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DEVELOPMENT SERVICES

**Special Use Permit  
Applicant's Letter**

**Date:** Friday, March 06, 2020

**To:**

**Property Owner:** LEES SUMMIT TOWN CENTRE      Email:  
LLC

**Applicant:** LEES SUMMIT TOWN CENTRE LLC      Email:

**Engineer:** DAVIDSON ARCHITECTURE &      Email: **responses to comments in Red**  
ENGINEERING      **3/24/2020, DAE**

**From:** Hector Soto Jr., Planning Division Manager

**Re:**

**Application Number:** PL2020045

**Application Type:** Special Use Permit

**Application Name:** AUTOMOTIVE DETAIL CENTER - SPECIAL USE PERMIT

**Location:** 2150 NE INDEPENDENCE AVE, LEES SUMMIT, MO 64064

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**Tentative Schedule**

Submit revised plans by noon on Monday, March 23, 2020 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Applicant Meeting: March 10, 2020 at 09:00 AM

If the revised submittal deadline is not met or plans are deficient, the item will be moved to a later meeting and a new deadline will be set. Future deadlines and meeting dates can be found on the "Planning Commission Meeting Dates" handout. Dates are subject to change; we will keep you informed throughout the process.

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**Electronic Plans for Resubmittal**

All Planning application and development engineering plan resubmittals shall include an electronic copy of the documents as well as the required number of paper copies.

Electronic copies shall be provided in the following formats:

- Plat - All plats shall be provided in multi-page Portable Document Format (PDF).
- Engineered Civil Plans – All engineered civil plans shall be provided as multi-page Portable Document Format (PDF).
- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided as multi-page Portable Document Format (PDF).
- Studies – Studies, such as stormwater and traffic, shall be provided in Portable Document Format (PDF).

Please contact Staff with any questions or concerns.

## Excise Tax

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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

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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 the day of the Planning Commission meeting by 4:00 pm.

### Notice Requirements

#### 1. Notification of Surrounding Property Owners. **Notifications were sent certified mail, meeting was held 3/16/2020. No one attended.**

- **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 Planning and Codes Administration 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. **Please email affidavit form to DAE for filling out and submitting to the city.**

#### 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 6:00 P.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 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 (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:

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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1. All issues pertaining to life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to the safety to fire fighters and emergency responders during emergency operations, shall be in accordance with the 2018 International Fire Code.

**comment is acknowledged.**

2. IFC 507.5.1 - Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Action required: Provide an additional accessible hydrant. **Proposed private fire hydrant located south of building. Existing public fire hydrants encompass proposed building within 300' radius.**

3. IFC 903.3.7 - Fire department connections. The location of fire department connections shall be approved by the fire code official. Connections shall be a 4 inch Storz type fitting and located within 100 feet of a fire hydrant, or as approved by the code official.

Action required: Show the location of the FDC and hydrant within 100'. **New proposed hydrant south of building is within 100' of FDC.**

4. IFC 503.2.3 - Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

**comment is acknowledged. Permit drawings will address road construction.**

<b>Planning Review</b>	Hector Soto Jr. (816) 969-1238	Planning Division Manager Hector.Soto@cityofls.net	Corrections
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#### 1. USE NARRATIVE.

- The application lists "automotive detailing, cleaning, reconditioning interior and exterior" as the proposed description of use. It is staff's understanding that automotive sales will also be conducted on-site. Please confirm if this is the case. Will any automotive repair activities be conducted on-site? If so, please list the range of repair services offered. **Automotive sales will be conducted on site. Automotive washing and exterior/interior detailing will be conducted on site. Automotive repairs will only consist of brake and tire replacement, no engine repairs.**

- If auto sales and repair services will take place on-site, please respond to the conditions for each use found under UDO Section 6.1050 and Section 6.440. If no auto sales and/or repair services will take place on-site, then an SUP is not required for the proposed use. **Use is automotive sales, automotive washing and detailing, no self service, work will be scheduled by appointment only. Brake and tire replacement only, no engine repair.**

2. TIME PERIOD. There is no requested time period listed on the application or mentioned in the use narrative. For new construction facilities such as these, the City Council has historically granted SUPs for time periods ranging from 20-30 years. **Owner asks for the maximum time period for SUP, 30 years.**

<b>Engineering Review</b>	Sue Pyles, P.E. (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	No Comments
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<b>Traffic Review</b>	Michael Park	City Traffic Engineer	No Comments
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