
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, February 18, 2025		
Address/Location	1309 SW JEFFERSON ST, LEES SUMMIT, MO 64081		
Project Title	Chick-fil-A Office Building		
Applicant Contact Info-PM			
Name	Role	Email	Phone
Lance Spencer - Chick Fil A	Applicant	lancemspencer@gmail.com	(816) 694-7134
City Staff Present			
Name	Role	Email	Phone
Grant White	Project Manager	Grant.White@cityofls.net	816-969-1205
Ian Trefren	Planning	Ian.Trefren@cityofls.net	
Shannon McGuire	Planning Manager	Shannon.McGuire@cityofls.net	
Gene Williams, P.E.	Engineering	Gene.Williams@cityofls.net	
Erin Ralovo	Traffic	erin.ralovo@cityofls.net	
David Lohe	Public Works	David.lohe@cityofls.net	
Jim Eden	Fire	Jim.Eden@cityofls.net	
Joe Frogge	Building Codes	Joe.Frogge@cityofls.net	
Applications Required			
Change of Tenant permit			
Studies Required			
Shared parking plan/agreement if needed			

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Project description:

- Proposed administrative office in the existing building at 1309 SW Jefferson St for Chick-Fil-A leadership team members.
- The company is opening a second restaurant location just to the north and part of the Oldham Village development.
- Chick-Fil-A currently leases office space in Lakewood.
- This new office will be owned by the applicant (Lance Spencer).
 - Chick-Fil-A would lease office space here as well.
- A small private workout room is proposed in the new space.
- This property and the property to the east is not part of the Oldham Village project and refused to sell.
- Engineering Solutions is doing a survey on the subject property.

Planning

- Parking is the biggest concern for this site.
 - 4 parking stalls per 1000 square feet.
 - Minimum 1 ADA parking stall required.
 - The standard parking stall size is 9x19 feet.
- This property will be difficult to fit 6 parking stalls. Parallel parking may be an option to fit more stalls.
- The applicant must provide justification for parking needed for the office.
- A Shared parking plan can be reviewed with this application.
 - Potential parking areas to the south on the new gas station property.
- All required parking will need to be provided and complete before occupancy can be issued on the building.

Engineering

- No comments from Engineering

Traffic/Public Works

- The new access road may cut into the available parking area for the property.
- Direct access to SW Jefferson will not be permitted.

Fire

- The building must comply with all 2018 International Fire Code requirements.

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Building Codes

- Verify if the building is served by sewer or a septic system.
 - The septic system will need to be reviewed by Jackson County Public Works if bathrooms are added to the system.
 - Bathrooms need to be fully ADA compliant.
- Change of Tenant permit is required.
- All plans need to be fully designed and sealed by a licensed professional.
- Any new outside mechanical equipment needs to be fully screened on all four sides.
- A full Excise/License tax credit can be issued if the new use still has a major storage element that qualifies as the same use as before.

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 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:

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- 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)
- 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

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- 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