

Commercial Preliminary Development Plan Applicant's Letter

Date: Thursday, December 04, 2025

To:

Property Owner: BANK OF AMERICA

Email:

Engineer/Surveyor: Brian Emrich

Email: bemrich@allegroeng.com

From: Scott Ready, Project Manager

Re:

Application Number: PL2025307

Application Type: Commercial Preliminary Development Plan

Application Name: Bank of America

Location: 1801 NW CHIPMAN RD, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by 4pm on Friday, December 19, 2025 per Deadline Schedule track no. 22 . 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. SITE INFORMATION TABLE (SHEET C0.0). 1) The listed zoning information is incorrect. The subject site is zoned CP-2 (Planned Community Commercial District). 2) Extend out the Floor-Area Ratio calculation to two decimal places and revised the listed calculation from 0.1 to 0.08. 3) For purposes of quick reference, include the percentage figures for both the existing and proposed amounts of impervious and pervious site area.

2. OIL & GAS WELLS. Add a note to the plans regarding the presence of any active, inactive or capped oil and gas wells on the site. Cite the source of information used to make the determination. The Missouri Department of Natural Resources (MoDNR) maintains an online database of oil and gas wells that can be sourced and cited for this information. Show and label the location of any wells on the property.

3. LOT DIMENSIONS. The property line bearings and dimensions labeled on the plans do not match the bearings and dimensions labeled on the plat of record for the subject property. Add a notation to the bearings and dimensions currently shown on the drawings as "Measured". Then add the bearings and dimensions from the plat of record to their respective lot lines and add a notation of "Plat".

4. TRASH ENCLOSURE. The existing bank facility is currently served by a trash enclosure at the SE corner of the site. Staff recalls discussion during the pre-application that the intent is to not have any exterior trash receptacle. Please confirm that the intent continues to be that there be no exterior trash receptacle. Should the need or desire arise in the future for an exterior receptacle, it shall be fully screened from view in accordance with the requirements found under UDO Section 8.110.C and shall be served by a paved surface designed in accordance with the requirements found under UDO Section 8.620.F.1.c.

5. BUFFER/SCREENING REQUIREMENTS. The landscape plan depicts a high-impact landscape buffer being provided along the west, south and east sides of the subject site, inclusive of a 6'-tall opaque wall or fence, all in accordance with the current requirements of the UDO. The current bank facility only has opaque fence screening along the west property boundary where the subject site is in closest proximity to adjacent John Knox Village residential uses. The existing bank facility is separated from other John Knox Village residential uses by a large parking lot and a private street to the east and south, respectively, and currently has no screening in those directions. Have any discussions been held with John Knox Village about the proposed screening along the south and east sides of the bank site to see if they have an opinion or preference of the type of screening provided between the uses or if they want the screening provided at all since the existing facility has no screening in those two areas now? There is currently a pedestrian connection between the bank site and the John Knox Village parking lot to the east that is shown to be maintained with the proposed redevelopment. Having only landscaping and no fence along the east site boundary would maintain open sight lines between the adjacent uses and make for a more comfortable and inviting pedestrian environment. Staff could support a modification request to request relief from the fence component of the buffer/screen along the east property boundary if John Knox Village is amenable.

6. PARKING DESIGN. The existing parking lot on the site is set back 10' from the NW Chipman Rd right-of-way. The current standard for the minimum parking lot setback from the public right-of-way is 20'. The proposed development shows a 7' parking lot setback from the public right-of-way. The proposed development is currently shown with more than twice the amount of required parking for a bank. The 20' minimum parking lot setback from NW Chipman Rd can be met by removing the row of 10 parking spaces closest to said street, and in doing so the site would still have 11 more parking spaces than the minimum requirement.

7. PHOTOMETRIC. 1) The site plan used on the photometric plan doesn't match the site plan used on the civil plan set in that the photometric plan shows the site improvement limits coming all the way up the west, south and east lot lines. For example, the photometric plan shows the proposed building and parking lot being 20' closer to the south property line than on the civil drawings. Revise to match the civil drawings. 2) The maximum allowable foot-candle level at the property line where a commercial use abuts residential property is 0.5 foot-candles. The photometric plan as currently shown exceeds the maximum allowable lighting level. 3) The photometric plan shows the proposed parking lot pole lights having a fixture height of 25' above finished grade. All light fixtures on properties within or adjoining residential uses and/or districts shall not exceed 15 feet in height within the perimeter area. For purpose of this standard, the perimeter area shall be measured 100 feet from the property line closest to the residential use and/or district. Outside the perimeter area, the overall height may be increased to 20 feet, measured to the top of the fixture from grade. Reduce the pole fixture heights accordingly. 4) The lighting around freestanding ATMs shall be a minimum of 5.0 footcandles and not to exceed 16.0 footcandles, measured within a ten-foot radius from the ATM or 4.0 footcandles within a 30-foot radius.

8. MECHANICAL EQUIPMENT SCREENING. Dash-in the location of all proposed roof-top equipment on the building elevations. 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) For roof-top equipment not adequately screened by the building parapet, a supplementary screen around all sides of the equipment shall be provided, composed of materials including prefinished architectural metal panels, stucco panels, masonry walls, or similar building materials that are consistent with the overall architectural design and finish materials of the proposed building. The height of any supplementary screens shall be no lower than the height of the equipment it is intended to screen. Site/building cross-section diagrams may be required to prove compliance with this screening requirement. Take into account added RTU heights from the curbs on which the equipment will sit to ensure that adequate screening height is provided. 3) All ground-mounted building equipment, including, but not limited to, HVAC and mechanical equipment, power transformers, back-up power generators, shall be fully screened from view from adjacent public streets and residential properties with landscaping, masonry screen walls, decorative fencing, or a combination thereof.

9. SIGNAGE. The maximum number of wall signs allowed by right for a single-tenant building in the CP-2 zoning district is 3. The building elevations show a total of 5 wall signs.

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. All permanent off-site easements, in a form acceptable to the City, shall be executed and recorded with the Jackson County Recorder of Deeds prior to the issuance of a Certificate of Substantial Completion or approval of the final plat. A certified copy shall be submitted to the City for verification.
5. 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.
6. Private parking lots shall follow Article 8 of the Unified Development Ordinance for pavement thickness and base requirements.
7. 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.
8. For informational purposes only: The public sanitary sewer extension work must be within a separate set of Public Infrastructure Plans submitted with the Commercial Final Development Plans for this project. Please be aware that the sanitary sewer easement necessary for the public sanitary sewer extension must be obtained by plat or by separate document and provided to the City.

Traffic Review	Erin Ralovo (816) 969-1800	Senior Staff Engineer Erin.Ralovo@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 to new and existing buildings, structures and premises, and to the safety of firefighters and emergency responders during emergency operations, shall be in accordance with the 2018 International Fire Code.