



MEMORANDUM

DATE: January 28, 2020

TO: Mayor and Town Council

FROM: David A. Mekarski, AICP, Town Manager

RE: Update on Parking Lot Behind West End 7-11

Following up on a citizen's complaint, my office has requested both the Community Development and our Engineering Division to evaluate the existing conditions at the west end 7-11 as requested by the Council. It appears that 7-11 has cleared vegetation, placed fill and aggregate on the west side of their property to enlarge their parking area. The fill averages three to four feet at its highest point and was installed without Town authorization or permit. Our Planning and Zoning Technician is in the process of contacting 7-11's corporate officials to issue a cease and desist letter requiring them to contact the Town's engineering division to submit a formal site plan amendment for any improvements that they have initiated and any additional improvements intended. The formal site plan review process will afford the Town a full engineering review of the requested improvements allowing the Town to assure that the asphalt paving, elevation, stormwater management, landscaping, dumpster enclosure, and ingress and egress are properly addressed.

As the Council is aware, in order to implement the recommendations of the 32nd and Main Street intersection improvements, we will require the cooperation of 7-11 for right of way and/or easements dependent on the final alternative selected.

Following our communication with 7-11 and their submission of a formal site plan amendment, we will update the Council accordingly.