PO) is required. As proposed a screen will be required along the southern property line and around the property at 912 NE Douglas ST if it is not included in the rezoning.

10. Minimum parking drive width shall be 24' when adjacent to 90 deg. Stalls. This measurement shall not include the curb and gutter. Please ensure the site plan meets this requirement.

11. A CG-1 concrete curb type is required around all parking areas and access drives in office, commercial and industrial districts. Please label the curb type you are proposing.

12. Please label the accessible parking stall aisle widths. Additionally, there is at least one ADA stall aisle the is shown overlapping a curb/cutter. Please adjust this so the aisle is compliant with all ADA requirements.

13. Please confirm all Accessible parking spaces will be located on a surface with a slope not exceeding 1 vertical foot in 50 horizontal feet. Please also confirm all ADA parking spaces for vans will have a vertical clearance of 98 inches minimum at the space and along the vehicular route thereto.

14. ADA parking stalls are required to be provided at a rate of 2% of total parking provided when the total number of parking stalls required for facilities is between 500 to 1000. As I calculate it, the proposed project will require a minimum of 13 ADA parking stalls. Of those 1/6th or 3 are required to be Van accessible.

15. All signs must comply with the sign requirements as outlined in the sign section of the UDO. If you are going to request a modification to the sign code, staff would recommend doing it now during the PDP process.

16. Please provide a narrative statement that explains the need for and justification of modifications to the applicable zoning district regulations, ie. building set back, landscaping buffer adjacent to lot 3, 4 and 10 and possibly signs.

17. For any property within two miles of the airport, a Form 7460 shall be completed and submitted to the FAA, and comments received back prior to any construction.

Engineering Review

Sue Pyles, P.E.
(816) 969-1245

Senior Staff Engineer
Sue.Pyles@cityofls.net

Corrections

1. Sheet C1:

- Include a project title on the cover sheet.
- Differentiate between light duty and heavy duty asphalt on this sheet and throughout the plan set.
- Concrete pavement is required to extend 30' beyond the trash enclosure door.

2. Sheets C2 & C3:

- More clearly define the proposed public sidewalk.
- If not every item of a specific type is being shown with a site key note reference in Plan view, include "Typical" in the Site Key Note legend for that item.
- Some sidewalk ramps are labeled as both E and I in Plan view. Please clarify.
- There are two "B" site key notes shown on the north side of Bldg. 8 that don't point to anything.

3. Sheet C4:

- Construction of the retaining wall components, including geogrid, will need to be contained within the lot boundary. Please verify that the retaining wall locations along the property lines will meet this requirement.
- Show and label the detention basin emergency spillway and 100-year WSE.
- The 100-year WSE is required to be at least 20' from a property line or building. Please verify.

4. Sheet C5:

- Please show the existing sanitary sewer.
- The sanitary sewer being extended to serve Lot 3 will be a public sanitary sewer main. Please label as such and show it located within a public sanitary easement. Be aware that nothing structural, such as buildings or retaining walls, may be located within a public easement.
- Show FH locations.
- Why does the water line just end near Bldg. 8?

5. Stormwater Management Plan:

- The City does not require Level of Service analysis, therefore Section 5 and Appendix E are not applicable and may be removed.
- The "Comprehensive Control" method includes 40-hour extended detention of runoff from the 90% mean annual event (1.37"/24-hour rainfall). Please revise to include this requirement.

6. Please submit a sanitary sewer analysis to ensure the existing system has adequate capacity.

Traffic Review

Brad Cooley, P.E., RSPI

Corrections

Brad.Cooley@cityofls.net

1. Any redevelopment of Lot 3 will require the access from Douglas to be removed and internal access, through this development, be provided. The current plan shows a $\pm 4'$ retaining wall bordering Lot 3. Please show conceptually how internal access is planned for the future.

2. TIS: Please include a signal warrant analysis of Sloan/Main and Tudor

3. Both driveways were discussed in the TIS and shown not complying with the AMC. The drive along Tudor is acceptable for aligning with the PD entrance across the road. However, the access along Commerce should be shifted to comply. If the access point will be located at the bottom of the hill, please provide sight distance analysis.

4. The throat length at both of the proposed driveways is too small. Please revise the parking lot to provide adequate space.

5. TIS: Trip distribution equates to 85%. Please revise.

6. The report and plan do not match. Please update the report to reflect the current site plan. (additional buildings, units, ect.)

Fire Review

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 2012 International Fire Code.

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 location of the FDC and a hydrant within 100 feet.

3. IFC 507.5.1 - Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Action required- Provide a hydrant plan.

4. Aerial Access D105.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

Action required- Fire department aerial access lanes shall be 26 feet of driveable surface.

6. 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- Provide markings when the locations of hydrants and FDC's have been determined.

7. 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- Work with LS Water Utilities to determine the availability of adequate fire flow per IFC TABLE B105.1(2) with a 50% reduction for the automatic sprinkler system.