

CITY OF OLATHE		Policy No.:	PL-2
COUNCIL POLICY STATEMENT		Date Issued:	6-4-02
General Scope:	Planning	Effective Date:	7-1-02
Specific Subject:	Neighborhood Meetings for Development Applications	Cancellation Date:	
		Supersedes No.:	N/A

Purpose:

To establish policy procedures for neighborhood meetings concerning development applications.

Statement of Policy:

The statement of policy is hereby incorporated with Resolution No. 02-1058.

RESOLUTION NO. 02-1058

A RESOLUTION ADOPTING AS POLICY PROCEDURES FOR NEIGHBORHOOD MEETINGS CONCERNING DEVELOPMENT APPLICATIONS.

WHEREAS, the participation of residents in the planning process is vital to its success; and

WHEREAS, the *Comprehensive Plan* encourages communication and citizen participation; and

WHEREAS, a neighborhood meeting policy is desired in order to bring about more public involvement in the planning process; and

WHEREAS, a neighborhood meeting policy would provide developers and surrounding property owners the opportunity to meet with one another early in the planning process to discuss any possible expected or unexpected adverse impacts the development may create; and

WHEREAS, a neighborhood meeting policy would open a dialogue between the applicant and the surrounding property owners affected by the proposed development to establish an early line of communication; and

WHEREAS, a neighborhood meeting policy would assist City residents in learning about development plans that may affect their quality of life or their property values; and

WHEREAS, a neighborhood meeting policy would improve communication between developers, residents, and City staff; and

WHEREAS, the Planning Commission discussed and recommended the adoption of a policy concerning neighborhood meetings on March 25, 2002 as part of its consideration of amendments to the *Unified Development Ordinance* (UDO-01-01); and

WHEREAS, the City Council reviewed the Planning Commission recommendations at Joint Session with the Planning Commission on April 30, 2002.

NOW, THEREFORE, BE IT RESOLVED THAT THE FOLLOWING PROCEDURES BE ADOPTED BY THE GOVERNING BODY AS POLICY FOR THE NEIGHBORHOOD MEETING PROCESS:

SECTION ONE: The following procedures should be followed for new development applications adjacent to or in close proximity to residential developments.

1. Prior to filing an application for a rezoning or special use permit, revised preliminary site development plan, final site development plan, preliminary plat, or final plat, a pre-application meeting should be required between the applicant and City staff, unless such requirement is otherwise waived by the City Planner. At such pre-application meeting the City Planner should determine if a neighborhood meeting is necessary.
2. Neighborhood meetings should typically be required for applications adjacent to or in close proximity to residential properties.
3. When neighborhood meetings are required, notification of the meeting should be provided by applicants to all property owners of record and all homes associations generally within five hundred (500) feet of the proposed development. Such

meeting should typically be held at least twenty-one (21) days or more prior to the scheduled meeting before the Planning Commission in order to allow adequate time to revise plans to address neighborhood issues and to provide a summary of the meeting issues to City staff. Proof of notification is required prior to consideration by the Planning Commission.

4. The purpose of notification is to allow the proposed development's surrounding property owners the chance to meet with the applicant prior to the scheduled public meeting before the Planning Commission and attempt to resolve issues that may impact quality of life in the area or the value of the surrounding properties.
5. An accurate written summary of the meeting should be made by the applicant and provided to City staff in order to forward to the Planning Commission. Such summary should include an outline of the concerns or issues raised by all parties involved, as well as indicating the issues that remain unresolved.
6. The summary will provide a basis for City staff consideration of the proposed development and will become part of the written statement to the Planning Commission or Governing Body.

SECTION TWO: This resolution shall take effect and be in force from and after July 1, 2002.

ADOPTED by the Council this 4th day of June 2002.

SIGNED by the Mayor this 4th day of June 2002.

ATTEST:

/s/ Michael Copeland
Mayor

/s/ Debra S. Gragg
City Clerk

(Seal)

APPROVED AS TO FORM:

/s/ Thomas A. Glinstra
Municipal Counsel