
PLANNING AND DEVELOPMENT

Special Use Permit Applicant's Letter

Date: Friday, May 17, 2013

To:

Property Owner: RAINTREE LAKE
PROPERTY OWNERS ASSO INC

Email:

Fax #: <NO FAX NUMBER>

Applicant: RAINTREE LAKE PROPERTY
OWNERS ASSN

Email:

Fax #: <NO FAX NUMBER>

From: Jennifer Thompson, Planner

Re:

Application Number: PL2013057

Application Type: Special Use Permit

Application Name: RAINTREE LAKE MAINTENANCE FACILITY (SUP RENEWAL)

Location: 504 SW 163RD ST, LEES SUMMIT, MO 64082

Tentative Schedule

Submit revised plans by noon on Tuesday, June 04, 2013 (4 paper copies, 1 reduced (8 ½ x 11 copy).

Applicant Meeting 05/22/2013 09:00 AM: **05/22/2013**

Planning Commission Meeting 06/25/2013 05:00 PM: **06/25/2013**

City Council Public Hearing 07/25/2013 06:15 PM: **07/25/2013**

City Council Ordinance 08/01/2013 06:15 PM: **08/01/2013**

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:

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|------------------------|-------------------------------------|---|-------------|
| Planning Review | Jennifer Thompson (816) 969-1606 | Planner Jennifer.Thompson@Cityofls.net | Corrections |
|------------------------|-------------------------------------|---|-------------|

1. Staff recommends notifying the surrounding property owner's of the Special Use Permit request (in addition to the certified letters required to be sent to property owners within 185 feet). This could be accomplished through an HOA newsletter or neighborhood meeting. When researching the original SUP dating back to 2003, it was noted that hundreds of residents objected to this special use.

2. All landscaping and fencing shall continue to be maintained and or replaced as necessary.

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| Engineering Review | Gene Williams (816) 969-1812 | Senior Staff Engineer Gene.Williams@cityofls.net | No Comments |
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| Fire Review | Jim Eden (816) 969-1303 | Assistant Chief Jim.Eden@cityofls.net | Complete |
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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

No Comments
