

Commercial Preliminary Development Plan Applicant's Letter

Date: Tuesday, December 30, 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

Planning Commission Meeting: January 22, 2026 at 05:00 PM

City Council Public Hearing: February 24, 2026 at 06:00 PM

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	Approved with Conditions
------------------------	-----------------------------------	--------------------------------------------	--------------------------

1. PARKING DESIGN. A minimum 20' parking lot setback is required from any adjacent residential use. The western boundary of the proposed parking lot is set back 8'-6" from the abutting residential property. A modification to the minimum parking lot setback shall be required to be approved as part of the subject preliminary development plan process. Staff will support granting a modification to allow the parking lot setback as shown on the plans.

No further action is required to address this comment.

2. PLATTING. Please note that the future subdivision of the subject property will require a replat of the site via the minor plat or final plat process. This process need not be undertaken until such time as the current property owner intends to convey a portion of the subject property to a separate party.

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

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. Prior to the commencement of any construction activities, the Contractor shall contact Field Engineering Inspections at (816) 969-1200 to coordinate a preconstruction meeting / conference with the assigned Field Engineering Inspector.
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 easements necessary for the public sanitary sewer extension must be obtained by plat and/or by separate document. This information must be provided to the City and documented on the Commercial Final Development Plans and the Public Infrastructure Plans.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
--------------------	----------------------------	------------------------------------------	--------------------------

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.

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