

City of Lee's Summit
Department of Planning & Development
Phone (816) 969-1600 Fax (816) 969-1619
Special Use Permit Review

Date: Friday, March 18, 2011

To:

Applicant: BALTZ STEVEN

Email:

Fax #: <NO FAX NUMBER>

Lawyer: Joe Willerth

Email: jfwkapkewillerth.com

Fax #: <NO FAX NUMBER>

From: Christina Alexander, Planner

RE: PL2011024

Special Use Permit for Dave's Roe Body Shop
451 SE OLDHAM PKWY, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by noon on Tuesday, March 29, 2011 (4 paper copies, 1 reduced (8 ½ x 11 copy)).

Planning Commission Meeting 04/26/2011 05:00 PM: **04/26/2011**

City Council Public Hearing 05/19/2011 06:15 PM: **05/19/2011**

City Council Ordinance 06/02/2011 06:15 PM: **06/02/2011**

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.

Conditions and Corrections:

Fire Review	Jim Eden	Assistant Chief	(816) 969-1303	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.

Planning Review	Christina Alexander	Planner	(816) 969-1607	Corrections
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1. Paving. Storage lots shall be paved with either asphalt or Portland cement per Section 12.120.F.g of the Unified Development Ordinance (UDO). All areas not intended for use as storage shall be restored to grass.

2. Curbing. Per Section 12.120.F.d all vehicle parking lot areas and access drives shall have a boundary constructed of straight-back Portland cement concrete curbing (CG-1).

Engineering Review	Tony Reames	Staff Engineer	(816) 969-1826	Corrections
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1. Requirements to repave and curb the parking lot, trigger the need for a storm water study to be conducted by a licensed, professional engineer to determine if storm water detention or other storm water management measures are required. The study shall be in accordance with the City's Design and Construction Manual.

Traffic Review	Michael Park	City Traffic Engineer	(816) 969-1820	No Comments/Ready for Meeting
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