

DEVELOPMENT SERVICES

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

**Date:** Monday, March 16, 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

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**Tentative Schedule**

Submit revised plans by 4pm on Thursday, March 19, 2026 . Revised documents shall be uploaded to the application through the online portal.

Planning Commission Meeting: April 09, 2026 at 05:00 PM

City Council Public Hearing: May 05, 2026 at 06:00 PM

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**

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 Residential Preliminary Development Plan:**

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<b>Planning Review</b>	Adair Bright (816) 969-1273	Senior Planner Adair.Bright@cityofls.net	Corrections
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1. SHEET C1.0. Mt apologies for the oversight, when I had asked if the head in parking could be angled, I overlooked that there is also head-in parking along Faith Drive. Is it possible to have all head in parking be angled?

**Engineering Review**Gene Williams, P.E.  
(816) 969-1223Senior Staff Engineer  
Gene.Williams@cityofls.netApproved 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. All subdivision-related public improvements must have a Certificate of Final Acceptance prior to approval of the final plat, unless security is provided in the manner set forth in the City's Unified Development Ordinance (UDO) Section 7.340. If security is provided, building permits may be issued upon issuance of a Certificate of Substantial Completion of the public infrastructure as outlined in Article 3, Division V, Sections 3.540 and 3.550 and Article 3, Division IV, Section 3.475 of the UDO, respectively.
4. 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.
5. 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.
6. Any cut and / or fill operations, which cause public infrastructure to exceed the maximum / minimum depths of cover shall be mitigated by relocating the infrastructure vertically and / or horizontally to meet the specifications contained within the City's Design and Construction Manual.
7. All ADA sidewalk ramps shall be constructed by the developer at the time the street is constructed.
8. All sidewalks adjacent to a common area tract, unplatted land or any land where no structure is intended to be built, and is required, shall be constructed by the developer at the time the street is constructed.

**Fire Review**Jim Eden  
(816) 969-1303Assistant Chief  
Jim.Eden@cityofls.netApproved 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.
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?

2/2/2026- Provide a plan for the access that will be provided.

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.

2/2/2026-Provide a curb detail to confirm 26 foot wide driveable surface.

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.

2/2/2026- Provide a water model that confirms water flow assumptions will be adequate

**Traffic Review**

Erin Ralovo  
(816) 969-1800

Senior Staff Engineer  
Erin.Ralovo@cityofls.net

No Comments