



CITY OF ST. JOSEPH

1100 Frederick, Room 107, St. Joseph, MO 64501
(816) 271-4751 Fax (816) 271-4676

September 14, 2009

Business Name
Street Address
City, State Zip Code

Reference: *Building Address*

To Whom It May Concern:

This letter is to request your assistance and support with a critical public safety concern and to notify you of various changes being considered concerning the City's Code of Ordinances. You are cordially invited to attend a Council Public Safety Committee meeting on October 1, 2009 at 5:00 pm in the City Council Chambers of City Hall, 1100 Frederick Avenue, St. Joseph, MO 64501 where proposed changes to the fire and zoning ordinances as they relate to the storage, use and housing of hazardous materials will be discussed.

Based on your type of business license (*Business Type*) and the recent incidents within our community relating to the storage of hazardous materials, the City is requesting your assistance and support as we attempt to address this potentially catastrophic public safety concern. We need to identify all those facilities where hazardous materials are used and/or stored. We are primarily concerned with their proper storage, use and handling in accordance with existing city, state and federal laws and regulations. We have recently become aware that we have insufficient information about your facility at the referenced address which in turn limits our ability to prepare adequate emergency response plans and to ensure that they are compliant with the adopted building codes and compatible with our community's zoning ordinance. This issue is not only related to you. This letter is being sent to well over 100 existing businesses within the City.

We have also been advised that many businesses have on-going operations at multiple locations and did not realize that a separate business license is required for each location. Please be aware that according to Section 8-44 of the Code of Ordinances, City of St Joseph:

"A separate license shall be obtained for each place of business conducted, operated, maintained or carried on by every person engaged in any occupation, calling, trade or enterprise for which a license is required by this Code or other ordinances of the city."

We define a "place of business" as a parcel of land, so if you have multiple buildings on one parcel of land, that constitutes one "place of business."

Attached please find a Fire/Hazardous Material Permit Application. Because each facility or building must have its own certificate of occupancy, a separate application is needed for each building on your property. The proper occupancy of each building must be defined based on its use. Once we obtain these completed applications, we will classify each building. If you want a current certificate of occupancy, a

walk thru inspection will need to be paid for and completed before the certificate can be issued. Any building classified as a High Hazard use group will need to be more closely evaluated and have a walk thru inspection performed to determine if it meets the City's building, zoning, sewer and fire codes for that occupancy. **These forms are due back not later than November 1, 2009 to 1100 Frederick Avenue, Room 106, St. Joseph, MO 64501.** Failure to meet this submittal deadline may result in an unannounced inspection of your facility by City staff and if any violations are noted, it may result in either the issuance of a summons or the issuance of a Notice of Violation which would require that corrective measures be taken by your business immediately.

In addition to providing the information requested on these forms, if you do use, store or warehouse any hazardous materials, please identify the locations within each building where they are stored and/or used by attaching a copy of the building's floor plan with the use or storage locations identified.

The Code changes being proposed involve chapter 16, the Fire Protection and Prevention Code and Chapter 31, the Zoning Code. A copy of these proposed changes is enclosed for your information. These changes were presented to the City Council during a council work session held on Wednesday, September 9, 2009. They will be discussed once again at the Council Public Safety Committee meeting noted above. Please contact Mr. Les Beattie at (816) 271-4604 if you have any questions concerning the Fire Code changes and Mr. Mike Kellam at (816) 271-4648 if you have any questions about the Zoning Code changes. Additionally, the Zoning Code changes must be reviewed and commented on in a public hearing by the Planning Commission before they are sent to the City Council for further consideration.

If you have any questions or concerns, please call me at (816) 271-5315. Thank you for your support and understanding.

Sincerely,

Samuel T. Barber
Customer Assistance Director

Enclosures

1. Fire/Hazardous Material Permit Application
2. Proposed Fire Code Changes
3. Proposed Zoning Ordinance Changes

cc.: Vince Capell
Ted Elo
Mike Dalsing
Clint Thompson