

DEVELOPMENT SERVICES

**Special Use Permit  
Applicant's Letter**

**Date:** Friday, September 06, 2019

**To:**

**Property Owner:** NEW TKG-STORAGEMART  
PARTNERS PORTFLLC

**Email:**  
**Fax #:** <NO FAX NUMBER>

**Applicant:** NEW TKG-STORAGEMART PARTNERS  
PORTFLLC

**Email:**  
**Fax #:** <NO FAX NUMBER>

**Engineer:** CROCKETT ENGINEERING  
CONSULTANTS

**Email:** JEILER@CROCKETTENGINEERING.COM  
**Fax #:** <NO FAX NUMBER>

**From:** Jennifer Thompson, Planner

**Re:**

**Application Number:** PL2019267  
**Application Type:** Special Use Permit  
**Application Name:** STORAGE MART RENEWAL OF EXISTING SUP  
**Location:** 3920 SW M 291 HWY, LEES SUMMIT, MO 64082

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**Tentative Schedule**

Submit revised plans by noon on Tuesday, September 24, 2019 (4 full size paper copies, 1 reduced 8 ½" x 11" copy, and 4 copies of the comment response letter).

Planning Commission Meeting: October 24, 2019 at 05:00 PM

City Council Public Hearing: November 19, 2019 at 06:15 PM

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**

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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.

## **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.**

- **Mail Notices.** The applicant must mail letter notices to all property owners within 185 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 .

#### **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.

### **Analysis of Special Use Permit:**

<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments
<b>Planning Review</b>	Jennifer Thompson (816) 969-1239	Planner Jennifer.Thompson@cityofls.net	Corrections

1. Provide additional photos of surrounding property. The photos should be taken from the sight looking out to the surrounding properties.

2. Provide updated Special Use Permit criteria, conditions, and modification responses specific to this project. The information submitted reflected the previous special use permit for the multi-story building.

The criteria for this project is exclusive to a "mini-warehouse facility".

3. During public hearings it was discussed and noted the developer would be willing to provide a 6' vinyl fence on the western property line. It was also noted that a 6' vinyl fence could be of benefit along a portion of the southern property line where fencing is not present. Can the proposed fencing be noted on the site plan within this areas and can a fence detail be noted and provided within the site plan?

4. The M-150 corridor overlay requirements does not apply for this special use permit renewal, omit this information when resubmitting.

5. Attached to this staff letter is a copy of the original Special Use Permit. The required conditions pertaining to screening and landscaping will be field checked for compliance. Any items not compliant will be required to be addressed as part of the special use permit approval.

<b>Engineering Review</b>	Sue Pyles (816) 969-1245	Senior Staff Engineer Sue.Pyles@cityofls.net	No Comments
<b>Traffic Review</b>	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	No Comments