



**LEE'S SUMMIT**  
**MISSOURI**  
Development Services Department

---

## Development Services Staff Report

<b>File Number</b>	PL2025-019
<b>File Name</b>	REZONING from R-1/NSO to TNZ and PRELIMINARY DEVELOPMENT PLAN – 100 NE Douglas St.
<b>Applicant</b>	Engineering Solutions, LLC
<b>Property Address</b>	100 NE Douglas St.
<b>Planning Commission Date</b>	March 27, 2025
<b>Heard by</b>	Planning Commission and City Council
<b>Analyst</b>	Adair Bright, AICP, Senior Planner

---

### Public Notification

Pre-application held: October 15, 2024  
Neighborhood meeting conducted: February 17, 2025  
Newspaper notification published on: March 8, 2025  
Radius notices mailed to properties within 300 feet on: February 7, 2025  
Site posted notice on: March 7, 2025

---

### Table of Contents

1. Project Data and Facts	2
2. Land Use	6
3. Project Proposal	7
4. Unified Development Ordinance (UDO)	8
5. Comprehensive Plan	9
6. Analysis	9
7. Recommended Conditions of Approval	12

**Attachments**

Rezoning Exhibit, dated February 11, 2025

Preliminary Development Plan, revision date February 26, 2025 – 9 pages

Storm Water Memorandum prepared by Engineering Solutions, LLC, dated January 24, 2025 – 36 pages

Neighborhood Meeting minutes, dated February 17, 2025 – 1 page

Site Photos – 5 pages

Location Map

**1. Project Data and Facts**

<b>Project Data</b>	
<b>Applicant/Status</b>	Engineering Solutions, LLC / Applicant
<b>Applicant's Representative</b>	Matt Schlicht, PE
<b>Location of Property</b>	100 NE Douglas St.
<b>Size of Property</b>	± 0.44 acres (18,948.60 sq. ft.)
<b>Number of Lots</b>	1 lot
<b>Building Area</b>	1,102.38 sq. ft.
<b>Floor Area Ratio (FAR)</b>	0.058 total FAR
<b>Zoning (Existing)</b>	R-1/NSO (Single-Family Residential/Neighborhood Stabilization Overlay)
<b>Zoning (Proposed)</b>	TNZ (Transitional Neighborhood Zone)
<b>Comprehensive Plan Designation</b>	Activity Center Downtown
<b>Procedure</b>	<p>The Planning Commission makes a recommendation to the City Council on the proposed rezoning and preliminary development plan. The City Council takes final action on the rezoning and preliminary development plan in the form of an ordinance.</p> <p><b>Duration of Validity:</b> Rezoning approval by the City Council shall be valid upon approval and has no expiration.</p> <p>Preliminary development plan approval by the City Council shall not be valid for a period longer than twenty-four (24) months from the date of such approval, unless within such period a final development plan application is submitted. The City Council may grant one extension not exceeding twelve (12) months upon written request.</p>

**Current Land Use**

The subject 0.44-acre site consists of a single-family home that is currently unoccupied and was constructed in 1902.



*Figure 1 – Existing single-family house*

---

#### **Description of Applicant's Request**

The applicant proposes a rezoning from R-1/NSO to TNZ and preliminary development plan (PDP) for the conversion of an existing 1,102 sq. ft. single-family home to an office. The existing building is a two-story structure with white siding and a wrap-around front porch. With the conversion of the structure from single-family dwelling to office, the applicant is proposing the addition of a parking lot in the southwest portion of the lot. Proposed changes to the structure are limited to a deck renovation and an ADA-compliant lift. In addition to the subject Rezoning and PDP a minor plat (administrative review) will be required.

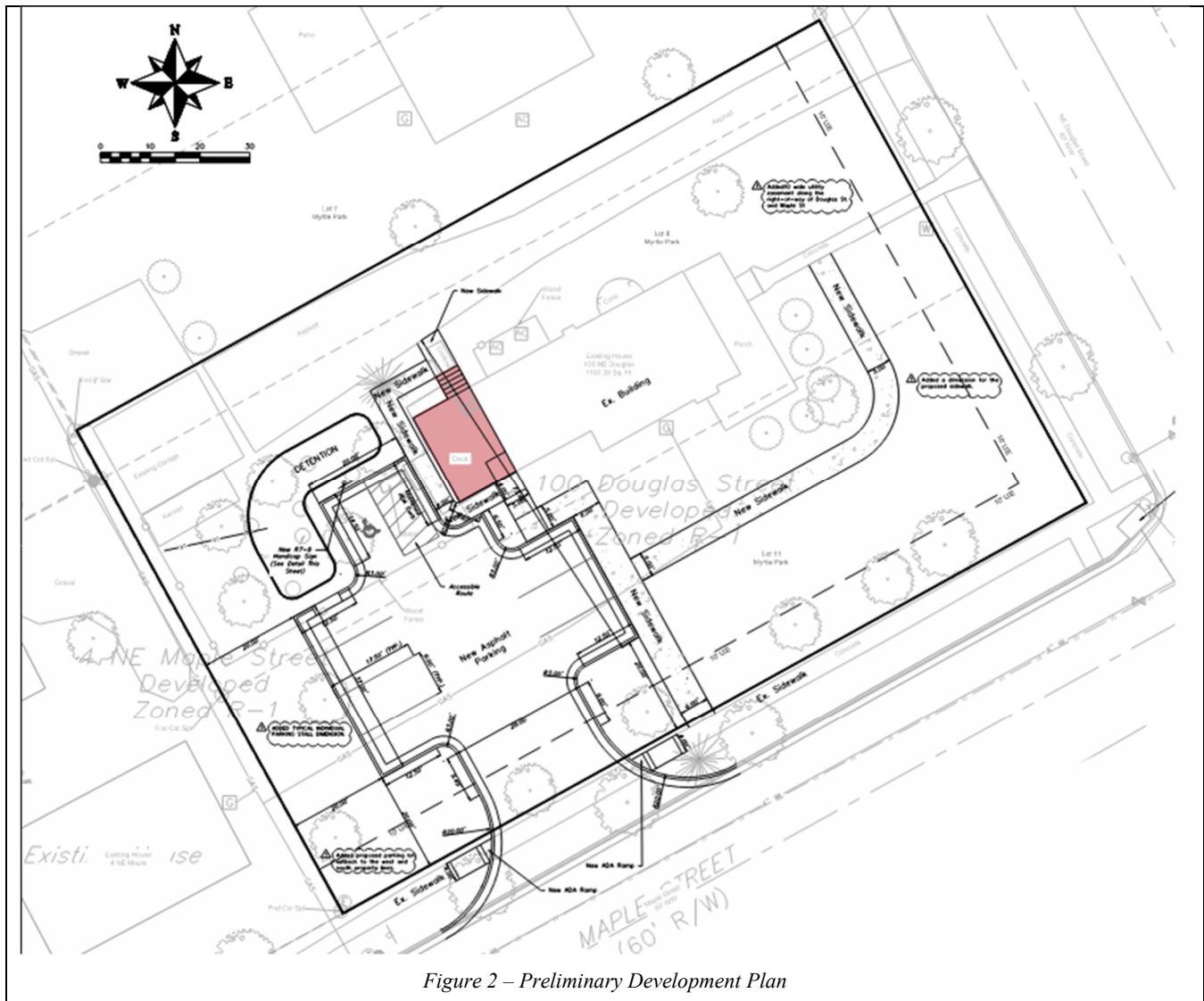


Figure 2 – Preliminary Development Plan

## 2. Land Use

### Description and Character of Surrounding Area

The subject property is within the downtown core and is at the northwest corner of NE Maple Street and NE Douglas Street. The site is surrounded by R-1/NSO and PO zoning with the uses being a mix of single-family residential and office.

### Adjacent Land Uses and Zoning

<b>North:</b>	Dwelling, Single-Family Detached / R-1/NSO (Single-Family Residential/Neighborhood Stabilization Overlay)
<b>South (across NE Maple St.):</b>	Church of Place of Worship / PO (Planned Office)
<b>East (across NE Douglas St.):</b>	Medical or Dental Offices or Labs / PO (Planned Office)

<b>West:</b>	Dwelling, Single-Family Detached / R-1/NSO (Single-Family Residential/Neighborhood Stabilization Overlay)
--------------	---

#### Site Characteristics

The project site is composed of one parcel that is developed. There is an existing access off NE Douglas Street which is proposed to remain. The applicant is also proposing an access off NE Maple Street for the parking lot. Topographically, the site is even.

#### Special Considerations

The property is currently within the NSO (Neighborhood Stabilization Overlay) which attempts to identify the fundamental characteristics of the established residential neighborhoods and provide direction for new construction with respect to the single-family neighborhood context and basic design elements. These characteristics can include the way in which a building is located on its site, the manner in which it relates to the street, and its basic mass, form, and scale.

These standards are applicable when new construction is proposed on a property with the NSO. Since the applicant is requesting approval of a rezoning to TNZ, the overlay will no longer be applicable; therefore, the rezoning request includes removing the overlay from the property.

## 3. Project Proposal

### Site Design

Land Use	
Impervious Coverage:	28.3%
Pervious:	71.7%
<b>TOTAL</b>	<b>100%</b>

### Parking

Proposed		Required	
On-site parking spaces proposed:	7	Total parking spaces required:	4
Accessible spaces proposed:	1	Accessible spaces required:	1
Off-site Parking requested?	No	Off-site Parking count:	N/A

The applicant is proposing seven (7) parking spaces and one (1) ADA space. The plan meets UDO requirements of four (4) spaces per 1,000 sq. ft. of gross floor area. There is landscaping provided along the west in the form of evergreens and shrubs to screen the parking lot from the adjacent residential.



Figure 3 - Proposed Parking Lot Landscaping

**Building Setbacks (Perimeter)**

Yard	TNZ Zoning Standard	Proposed Building
Front <sup>1</sup>	0'-15' max or within 5-ft. of the median setback of the structures on adjoining property	40' (along NE Douglas St.) <sup>2</sup> ; 45' (along NE Maple St.) <sup>2</sup>
Side <sup>1</sup>	5'	54' (west) 25' (north)

<sup>1</sup> – Under the UDO, each street frontage of a corner lot is considered to be a front property line. The remaining interior lot lines are considered to be side property lines.

<sup>2</sup> – Existing legal non-conformity.

**Parking Setbacks (Perimeter)**

Yard	Parking Required	Parking Proposed
Front	20'	20' (along NE Maple St.)



Side	20'	20' (west)
------	-----	------------

#### 4. Unified Development Ordinance (UDO)

Section	Description
2.240, 2.250, 2.260	Rezoning
2.040, 2.260, 2.300, 2.320	Preliminary Development Plans
4.190	Zoning Districts (TNZ)

The TNZ (Transitional Neighborhood Zone District) is a planned district designed for a compatible mix of residential, office and limited specialty retail uses in close proximity to the CBD (Central Business District). Per UDO Sec. 6.020, the proposed use of Business Office, General is allowed within the TNZ zoning district.

Neighborhood Meeting
The applicant hosted a neighborhood meeting on February 17, 2025. Zero (0) members of the public attended.
Staff received an email from the public requesting information on what is proposed but has not received any comments or phone calls in favor or in opposition to the project.

#### 5. Comprehensive Plan

Focus Areas	Goals, Objectives & Policies
Resilient Economy	<p>Goal 3.3A: Build an adaptable framework for continued growth in a changing environment.</p> <p>Objective: Diversify the Lee's Summit economy.</p> <p>Objective: Increase business retention and grow business activity.</p> <p>Objective: Maintain a diverse and valuable tax base.</p>



Figure 4 – Future Land Use Map & Legend

The Ignite! Comprehensive Plan promotes various strategies to build long-term economic prosperity and resiliency in the City's economy. One objective established in the Comprehensive Plan is to increase business retention and grow business activity. Also, the future land use plan within the Ignite! Comprehensive Plan denotes the subject property as part of the Downtown Activity Center which states office uses as complementary. Approval of the subject Rezoning and PDP applications to allow a business office on the subject property supports continued economic viability of the site by growing business activity.

## 6. Analysis

### Background and History

- March 16, 1887 – The subject property was platted as Myrtle Park and recorded with the Jackson County Recorder of Deeds by document #1887P0030050.
- 1902 – Per historical records, the residence was constructed.

### Compatibility

The site is located at the northwest corner of NE Douglas Street and NE Maple Street. The surrounding area includes single-family residential to the north and west, institutional (church) to the south and commercial to the east. The proposed conversion of the single-family home to an office is compatible as a transitional use between the residential and the commercial. Currently the TNZ district surrounds the CBD on the east, west, and south sides. The proposed rezoning has the potential to spur an expansion of the TNZ district on the north side of the CBD and create a more appropriate transition between uses.

From an architectural standpoint, the only proposed changes to the existing structure include renovating the back deck and adding an ADA-compliant lift. The structure is anticipated to continue being compatible with the adjacent structures.



### **Lighting**

Per the TNZ district, lighting shall be limited in numbers and in intensity. Lighting must also be of a pedestrian scale compatible with residential areas within the immediate vicinity. Wall packs and parking lot lighting are prohibited except for the use of bollard-type lighting not exceeding four feet in height.

A photometric plan is not required for the PDP and will be reviewed with the FDP. Given that modifications to lighting are not being requested, the applicant will be required to comply with the UDO lighting standards or propose an amended PDP with modifications which will be required to be reviewed by Planning Commission and the Governing Body.

### **Adverse Impacts**

The proposed development is not expected to seriously injure the appropriate use of, or detrimentally affect, neighboring property. The subject development is not expected to create excessive storm water runoff for the area. A detention basin will be constructed on the northwest portion of the site.

### **Infrastructure**

The proposed preliminary development plan is not expected to impede the normal and orderly development and improvement of the surrounding property. Water and sanitary sewer for the proposed development will utilize existing public water and sewer lines that are on or adjacent to the property.

### **Recommendation**

With the conditions of approval below, the application meets the goals of the Ignite! Comprehensive plan, the requirements of the UDO and Design and Construction Manual (DCM).

## **7. Recommended Conditions of Approval**

### **Site Specific**

1. Development shall be in accordance with the preliminary development plan with a revision date of February 26, 2025.
2. A minor plat shall be approved by the City of Lee's Summit and recorded with Jackson County Recorder of Deeds.

### **Standard Conditions of Approval**

3. All required engineering plans and studies, including water lines, sanitary sewers, storm drainage, streets and erosion and sediment control shall be submitted along with the final development plan. All public infrastructure must be substantially complete, prior to the issuance of any certificates of occupancy.
4. All Engineering Plan Review and Inspection Fees shall be paid prior to approval of the associated engineering plans and prior to the issuance of any site development permits or the start of construction (excluding land disturbance permit).
5. A Land Disturbance Permit shall be obtained from the City if groundbreaking will take place prior to the issuance of a site development permit, building permit, or prior to the approval of the Final Development Plan / Engineering Plans.

6. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.
7. The Final Development Plan will be required to meet all City stormwater design criteria unless a Design Modification Request (waiver) is submitted and approved by the City.
8. 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.

The building is shown with a water main for an automatic sprinkler system.

9. Show the location of the FDC on the building.
10. All exterior mechanical equipment, whether roof mounted or ground mounted, shall be entirely screened from view. Roof mounted equipment shall be screened by the parapet equal to the height of the mechanical equipment. Ground mounted equipment shall be screened by masonry wall or landscaping equal to the height of the units.
11. Accessible parking signs shall meet the requirements set forth in the **Manual on Uniform Traffic Devices (R7-8)**. Each accessible parking space shall be identified by a sign, mounted on a pole or other structure, located 60 inches (5 feet) above the ground measured from the bottom of the sign, at the head of the parking space.
12. Sign permits shall be obtained prior to installation of any signs through the Development Services Department. All signs proposed must comply with the sign requirements as outlined in the sign section of the Unified Development Ordinance.