

# Special Use Permit Application & Process

See Unified Development Code 18.40.100

1  
Pre-Application  
Meeting



4  
Development  
Review Committee



7  
Neighborhood  
Meetings



2  
Application  
Checklist



5  
Applicant  
Meeting



8  
Planning  
Commission



3  
Submit  
Application



6  
Public  
Notification



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 – Special Use Submittal Requirement Checklist***

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

### **Requirements**

- Application Form** complete with names and addresses of owner, applicant and/or engineer.
- Ownership Affidavit Form**
- Legal Description** of property in print and digital copy on CD (Microsoft Word).
- Filing fee** (See Planning Application Fees)
- One 8"x11"** reduction of each sheet in the Special Use Plans.
- Digital Files** for site plan and/or elevations and all required studies and reports (pdf format).
- Two (2) Folded Copies** of the Special Use plans pursuant to Section UDO 18.94.040
- Statement of the Purpose** for the requested Special Use Permit.
- All studies as may reasonably be required by the Planning Manager or his/her designee.  
(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
- Assurances of Adequate Public Facilities** as required by Section UDO 18.30.040
- Complete Checklist** (this form)

## ***Step 3 – Submit the Application***

An application for a Special Use Permit 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 Submittal Requirements checklist. (See attached pages) An application can be found of the following page.

## ***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 identifies 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 (via fax or email) on the Wednesday before the Monday Applicant's Meeting. (See Planning Commission Calendar)

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) in City Hall. This meeting is not the appropriate forum to discuss policy issues or negotiate any agreements.

The applicant’s meeting is:

- To allow City staff to present preliminary comments regarding the development plans and discuss revisions with the applicant.
- To give the applicant an opportunity to ask questions.
- To work out a schedule for submitting revised plans.

If a case involves policy issues or items that may be resolved through a development agreement, City Planning 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 – 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.

The action taken by the Planning Commission on special use permits is final. There is an opportunity to appeal the Planning Commission’s decision to the City Council. The applicant may request that the special use permit be appealed to the City Council by requesting in writing to the City Planning Manager within (5) five business days of the Planning Commission action.

## ***Step 7 – City Council***

Special Use Permits requires 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 Special Use Permit, 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.



# SPECIAL USE APPLICATION

PLEASE PRINT OR TYPE

FEE _____	CASE NO: SU _____
REC'D BY _____	PC DATE _____
DATE _____	PLANNER _____
<b>STAFF USE ONLY</b>	

**REQUESTED SPECIAL USE PERMIT FOR:** \_\_\_\_\_

GENERAL LOCATION OR ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

NAME OF PLAT/LOT AND BLOCK NO: \_\_\_\_\_

AREA OF SUBJECT PROPERTY IN ACRES OR SQ FT: \_\_\_\_\_

ZONING ON SUBJECT PROPERTY: \_\_\_\_\_ CURRENT LAND USE: \_\_\_\_\_

**PROPERTY OWNER**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**APPLICANT**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**ENGINEER/ARCHITECT**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

NOTE: SPECIAL USES SHALL COMMENCE WITHIN 1 (ONE) YEAR FROM THE DATE OF APPROVAL, UNLESS EXTENDED BY ACTION OF THE GOVERNING BODY.

THOSE SPECIAL USES WHICH ARE APPROVED WITH A TIME LIMIT SHALL NOT BE AUTHORIZED NONCONFORMING STATUS WHEN SUCH TIME LIMIT EXPIRES. COMMENCEMENT OF A SPECIAL USE OCCURS UPON THE INITIAL ISSUANCE OF A BUILDING PERMIT, OR LAND CLEARING PERMIT, OR UPON THE INITIATION OF SIGNIFICANT ACTION TO SATISFY REQUIREMENTS FOR IMPROVEMENTS CONTAINED IN THE SPECIAL USE REPORT, OR OTHER REGULATORY DOCUMENTS. ADDITIONALLY, CONSTRUCTION SHALL OCCUR WITHIN 1 YEAR FROM THE DATE OF APPROVAL.

ONLY 1 (ONE) TIME EXTENSION SHALL BE PERMITTED AND SHALL NOT EXCEED 6 MONTHS. THE EXTENSION SHALL BE REQUESTED BY THE OWNER PRIOR TO THE EXPIRATION OF THE SPECIAL USE. THE REQUEST IS TO BE MADE TO THE PLANNING MANAGER

SIGNATURE OF OWNER OR AGENT: \_\_\_\_\_

# 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 **SPECIAL USE PERMIT** for \_\_\_\_\_ 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 special use permit 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 special use permit.

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 ( $\frac{3}{4}$ ) 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)

<b>Plan Review</b>	<b>Fee</b>	
Preliminary Site Development Plan	\$450.00	
Final Site Development Plan	\$175.00	
<b>Administrative Reviews</b>	<b>\$150.00</b>	
<b>Board of Zoning Appeal</b>		
Appeals	\$158.00	
Variances: Residential	\$158.00	
Non-Residential	\$158.00	
<b>Rezoning</b>	<b>Tract Size</b>	
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
<b>Zoning Amendment</b>	<b>\$215.00</b>	
<b>Lot Split</b>	<b>\$70.00</b>	
<b>Vacation - Street, Utility, Alley</b>	<b>\$180.00</b>	
<b>Special Use Permit</b>		
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
-------------------	---------------------

### 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

<b>No inspection required</b>	\$60.00
<b>Inspection required</b>	\$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)**