



City of Lee's Summit
Department of Planning and Development
Special Event Checklist

1. Applicant – Name, Address and Telephone Number


- a. Sheryl Franke, Lee's Summit R-7 Schools/Educational Foundation,
301 NE Tudor Road, LS, MO 64086. 986-1015

2. Property Owner – Name, Address and Telephone Number

- a. Dr. David Benson, Interim Superintendent, Lee's Summit R-7 Schools,
301 NE Tudor Road, LS, MO 64086. 986-1000.

3. Written approval from the property owner agreeing to the proposed event.

"It is with full permission that the Lee's Summit R-7 Schools supports having the 21st Annual Race for the Future at Lee's Summit West High School. We also appreciate the City and Police Department's cooperation in patrolling Ward Road during the timeframe of approximately 8-8:45 a.m. on Saturday, October 14, 2017. Please do not hesitate to contact me or Sheryl Franke, Director of our LS Educational Foundation, 986-1015, if you have any questions or suggestions. Thank you."

1. 

Dr. David Benson
Interim Superintendent

4. Description of the site on which the proposed event is to be held.

Race for the Future 5K Run/Walk is proposed to begin at Lee's Summit West High School near the Activity Complex behind the high school. Participants will run up the drive toward Ward Road. Turn left (north) on Ward (remaining next to curb in south-bound lane to minimize traffic disruption) to Scherer Road. Turn left and circle back on adjacent walking trail/sidewalk. Turn right into Lee's Summit West parking lot. The race ends on the track.

5. Date(s) of the proposed event

Saturday, October 14, 2017

6. A narrative written description of the proposed event, to include: hours of operation, anticipated attendance, buildings/structures, signs or attention-attracting devices proposed to be used in conjunction with the event, state what public streets, if any, are requested to be used for the special event.

The Race for the Future 5K Run/Walk and Kids Dash is in its 21st year. This community-wide event is hosted by the Lee's Summit School District's Educational Foundation and is sponsored by many area businesses. The purpose of the event is to raise funds for scholarships and classroom grants for teachers AND to promote community spirit. The Race is always scheduled for the second Saturday of October. The Race begins at 8 a.m. and participants are typically finished by approximately 8:45 or 9 a.m. at which time the Kids Dash begins on the track. The entire event is finished and cleaned up prior to noon. The only signs used are those promoting the event approx. 2 weeks leading up to the event. These yard signs and/or banners are posted at every school site and at approved business sites. The only public street used will be Ward Road for a very short stretch (the high school to Scherer) and a very short duration (approx. 30-45 min. in one lane).

7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, street and property lines.

A site plan is attached.

8. Location and number of proposed temporary public toilets.

We will utilize the public toilets located within the Stadium Activity Complex.

9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.

Not applicable

10. Proof of liability insurance at time of application.

Proof of liability insurance is currently on file. New insurance will be sent after July 1, 2017.

11. Electrical Plan shall be approved by the Code Official.

Any electrical needs will be supplied by existing supply at LSW Stadium Activity Complex.
