

DEVELOPMENT SERVICES

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

**Date:** Friday, March 06, 2026

**To:**

**Property Owner:** UNITY REALTY LLC                      Email:

**Applicant:** REORGANIZED SCHOOL DIST #7                      Email:

**Engineer/Surveyor:** KAW VALLEY ENGINEERING                      Email:  
INC

**Review Contact:** DAVID WOOD                      Email:

**Architect:** INCITE DESIGN STUDIO                      Email:

**Review Contact:** DUSTIN KURLE                      Email:

**From:** Mike Weisenborn, Project Manager

**Re:**

**Application Number:** PL2026046  
**Application Type:** Commercial Preliminary Development Plan  
**Application Name:** Hazel Grove Elementary School  
**Location:** 911 NW COLBERN RD, LEES SUMMIT, MO 64086  
915 NW COLBERN RD, LEES SUMMIT, MO 64086  
921 NW COLBERN RD, LEES SUMMIT, MO 64086  
871 NW COLBERN RD, LEES SUMMIT, MO 64086  
1501 NW BLUE PKWY, LEES SUMMIT, MO 64086

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**Tentative Schedule**

Submit revised plans by 4pm on Tuesday, March 24, 2026 . Revised documents shall be uploaded to the application through the online portal.

Applicant Meeting:                      March 10, 2026 at 09:00 AM

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.

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## Excise Tax

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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

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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 mailed 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:**

<b>Planning Review</b>	Adair Bright (816) 969-1273	Senior Planner Adair.Bright@cityofls.net	Corrections
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1. Provide a comment response letter.
2. SHEET C0.0. Revise the Site Data table - building setbacks are determined by the approved PDP within PMIX.
3. SHEET C0.1. Update based on minor plat comments.
4. Sheet C1.0. The building setback to the north shall be dimensioned on the site plan.
5. SHEET L100. If using the existing trees to meet the open yard landscaping requirements (UDO Sec. 8.790.B), refer to UDO Sec. 8.750.C for minimum planting size requirements.
6. SHEET L100. Update the sheet to include the open yard requirements outlined in UDO Sec. 8.790.B.
7. SHEET AS1.20. Just want to confirm, the sign is included because you are requesting to exceed the maximum quantity through the PDP, correct?
8. SHEET A5.00. A material schedule shall be provided that also identifies material classes per UDO Sec. 8.060 and percentages of facade that those materials cover. The building is classified as a civic building and shall meet all design standards outlined in UDO Sec. 8.080.B.
9. SHEET ES1.10. Manufacturer's specification sheets shall be submitted per UDO Sec. 2.310.4.r.
10. MISCELLANEOUS. The floor plans can be removed.
11. MISCELLANEOUS. If existing trees are being utilized to fulfill landscaping requirements, submit a separate plan sheet detailing the trees to remain and their caliper size.

<b>Engineering Review</b>	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	Corrections
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1. Grading is shown within the stream buffer on Sheet C3.0. No grading is allowed within a stream buffer easement unless a waiver is granted by the City Engineer.

<b>Traffic Review</b>	Erin Ralovo (816) 969-1800	Senior Staff Engineer Erin.Ralovo@cityofls.net	Corrections
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1. The connection at Rosemary Court should be a standard intersection.
2. A Right Turn lane on Colbern will be required. Access Management Code requires 250 FT of turn lane and a 150 FT of taper. With the restriction of the drive to the apartments Staff would consider a shorter taper.

**Fire Review**

Jim Eden  
(816) 969-1303

Assistant Chief  
Jim.Eden@cityofls.net

Approved with Conditions

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2. IFC 503.3 - Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

All accesses to the front and side of the building shall be posted Fire Lane-No Parking.

3. IFC 903.3.7 - Fire department connections. The location of fire department connections shall be approved by the fire code official. Connections shall be a 4 inch Storz type fitting and located within 100 feet of a fire hydrant, or as approved by the code official.

Show the location of the FDC on the building.