

Citizen Participation Policy

Adopted June 6, 2000

CITY OF PRAIRIE VILLAGE PLANNING COMMISSION



 **Rezoning Applications**

 **Conditional Use Permits**

 **Special Use Permits**

 **Preliminary Plats**

 **Site Plan Approvals**



City staff members are available to assist applicants and citizens in the development process. If you have questions

please call City Hall at
(913) 381-6464.

P U R P O S E

Citizen participation in the planning process is essential to the successful growth of the community. Maintenance of property values and protection of the "Village" lifestyle is a long-term goal of both the City Council and the citizens of Prairie Village.

This citizen participation policy is designed to inform and involve neighboring residents in the process of community change. It is not intended that complete consensus be achieved on all applications, but neighborhood concerns can be identified early on and addressed to some degree prior to the public hearing.

Specifically the purpose of citizen participation is to:

- Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- Ensure that the citizens and property owners of Prairie Village have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and

- Facilitate ongoing communication between the applicant, interested citizens and property owners, city staff and elected officials throughout the application review process.

W H E N R E Q U I R E D

Applicants seeking rezoning, conditional use permits, special use permits preliminary plat approval and site plan approval are required to provide for citizen participation.

Failure to comply with the citizen participation policy may delay consideration of an application.



P R O C E S S

- Applicants shall first request a pre-application meeting with city staff.
- Applicants shall send a courtesy notice to: property owners within two hundred feet; the head of any homeowners association or registered neighborhood within five hundred feet of the application; other interested parties who have requested that they be placed on the interested parties notification list maintained by the City.
- The notice will provide a brief description of the application and will establish a date and location for a meeting to discuss the issues regarding the application. The meeting shall be held within a week of the filing date of the application.
- The applicant will submit a written summary report identifying the number of persons attending the meeting, the issues raised, the resolution to issues solved. The report shall be submitted to the Secretary of The Planning Commission at least two weeks prior to the date of the Planning Commission Meeting scheduled to discuss the application.