

**DEVELOPMENT SERVICES**

**Vacation of Utility Easement  
Applicant's Letter**

**Date:** Monday, March 28, 2022

**To:**

**Applicant:** Dan Finn

Email: dfinn@phelpsenengineering.com

**Property Owner:** ROBINSON E L JR & LETHA M - Email:  
TRUSTEES

**City Staff:** Scott Ready

Email: Scott.Ready@cityofls.net

**From:** Shannon McGuire, Planner

**Re:**

**Application Number:** PL2022054

**Application Type:** Vacation of Utility Easement

**Application Name:** Market Street Center, Lot 1 - Vacation of Easement

**Location:** 3501 SW MARKET ST, LEES SUMMIT, MO 64082

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**Tentative Schedule**

Submit revised plans by N/A . Revised documents shall be uploaded to the application through the online portal.

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**

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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

- Plats – All plats shall be provided in multi-page Portable Document Format (PDF).
- Engineered Civil Plans – All engineered civil plans shall be provided in multi-page Portable Document Format (PDF).

Please contact Staff with any questions or concerns you may have.

## **Planning Commission and City Council Presentations**

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If a presentation is required before the Planning Commission and City Council, presentations shall be submitted (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 not be permitted. 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.

### **Analysis of Vacation of Utility Easement:**

<b>Planning Review</b>	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	No Comments
<b>Engineering Review</b>	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	No Comments
<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
<b>Traffic Review</b>	Brad Cooley, P.E., RSPi	Brad.Cooley@cityofls.net	No Comments