

DEVELOPMENT SERVICES

**Vacation of Right-of-Way
Applicant's Letter**

Date: Friday, December 17, 2021

To:

Property Owner: THE FAMILY RANCH LLC

Email:

Property Owner: THE FAMILY RANCH LLC

Email:

City Staff: Mike Weisenborn

Email: mike.weisenborn@cityofls.net

Applicant: STAR EXCAVATION LLC

Email: INFO@STAREXCAVATIONLLC.COM

Engineer: GBA ARCHITECTS ENGINEERS

Email: BBURTON@GBATEAM.COM

From: Mike Weisenborn, Project Manager

Re:

Application Number: PL2021325

Application Type: Vacation of Right-of-Way

Application Name: NW Lowenstein Drive VOR

Location: 2301 NW QUARRY PARK RD, LEES SUMMIT, MO 64081
2501 NW CLIFFORD RD, LEES SUMMIT, MO 64081

Tentative Schedule

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 300 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.

3. Neighborhood Meeting. One neighborhood meeting is required for each application, which must occur within the initial 10 day review period and prior to re-submission of the application. More than one neighborhood meeting may be held on an application, at the option of the applicant

- **Timing and location:** Within two miles of the project site, Monday through Thursday, excluding holidays, and start between 6:00P.M. and 8:00 P.M. If location for the meeting is not available within [2] miles of the subject property. The applicant shall select a location outside this area that is reasonably close to these boundaries.

- **Notification:** Shall be sent by certified mail or delivered to property owners within 300 feet of the project site. Mailed notices shall be postmarked at least seven days prior to the meeting. Hand deliveries must occur at least five (5) days prior to the meeting.
- **Notes:** The Applicant shall take sufficient notes at the neighborhood meeting to recall issues raised by the participants, in order to report on and discuss them at public hearings before City governmental bodies on the application. The notes shall be turned in with the application re-submittal.

Analysis of Vacation of Right-of-Way:

Planning Review	Victoria Nelson (816) 969-1605	Long Range Planner Victoria.Nelson@cityofls.net	Corrections
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2. It is known that there is at least a 6" water line located within the ROW that is to be vacated. Additional utilities may also be located within the ROW, for which the City is awaiting feedback from the respective utility companies. Once feedback on the vacation request is received regarding the presence of any utilities, the applicant shall locate any existing utilities and shall be prepare an exhibit to retain the necessary easement(s) from the vacated ROW to cover any existing utility lines.

3. An adjacent property owners meeting is required prior to resubmittal. The details for the meeting are provided in this document. An adjacent property owners listing is provided separately.

4. Section 7.250 of the Unified Development Ordinance requires that all lots have front either a public or private street. Therefore the right of way in front of 2440 and 2450 NW Lowenstien Dr must be maintained. Please adjust the exhibits to indicate this.

Engineering Review	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	No Comments
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Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Approved with Conditions
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1. The ROW is to be replaced with a utility easement. Precautions should be taken to protect the water line from on-site operations.

Traffic Review	Brad Cooley	Brad.Cooley@cityofls.net	No Comments
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