



COMPREHENSIVE PLAN AMENDMENT

1. A Comprehensive Plan Amendment application shall be completed and submitted to the Development Services Department, with a \$265 filing fee (\$100 application fee plus \$165 legal notice publishing charge), payable to the City of Lee's Summit. An application may be withdrawn at any time upon written request; however, no refund will be made after the initial publication.
2. The application shall be accompanied by a plat or plan drawn to scale of not less than 100 feet to the inch, showing the property in question and the current and requested land use designation(s). 1 digital multi-page PDF of plan sets, studies, letter and applications shall be separate files
3. The Unified Development Ordinance (UDO) requires a public hearing before the Planning Commission and the publishing of a legal notice of the time and place 15 days prior to the hearing. The City publishes the legal notice in an official paper.
4. The Development Services Department will set the date for the Planning Commission hearing. A copy of the Planning Commission agenda and staff recommendation will be sent to the applicant prior to the meeting.
5. Every Comprehensive Plan Amendment is reviewed by the Planning Commission at a public hearing. The Commission meets on the second and fourth Thursdays of each month in the Council Chambers of City Hall at 220 SE Green Street. For each Public Hearing item on the agenda, the applicant will be given an opportunity to make their own presentation, which should be a brief description of the proposed project and include responses to any concerns raised in the City staff's report. Presentations before the Planning Commission 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.
6. The Planning Commission will discuss the application and the action to be taken and the reasons for that action. The Planning Commission may vote to continue an application to a later meeting to allow further study or the submission of either more information or revised information by the applicant or the staff. A majority vote of the Commission members present is needed to pass any motion.
7. If the Commission moves to approve the Comprehensive Plan Amendment, a resolution approving the Comprehensive Plan Amendment (typically two weeks later) will be scheduled for the Planning Commission. A majority vote of the Commission members present is needed to pass the resolution.

