

Neighborhood Meeting Policy

The Olathe Comprehensive Plan encourages communication and participation of residents in planning proposed development located in close proximity to residential properties.

Neighborhood Meeting Goals

- Public involvement in the planning process.
- Communication between developers and nearby residents about:
 - Proposed development plans,
 - Quality of life,
 - Property value impacts.
- Identify and resolve issues.

Neighborhood Meeting Applicability

- Notification to all properties within 500 feet of proposed development is required.
- A neighborhood meeting is required for the following application types if proposed development is located adjacent to or within 500 feet of residential developments:
 - Plan amendment involving a specific development proposal, or
 - Preliminary or final site development plan, or
 - Rezoning, or
 - Special Use Permit, or
 - Preliminary subdivision plat.

Neighborhood Meeting Process

- 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 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 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 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.
- The meeting shall include a complete overview of the proposed application. The applicant shall provide a project description, site plan, building elevations, and complete explanation including details of the proposed development which are sufficient for residents to gain an understanding of the specific application.
- The applicant shall provide City staff with a list of property owners within 500 feet of the subject property. These property owners shall receive an invitation to the neighborhood meeting.

Statement to Planning Commission

- The applicant shall provide an accurate written summary or minutes of the meeting to City staff. The written summary will be forwarded to the Planning Commission.
- The summary shall include:
 - Date and location of the meeting,
 - Time the meeting started,
 - Sign in sheet listing names and addresses of all parties who attended the meeting,
 - Questions and comments posed by the parties who attended,
 - Responses provided by the applicant to questions and comments posed by parties who attended,
 - Issues that remain unresolved; and
 - Time the meeting adjourned.
- The written summary will become part of the application materials submitted to the Planning Commission or City Council.