

**The City of Lee's Summit**  
**Action Letter - Final**  
**Planning Commission**

Thursday, September 26, 2019

5:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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Call to Order

Roll Call

**Present:** 7 - Board Member Mark Kitchens  
Board Member Jake Loveless  
Chairperson Jason Norbury  
Vice Chair Donnie Funk  
Board Member Terry Trafton  
Board Member Jeff Sims  
Board Member Dana Arth

**Absent:** 2 - Board Member John Lovell  
Board Member Carla Dial

Approval of Agenda

**A motion was made by Vice Chair Funk, seconded by Board Member Sims, that this agenda be approved. The motion carried unanimously.**

Public Comments

**There were no public comments presented at the meeting.**

Approval of Consent Agenda

- B.** [TMP-1370](#) An Ordinance vacating a certain utility and cross access easement located at 3924 & 3930 SW Raintree Drive in the City of Lee's Summit, Missouri.
- This Ordinance was recommended for approval to the City Council - Regular Session due back on 10/15/2019**

- [2019-3057](#) Appl. #PL2019-304 - SIGN APPLICATION - Summit Orchards monument signs, 400 NW Chipman Rd and 500 NW Chipman Rd; Townsend Summit, LLC, applicant

**A motion was made by Vice Chair Funk, seconded by Board Member Sims, that this application be approved. The motion carried unanimously.**

- [2019-3039](#) Minutes of the September 26, 2019, Planning Commission meeting

**A motion was made by Vice Chair Funk, seconded by Board Member Sims, that these minutes be approved. The motion carried unanimously.**

## Other Agenda Items

### Roundtable

Mr. Funk congratulated his son, Mr. Wyatt Funk, as well as the young men and women in the United States Navy and Marines, on their graduation in the Aviation Ordinance program this week.

Mr. Bushek stated that an issue had come up with an applicant making representations in a Planning Commission and/or City Council public hearing regarding elevations of structures that were referenced in staff's memo but did not get into the ordinance that the Council had adopted. The consequence was that what was eventually built did not match the elevations in design or materials. In an effort to address these incidents and to improve on the process, the Planning Department would start including the proposed ordinance in both groups' packets. The ordinance would make its way through the entire public hearing process along with the application. Staff would also work on improving the references in the ordinance to the documents that were sometimes just attached to the staff report. That procedure would ensure that the ordinance eventually adopted would have the elevations tied to the project itself. In the future, the ordinance would be included in Planning Commission packets and would be included in the recommendations to the City Council.

### Adjournment

There being no further business, Chairperson Norbury adjourned the meeting at 5:06 P.M.

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