

City of Lee's Summit
Department of Planning & Development
Phone (816) 969-1600 Fax (816) 969-1619

**Special Use Permit
Applicant's Letter**

Date: Friday, August 19, 2011

To:

Property Owner: AT-CAM LLC

Email:

Fax #: (816) 875-0051

Applicant: SINCLAIR OF LEE'S
SUMMIT

Email:

Fax #: (816) 246-6778

Other: TIM BURT

Email:

Fax #: (816) 825-0051

From: Chris Hughey, Planner

RE: PL2011108

Special Use Permit for SINCLAIR VEHICLE SALES & U-HAUL RENTAL
520 SW 3RD ST, LEES SUMMIT, MO 64063

Tentative Schedule

Submit revised plans by noon on Tuesday, August 30, 2011 (4 paper copies, 1 reduced (8 ½ x 11 copy)).

Applicant Meeting 08/24/2011 09:00 AM: **08/24/2011**

Planning Commission Meeting 09/13/2011 05:00 PM: **09/13/2011**

City Council Public Hearing 10/06/2011 06:15 PM: **10/06/2011**

City Council Ordinance 10/06/2011 06:15 PM: **10/06/2011**

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.

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 Permitting and Plan Review Division of the Codes Administration Department at 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, Power Point, Adobe, Windows Media Player and Internet Explorer applications. Presentation boards will no longer be allowed. The presentation(s) shall be submitted to Planning and Development staff no later than the day of the Planning Commission meeting by 4 pm.

Notice Requirements

1. Notification of Surrounding Property Owners.

- **Mail Certified Notices.** The applicant must mail certified letter notices to all property owners within 185 feet 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 Development 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 notice sent.

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.

Conditions and Corrections:

Planning Review	Chris Hughey	Planner	(816) 969-1603	Corrections
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1. Provide a narrative outlining the business operations of Sinclair of Lee's Summit. (e.g. hours of operation, number of U-Hauls desired to have on site, number of cars for sale desired on site, etc.)

2. Provide a site plan showing the display/storage areas for auto sales and U-Haul storage and the maximum number desired. Staff will only support U-Haul storage at this site if the trucks, vans, and or trailers are all stored in the rear parking lot behind the building.

3. Parking lot screening will be required across the frontage of 3rd street. There are a few acceptable screening methods for parking lots.

Section 14.120 of the UDO states:

Screening, Parking Lot

For any parking lot designed or intended to accommodate five (5) cars or more and any area set aside for loading or unloading of trucks or vans, if such parking lot or loading area is visible from a street right-of-way, a visual screen shall be provided as required below.

A. Screening to a height of two-and-one-half (2.5) feet must be provided along the edge of the parking lot or loading area closest to and parallel to the street. A driveway to the parking lot or loading area may interrupt the screening.

B. Screening shall be decorative and 100% opaque to a height of two-and-one-half (2.5) feet above the elevation of the parking/loading area or the street, whichever is highest.

C. Screening may be provided in any of the following ways:

1. Planted only. A hedge consisting of at least twelve (12) shrubs per forty (40) linear feet that will spread into a continuous visual screen within two (2) growing seasons. Shrubs must be at least eighteen (18) inches tall at the time of planting and be of a species that will normally grow to at least two-and-one-half (2.5) feet in height at maturity and be suitable for the parking lot application.

2. Earthen berm. An earthen berm constructed to a height of two-and-one-half (2.5) feet above the adjacent elevation of the street or parking/loading area, whichever is highest, shall not exceed a slope of 3:1 and shall have a crown of at least two (2) feet. The berm shall be planted in ground covers and other plant materials to achieve a decorative effect to the satisfaction of the Director.

3. Wall. A wall of brick, stone, PVC plastic fencing or finished and textured concrete may be constructed to a height of two-and-one-half (2.5) feet and 100% opacity and landscaped with plant material to achieve a decorative effect to the satisfaction of the Director.

4. Combination. Any combination of hedge, berm or wall that effectively provides a visual screen of the parking lot or loading area to a height of two-and-one-half (2.5) feet and achieves a decorative effect through appropriate use of landscaping and plant material.

4. Provide photographs of the parking lot in the rear of the property and of the existing landscaping and fencing along the rear property line.

5. The driveway consolidation (see Michael Parks' comment below) may provide an opportunity for landscaping islands to beautify the frontage as well as guide customers into the site.

Engineering Review	Gene Williams	Senior Staff Engineer	(816) 969-1812	No Comments
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Fire Review	Jim Eden	Assistant Chief	(816) 969-1303	Complete
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1. Fire Department-All building and life safety issues shall comply with the 2006 International Fire Code and local amendments as adopted by the City of Lee's Summit.

2. Parked vehicles for sale or rent shall not impede access to the building.

Traffic Review	Michael Park	City Traffic Engineer	(816) 969-1820	Corrections
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1. In accordance with the City's Access Management Code the two existing driveways should be combined into one driveway having a standard width not to exceed 30 feet, located approximately halfway across the property frontage. The consolidated driveway will result in better traffic circulation and safety on-site and along 3rd Street. The consolidated driveway will provide additional space on-site to increase parking and greenspace. The consolidated driveway will foster future access compliance and improved traffic conditions and connectivity for adjacent properties.

