

**DEVELOPMENT SERVICES**

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

**Date:** Monday, May 15, 2023

**To:**

**Property Owner:** ORR STREET LOFTS LLC

**Email:**

**Property Owner:** DISCOVERY PARK LEES SUMMIT LLC **Email:**

**From:** Dawn Bell, Project Manager

**Re:**

**Application Number:** PL2023011

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

**Application Name:** DISCOVERY PARK - Zone 1

**Location:**

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**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.

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**Electronic Plans for Resubmittal**

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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 Commercial Rezoning with Preliminary Development Plan:**

<b>Planning Review</b>	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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1. ARCHITECTURAL RENDERINGS. No renderings of Buildings 6, 7 or 13 are included in the plan set.

<b>Engineering Review</b>	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. The stream buffer waiver is currently under review by Public Works. We will notify you when this waiver has been approved, or if additional information is needed.

2. An development agreement between the City and the developer shall be made to provide adequate sanitary sewer service for the this phase of the development, as well as the ultimate build-out. Possible scenarios were presented in the "Sanitary Sewer System Capacity Analysis: Discovery Park" dated May 4, 2023.

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
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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. IFC 503.3 Marking. 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. Fire lanes may be marked in one or a combination of methods as approved by the fire code official. Curbs. All curbs and curb ends shall be painted red with four inch (4") white lettering stating "FIRE LANE—NO PARKING". Wording may not be spaced more than fifteen feet (15') apart. Where no curb exists or a rolled curb is installed, a 6-inch (6") wide painted red stripe applied to the concrete or asphalt with four inch (4") white lettering stating "FIRE LANE—NO PARKING". Signs. In areas where fire lanes are required, but no continuous curb is available, one of the following methods shall be used to indicate the fire lane. Option 1 : A sign twelve inches (12") wide and eighteen inches (18") in height shall be mounted on a metal post set in concrete a minimum of depth of eighteen inches (18") set back one foot (1') in from the edge of the roadway with the bottom of the sign being seven feet (7') from finished grade. Signs shall face oncoming traffic. Spacing of signs shall not exceed fifty feet (50') between signs. Signs shall be reflective material with a white color background with symbols, letters and border in red color. "FIRE LANE—NO PARKING". Option 2 : A sign twelve inches (12") wide and eighteen inches (18") in height shall be mounted on the side of a structure or other permanent fixture approved by the Fire Code Official. The bottom of the sign being seven feet (7') from finished grade. Spacing of signs shall not exceed fifty feet (50') between signs. Signs shall be reflective material with a white color background with symbols, letters and border in red color. "FIRE LANE—NO PARKING".

Action required- Fire lanes shall be marked.

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- Work with Water Utilities to determine if adequate fire flow is available per IFC Table B105.1(2). A 50% reduction is allowed for an automatic sprinkler system.

4. 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- 1. The building on Lot 9 does not meet the requirement. Provide hydrants or adjust spacing to meet requirements. Provide hydrants along the north side of Colbern Road.

**Traffic Review**

Brad Cooley, P.E., RSPI

Approved with Conditions

Brad.Cooley@cityofls.net

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1. MoDOT requirements for this Phase will need to be addressed during FDP.