
DEVELOPMENT SERVICES

**Special Use Permit
Applicant's Letter**

Date: Tuesday, January 23, 2024

To:

Property Owner: OLDHAM INVESTORS LLC **Email:**

Property Owner: OLDHAM INVESTORS LLC **Email:**

From: Grant White,

Re:

Application Number: PL2023346

Application Type: Special Use Permit

Application Name: Oldham Village - Automobile Parking, private use - 3 lots

Location: 1204 SW JEFFERSON ST, LEES SUMMIT, MO 64081
1206 SW MARKET ST, LEES SUMMIT, MO 64081
1210 SW MARKET ST, LEES SUMMIT, MO 64081
1051 SW JEFFERSON ST, LEES SUMMIT, MO 64081
101 SW OLDHAM PKWY, LEES SUMMIT, MO 64081

Tentative Schedule

Planning Commission Meeting: February 22, 2024 at 05:00 PM

City Council Public Hearing: March 26, 2024 at 06:00 PM

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 5:00PM, February 21, 2024.

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 Development Services 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 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 Special Use Permit:

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
Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
Planning Review	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@cityofls.net	No Comments