

**DEVELOPMENT SERVICES**

**Special Use Permit  
Applicant's Letter**

**Date:** Friday, June 06, 2025

**To:**

**Property Owner:** CITY OF LEES SUMMIT

**Email:**

**Property Owner:** Sharon Bloom

**Email:** Sharon.Bloom@cityofls.net

**Applicant:** Dean Hart - Tusa Consulting

**Email:** dean.hart@tusaconsulting.com

**Engineer/Surveyor:** Lovelace & Associates LLC

**Email:** ACT&LovelaceAssociates.com

**From:** Grant White, Project Manager

**Re:**

**Application Number:** PL2025118

**Application Type:** Special Use Permit

**Application Name:** Telecommunications Monopole SUP – Joint Operations Facility

**Location:** 2 NE TUDOR RD, LEES SUMMIT, MO 64086

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**Tentative Schedule**

Submit revised plans by 4pm on Tuesday, June 24, 2025 . Revised documents shall be uploaded to the application through the online portal.

Planning Commission Meeting: July 24, 2025 at 05:00 PM

City Council Public Hearing: September 02, 2025 at 06:00 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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**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 4:00 pm on the Tuesday prior to the Planning Commission meeting.

### Notice Requirements

#### 1. Notification of Surrounding Property Owners.

- **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 Development Services 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.

**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 6:00P.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 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:**

### **Planning Review**

Hector Soto Jr.  
(816) 969-1238

Senior Planner  
Hector.Soto@cityofls.net

Corrections

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1. **SETBACKS.** The UDO requires new towers to maintain a minimum setback from all property lines a distance equal to the height of the tower as measured from the base of the structure to its highest point. The proposed monopole is 150' plus an additional 10' for a lightning rod, for a total height of 160'. The proposed tower location satisfies the minimum setback requirement from the north, east and west property lines, but does not meet the minimum setback from the south property line that is located approximately 60' away. Approval of a modification request to the minimum setback requirement shall be required of the City Council as part of this application.

Please provide additional detail about what other locations within the boundaries of the existing Police and Courts/future JOF property were considered that would satisfy the minimum setback requirements and why those locations were not chosen. For example, the existing tower location on the south side of the Police/Courts building is located approximately 180' from the south property line, which would meet the 160' setback requirement. Why could the existing tower site or similar site more interior to the property not accommodate the proposed tower? Could existing parking spaces behind the Police/Courts building not be removed and relocated to create a site for the tower? We need more background information regarding what considerations were made for alternate sites within the property boundaries leading to the selection of the proposed tower site along the NE Tudor Rd frontage as the optimal choice for inclusion in the staff report and in preparation for the public hearings before the Planning Commission and City Council.

2. **SEPARATION DISTANCES.** The UDO requires new towers over 90' in height to be separated from any other telecommunications tower over 90' in height by a distance of at least one (1) mile. The proposed tower location is separated from a 200'-tall tower located at 1351 NW Ward Rd by a distance of approximately 0.93 miles (~4,926') and thus does not meet the minimum separation requirement. Approval of a modification request to the minimum separation requirement shall be required of the City Council as part of this application.

This comment is for informational and documentation purposes. No further response is required.

3. **LANDSCAPING.** The UDO requires that a telecommunication tower be landscaped to provide a buffer of plant materials that effectively screens the view of the tower base and accessory structures from adjacent property. The landscape plan shows a single row of evergreens consisting of a total of 7 trees along the southwest and southeast perimeter of the tower enclosure. Given the fact that the tower is located approximately 60' from the south property line; the fence enclosure being located approximately 20' from the south property line; and the tower facility being located along an arterial road, staff recommends that a double staggered row of evergreen trees be provided along the southwest and southeast perimeter of the tower enclosure to provide an immediate opaque living screen of the tower base and accessory structure.

4. **SECURITY FENCING.** The UDO requires that a telecommunication tower be enclosed by fencing not less than 6' in height and equipped with an appropriate anti-climbing device. Provide a detail of the proposed fencing with anti-climbing device for review.

5. **TOWER DESIGN.** The UDO requires that a telecommunication tower be painted a neutral color approved by the City Council so as to reduce visual obtrusiveness. Provide a tower detail/elevation that calls out the proposed tower finish and color. The tower rendering shows the tower as white, but no information is provided indicating if that is the proposed tower's actual color or what type of finish it will have. For your information, some past telecommunication tower applications have proposed towers with just an unpainted galvanized finish, rather than a painted finished, to avoid the need for on-going maintenance of chipped or peeling paint on the tower exterior. City Council has approved towers with unpainted galvanized finishes in the past.

6. SITE PLAN. The architectural site plan does not show property lines. Add and identify the property lines on the site plan.

<b>Engineering Review</b>	Gene Williams, P.E. (816) 969-1223	Senior Staff Engineer Gene.Williams@cityofls.net	No Comments
<b>Traffic Review</b>	Erin Ralovo (816) 969-1800	Senior Staff Engineer Erin.Ravolo@cityofls.net	No Comments
<b>Fire Review</b>	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	No Comments