

PLANNING AND DEVELOPMENT

**Sign Application
Applicant's Letter**

Date: Monday, November 14, 2016

To:

Applicant: DAVIDSON Jason@DavidsonAE.com (913) 451-9391
ARCHITECTURE & ENGINEERING

Property Owner: THE CITY OF LEES <NO FAX NUMBER>
SUMMIT

Other: LEE'S SUMMIT HONDA (816) 251-8795

From: Hector Soto, Planner

Re:

Application Number: PL2016196
Application Type: Sign Application
Application Name: LEE'S SUMMIT HONDA MONUMENT SIGNAGE
Location: 301 NE COLBERN RD, LEES SUMMIT, MO 64086

Tentative Schedule

Submit revised plans by noon on Tuesday, November 29, 2016 (4 full size paper copies, 1 reduced 8 ½" x 11" copy).

Planning Commission Meeting: December 13, 2016 at 05:00 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.

Electronic Plans for Resubmittal

Beginning Monday, May 23, 2016, all Planning application and development engineering plan resubmittals shall include an electronic copy of the documents as well as the required number of paper copies. This will allow us to provide a higher level of electronic correspondence with our Planning Commission, City Council, and the City's GIS Division. Electronic copies will not be required for initial application submittals at this time as the plans are subject to change.

Electronic copies shall be provided on CD in the following formats

- Plats – All plats shall be provided in Tagged Image Format File (TIFF) Group 4 compression.
- Engineered Civil Plans – All engineered civil plans shall be provided in Tagged Image Format File (TIFF) Group 4 compression. All sheets shall be individually saved and titled with the sheet title.
- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided in Portable Document Format (PDF).
- Studies – Studies, such as stormwater and traffic, shall be provided in Portable Document Format (PDF).
- It is requested that each plan sheet be a maximum of 2MB.

Please contact Staff with any questions or concerns you may have.

Planning Commission Presentation

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, Power Point, Adobe, Windows Media Player and Internet Explorer applications. Presentation boards will no longer be allowed. The presentation(s) shall be submitted to Planning and Development staff no later than the day of the Planning Commission meeting by 4:00 pm.

Analysis of Sign Application:

Planning Review	Hector Soto (816) 969-1604	Planner Hector.Soto@cityofls.net	No Comments
Engineering Review	Gene Williams (816) 969-1812	Senior Staff Engineer Gene.Williams@cityofls.net	No Comments
Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections

1. Provide a plan that depicts the grading/elevations and future 10' wide shared-use path along Colbern Road to ensure the proposed monument sign is not in conflict.