

**DEVELOPMENT SERVICES**

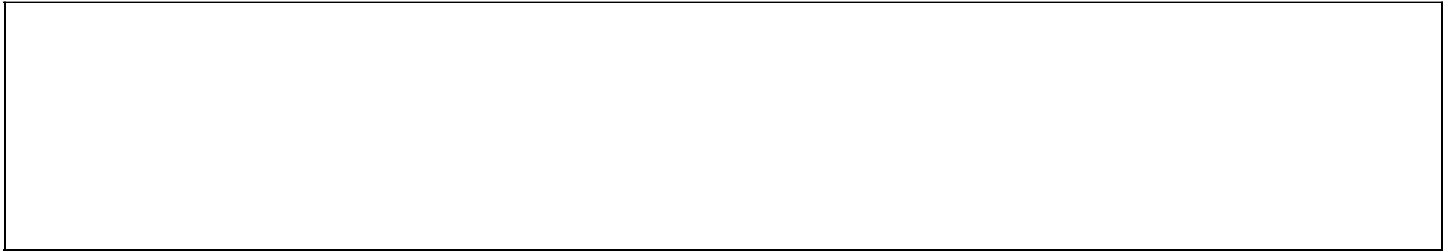
**\*\*\* PLEASE BE AWARE THAT ANNUAL FEE INCREASES WILL GO INTO EFFECT ON APPLICATIONS SUBMITTED ON OR AFTER JULY 1, 2024. CONTACT YOUR PROJECT MANAGER TO DETERMINE WHAT THE INCREASES RELATED TO YOUR PROJECT MAY BE.**

**Pre-Application Meeting Summary  
(Submit with your application)**

Meeting Info-PM			
Date	Tuesday, March 11, 2025		
Address/Location	506 NW MURRAY RD, LEES SUMMIT, MO 64081		
Project Title	John Knox Village EMS - building addition		
Applicant Contact Info-PM			
Name	Role	Email	Phone
Roger Webb w/Collins Webb Architecture	Architect	rwebb@collinsandwebb.com	816.249.2270
Justin Thompson w/John Knox Village	Project Manager	jthompson2@jkv.org	
Eric Byrd w/IBHC	Senior Project Engineer	eric.byrd@ibhc.com	
City Staff Present			
Name	Role	Email	Phone
Scott Ready	Project Manager	Scott.Ready@cityofls.net	816.969.1225
Joe Frogge	Plans Examiner	Joe.Frogge@cityofls.net	
Susan Nelson, P.E.	Senior Staff Engineer	Susan.Nelson@cityofls.net	
Claire Byers	Senior Planner	Claire.Byers@cityofls.net	
Jeff Thorn	Deputy Dir. of Water Utilities	Jeff.thorn@cityofls.net	
Travis Burks	Police Sergeant	Travis.Burks@cityofls.net	
Jim Eden.	Assistant Fire Chief	Jim.Eden@cityofls.net	
Adair Bright	Senior Planner	Adair.Bright@cityofls.net	
Susan Barry, P.E.	City Traffic Engineer	Susan.Barry@cityofls.net	
Erin Ralovo	Senior Staff Engineer	erin.ralovo@cityofls.net	
Tracy Deister	Codes Admin. Manager	Tracy.Deister@cityofls.net	
Applications Required			
Final Development Plan (FDP)			
Building Permit			
Studies Required			

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**Development Agreements**

John Knox Village - 2015 = 353 Project ( Meadows ) Redevelopment Agreement

**Meeting Summary**

**Project Description**

- The existing medical office building is currently vacant, with the proposed scope of work consisting of a new enclosed three-bay ambulance parking addition. Overhead doors would be included on both sides of the addition. One-way drive-thru traffic flow for the ambulances would enter from the north and exit thru the south. Demo of existing covered port would occur. Exterior elevations would feature a prairie-style look. Interior remodel of existing building will also take place, with some exterior improvements consisting of some roof line modifications and punched window openings.

**Planning**

- Final Development Plan (FDP) required consisting of an admin review, typically a 6-8 week review/approval process. Building permit submittal can be concurrent with the FDP. Based on the proposed scope of work, it would take quite a bit of modifications from what's shown today to trigger a Preliminary Development Plan (PDP), so staff doesn't have any concerns. Application for the FDP will be provided in a follow-up with the pre-app notes.

**Development Engineering**

- Existing 6" water line along the south of the property, with plans to upgrade that to an 8" line likely within the next year; something to be aware of. A screenshot image of the water layer on GIS will be sent in a follow-up with the pre-app notes.

**Public Works/Traffic**

- No comments.

**Fire**

- 2018 International Fire Code (IFC) applies, and there are plans to adopt the 2024 code hopefully by this fall.  
- If plans are submitted under the current code that would be fine, and there is the usual period of acceptance for the new codes. Per Codes, same thought process regarding the 2018 International Building Code (IBC).  
- Regarding if the building is going to be sprinklered, there is water in front of the building and there is the main to the south which is going to be upgraded. Hydrant in front of the 'A' building to the left side on plan view and there should be a hydrant out in front of it and likely a line that comes over; sprinkler system for that particular system is fed off the 'B' building, with a hydrant in that area somewhere to the northwest.

**Codes**

- Ambulance-use service for the building with regard to the excise tax, rough estimate would be \$9,000.00.

**Other (Parks & Rec)**

- Park impact fee will apply at building permit and is tabulated at \$0.20 per square foot.

**Water Utilities**

**Development Services**

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-Water line upgrade is currently out to bid phase, with bids expected back later this month or so. Expected likely timeline probably sometime this next summer. During that time, water would be shut off for a short period of time; there will be service, but not fireflow. Applicant could connect to the existing line, but department at some point will be pulling a line through the old line, breaking up the line, etc.

**Staff Follow-up Items**

- GIS map with water layer turned on.
- FDP application.

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These are notes taken by Development Services staff during the meeting on the date and time set forth above. These notes are a summary of the primary items discussed at the meeting about a potential application, and are not a transcript of the discussions. These notes do not bind the City or the applicant on any matters discussed. City staff does not render binding decisions in pre-application meetings. Any formal ruling by the Director regarding an application would be issued separately from the meeting notes. Nothing in these notes are deemed to create a contract between the City and applicant. The potential application discussed at the meeting, if pursued by the applicant, is subject to consideration by the Director of Development Services, the Planning Commission and/or City Council, and those persons and entities will render the final and official decision on the application based on the nature of the application. The information and feedback provided in the pre-application meeting is based on the Unified Development Ordinance (UDO) and other relevant City Code provisions in effect on the date of the meeting. The UDO and other relevant City Code provisions may change after the meeting, and these changes may affect the potential application when it is formally filed and considered by the City.

**CAD DRAWING SUBMISSION REQUIREMENTS FOR PUBLIC IMPROVEMENTS**

Upon approval of plan sets and record drawings for public infrastructure project, CAD files will be required to be uploaded to the associated application through the online portal.

**FILE NAMING CONVENTION**

In an effort to create clear and consistent file management with applications the Plan Services Division has created the following naming convention for documents uploaded to an application. Please follow the following file naming conventions for files uploaded through the online portal. Please contact your assigned Project Manager with any questions related to this requirement.

(File Type)\_(Rev #)\_ (Project #)

First submittal example:

- Full Plan Set\_Rev 0\_PL2023278
- Drainage Plan\_Rev 0\_PL2023278
- Application Form\_PL2023278
- Ownership Affidavit\_PL2023278

Revision submittal examples:

- Full Plan Set\_Rev 1\_PL2023278

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## List of File names:

- Adjacent property list
- Applicant Letter
- Applicant Presentation
- Application Form
- Cover sheet
- Demolition Plan
- Development Agreement
- Elevations
- Engineering Designs (water or sewer)
- Erosion Control Plan
- FAA Filing
- Fee Estimates
- Grading Plan or Mass Grading Plan (if applicable)
- Landscape Plan
- Legal Description
- Neighborhood Meeting Notes
- Notice of public hearings
  - Newspaper
  - Mail to property owners
  - Sign photos
  - File affidavit
- Ordinance
- Ownership Affidavit
- Parking Study
- Payment Receipt
- Photometric/Lighting Plan
- Plat (Minor, Preliminary, or Final)
- Pre-app notes
- Record drawings (As-builts)
- Renderings and/or Conceptual designs
- Signage Plan
- Specifications
- Staff Presentation
- Stormwater Plan
- Stormwater Letter
- Survey
- Traffic Study
- Utility Plan



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## **DEVELOPMENT SERVICES**

**The City's Development Center provides quick & easy access to:**

**Check The Status of an Application/Permit  
View/print Application Review Documents  
Schedule Inspections Online  
View/print Inspection Documents**

**[devservices.cityofLS.net](http://devservices.cityofLS.net)**

### **Development Services**

**220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | [cityofLS.net](http://cityofLS.net)**