

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

Special Use Permit
Applicant's Letter

Date: Tuesday, May 03, 2011

To:

Property Owner: CITY OF LEES SUMMIT Email: john.ohrazda@cityofls.net Fax #: <NO FAX NUMBER>

Applicant: EXPERIMENTAL AIRCRAFT ASSOC KC CHAPTER-91 Email: marlar6@att.net Fax #: <NO FAX NUMBER>

From: Hector Soto, Planner

RE: PL2011050

Special Use Permit for EXPERIMENTAL AIRCRAFT ASSOC
2750 NE DOUGLAS ST, LEES SUMMIT, MO 64064

Tentative Schedule

Submit revised plans by noon on Tuesday, May 17, 2011 (4 paper copies, 1 reduced (8 ½ x 11 copy)).

Planning Commission Meeting 06/14/2011 05:00 PM: **06/14/2011**

City Council Public Hearing 07/07/2011 06:15 PM: **07/07/2011**

City Council Ordinance 07/21/2011 06:15 PM: **07/21/2011**

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:

Planning Review	Hector Soto	Planner	(816) 969-1604	Corrections
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1. LEASE AGREEMENT. The current lease agreement does not include the area on which the proposed monument/memorial is to be located. A new executed lease agreement that includes the monument location shall be required to be submitted to the Planning and Development Department.

2. PHOTOGRAPHS. Per the requirement of the Unified Development Ordinance, color photos of surrounding structures within 185 feet of the proposed monument location shall be submitted in support of a special use permit application.

3. TIME PERIOD. No requested time period for the special use permit (SUP) was indicated on the application. SUPs are not granted for an indefinite time period. They are typically granted for a period of 5 to 10 years, after which a new SUP application is required to continue use of the structure. Please indicate for length of time for which the SUP is being requested. Based on past practice, staff will recommend a period no longer than 10 years.

4. PUBLIC HEARING REQUIREMENTS. SUP applications require a public hearing before both the Planning Commission and City Council. As such, the applicant (in this case EAA) is responsible to notify surrounding property owners of the upcoming public hearings via certified mail and posting public hearing signs at the proposed monument location property at least 15 days prior to the public hearing dates.

The City will furnish the form letters you will use to notify the surrounding property owners. We will also furnish the sign to be posted on the property. The applicant is required to submit to the City a copy of the mailing list of all property owners within 185 feet to which notice was sent, a copy of the completed notification that was sent to those property owners, a signed affidavit attesting that notification was sent as required and copies of the certified mail receipts. Please see the section on the second page titled "Notice Requirements" for additional details.

5. We will not hold an applicant's meeting for this item. However, please contact us should you want to meet to discuss any of the listed comments.

Engineering Review	David Lohe	Supervisory Engineer	(816) 969-1814	Pending
Fire Review	Brian Austerman		(816) 969-1316	No Comments/Ready for Meeting
Traffic Review	Michael Park	City Traffic Engineer	(816) 969-1820	No Comments/Ready for Meeting