

**DEVELOPMENT SERVICES**

**Sign Application  
Applicant's Letter**

**Date:** Tuesday, May 28, 2024

**To:**

**Applicant:** NORTHPOINT DEVELOPMENT

**Property Owner:** CITY OF LEE'S SUMMIT MISSOURI

**From:** Hector Soto Jr., Senior Planner

**Re:**

**Application Number:** PL2024122

**Application Type:** Sign Application

**Application Name:** Trilogy Monument Sign

**Location:** 800 NW WARD RD, LEES SUMMIT, MO 64086

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**Tentative Schedule**

Submit revised plans by 4pm on Tuesday, June 11, 2024. Revised documents shall be uploaded to the application through the online portal.

Planning Commission Meeting: June 27, 2024 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**

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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 shall be provided in the following formats

- Engineered Civil Plans – All engineered civil plans shall be provided in multi-page Portable Document Format (PDF).
- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided in Portable Document Format (PDF).

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 Development Services Department staff no later than the day of the Planning Commission meeting by 4:00 pm.

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**Analysis of Sign Application:**

<b>Planning Review</b>	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	No Comments
<b>Engineering Review</b>	Sue Pyles, P.E. (816) 969-1245	Development Engineering Manager Sue.Pyles@cityofls.net	No Comments
<b>Traffic Review</b>	Erin Ralovo	Erin.Ravolo@cityofls.net	No Comments
<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments