

DEVELOPMENT SERVICES

***** PLEASE BE AWARE THAT ANNUAL FEE INCREASES WILL GO INTO EFFECT ON APPLICATIONS SUBMITTED ON OR AFTER JULY 1, 2024. CONTACT YOUR PROJECT MANAGER TO DETERMINE WHAT THE INCREASES RELATED TO YOUR PROJECT MAY BE.**

**Pre-Application Meeting Summary
(Submit with your application)**

Meeting Info-PM			
Date	Tuesday, December 17, 2024		
Address/Location	3801 SW LONGVIEW RD, LEES SUMMIT, MO 64081		
Project Title	Longview Park and Pickleball Complex		
Applicant Contact Info-PM			
Name	Role	Email	Phone
LEES SUMMIT PARKS AND REC: Steve Casey	Applicant	Steve.casey@cityofls.net	816-969-1507
DAVID EICKMAN Darren Varner Christopher Cahalan Arman Romanov	Consultant	DEICKMAN@OLSSON.COM dvarner@olsson.com ccahalan@olsson.com aromanov@olsson.com	816-361-1177
City Staff Present			
Name	Role	Email	Phone
Grant White Adair Bright Gene Williams, P.E. Susan Barry, P.E. Jim Eden Joe Frogge	Project Manager Planning Development Engineering Traffic - Public Works Fire Building Codes	Grant.White@cityofls.net Adair.Bright@cityofls.net Gene.Williams@cityofls.net Susan.Barry@cityofls.net Jim.Eden@cityofls.net Joe.Frogge@cityofls.net	816-969-1205
Applications Required			
Final Development Plan - parking improvements Building Permits			
Studies Required			
Stormwater study			

DEVELOPMENT SERVICES

Project description

- Phase 1 of the Parks master plan for the Longview parks property at 3801 SW Longview Rd.
 - This project is part of the CIP.
- No parking improvements are proposed at this time.
- All access points to the property will not be changed.
- Longview road is in KCMO
 - City legal is working through this process.
 - Two separate plats maybe required by KCMO
- 12 pickleball courts planned. They will be illuminated at night.
- Future phases will include food trucks, a pedestrian plaza with restrooms, playground equipment, shade structures, and walking trails.

Planning

- Final Development Plan required for the parking lot improvements (ex. ADA)
- Building permits only for the pickleball courts and other improvements
- *No Special Use Permit is required for this project.

Engineering

- Stormwater study required.
 - Determine if detention is required for the project.

Traffic

- No comments

Fire

- Food trucks need to have a current inspection sticker from Heart of America Fire Chief Council.

Building

- All structures and infrastructure will require building permits.

These are notes taken by Development Services staff during the meeting on the date and time set forth above. These notes are a summary of the primary items discussed at the meeting about a potential application, and are not a transcript

DEVELOPMENT SERVICES

of the discussions. These notes do not bind the City or the applicant on any matters discussed. City staff does not render binding decisions in pre-application meetings. Any formal ruling by the Director regarding an application would be issued separately from the meeting notes. Nothing in these notes are deemed to create a contract between the City and applicant. The potential application discussed at the meeting, if pursued by the applicant, is subject to consideration by the Director of Development Services, the Planning Commission and/or City Council, and those persons and entities will render the final and official decision on the application based on the nature of the application. The information and feedback provided in the pre-application meeting is based on the Unified Development Ordinance (UDO) and other relevant City Code provisions in effect on the date of the meeting. The UDO and other relevant City Code provisions may change after the meeting, and these changes may affect the potential application when it is formally filed and considered by the City.

CAD DRAWING SUBMISSION REQUIREMENTS FOR PUBLIC IMPROVEMENTS

Upon approval of plan sets and record drawings for public infrastructure project, CAD files will be required to be uploaded to the associated application through the online portal.

FILE NAMING CONVENTION

In an effort to create clear and consistent file management with applications the Plan Services Division has created the following naming convention for documents uploaded to an application. Please follow the following file naming conventions for files uploaded through the online portal. Please contact your assigned Project Manager with any questions related to this requirement.

(File Type)_(Rev #)_ (Project #)

First submittal example:

- Full Plan Set_Rev 0_PL2023278
- Drainage Plan_Rev 0_PL2023278
- Application Form_PL2023278
- Ownership Affidavit_PL2023278

Revision submittal examples:

- Full Plan Set_Rev 1_PL2023278

List of File names:

- Adjacent property list
- Applicant Letter
- Applicant Presentation
- Application Form
- Cover sheet
- Demolition Plan
- Development Agreement
- Elevations
- Engineering Designs (water or sewer)

DEVELOPMENT SERVICES

- Erosion Control Plan
- FAA Filing
- Fee Estimates
- Grading Plan or Mass Grading Plan (if applicable)
- Landscape Plan
- Legal Description
- Neighborhood Meeting Notes
- Notice of public hearings
 - Newspaper
 - Mail to property owners
 - Sign photos
 - File affidavit
- Ordinance
- Ownership Affidavit
- Parking Study
- Payment Receipt
- Photometric/Lighting Plan
- Plat (Minor, Preliminary, or Final)
- Pre-app notes
- Record drawings (As-builts)
- Renderings and/or Conceptual designs
- Signage Plan
- Specifications
- Staff Presentation
- Stormwater Plan
- Stormwater Letter
- Survey
- Traffic Study
- Utility Plan

The City's Development Center provides quick & easy access to:

**Check The Status of an Application/Permit
View/print Application Review Documents
Schedule Inspections Online
View/print Inspection Documents**

devservices.cityofLS.net