

**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, November 04, 2011

**To:**

**Property Owner:** ROBERT A SCHLOTZHAUER - CHARLES  
CUDA

**Fax #:** (816) 337-3262

**Applicant:** ADAMS TOYOTA - SCOTT MIDDLETON

**Fax #:** (816) 353-6992

**Owner:** ADAMS TOYOTA - SCOTT ADAMS

**Fax #:** (816) 353-6992

**From:** Chris Hughey, Planner

**RE:** PL2011150

Special Use Permit for ADAMS TOYOTA AUTOMOTIVE GROUP  
2401 NE DOUGLAS ST, LEES SUMMIT, MO 64064

**Tentative Schedule**

Submit revised plans by noon on Wednesday, November 09, 2011 (4 paper copies, 1 reduced (8 ½ x 11 copy)).

Applicant's Meeting: Not Required, no Applicant's Meeting will be required for this application. However, if would still like to meet with staff contact Christopher Hughey to schedule a meeting.

Planning Commission Meeting 11/22/2011 05:00 PM: **11/22/2011**

City Council Public Hearing 12/15/2011 06:15 PM: **12/15/2011**

City Council Ordinance 12/15/2011 06:15 PM: **12/15/2011**

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.

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**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, 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. Submit a site plan showing existing structures, parking/paved areas, and landscaping. Plan does not have to be drawn by a licensed design professional. Plan shall be drawn to scale.

2. On the site plan show where employee parking will be located and vehicles undergoing work will be stored.

3. Site shall incorporate a minimum of 1 accessible parking space.

Engineering Review	Gene Williams	Senior Staff Engineer	(816) 969-1812	No Comments
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<b>Fire Review</b>	<b>Jim Eden</b>	<b>Assistant Chief</b>	<b>(816) 969-1303</b>	<b>Condition(s)</b>
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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.

<b>Traffic Review</b>	<b>Michael Park</b>	<b>City Traffic Engineer</b>	<b>(816) 969-1820</b>	<b>No Comments</b>
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