



City of Lee's Summit

220 SE Green Street Lee's Summit, Missouri 64063
(816) 969-1600 Fax (816) 969-1619

Special Use Permit Applicant's Letter

Date: Friday, December 07, 2012

To:

Property Owner: CITY OF LEES
SUMMIT

Email:

Fax #: <NO FAX NUMBER>

Applicant: CITY OF LEES SUMMIT
AIRPORT

Email:
JOHN.OHRAZDA@LEES-SUMMIT.
MO.US

Fax #: <NO FAX NUMBER>

From: Jennifer Thompson, Planner

Re:

Application Number: PL2012125

Application Type: Special Use Permit

Application Name: LEES SUMMIT AIRPORT MODULAR UNITS

Location: 2721 NE DOUGLAS ST, LEES SUMMIT, MO 64064

Tentative Schedule

Submit revised plans by noon on Tuesday, November 20, 2012 (4 paper copies, 1 reduced (8 ½ x 11 copy).

Applicant Meeting 11/07/2012 09:00 AM: **11/07/2012**

Planning Commission Meeting 12/11/2012 05:00 PM: **12/11/2012**

City Council Public Hearing 01/03/2013 06:15 PM: **01/03/2013**

City Council Ordinance 01/17/2013 06:15 PM: **01/17/2013**

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.

Excise Tax

On April 1, 1998, an excise tax on new development for road construction went into effect. This tax is levied based on the type of development and trips generated. If you require additional information about this development cost, as well as other permit costs and related fees, please contact the Permitting and Plan Review Division of the Codes Administration Department at 969-1200.

Planning Commission and City Council Presentations

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 Planning and Development staff no later than the day of the Planning Commission meeting by 4 pm.

Notice Requirements

1. Notification of Surrounding Property Owners.

- **Mail Certified Notices.** The applicant must mail certified letter notices to all property owners within 185 feet at least 15 days prior to the hearing. Sample notices are available. The notice must include:
 - time and place of hearing,
 - general description of the proposal,
 - location map of the property,
 - street address, or general street location
 - statement explaining that the public will have an opportunity to be heard
- **File Affidavit.** An affidavit must be filed with the Planning and Development Department prior to the public hearing certifying the notices have been sent. Provide a list of the property owners notified and a copy of the notice sent.

2. Notice Signs.

- **Post Sign.** The applicant shall post a sign on the premises, at least 15 days prior to the date of the hearing, informing the general public of the time and place of the public hearing. When revised plans are submitted, staff will prepare the sign and provide it to the applicant for posting.
- **Maintain Sign.** The applicant shall make a good faith effort to maintain the sign for at least the 15 days immediately preceding the date of the hearing, through the hearing, and through any continuances of the hearing. The sign shall be placed within 5 feet of the street right-of-way line in a central position on the property that is the subject of the hearing. The sign shall be readily visible to the public. If the property contains more than one street frontage, one sign shall be placed on each street frontage so as to face each of the streets abutting the land. The sign may be removed at the conclusion of the public hearing(s) and must be removed at the end of all proceedings on the application or upon withdrawal of the application.

Analysis of Special Use Permit:

Planning Review	Jennifer Thompson (816) 969-1606	Planner Jennifer.Thompson@Cityofls.net	No Comments
Engineering Review	Gene Williams (816) 969-1812	Senior Staff Engineer Gene.Williams@cityofls.net	Pending
Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Pending

1. Fire Department-All building and life safety issues shall comply with the 2006 International Fire Code and local amendments as adopted by the City of Lee's Summit.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Pending
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