



Olathe Planning Commission

Public Comment Guidelines

Public comments are recorded into official public record by the Olathe Planning Commission when items such as rezoning, special use, new development, and other matters are considered.

Public record comments are required in written format.

These guidelines ensure your comments are entered into public record:

Plan to submit your comments on the following timeline:

- No later than Tuesday the week before the Planning Commission meets the next Monday.
- No later than Thursday the week before the City Council meets the next Tuesday.

Include the following in your written comments:

- Your name.
- Your address.
- The date of your comment.
- The name of the Planning application/project.
- Comments you wish to be entered into the public record. Specifics are very helpful.

Submit your written comments by email to planningcontact@olatheks.org or by US Mail to:
City of Olathe
Planning Division
P.O. Box 768
Olathe KS 66051-0768

You should know:

- Verbal comments by phone or face-to-face are not considered for public record.
- Public officials such as the mayor and other members of the Olathe City Council welcome your verbal and written comments.
- Follow the guidelines above to ensure your comments are considered by the Olathe Planning Commission and the Olathe City Council.
- Contact the Planning Division at planningcontact@olatheks.org or 913-971-8750 for additional information.