

PRE-APPLICATION MEETING NOTES

Date: June 7, 2017

Time: 10:00 am

Property Location/

Project Description: 1040 NE Woods Chapel Rd

Applicant(s):

Kevin Vaughn Phone #: _____

Phone #: _____

Phone #: _____

Phone #: _____

Phone #: _____

Phone #: _____

City Staff Present by Department (primary dept. contact persons shown in bold):

Planning (816) 969-1600

X Hector Soto

☐ Bob McKay

☐ Jennifer Thompson

☐ Christina Stanton

☐ Heping Zhan

X Victoria Nelson

X Shannon McGuire

☐ Intern(s): _____

Parks Dept. (816) 969-1500

☐ **Steve Casey/Steven Thomas**

Law (816) 969-1400

X Nancy Yendes/Sheri Wells

ITS Dept. (816) 969-1234

☐ **Bryan Hall/Kristi Gawron**

Public Works (816) 969-1800

X Kent Monter: 969-1229

X David Lohe (PW/Water): 969-1814

X Gene Williams: 969-1223

X Sue Pyles: 969-1245

☐ Judy Niemeyer: 969-1854

X Michael Park (traffic): 969-1820

☐ Scott Ward (traffic): 969-1849

☐ Karen Quackenbush: 969-1850

☐ John Ohrazda (airport): 969-1180

X Nick Lightner: 969-1224

Project Manager (816) 969-1220

☐ **Dawn Bell:** 969-1242

☐ **Chris Hughey:** 969-1225

X Mike Weisenborn: 969-1240

☐ **Ryan Elam:** 969-1202

Codes Admin. (816) 969-1200

☐ **Tracy Deister:** 969-1203

X Joe Frogge: 969-1241

Fire Dept. (816) 969-1300

X Asst. Chief Jim Eden: 969-1303

☐ Batt. Joe Dir: 969-1317

☐ Capt. Mike Weissenbach: 969-1316

Police Dept. (816) 969-1700

☐ **Sgt. Aaron Evans:** 969-1765

☐ Capt. Don Frizzell: 969-1728

☐ _____

Water Utilities (816) 969-1900

☐ **Jeff Thorn**

Non-City Organization Contacts:

Chamber of Commerce

(816) 524-2424

☐ **Cathy Young/Matt Baird**

Downtown Lee's Summit Main

Street (816) 246-6598

☐ **Donnie Rodgers Jr.**

Economic Development Council

(816) 525-6617

☐ **Rick McDowell**

Laclede Gas (816) 756-5252

☐ **Jabbar Wesley**

Required Application Type(s):

- Rezoning (REZ)
- Special Use Permit (SUP)
- Preliminary Development Plan (PDP)
- Final Development Plan (FDP)
- Engineering Plans (Infrastructure)
- Preliminary Plat (PP)
- Final Plat (FP)
- Minor Plat (MP)
- Sign Application (SIGN)
- **Building Permit(s)**
- Neighborhood Stabilization Overlay Review (NSO)
- Vacation of Easement (VOE)
- Vacation of Right-of-Way (VROW)
- Downtown Façade Maintenance Permit

Studies Required:

Traffic _____
Stormwater _____
Sanitary _____
Water _____

Site Visit Requested:

Yes _____
No _____

Staff Notes: The applicant would like to add a trailer to the property for use as a classroom. They have been leasing the property for five years from Missouri Town Ownership. They need additional space, the current facility is one room with a kitchen. This property is not served by sanitary sewer, there is a holding tank that was approved by Jackson County. Jef Thorn is okay with this based on the low volume of usage. The parking lot is currently gravel and there is no intent to expand it, paving will not be required based on the addition of a simple classroom trailer. This is a historic church building with a cemetery. A survey will be required for unmarked graves outside of the fence area. It is recommended to use a sonar survey. This will need to be done before a building permit will be issued. Piers are required to be 36" deep. The parking entrance already exists and is a hard surface. The applicant must submit drawings showing handicap accessibility and at least one restroom. Building permit process will be used for this application.