

Rezoning/Zoning Amendment Process & Application

See Unified Development Ordinance 18.40.090

(1)
Discovery & Project
Evaluation Meeting



(2)
Application
Checklist



(3)
Submit
Application



(4)
Development
Review Committee



(5)
Applicant Meeting



(6)
Public Notification



(7)
Neighborhood
Meetings



(8)
Planning
Commission



(9)
City Council



Step 1 – Pre-Application Process

The applicant is required to meet with City Planning staff prior to submitting an application. There are two types of pre-application meetings, depending on the scope of the project: (A) a Discovery meeting; and (B) a Project Evaluation meeting. More than one pre-application meeting may be required by staff as needed.

A) Discovery Meeting

This meeting gives staff the opportunity to identify issues that may be addressed prior to the application being submitted and identify special studies needed in conjunction with the application. In addition, the meeting allows the applicant to explain issues that shaped the initial design of the project and ask questions about the application procedures. This exchange of information can often make the process go more smoothly. It is not necessary to have detailed plans drawn prior to the meeting. However, the more information brought to the meeting (even in sketch form), the more thorough and specific the staff can be in response. Depending on the complexity of the project, this meeting may be waived at the discretion of the Planning representative.

Purpose

- Acquaint the applicant with the procedural requirements.
- Provide for an exchange of information regarding the proposed development and the regulations, restrictions and requirements, the *Comprehensive Plan* and other development requirements.
- Advise the applicant of any public sources of information that may aid the application, identify policies and regulations that create opportunities or pose significant restraints for the proposed development.
- Review proposed concept plans and provide the applicant with opportunities to enrich the development plan to mitigate any undesirable project consequences;
- Review the compatibility with adjacent land uses, either proposed or existing; and
- Provide general assistance by City staff on the overall design of the proposed development.

B) Project Evaluation Meeting

This meeting allows staff to meet with the applicant and discuss the changes made to the project up to this point, as well as additional concerns both parties may have during the remainder of the process. At the conclusion of this meeting, the applicant should be aware of all materials needed for filing the application and the correct format for all documents. Additional staff comments and revisions may be required as a result of this meeting. Depending on the changes required by City staff, it may be necessary to have a second project evaluation meeting prior to filing the application.

Purpose

- Provide a more in-depth review of the plans with the applicant prior to filing the application;
- Review plan corrections based on comments made by the applicant with respect to staff's comments during the discovery meeting;
- Advise the applicant of any additional revisions that are necessary prior to filing the application; and
- Provide general assistance by City staff on the overall design of the plan.

Schedule a Meeting

Applicants may schedule a meeting by creating an account and submitting a request at: <https://energov.olatheks.org>. For more information contact the Planning Division at 913-971-8750, Monday through Friday, 8 a.m. to 5 p.m.

Please be aware that the meetings are not intended to cover all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.

Step 2 – Application Checklist: Submittal Requirements

Applications missing any of the following items will be considered incomplete and rejected.

General Requirements

- Application Form** with contact information of developer, owner, engineer and/or architect
- Ownership Affidavit Form**
- Filing Fee** (See Planning Application Fees)
- Legal Description** of the property in print and on disk (Microsoft Word)
- Digital Copies** of the site plan or plat and all required studies and reports (PDF)
- Hard Copies** Two (2) folded copies of the plans (see *UDO 18.94.040* for detailed requirements)
- Reduced Copies** One hardcopy 8.5" x 11" of each sheet
- Assurances of Adequate Public Facilities** as required by *UDO 18.30.040*
- Statement of Purpose** Describing the requested zoning change (PDF)
- Application Checklist** Provided by staff during the pre-application meeting

Additional Studies

May be required by the Planning Official or designee as indicated on the application checklist
(NOTE: This requirement may be appealed to the Planning Commission)

- Traffic Impact Study** according to *Access Management Plan*
- Preliminary Water Quality Report** per *Olathe Municipal Code Title 17*
- Stormwater Management Report** (detention required) per *Olathe Municipal Code Title 17*
- Stormwater Drainage Plan** with computations per *Olathe Municipal Code Title 17*

Step 3 – Submit the Application

An application for rezoning must be completed and submitted to the City Planning Division, with the proper filing fee, payable to the City of Olathe. See the Schedule of Fees and Charges for the applicable application fee. An application may be withdrawn at any time upon written request; however, no refund will be made after the application has been accepted. A complete application consists of all items identified in the Application Checklist.

Rezoning applications will be placed on the Planning Commission agenda based upon the completeness of the application submittal. All additional information, which is to support the application, must be submitted by the deadline date. Failure to meet the application submittal requirements checklist will result in the application being rejected.

Step 4 – Development Review Committee (DRC)

Every application goes through a detailed staff review. Although a member of the Planning staff is assigned to coordinate the review of each application, the focal point of the process is the meeting of the Development Review Committee. This is a staff-only committee consisting of 10 to 15 representatives of various city departments that review each item on the agenda and identify relevant issues. From this

meeting, the departments will prepare written comments on the proposed application. The staff comments will be sent to all parties listed on the application form by email according to the Development Review Schedule.

The comments prepared by staff based on this meeting are intended to be a complete list of changes required by the applicant prior to the Planning Commission meeting. However, some circumstances may warrant additional staff comments following the applicant meeting to ensure compliance with city codes and ordinances. For example, if a change is requested by City staff and the solution presented by the applicant creates an unforeseen issue, staff may provide additional comments to correct the problem.

Step 5 – Applicant’s Meeting

Depending on the complexity of the project, this meeting may be waived at the discretion of the City Planning representative.

The applicant may meet with staff (generally, Planning, Public Works, Code Administration, Fire, Utilities, Traffic and Parks) at City Hall. **This meeting is *not* the appropriate forum to discuss policy issues or negotiate any agreements.**

Purpose

- Allow City staff to present preliminary comments regarding the development plans and discuss revisions with the applicant.
- Give the applicant an opportunity to ask questions.
- Work out a schedule for submitting revised plans.

If a case involves policy issues or items that may be resolved through a development agreement, the Planning Division will schedule a separate meeting with appropriate City staff. However, alternative solutions to technical problems that are within the authority of the staff to consider may be discussed. If an applicant has questions, it would be helpful to call ahead of time so the staff can be prepared with answers at the meeting. If extensive changes are being made or more information is needed to adequately review the application (e.g. additional traffic or engineering studies), then the application may be “continued” (i.e., rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed).

Step 6 – Public Notification

Signs: After application has been made for rezoning, the city will supply the applicant with the required number of signs to be posted on the property. The applicant shall post the sign(s) no later than 20 days before the date of the public hearing (see attached schedule). The applicant is also responsible for the maintenance of the sign(s) in legible condition until the public hearing has concluded.

Certified Letters: The applicant will be responsible for mailing notices (see attached form letter) of the public hearing by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED.**

- Letters must be sent to all owners of land within the notification area (200 feet within the city limits; 1,000 feet in the unincorporated area) of the subject property.
- **THESE NOTICES MUST BE SENT A MINIMUM OF 20 DAYS PRIOR TO THE PUBLIC HEARING** (see attached schedule).
- A general location map and legal description of the subject property should be attached to the notice.
- **THE RETURN CARDS (GREEN) OR CERTIFIED MAIL RECEIPTS MUST BE SUBMITTED TO THE**

PLANNING OFFICE NO LATER THAN THE WEDNESDAY PRECEDING THE PLANNING COMMISSION MEETING.

- Information regarding ownership of the land within the notification area can be obtained from the Johnson County Department of Records and Tax Administration, or through a title insurance company (preferred method).
- **A LIST OF PROPERTY OWNERS WITHIN THE NOTIFICATION AREA MUST BE SUBMITTED WITH THE APPLICATION.**

Affidavits of Compliance: Affidavits (see attached forms) concerning the posting of the sign(s) and the mailing of property owner notification letters **MUST BE RETURNED TO THE PLANNING OFFICE BY THE WEDNESDAY PRECEDING THE PLANNING COMMISSION MEETING.**

Step 7 – Neighborhood Meeting

The neighborhood meeting process is designed to inform residents of the proposed project and resolve issues that may impact the quality of life in the area or the value of the surrounding properties.

- A neighborhood meeting is required if the proposed development is located adjacent to or within 500 feet of residential developments.
- A new non-residential or mixed use development must send notice to other non-residential development within 500 feet of the proposed development. However, no meeting with those developments is required.
- The applicant shall provide written notice fixing the time, date, and place of the meeting to all property owners of record and all homes associations within five hundred (500) feet of the proposed development area. When applicable, the applicant shall include the site plan and elevations associated with the application. **The notice shall be mailed at least ten 10 days prior** to the meeting.
- **The meeting shall be held at least 20 days or more prior to the scheduled meeting before the Planning Commission.**
- The Neighborhood Meeting shall include a complete overview of the proposed application. The applicant shall provide a project description, site plan, building elevations and complete explanation and details of the proposed development.
- The applicant shall provide staff with the list of property owners within 500 feet of the subject property that received an invitation to the Neighborhood Meeting.
- The applicant shall provide an accurate written summary or minutes of the meeting to City staff to forward to the Planning Commission.

Step 6 – Planning Commission Meeting

The Olathe City Planning Commission meets on the 2nd and 4th Monday of each month at 7:00 p.m. in the New City Hall Council Meeting Room at 100 E. Santa Fe. **THE AGENDA AND STAFF REPORTS WILL BE AVAILABLE THE WEDNESDAY PRECEDING THE PLANNING COMMISSION MEETING.** For each item on the agenda, the applicant will be given an opportunity to make their own presentation. Presentations should be a brief description of the proposed project and include responses to any concerns raised in the City staff's report and any additional information which the applicant wishes to bring to the meeting (for example, color renderings, maps, photographs, or petitions). (It is required that all additional information be provided to staff in advance, so it can be included in the Commissioners' packets.). Staff will then give a staff report and recommendation.

Step 7 – City Council

Rezoning require approval by the governing body. The Olathe City Council meets on the first and third Tuesday of each month at the Council Chambers of City Hall at 100 East Santa Fe at 7:00 p.m. The format of the meeting is similar to that used by the Planning Commission and applicants should be prepared to make a similar type of presentation. If necessary after the City Council has listened to the presentations and to any public comments, they will discuss the application and then take action. The City Council can approve the Rezoning, approve with conditions, deny, or remand the application back to the Planning Commission.

In the event that any section of this document conflicts with the city's *Unified Development Ordinance (UDO)*, the requirements of the *UDO* shall prevail.



REZONING/ ZONING AMENDMENT APPLICATION

FEE _____	CASE NO: RZ _____
REC'D BY _____	PC DATE _____
DATE _____	PLANNER _____
STAFF USE ONLY	

Check Applicable Application Type:

- REQUESTED REZONING FROM _____ TO _____
PRESENT ZONING DISTRICT PROPOSED ZONING DISTRICT
- ZONING AMENDMENT FOR _____ ZONING DISTRICT

GENERAL LOCATION OR ADDRESS OF PROPERTY _____

PLAT NAME/LOT AND BLOCK NO _____

AREA OF PROPERTY (SQ. FT./ACRES) _____

CURRENT LAND USE _____ PROPOSED LAND USE _____

PROPERTY OWNER'S NAME(S) _____ PHONE _____

COMPANY _____ FAX _____

MAILING ADDRESS _____
STREET CITY STATE ZIP

E-MAIL ADDRESS _____

APPLICANT/AGENT'S NAME(S) _____ PHONE _____

COMPANY _____ FAX _____

MAILING ADDRESS _____
STREET CITY STATE ZIP

E-MAIL ADDRESS _____

ENGINEER/ARCHITECT'S NAME(S) _____ PHONE _____

COMPANY _____ FAX _____

MAILING ADDRESS _____
STREET CITY STATE ZIP

E-MAIL ADDRESS _____

NOTE: (SEE ATTACHED SUBMISSION REQUIREMENTS.)

- ⇒ TWO (2) FOLDED COPIES OF THE SITE DEVELOPMENT/CONCEPT PLAN(S)
- ⇒ ONE (1) REDUCED COPY (8 1/2" X 11") OF ALL PLANS
- ⇒ PLEASE SUBMIT THE FOLLOWING IN PRINT AND DIGITAL FILES ON A CD OR USB DRIVE: LEGAL DESCRIPTION OF THE PROPERTY (WORD), THE SITE PLAN OR PLAT (PDF), AND ALL REQUIRED STUDIES OR REPORTS(PDF)
- ⇒ AFTER STAFF REVIEW, 2 HARD COPIES AND DIGITAL COPIES WILL BE REQUIRED FOR RESUBMITTAL

PLEASE FOLD PLANS FOR SUBMITTAL – DEADLINE IS NOON

SIGNATURE OF OWNER OR AGENT _____

NOTE: IF NOT SIGNED BY OWNER, AUTHORIZATION OF AGENT MUST ACCOMPANY APPLICATION

CITY OF OLATHE

Ownership Affidavit

STATE OF KANSAS)

SS.

COUNTY OF JOHNSON)

Comes now _____ (owner) who being duly sworn upon his/her
oath, does state that he/she is the owner of the property legally described as

_____.

In the application for _____.

(description of application)

Acknowledge the submission of said application and agree to bind the subject property in
accordance with the plan submitted as part of the above application.

Dated this _____ day of _____, 20_____.

Signature of Owner

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires

CITY OF OLATHE
Property Owner Notification Letter

Case No. _____

Dear Property Owner:

This is to notify you that a public hearing will be held at the Olathe City Hall Council Meeting room at 100 E. Santa Fe, Olathe, Kansas, to consider a **rezoning** request from _____ (present zoning) to _____ (proposed zoning), or a **Zoning Amendment** for _____ District (present zoning) on the following described tract of land:

Legal Description:

_____.

General Location: _____ (See general location map attached)

A public hearing will be held to consider the rezoning request on the above-described tract at 7:00 PM on _____, 20____. Any interested persons or property owners are invited to attend. Information regarding this rezoning application is available in the Planning Division at City Hall (phone 913-971-8750, City Planning Division, TTY 913-971-8600), or you may contact the undersigned for additional information regarding this rezoning request.

A fourteen (14) day protest period begins at the conclusion of the public hearing during which you may file a protest petition with the City Clerk. If valid protest petitions are received from property owners of twenty (20) percent of the land within the notification area, exclusive of the public right-of-way, a three- quarters (¾) vote of the City Council is required to approve this rezoning request.

Copies of the protest petitions are available from City Planning Division, or from the City Clerk.

Respectfully,

Applicant (or Owner or Agent)

PHONE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

In compliance with the Americans with Disabilities Act, the City of Olathe will provide reasonable accommodations for all public meetings. Persons requiring accommodations in attending any of our public meetings should contact the City Clerk's office at 913-971-8521 a minimum of 48 hours prior to the meeting.

CITY OF OLATHE

Property Owner Notification Affidavit

STATE OF KANSAS)

Case No. _____

ss.

COUNTY OF JOHNSON)

I, _____, of lawful age being first duly sworn upon oath, state:

That I am the _____ (agent, owner, attorney) for the property for which the application was filed and did, not later than twenty (20) days prior to the date of the public hearing scheduled before the Planning Commission, mail certified notice to all persons owning property within the notification area (two hundred [200] feet in the city of Olathe; one thousand [1,000] feet in the unincorporated area) of the subject property, in compliance with the UDO, Chapter 18.12, Section 18.12.080. These notices were mailed on the _____ day of _____, 20_____.

Further affiant saith naught.

Signature of Agent, Owner, or Attorney

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires

CITY OF OLATHE

Sign Posting Affidavit

STATE OF KANSAS)

Case No. _____

ss.

COUNTY OF JOHNSON)

I, _____, of lawful age, being first duly sworn upon oath, state:

That I am the _____ (agent, owner, attorney) of the property for which the application was filed and did, not later than twenty (20) days prior to the date of the public hearing scheduled before the Planning Commission, place a sign upon the property in compliance with the *Olathe Unified Development Ordinance, Section 18.40.050*, and that said sign or signs were maintained to the date of the public hearing.

Further affiant saith naught.

Signature of Agent, Owner or Attorney

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires:



**Public Works Department
Planning Division – 2019 Application Fees**

(Resolution No. 18-1073, Adopted 11-20-2018)

Plan Review	Fee	
Preliminary Site Development Plan	\$450.00	
Final Site Development Plan	\$175.00	
Administrative Reviews	\$150.00	
Board of Zoning Appeal		
Appeals	\$158.00	
Variances: Residential	\$158.00	
Non-Residential	\$158.00	
Rezoning	Tract Size	
Residential Districts (AG, R-1, R-2, R-3, and R-4)	0-5 acres	\$400.00
	5.1-10 acres	\$525.00
	10.1-20 acres	\$675.00
	20.1-50 acres	\$800.00
	50.1 and up	\$938.00
Commercial, Office, and Industrial Districts (C-1, C-2, C-3, C-4, O, BP, M-1, M-2, and M-3)	0-5 acres	\$925.00
	5.1-10 acres	\$1050.00
	10.1-20 acres	\$1175.00
	20.1-50 acres	\$1275.00
	50.1 and up	\$1375.00
Mixed Use, Planned Districts, and combinations of districts above (N, D, TOD, PR, and PD)	0-10 acres	\$1015.00
	10.1-20 acres	\$1132.00
	20.1-40 acres	\$1250.00
	40.1-80 acres	\$1375.00
	80.1 and up	\$1500.00
Zoning Amendment	\$215.00	
Lot Split	\$70.00	
Vacation - Street, Utility, Alley	\$180.00	
Special Use Permit		
Initial Application	0-10 acres	\$375.00
	10.1-20 acres	\$500.00
	20.1 and up	\$625.00
Renewal of Special Use Permit for the keeping of horses, goats, cows, chickens, or other animals on less than three acres; group care homes and childcare centers including preschools	\$70.00	
Renewal of Special Use Permit for land use	\$70.00	

Plat / Recording Fees

The following fees shall be paid by all persons or corporation submitting preliminary, minor, and final plats for approval by the Planning Commission and shall be computed to the nearest dollar

Per lot for 10 or less lots in a subdivision	\$125.00 + \$12.50
Per lot for 11 to 50 lots in a subdivision	\$125.00 + \$10.00
Per lot for 51 to 150 lots in a subdivision	\$125.00 + \$7.50
Per lot for 151 to 500 lots in a subdivision	\$125.00 + \$5.00
Per lot for 501 or more lots in a subdivision	\$125.00 + \$2.50
Recording fee for all final plants (including minor plats)	\$50.00

If the preliminary plat and final plat include the same area to be subdivided and are submitted together in one application, only one fee shall apply. The recording fee is paid at the time of the final plat application to cover the costs of recording the plat with Johnson County Records and Tax Administration.

Excise Taxes

The following fees shall be paid at time of platting. Street and Traffic Signal Excise Fees are due prior to recording the final plat. Park Excise fees are paid with the building permit.

Transportation Improvement Tax

Street excise tax	\$0.215/square foot
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Traffic Signal Excise Tax

Single Family District	\$0.0037/ square foot
Multifamily District	\$0.0120/ square foot
Commercial District	\$0.0576/ square foot
Other District	\$0.0098/ square foot

Park Excise Tax

Residential	\$520.00/dwelling unit
Commercial	\$0.13/square foot of gross floor area
Industrial	\$0.07/square foot of gross floor area

Temporary Sales & Events Permit

Examples:

- Christmas tree sales
- Seasonal sale for produce, seasonal sale of landscape plantings, material, and lawn and garden supplies (as accessory to a business with other commercial activities)
- Carnivals, circuses, and fairs
- Commercial tent sale or sidewalk sales

No inspection required	\$60.00
Inspection required	\$200.00

2019 Development Review Schedule (Updated)

Schedule	Application Deadline (noon)	Staff Review Comments & Public Hearing confirmation to Applicant	Neighborhood Meeting Notice Sent	Public Notice in Paper - Signs Posted, Letters Mailed, Neighborhood Meeting Held	Applicant's Revised Plans Due for Planning Commission	All Reviews Completed and any Additional Information Provided to Applicant	PC Packets Posted Online Wednesday	PC Meeting Monday 7:00 PM	City Council Meeting Tuesday 7:00 PM
R	Nov. 21*	Dec. 12	Dec. 14	Dec. 24	Dec. 21	Jan. 02	Jan. 09	Jan. 14	Feb. 05
S	Dec. 07	Dec. 26	Dec. 28	Jan. 07	Jan. 07	Jan. 16	Jan. 23	Jan. 28	Feb. 19
T	Dec. 18*	Jan. 04*	Jan. 08	Jan. 18*	Jan. 18*	Jan. 30	Feb. 06	Feb. 11	Mar. 05
U	Jan. 04	Jan. 23	Jan. 25	Feb. 04	Feb. 04	Feb. 13	Feb. 20	Feb. 25	Mar. 19
V	Jan. 15*	Feb. 01*	Feb. 05	Feb. 15*	Feb. 15*	Feb. 27	Mar. 06	Mar. 11	Apr. 02
A	Feb. 01	Feb. 20	Feb. 22	Mar. 04	Mar. 04	Mar. 13	Mar. 20	Mar. 25	Apr. 16
B	Feb. 15	Mar. 06	Mar. 08	Mar. 18	Mar. 18	Mar. 27	Apr. 03	Apr. 08	May 07
C	Mar. 01	Mar. 20	Mar. 22	Apr. 01	Apr. 01	Apr. 10	Apr. 17	Apr. 22	May 21
D	Mar. 22	Apr. 10	Apr. 12	Apr. 22	Apr. 22	May 01	May 08	May 13	Jun. 04
E	Apr. 19	May 08	May 10	May 20	May 20	May 29	Jun. 05	Jun. 10	Jul. 02
F	May 03	May 22	May 24	Jun. 03	Jun. 03	Jun. 12	Jun. 19	Jun. 24	Jul. 16
G	May 17	Jun. 05	Jun. 07	Jun. 17	Jun. 17	Jun. 26	Jul. 03	Jul. 08	Aug. 06
H	May 31	Jun. 19	Jun. 21	Jul. 01	Jul. 01	Jul. 10	Jul. 17	Jul. 22	Aug. 20
I	Jun. 21	Jul. 10	Jul. 12	Jul. 22	Jul. 22	Jul. 31	Aug. 07	Aug. 12	Sep. 03
J	Jul. 05	Jul. 24	Jul. 26	Aug. 05	Aug. 05	Aug. 14	Aug. 21	Aug. 26	Sep. 17
K	Jul. 19	Aug. 07	Aug. 09	Aug. 19	Aug. 19	Aug. 28	Sep. 04	Sep. 09	Oct. 01
L	Jul. 31	Aug. 19	Aug. 20	Aug. 30*	Aug. 30*	Sep. 09	Sep. 18	Sep. 23	Oct. 15
M	Aug. 23	Sep. 11	Sep. 13	Sep. 23	Sep. 23	Oct. 02	Oct. 09	Oct. 14	Nov. 05
N	Sep. 06	Sep. 25	Sep. 27	Oct. 07	Oct. 07	Oct. 16	Oct. 23	Oct. 28	Nov. 19
O	Oct. 04	Oct. 23	Oct. 25	Nov. 04	Nov. 04	Nov. 13	Nov. 20	Nov. 25	Dec. 17
P	Oct. 18	Nov. 06	Nov. 08	Nov. 18	Nov. 18	Nov. 27	Dec. 04	Dec. 09	Jan. 08
Q	Nov. 22	Dec. 11	Dec. 13	Dec. 23	Dec. 23	Jan. 02*	Jan. 08	Jan. 13	Feb. 04
R	Dec. 04	Dec. 23*	Dec. 27	Jan. 06	Jan. 06	Jan. 15	Jan. 22	Jan. 27	Feb. 18
S	Dec. 18*	Jan. 06	Jan. 07	Jan. 17*	Jan. 17*	Jan. 26	Feb. 05	Feb. 10	Mar. 03
T	Jan. 03	Jan. 22	Jan. 24	Feb. 03	Feb. 03	Feb. 12	Feb. 19	Feb. 24	Mar. 17
U	Jan. 15*	Feb. 03	Feb. 04	Feb. 14*	Feb. 14*	Feb. 23	Mar. 04	Mar. 09	Apr. 07

*denotes adjusted dates for various stages of process due to holidays

- **Submission by an application deadline does not guarantee placement on a specific Planning Commission meeting date. Confirmation of the meeting date will be provided by Planning Staff upon verification of the application completeness and after initial review by the City is complete.**
- **Unless otherwise necessary, final plats are placed on the City Council agenda immediately following Planning Commission review. For confirmation of agenda placement, contact the Planning Division at 913-971-8750. (Updated)**