

**DEVELOPMENT SERVICES**

**Vacation of Right-of-Way  
Applicant's Letter**

**Date:** Wednesday, February 12, 2025

**To:**

**Property Owner:** DOUGLAS STATION PARTNERS      Email:  
LLC

**Applicant:** ENGINEERING SOLUTIONS      Email: MSCHLICHT@ES-KC.COM

**Engineer/Surveyor:** ENGINEERING SOLUTIONS      Email: MSCHLICHT@ES-KC.COM

**Review Contact:** MATT SCHLICHT      Email: MSCHLICHT@ES-KC.COM

**From:** Mike Weisenborn, Project Manager

**Re:**

**Application Number:** PL2024093  
**Application Type:** Vacation of Right-of-Way  
**Application Name:** THE HAVEN AT DOUGLAS STATION - VOR  
**Location:** 3 NE SYCAMORE ST, LEES SUMMIT, MO 64086

---

**Tentative Schedule**

Planning Commission Meeting: March 13, 2025 at 05:00 PM

City Council Public Hearing: April 08, 2025 at 06:00 PM

**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 Development Services Department at (816) 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, 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 than 4:00 pm on the Tuesday prior to the Planning Commission meeting.

## 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 Vacation of Right-of-Way:

<b>Planning Review</b>	Hector Soto Jr. (816) 969-1238	Senior Planner Hector.Soto@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>Traffic Review</b>	Erin Ralovo	Senior Staff Engineer	No Comments

---

(816) 969-1800

Erin.Ravolo@cityofls.net

---

**GIS Review**

Kathy Kraemer  
(816) 969-1277

GIS Technician  
Kathy.Kraemer@cityofls.net

No Comments

---