LEE'S SUMMIT
MISSOURI

DEVELOPMENT SERVICES

Special Use Permit
Applicant's Letter

Date: Monday, February 04, 2019

To:

Property Owner: MARVMAR PROPERTIES LLC
Email:
Fax #: <NO FAX NUMBER>

Applicant: HERNLY ASSOCIATES INC
Email: STAN@HERNLY.COM
Fax #: <NO FAX NUMBER>

From: Jennifer Thompson, Planner

Re:

Application Number:	PL2019021
Application Type:	Special Use Permit
Application Name:	EXTRA SPACE INDOOR STORAGE
Location:	700 SE OLDHAM CT, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by noon on Tuesday, February 19, 2019 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting:	February 07, 2019 at 11:15 AM
Planning Commission Meeting:	March 14, 2019 at 05:00 PM
City Council Public Hearing:	April 02, 2019 at 06:00 PM
City Council Ordinance:	April 16, 2019 at 06:15 PM

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.

Electronic Plans for Resubmittal

All Planning application and development engineering plan resubmittals shall include an electronic copy of the documents as well as the required number of paper copies.

Electronic copies shall be provided in the following formats:

- Plat - All plats shall be provided in multi-page Portable Document Format (PDF).
- Engineered Civil Plans – All engineered civil plans shall be provided as multi-page Portable Document Format (PDF).
- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided as multi-page Portable Document Format (PDF).

- Studies – Studies, such as stormwater and traffic, shall be provided in Portable Document Format (PDF).

Please contact Staff with any questions or concerns.

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 Development Services Department at (816) 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, PowerPoint, Adobe, Windows Media Player and Internet Explorer applications. Presentation boards will no longer be allowed. The presentation(s) shall be submitted to Development Services Department staff no later than the day of the Planning Commission meeting by 4:00 pm.

Notice Requirements

1. **Notification of Surrounding Property Owners.**
   - **Mail Notices.** The applicant must mail letter notices to all property owners within 185 feet from the boundaries of the property for which the application is being considered 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 Codes Administration 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 sent notice .
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:

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions

1. All issues pertaining to life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to the safety to fire fighters and emergency responders during emergency operations, shall be in accordance with the 2012 International Fire Code.

Planning Review	Jennifer Thompson (816) 969-1239	Planner Jennifer.Thompson@cityofls.net	Corrections

1. Please see comments on the PDP.

Engineering Review	Sue Pyles (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	No Comments

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	No Comments