

Special Event Permit - OTHER (SPECIAL EVENT)
Comment Letter

Date: Friday, March 13, 2026

To Applicant: Julie Cook
13 SE 3RD ST
LEES SUMMIT, MO 64063

Fax: <NO FAX NUMBER>
Email: julie@downtownls.org

From: Hector Soto Jr., Senior Planner

RE: Application Number: PRSE20260706
Event Title/Name: Downtown Days
Type of Special Event: OTHER (SPECIAL EVENT)
Description of Event: Downtown Days June 5th-7th
Event Start Date: Friday, June 05, 2026
Event End Date: Sunday, June 07, 2026
Location: 3rd St. from Market to Johnson St., SW Main from 2nd to 4th, SE Main from 2nd to 4th, Douglas from 2nd to 4th, Green from 3rd St. to the alley by Red Racks
Address (if applicable):

Application Status: Your Special Event Permit requires additional information and discussion. Please see below for any conditions/comments from the respective department of the City of Lee's Summit. Please contact Hector Soto Jr., Senior Planner with any questions about the approved permit or listed conditions below at (816) 969-1238.

Conditions of Approval (if required):

Planning Review (SE)	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	Corrections
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1. A number of departments have questions and concerns regarding the proposed event layout submitted with the Special Event Permit, which differs from past footprints used and approved in the past for Downtown Days. Additional discussion between the applicant and City staff is needed to continue evaluating the application for this year's event.

Please see the comments from the respective departments contained in this letter. A link will be provided to access the full comments via the City's permit portal.

Traffic Review (SE)	Erin Ralovo (816) 969-1800	Senior Staff Engineer Erin.Ralovo@cityofls.net	Corrections
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1. Traffic staff is not in support of the plan as submitted. The intersection of 3rd and Green should remain open to regular traffic. After talking with fire and PD it is the opinion of all concerned that this is insufficient ability to secure this area and it should be open as a way to get around the activities. The plan should be revised to leave 3rd and green open.

Fire Review (SE)	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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1. See Documents

Codes Review (SE)	Tracy Deister (816) 969-1203	Codes Administration Manager Tracy.Deister@cityofls.net	Pending
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Police Review (SE)	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	Corrections
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1. After reviewing the submitted site maps, the Police Department has significant concerns regarding the proposed extension of the event footprint beyond the intersection of SE 3rd Street and SE Green Street. Please see the comments outlined under the "Documents" section using the link provided by the Planning group.