

PLANNING COMMISSION MEETINGS

PREPARATION FOR PRESENTATIONS AND MEETING PROCEDURES

We understand this may be your first experience attending or making a presentation at a City meeting. We will do our best to help you feel prepared.

Once the City's review process is completed, it's time to prepare for your presentation at the Planning Commission (PC) and, possibly, the Governing Body (GB) meetings. It may seem a bit mysterious if you've never attended one of these meetings, but it really isn't so hard. The Planning Division is here to help you prepare and know what to expect.

WHO'S AT THE MEETING

In addition to other applicants like you, there will be interested individuals from the general public and City representatives in attendance at the meeting, including:

- **Planning Commission:** Nine members appointed by the Mayor, with consent of the Governing Body, to serve 3-year terms.
- **City staff:** Usually includes representatives from Community Development, Fire, and Legal departments.
- **Recording Secretary:** Provides written and audio record of the meeting.

PREPARATION FOR THE MEETING

- The PC will have a copy of the staff report and exhibits, and staff will make a presentation. If you have additional last-minute information or materials, bring them to the meeting. You may want to bring enough copies of documents for each commissioner (nine) and at least two for staff. This information will become part of the project's public record.
- If you would like to bring a presentation to project onto the screen, a computer is available in the Community Forum for your use. Please bring your presentation on a portable drive with you to the meeting and ask a city staff member to upload it for you prior to the start of the meeting.
- You will be notified via email when the PC packet is available. The packet is available on the City's website at Lenexa.com/Planning, typically by no later than the Thursday before the meeting.
- PC meetings start at 7:00 p.m. in the Community Forum at City Hall, 17101 W. 87th Street Parkway.

You can sit anywhere in the audience area of the Community Forum. The order of business will be as shown on the meeting agenda, although the PC may modify it with a majority vote. Any item may be continued upon request of the applicant or recommendation by staff or a commission member.



Items on the Consent Agenda are considered a matter of routine. They do not require a public hearing and will be acted on with a single motion with no separate discussion. A member of the Planning Commission or the public may request an item be removed from the Consent Agenda and placed on the Regular Agenda for a presentation and discussion.

WHEN IT'S TIME FOR YOUR PRESENTATION

Although there will be some presentations made by professional architects, engineers and attorneys who have done this many times, the Planning Commission also expects to hear presentations from people who have never done this before.

The applicant goes first, so when it's time for your item, you (or your representative) should step to the podium. You will state your name and address for the record. In your own words, explain the proposal and respond to any unresolved issues mentioned in the staff report. (Example: "Good evening, my name is Bob Jones. My address is 9999 W. Main Street, Lenexa, KS. I am requesting a special use permit to allow an in-home day care. I currently care for eight children. However, I would like to build my clientele up to 12 children. I have a fenced rear yard for outside activities. Drop-off and pickup times are staggered as to prevent any undue traffic congestion.")

Address your presentation and comments to the PC chairperson. When you are through, take a seat in the audience while the staff makes their presentation.

After the presentations, the PC chairperson will open the meeting to a public hearing for any rezoning and/or special use permit applications. Once the chairperson closes the hearing or comment period, the applicant will be allowed to respond to any public comments, if any. The PC will discuss the application and may direct questions to the staff, the applicant or others that have spoken on the record. The PC will take one of the following actions:

- Approve the application,
- Recommend approval of the application to the Governing Body,
- Approve the application with conditions,
- Recommend approval of the application with conditions to the Governing Body,
- Deny the application,
- Recommend denial of the application to the Governing Body, or
- Continue the application.

Items requiring a public hearing will be continued to a specific date. You are welcome to stay or leave after your agenda item has been concluded.

If your item is on the Consent Agenda, unless it is pulled off the agenda for further discussion, the applicant will not need to give a presentation. Once the Consent Agenda has been approved, you may leave the meeting.



PUBLIC HEARING OR PUBLIC COMMENT

Planning Commission meetings are open to the public. Any person may appear before the Commission to present their views on an agenda item. Anyone wishing to speak on a specific item should step to the podium when the chairperson opens the public hearing or otherwise asks for public comment. For the record, you will state your name and address. If you are speaking on behalf of a person or organization, please state the name of the person or organization.

The PC chairperson may reasonably limit the length of time for each speaker. To maintain order at public meetings, applicants and members of the audience should direct all comments and responses to the Planning Commission Chairperson, only after being recognized. Any person making personal, impertinent or slanderous remarks or becoming boisterous while addressing the Commission may be requested to leave immediately.

Questions will usually be answered by the appropriate party, after the public hearing or public comment period has been closed.

THE GOVERNING BODY MEETING

Rezoning, Special Use Permits, Preliminary Plans, Concept Plans, and Final Plats (dedicating any public easements or right-of-way) must go to the Governing Body for a final decision after the PC makes its recommendation. The Governing Body also has the ability to call up other PC items for consideration. The Governing Body is made up of eight elected council members who vote on all items and the Mayor, who votes in the case of a tie.

At the Governing Body meeting, City staff gives a presentation, followed by the applicant. You or your representative should attend the meeting and be prepared to answer questions or make a presentation if specifically requested. While a public hearing is not held at the Governing Body meeting, the Governing Body will typically accept public comment.

Depending on the type of item, the City Council may adopt the PC recommendation, override it, deny it or send it back (remand) to the PC for further consideration.

FOR MORE INFORMATION

If you have questions or wish to obtain meeting schedules or agendas, call 913-477-7729.