

DEVELOPMENT SERVICES

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

Date: Tuesday, December 06, 2022

To:

Property Owner: HAMBLÉN ROAD PROJECT LLC Email:

Applicant: HAMBLÉN ROAD PROJECT LLC Email:

From: Dawn Bell, Project Manager

Re:

Application Number: PL2022217

Application Type: Residential Rezoning with Preliminary Development Plan

Application Name: COLTONS CROSSING

Location:

Tentative Schedule

Revised documents shall be uploaded to the application through the online portal.

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	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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1. PROJECT SUMMARY TABLE (Sheets 1 and 5).

- Under the "Minimum Lot Size and Width" line item on Sheet 1, list the minimum lot size for the duplex lots as 8,000 sq. ft. The RP-3 zoning district requires a minimum 4,000 sq. ft. lot size per dwelling unit, so a duplex (composed of two dwellings in said structure) requires a minimum 8,000 sq. ft. lot size. It appears that the lot size for each duplex lot well exceeds 8,000 sq. ft., but please confirm that this is the case.
- On the "Minimum Lot Size" line item on Sheet 5, similarly break out the minimum lot size standard of 4,000 sq. ft. for single-family and the 8,000 sq. ft. minimum lot size for the duplex lots.

2. LOT SIZE SUMMARY TABLE (Sheet 1). For the "Minimum Lot Size" line item, break out and identify the minimum proposed lot size for the single-family lots and the minimum proposed lot size for the duplex lots.

3. BUILDING AREA/LIVABLE AREA (Sheets 1 and 5). Please clarify the difference between the "Minimum Livable Floor Area" line item on Sheet 1 (under Project Summary) that lists 1,100 sq. ft. and the "Proposed Buildings" information provided on Sheet 5 listing 2,010 sq. ft. for single-family and 2,925 sq. ft. for duplexes. Is the former figure on Sheet 1 only referring to finished sq. ft., whereas the figures on Sheet 5 refer to gross square footage (both finished and unfinished)?

4. SWIMMING POOL/CLUBHOUSE AREA.

- Please note that in addition to the minimum street tree, street shrub, parking lot landscape screening and open yard tree and shrub requirements, UDO Section 6.510 requires a medium-impact landscape buffer along any property line shared with a residence. So a medium-impact landscape buffer shall be required along Lots 99-102, 122, 123 and 164.
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5. BUILDING ELEVATIONS.

- Label the exterior materials and proposed colors for the pool clubhouse.
- Label the exterior materials and proposed colors for the single-family residences.
- Label the proposed exterior colors for the duplexes.

6. GENERAL NOTES.

- Add a note to the plans stating that pavement design for the clubhouse/pool parking lot shall meet the standards of UDO Section 8.620.
- Add a note to the plans stating that clubhouse and swimming pool area shall meet the lighting requirements UDO Article 8, and that the pool area shall meet the lighting requirements of UDO Section 6.510.

7. STREET NAME CHANGE. If the proposed development is approved, a street name change application shall be required to change the street name suffix from Road to Court for the future cul-de-sac. This comment is for informational purposes and requires no action at this time.

8. STREET NAMES.

- For addressing purposes, the suffix for the north-south segment of the proposed Bennet Lane shall be changed to differentiate it from the east-west segment of Bennet Lane.
- For addressing purposes, the proposed Coltons Drive has a natural break between the north-south and east-west segments at the intersection with Karens Drive. Coltons Drive shall only be use for one of the segments. A different name shall be provided for the remaining segment.

1. The Traffic Study/Memo submitted is incomplete. A study should be prepared in accordance with the City's Access Management Code for the proposed development. Some additional analysis should be included (trip distribution, intersection analysis/LOS, section on compliance with the City's Unimproved Road Policy, recently installed signals north, etc.).

While improvements are included in the conclusion/recommendation section, justification for these should be included with the report.