

Residential Preliminary Development Plan Applicant's Letter

Date: Friday, January 09, 2026

To:

Property Owner: JOHN KNOX VILLAGE

Email:

Architect: SFCS, Inc.

Email: dspeight@sfcs.com

Engineer/Surveyor: Eric Byrd

Email: eric.byrd@ibhc.com

From: Scott Ready, Project Manager

Re:

Application Number: PL2025340

Application Type: Residential Preliminary Development Plan

Application Name: John Knox Village - Country Club Corridor - Hybrid Villas

Location: 626 NW SHAMROCK CIR, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by 4pm on Tuesday, January 27, 2026 . 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 Residential Preliminary Development Plan:

Planning Review	Adair Bright (816) 969-1273	Senior Planner Adair.Bright@cityofls.net	Corrections
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1. Please provide a comment response letter addressing the following requested revisions.

2. PDP REQUIREMENTS. Per UDO Sec. 2.310.D.3, an existing conditions plan shall be submitted for the proposed site and all sites within 185-ft. of the property. Requirements for contents of that plan can be found using the UDO Section referenced above.

3. SHEET C1.0. Update the legal description. Per City records, the northwesternmost corner is not platted.
4. SHEET L1.0. Provide an overall landscape plan showing the street frontage planting requirements. Per UDO Sec. 8.790.A, street frontage landscaping shall be located within a minimum 20-ft. wide landscape strip along the full length of any street frontage. One tree shall be planted for each 30-ft. of street frontage and one shrub shall be planted for each 20-ft. of frontage. They may be clustered.
5. SHEET L1.0. Open yard area landscaping requirements are based on total lot area excluding building footprints.
6. SHEET A1. Per UDO Sec. 2.310.D.5, architectural elevations shall be in color and drawn to a standard architectural scale. The renderings are great for visualization, but the elevations must be in color.
7. SHEET A1. Per UDO Sec. 8.070.B, multi-family residential buildings must include 3 different Class 1 and 2 materials that comprise at 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 public or private street-facing facades.
8. SHEET A1. Per UDO Sec. 8.070.B, multi-family residential buildings must include 3 different Class 1, 2, or 3 materials on secondary facades. Note which materials are meeting that requirement. The material classification table is located in UDO Sec. 8.060.
9. SHEET A1. Per UDO Sec. 8.070.B, multi-family residential buildings shall only utilize class 1, 2, or 3 roofing materials. Confirm the "architectural shingles" proposed are a Class 3 material per UDO Sec. 8.060.
10. SHEET A1. Per UDO Sec. 8.070.B, the primary facade of multi-family residential buildings shall have a wall articulation no less than once every 80 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 and provide a visual to illustrate (ex. show the wall articulations in plan view).
11. MISCELLANEOUS. What kind of buffering will be provided between the recreation area and NW Pryor Road? The UDO identifies landscaping, berming, fencing, or a combination thereof to be appropriate for buffering outdoor recreation areas. Staff has concerns with the potential for golf balls flying into the street specifically on the holes where players would be hitting towards the roadway.

Engineering Review	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. Sheet C1.0: a) Cul-de-sac bulb is too small, See minimum public street requirements for min. diameter of cul-de-sac bulb. Note: Public standards apply to private streets in the City of Lee's Summit. 2) Private streets are too narrow (i.e., Shamrock Ave. north of Peace Pkwy). Minimum 28 feet width is required for private streets.
2. Sheet C2.0: 1) Please provide better contrast between existing features and contours. As presented, there is very little contrast in terms of lineweight differences.
4. Sheet C3.0: 1) Existing water line shall be shown in a clear manner, along with sizing. 2) Show an 8 inch water line throughout the development, and show the abandonment of existing 6 inch line. 3) Water line shall be shown to the north connection along Chipman Rd. (i.e., the 10 inch line). Provide notes that the 8 inch line will be connected to the 10 inch main 4) 8 inch water main replacement shall be extended to the south and connected to existing 8 inch main

along Shamrock (i.e., at the point where recent upgrades from 6 inch to 8 inch were made by the City). 5) 8 inch water main shall be extended along Faith Dr. to west side of Pryor Rd. and connected to existing 8 inch main. Preference is south side of Faith Dr. Show on the plan, and note boring beneath Pryor Rd. being required. 6) Abandon the NW Peace Pkwy water main between Pryor and Shamrock. Abandon the main at the tee on Pryor Road. Abandon all other service lines and fire lines supplying buildings that will be demolished at the water main that will remain in service. Show on plans. 7) These assumptions of water line sizing are based on building square footage of 41,600 square feet, type V-B construction with a sprinkler system. The fire flow requirement should be 2,750 gpm. Any changes may affect the sizing during final design.

Traffic Review	Erin Ralovo (816) 969-1800	Senior Staff Engineer Erin.Ralovo@cityofls.net	No Comments
Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections

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.

2. 3310.1 Required access.

Approved vehicle access for fire fighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet (30 480 mm) of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.

All paved surfaces and hydrants shall be in place to going vertical with combustible materials or staging materials.

If construction causes Shamrock to close, how will access be provided to existing structures?

3. D105.1 Where required.

Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

D105.2 Width.

Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D105.3 Proximity to building.

One or more of the required access routes meeting this condition shall be located not less than 15 feet (4572 mm) and not greater than 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

D105.4 Obstructions.

Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire

code official.

Action required: All fire access roads shall have a minimum 26 foot wide drivable surface including all of Shamrock Ave. Confirm this will be the case for all buildings.

The building set back from fire access shall meet the 15/30 rule in D105.3.

4. g uildinthe bIFC 507.1 - An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

Action required: Work with Water Utilities to confirm there is adequate fire flow per IFC Table B105.1(2). A 50% reduction is allowed for a an automatic fire sprinkler system. Provide documentation of findings.