



STREET NAME CHANGE PROCESS

Purpose of Street Name Change

Street name changes are not very common, due to the impact upon the public, including property owners along the street and the traveling public. However, sometimes there are good reasons for making a street name change. These may include:

- New street connections joining two streets with different names
- An error on a plat, such as a misspelled word, or a duplicate street name

If everyone agrees to the proposed street name change, the process is fairly simple. The proposed street name change is considered by the Community and Economic Development Committee of the City Council. If the Committee and affected property owners all agree to the street name change, the Committee will direct staff to prepare an ordinance for consideration by the City Council.

If there is any opposition to the proposed change, either from residents or from the City, public hearings must be held. The purpose of the public hearing process is to ensure the public is informed of the proposed action and provided an opportunity for input. The Planning Commission and City Council will consider any concerns that surrounding property owners or members of the general public may have regarding the proposed street name change and its impact on the community.

Step 1 – Pre-Application Meeting

The UDO requires the applicant to meet with City Staff at a “pre-app” meeting prior to submitting an application. Staff members include representatives from Development Services, Public Works, Traffic Engineering, Fire, and Parks. An exchange of information early in the process can often make the rest of the development go more smoothly. The purposes of the pre-application meeting are:

- **Applicant** - The applicant can explain the proposed development and present any sketches or plans. Detailed plans are not required, but the more information brought to the meeting, the more thorough and specific staff can be in response.
- **Staff** - City staff will advise the applicant of:
 - Land use considerations, including compatibility with the Comprehensive Plan and adjacent land uses
 - Procedural requirements for submitting an application and going through the appropriate process
 - Site design regulations, including setbacks, parking, screening, traffic, and others
 - Building code regulations
 - Special studies required, such as traffic, storm water, etc.
 - Public sources of information that may aid the applicant
 - Policies that may create opportunities or pose significant restraints



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Step 2 – Filing the Application

The applicant must submit the following items to the Development Services Department:

- **Application** - A complete application for preliminary development plan, including all items identified in the Submittal Requirements checklist.
- **Drawings** – The proper number and type of drawings, including site plan, landscape plan, building elevations and civil engineering plans. These include full-size and reduced drawings, **as well as an electronic copy**.
- **Checklists** - Completed checklists. See UDO Article 2 for the preliminary development plan application contents and submission requirements.
- **Fees** - Application filing fee and legal notice publishing charge, payable to the City of Lee's Summit - see Schedule of Fees and Charges. Two legal notices are required for a preliminary development plan application. A single payment covering the application fee and legal notice charge may be accepted. An application may be withdrawn at any time upon written request; however, no refund will be made after the initial publication.
- **Deadline** - All information must be submitted by the deadline date. Items will be placed on the Planning Commission agenda based upon the completeness of the application submittal. All additional information to support the application must be submitted by the deadline. The application will be delayed if information is missing or is not submitted by the deadline date.

Step 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 6:00 P.M. and 8:00 P.M. If a 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 sent by certified 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 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.



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Step 4 – Community and Economic Development Committee

Staff will schedule the item for the Community and Economic Development Committee. The Community and Economic Development Committee consists of four (4) Council members. The Committee generally meets once a month. After discussing the proposed street name change, the Committee may direct staff to draft an ordinance for consideration by the full Council, or authorize the applicant to proceed through the public hearing process.

If all affected property owners agree to the street name change, and the Committee agrees to move forward with an ordinance, skip to the last step.

Step 5 – Notices and Posting of the Property

Public Hearings. If there is any opposition to the proposed change, or if any affected property owners cannot be reached or, for whatever reason, fail to provide affirmative support for the change, consideration of the street name change shall require public hearings before the Planning Commission and City Council following publication notice, notice to surrounding property owners, and posting of notice signs as provided in the UDO. The purpose of the public hearing process is to ensure the public is informed of the pending action and to receive public comments. The Planning Commission and City Council will consider any concerns that surrounding property owners or members of the general public may have regarding the proposed street name change and its impact on the community.

- **Notice in Newspaper** – City staff will prepare and publish the required legal notice of the time and place of the public hearings, which must be published 15 days prior to the hearing in an official City paper.
- **Letters to Surrounding Property Owners** – The applicant must mail notices by certified mail, to all property owners within 300 feet of the property, at least 15 days prior to the hearing, notifying them of the opportunity to be heard. A form letter for the notice can be obtained from the Development Services Department. An affidavit must be submitted certifying that notice has been sent, along with a list of property owners and a copy of the letter sent.
- **Sign** – The applicant must post a sign on the premises at least 15 days prior to the date of the hearing, informing the public of the time and place of the public hearing. The City will furnish the sign to the applicant for posting. The applicant shall make a good faith effort to maintain the sign for at least 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. The sign shall be readily visible to the public. If the property contains more than 1 street frontage, 1 sign shall be placed on each street frontage so as to face each of the streets. The sign may be removed at the conclusion of the public hearing and must be removed at the end of all proceedings on the application or upon withdrawal of the application.



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Step 6 – Planning Commission Public Hearing

The Planning Commission meets on the second and fourth Thursday of each month in the Council Chambers of City Hall at 220 SE Green Street. The Commission holds a public hearing and makes a recommendation to the City Council.

- Applicant's presentation - The applicant begins the public hearing with a brief presentation, describing the proposed street name change.
- Staff's presentation - Staff will then give a staff report and recommendation.
- Public comments – members of the audience will be given an opportunity to speak.
- Commission discussion and decision - The Commission members may ask questions of either staff or the applicant. Finally, the public hearing portion of the meeting is closed, and the Planning Commission discusses the action that should be taken and the reasons for that action. The Planning Commission's action is a recommendation to the City Council to either approve, approve with conditions, or deny the application. The Planning Commission may also vote to continue an application to a later meeting to allow further study or the submission of information by the applicant or staff. Once the Planning Commission has made a recommendation, a hearing (typically three weeks later) will be scheduled before the City Council.

Step 7 – City Council Public Hearing

The Lee's Summit City Council holds public hearings at their regular meetings on the first and third Tuesdays of each month at the Council Chambers of City Hall at 220 SE Green Street.

- Public Hearing - The format of the public hearing is similar to that used by the Planning Commission and applicants should plan on making a similar type of presentation. After the City Council has listened to the presentations and to any public comments, they will discuss the application and then take action. The City Council will either reject the request or direct staff to prepare an ordinance granting the zoning change.
- Ordinance - The ordinance is normally read at a subsequent City Council meeting and approved or denied.

Step 8 – Ordinance

All street name changes must be approved by ordinance. City staff will draft the ordinance and determine the date when it will be considered by the City Council. If the ordinance is adopted, the city will record it at the County recorder of deeds office, and notify all appropriate public agencies and utility companies of the street name change.



STREET NAME CHANGE APPLICATION

1. EXISTING STREET NAME: _____

2. PROPOSED STREET NAME: _____

3. LOCATION OF PROPOSED STREET NAME CHANGE: _____

4. APPLICANT _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

5. ENGINEER/SURVEYOR _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

6. OTHER CONTACTS _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

Applications without the proper signatures will be deemed incomplete and will not be processed.

APPLICANT
Print name: _____

Receipt #: _____ Date Filed: _____ Processed by: _____ Application # _____