

DEVELOPMENT SERVICES

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

Date: Monday, October 27, 2025

To:

Applicant: ENGINEERING SOLUTIONS

Email: MSCHLICHT@ES-KC.COM

From: Grant White, Project Manager

Re:

Application Number: PL2025276

Application Type: Commercial Preliminary Development Plan

Application Name: Drive thru coffee shop - Oldham Village Phase 2

Location: 10 SW PERSELS RD, LEES SUMMIT, MO 64081

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	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	Corrections
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1. APPLICATION. Submit a completed and signed copy of a Preliminary Development Plan application and ownership affidavit.
2. LEGAL DESCRIPTION. The legal description on the cover sheet incorrectly labels the site as Lot 8 instead of Lot 18. Also list Tract E in the legal description. Revise.
3. STREETS. Label the ROW widths for SW Jefferson St, SW Persels Rd and South M-291 Hwy.
4. EASEMENTS. Show, label and dimension the existing 10' U/Es along the site's SW Jefferson St and South M-291 Hwy frontage.

5. SURROUNDING LAND USES. Label the surrounding land uses and zoning of the properties located within 185' of the site.
6. LOT DIMENSIONS. Label the dimensions of all of the existing and proposed lots lines that make up the development plan boundary, including Tract E.
7. SIDEWALKS. Show, label and dimension the proposed sidewalks along both SW Jefferson St and SW Persels Rd.
8. BUILDING LINES. Show, label and dimension the platted building lines along the street frontages.
9. BUILDINGS. Label the individual square footages for the proposed buildings.
10. LANDSCAPING. No street frontage landscaping along SW Jefferson St, interior open yard landscaping or parking lot screening is shown for Lot 19. Update the landscape worksheet to apply and calculate the landscaping requirements for both proposed Lot 18A and Lot 19.
11. LIGHTING. No lighting information is provided for either of the two sites. Lighting information shall be provided in accordance with the requirements of UDO Sections 8.220, 8.230, 8.250, 8.260, 8.270 and 8.280.
12. PHASING. Will development of the sites be phased, including the parking lot closest to SW Jefferson St? If so, call out the phases and phase line(s).
13. LAND USE SCHEDULE. The site data table on Sheet C.001 is currently just shown in the aggregate. Break out all of the data line items to show how the information for each separate lot relates to the listed aggregate figures.
14. BUILDING ELEVATIONS. 1) Two differing versions of Sheet A6.1 for Dutch Bros. were included in the submittal. One version has a primarily metal panel exterior, while the other has a primarily EIFS exterior with fiber cement siding. Which version is actually being proposed for the site? 2) Color renderings of the Casey's building have been provided, but no material and color schedule on said drawings are provided. Full color exterior building elevations with material and color palette call outs are required to accompany the subject preliminary development plan application. 3) As a new preliminary development plan application, both sites are subject to the City's newly adopted architectural and building design standards found under UDO Article 8, Subdivision 2, which include new governing standards on the usage of exterior materials and general building design. Review the standards and make building design and material changes as necessary to comply with the new standards.
15. SIGNAGE. The proposed Dutch Bros. elevations appear to show a total of six (6) wall signs on the proposed building. The maximum allowable number of wall signs by right in the PMIX zoning district is three (3) for a single-tenant building. A written request and justification is required to be submitted for the proposed usage of more than three (3) signs. The Planning Commission and City Council have been amendable in the past to allow four (4) signs to allow for a means of identification on each of the building's four exposures.
16. TRASH ENCLOSURES. All outdoor trash and recycling receptacles, dumpsters, and grease collection containers shall be opaquely screened on all sides by the use of a permanent enclosure, with gates and/or doors for access. The enclosure shall be constructed of permanent materials such as textured block, split faced concrete block, brick, or stone. The colors, materials, and design shall match or otherwise be compatible with the dominant architectural materials and design of buildings on site.
17. MECHANICAL SCREENING. 1) All exterior building-mounted and roof-top building equipment, including, but not limited to, HVAC and mechanical equipment, vents, piping, roof access ladders, and utility meters, shall be located out of view or otherwise screened from view by all adjacent public or private streets and any residentially zoned or developed properties. Appropriate screening methods may include the use of architectural features and/or landscape

planting that provide immediate and opaque visual buffering. 2) Dash in the location of any roof-mounted equipment on the building elevations for staff to review that adequate screening height is provided. Please take into account any added height to the equipment from any curbs on which the equipment will sit.

Engineering Review	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	No Comments
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Traffic Review	Erin Ralovo (816) 969-1800	Senior Staff Engineer Erin.Ravolo@cityofls.net	Corrections
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1. Dutch Bro. dumpster is directly in the main drive and will need to be moved. Consider shared location with gas station.

2. Need plans for roadway, Profile and typical section information.

3. Street to the north should be labeled as a Private Street.

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.