

DEVELOPMENT SERVICES

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

Date: Friday, October 24, 2025

To:

Engineer/Surveyor: LAMP RYNEARSON

Email: ACCOUNTING@LAMPRYNEARSON.COM

Property Owner: WSO PARTNERS LLC

Email:

Applicant: SFP-E, LLC

Email: eric.rouse@lesschwab.com

Review Contact: Dan McGhee

Email: Dan.McGhee@LampRynearson.com

From: Grant White, Project Manager

Re:

Application Number: PL2025277

Application Type: Commercial Preliminary Development Plan

Application Name: Les Schwab Tire Center

Location: 740 NW WARD RD, LEES SUMMIT, MO 64086

Tentative Schedule

Submit revised plans by 4pm on Tuesday, November 11, 2025 . 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.

Excise Tax

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

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 4:00 pm on the Tuesday prior to the Planning Commission meeting.

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 Development Services 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 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 Preliminary Development Plan:

Planning Review

Adair Bright
(816) 969-1273

Senior Planner
Adair.Bright@cityofls.net

Corrections

1. Please provide a comment response letter addressing the following requested revisions.

2. Sheet 1 - Under the Building Summary Table what is "approved not shown" in reference to?

3. Sheet 1 - Provide the building setback to the southern property line.
4. Sheet 1 - Confirm all parking stalls are a minimum 9-ft. in width excluding the curb.
5. Sheet 1 - Provide a legend or note for the different paving types.
6. Sheet 1 - Provide parking lot setbacks. UDO Sec. 8.620.B requires a minimum 20-ft. setback from public right-of-way.
7. Sheet 4 - Perimeter landscaping shall include both deciduous and coniferous trees to help provide year round buffering. Please revise the landscape plan to include evergreen trees.
8. Elevations - Include additional labels to address which direction the facades face (i.e., north elevation, south elevation).
9. Elevations - Dash in the height of any roof-mounted equipment.
10. Elevations - Per UDO Sec. 8.080.B, commercial/retail buildings must include 3 different Class 1 and 2 materials that comprise as least 50% of the primary facade(s). Note which materials are meeting that requirement and the percentage of the facade those materials occupy.

The material classification table is located in UDO Sec. 8.060.

Primary facades are street-facing facades. For the proposed development that would be the east and west facades.

11. Elevations, Material Legend - Provide information on the glass (clear, tinted, spandrel, etc.).
 12. Elevations, Material Legend - Provide more detail on the metal proposed to be used. Non-insulated metal siding and panels is considered a Class 4 material which is prohibited on this building type.
 13. Elevations, Material Legend - Provide information about the roofing material. Only Class 1, 2, or 3 materials are allowed.
 14. Elevations, Wall Articulation - Per UDO Sec. 8.080.B, primary facades are required to have an articulation no less than once every 60 linear feet. Wall articulations include, but are not limited to, projections or recesses in the wall plane of at least 2 feet in depth or the use of columns, piers, or equivalent structural or decorative elements that project at least 2 feet beyond the wall plane.
- Confirm the requirement is being met for the east and west facades and provide information detailing that.
15. Elevations, Fenestration - Per UDO Sec. 8.050.B.4.i, all commercial and retail building facades that face a public or private street shall have fenestrations with clear glass that occupy no less than 50% of the pedestrian view zone. The pedestrian view zone is defined as the 8-foot-tall area of the subject building's primary facade(s) that is between two feet and ten feet above the adjacent sidewalk or ground level.
- I understand the intent of the code is being met through the transom windows; however, we do need a modification request letter outlining the UDO requirement, the proposed modification, and the justification.
16. Misc. - Confirm all ground-mounted and building-mounted equipment will be screened.

17. Misc. - Per UDO Sec. 2.310, Preliminary Development Plan application contents shall include proposed exterior lighting, including parking lot lights and wall-mounted fixtures, including fixture type, location, height and intensity. Also, manufacturer's specification sheets shall be submitted.

This can be deferred to the Final Development Plan. Please note when this information will be received.

18. Misc. - Please remove the floor plan and the FF&E sheets from the plan set.

19. Misc. - If you have photos or examples of existing buildings that will be utilizing the same materials or design, it could be helpful to provide since the texture of the materials don't always show through via elevations.

Engineering Review	Susan Nelson, P.E. (816) 969-1229	Senior Staff Engineer Susan.Nelson@cityofls.net	Approved with Conditions
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1. 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.

2. 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).

3. 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.

4. Certain aspects of the development plan will be further reviewed during the Final Development Plan phase of the project. This includes detailed aspects of the design to help ensure that the plan meets the design criteria and specifications contained in the Design and Construction Manual.

5. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.

6. Please be aware that any future repair work to public infrastructure (e.g., water main repair, sanitary sewer repair, storm sewer repair, etc.) within public easements will not necessarily include the repair of pavement, curbing, landscaping, or other private improvements which are located within the easement.

7. For informational purposes only: Please be aware of the improvements that were completed within the Summit Fair, Lot 10C Site Development Plans (Project Number - PL2024063) that were released for construction on 5/15/25. The Final Development Plans will need to accurately show the existing conditions and how those improvements will be modified for the permanent build.

Traffic Review	Erin Ralovo (816) 969-1800	Senior Staff Engineer Erin.Ravolo@cityofls.net	No Comments
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Fire Review	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.