

DEVELOPMENT SERVICES

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

Date: Monday, November 20, 2023

To:

Property Owner: TOWNSEND SUMMIT LLC Email:

Applicant: TOWNSEND SUMMIT LLC Email:

Engineer/Surveyor: OWN INC Email:

Review Contact: John Huss Email: JHUSS@WEAREOWN.COM

From: Mike Weisenborn, Project Manager

Re:

Application Number: PL2023302

Application Type: Vacation of Utility Easement

Application Name: SUMMIT ORCHARD WEST VOE

Location: 700 NW WARD RD, LEES SUMMIT, MO 64086

Tentative Schedule

Planning Commission Meeting: December 14, 2023 at 05:00 PM

City Council 1st Reading January 9, 2023 at 6:00 PM

City Council 2nd Reading January 16, 2023 at 6:00 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

- 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

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:

Planning Review	Ian Trefren (816) 969-1605	Planner Ian.Trefren@cityofls.net	No Comments
Engineering Review	Sue Pyles, P.E. (816) 969-1245	Development Engineering Manager Sue.Pyles@cityofls.net	No Comments
Traffic Review	Erin Ralovo	Erin.Ravolo@cityofls.net	No Comments