

City of Salina

# Plan Review Corrections and Conditions Letter



300 W. Ash, Room 205, Salina, KS, 67401 Telephone: 785.309.5715

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|------------------------------|--|
| <b>Project</b>               | <b>25-0097-REM</b><br>Remodel - 248 N SANTA FE AVE, Salina, KS 67401   |
| <b>Files and Attachments</b> | Lee Lofts III FULL SET.pdf<br>1st Submittal<br><br>JGR Response Letter Lee Lofts III Plan Review Corrections and Conditions.pdf<br>1st Submittal |

## Project Details

- Project Type: Remodel-Commercial

## Instructions

Plan review comments in response to the plans submitted for review, have been separated below based upon whether they are corrections, deferred submittals or specials conditions. An explanation of each type of comment has been provided, below:

- **CORRECTIONS** are items required to be addressed prior to issuance of the requested building permit. **Our plan review response goal for resubmittals for corrections is five (5) business days.**
- **DEFERRED SUBMITTALS** are items required to be submitted & approved by City staff prior to scheduling the specified inspection. **Our plan review response goal for deferred submittal reviews is ten (10) business days.** A permit applicant or General Contractor may request that a deferred submittal be associated with an alternate inspection, subject to review and approval by the Building Official and / or applicable City plan reviewer. This request should be submitted per the instructions below.
- **SPECIAL CONDITIONS** are notations of project-specific requirements that do not require the submission of revised plans prior to building permit issuance or prior to a specified deadline. Rather, Special Conditions are provided to advise you of inspection or construction requirements and assist you in completing the project as required as well as in preparing for the noted inspection(s).

The special conditions listed do not include all possible conditions or inspection results that may apply to your project. A list of additional noteworthy items that are generally applicable to commercial construction projects in Salina has been prepared by City staff and can be found on the City's website. You are encouraged to review the "[General Plan Conditions – Commercial Projects](#)" document to help your construction projects in Salina be successful.

**NOTE:** The City of Salina has adopted an *Excessive Plan Review Fee*. Each commercial building permit is allowed two (2) plan reviews under the normal plan review fee. If a permit has to have a third (3rd) plan review, a \$500.00 fee will be added to the permit for each plan review moving forward (3rd, 4th, 5th, etc.)

Thank you!

## **Final Inspection Deferred Submittal**

### **Planning and Zoning**

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EXTERIOR LIGHTING CUT SHEETS | SALINA MUNICIPAL CODE SECTION 42-321(4) | FINAL / TCO INSPECTION DEFERRED SUBMITTAL | PLANNING: Cut sheets and locations of any proposed exterior lighting must be submitted for review and approval ten (10) days prior to the desired date of any exterior lighting installation.

## **Final Inspection Special Condition**

### **Building Services**

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CERTIFICATE OF OCCUPANCY | 2012 IBC 111: A Certificate of Occupancy or a Temporary Certificate of Occupancy signed by the Building Official must be issued prior to placement of furniture, fixtures or equipment in the building or occupancy by employees and a Certificate of Occupancy signed by the Building Official must be issued prior to tenants or the owner occupying this space.

### **Building Services**

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## **General Note**

### **Planning and Zoning**

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General Note: On **November 20, 2025**, the Salina Board of Zoning Appeals approved variance application (#V25-8), allowing the Lee Lofts to have a residential density of 96 units per acre to allow a 140 unit apartment development on a zoning lot consisting of 1.47 acres in the C-4 (Central Business) zoning district. Residential dwellings in the C-4 district are subject to the R-3 [Multi-Family Residential] zoning district, where the maximum density is 43 dwelling units per acre.

### **Planning and Zoning**

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General Note: On **November 20, 2025**, the Salina Board of Zoning Appeals approved Variance #25-10, allowing a reduction of 40 off-street parking spaces from 110 off-street parking spaces (the number of off-street parking spaces required for a 140 unit apartment development in the C-4 district) to 70 off-street parking spaces. The proposed plans show 37 dwelling units being added to Phase III of the proposed Lee Lofts development, increasing the total number of dwelling units from 135 total units to 140 total units.

### **Planning and Zoning**

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General Note - This property is located in the SRA and is eligible to have building permit fees waived.

### **Planning and Zoning**

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General Note- This property is located in the Neighborhood Revitalization Area (NRA) Core Area and is therefore potentially eligible for the NRA program.

## **Special Condition**

### **Planning and Zoning**

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Special Condition: The Salina Downtown Design Review Board (DRB) met on December 8, 2022 to consider Application #CC22-10, filed by JGR Architects on behalf of the Overland

Property Group, requesting approval of a Certificate of Compatibility to allow exterior modifications to be made to the front and rear facades of the Lee Hardware building warehouse addition located on the east side of North Santa Fe Avenue (Phase II). The Board voted 4-0 to approve a Certificate of Compatibility for the exterior façade modifications of the front and rear facades of the Lee Hardware building warehouse addition located on the east side of North Santa Fe Avenue subject to the following condition of approval:

1. That if there are any significant changes to the proposed renovations to the building façade as approved by the Board, Development Services staff will be notified to determine whether additional staff or DRB Review will be required.

## Planning and Zoning

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Special Condition: The Salina Heritage Commission (HC) met on December 13, 2022 to consider Application #CA22-3, filed by JGR Architects on behalf of the Overland Property Group, requesting approval of a Certificate of Appropriateness to allow exterior modifications to be made to the South Lee Hardware building (Building 2) and the demolition of a non-historic two-story addition at the rear of the building. The Commission voted 5-0 (Chair Gillam recusing herself) to approve the Certificate of Appropriateness to allow the proposed building façade modifications and demolition of the non-historic addition subject to the following conditions:

1. That if there are any significant changes to the project as approved, Development Services staff will be notified to determine whether additional staff or Heritage Commission review will be required.
2. A separate demolition permit shall be applied for and issued for the demolition of the two-story addition at the rear of the building. **Complete**

## Planning and Zoning

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Special Condition - A separate sign permit must be applied for and issued prior to the installation of any signs per Section 42-501 of the Salina Municipal Code.

## **Reviewers**

Building Services (2 Comments)

Rodney Rexwinkle

785.309.5715

rodney.rexwinkle@salina.org

Planning and Zoning (8 Comments)

Dustin Herrs

785.309.5720

dustin.herrs@salina.org