

TYPES OF PROJECTS REQUIRING A MEETING:

(The process is in addition to any State-mandated public notification requirements.)

- * Projects that need Governing Body approval, specifically:
 - ⇒ Rezoning/Conditional Use Permits
 - ⇒ Planned Unit Development plans
 - ⇒ Major subdivision plats
 - ⇒ Affordable Housing Tax Credit Projects
 - ⇒ Vacations of streets, alleys, easements

Minimum Notification Area:

(may be adjusted for some projects):

- ⇒ Properties less than 3 acres require notification of landowners within 300 ft.
- ⇒ Properties 3 acres or greater require notification of landowners within 500 ft.
- ⇒ Neighborhood organizations in 1/2 mile

For further information on the Citizen Participation Process and the complete procedures, visit the Planning Department webpage at: <http://www.topeka.org/Planning/nim.shtml>

GOALS:

For the Applicant:

- ◆ To allow open communication between the developers and neighborhood residents during the early stages of a land development proposal and to give the applicant a chance to answer questions and resolve concerns from residents prior to the Planning Commission public hearing.

For the Neighborhood:

- ◆ To give affected property owners, business owners, and organizations an early opportunity to ask questions and provide input on development proposals. No one knows a neighborhood better than its residents and with continued collaboration there is greater chance of the proposal being welcomed into the area.

For the City:

- ◆ City staff attend the meeting as observers, take notes, and answer land development code questions. Planning staff will ultimately evaluate the proposal based upon accepted land use planning principles, compliance with the City Comprehensive Zoning Regulations and conformance to the City's Comprehensive Plan. Staff makes a recommendation on the proposal to the City's Planning Commission.

CITY OF TOPEKA'S

Citizen Participation Process:

A Guide to Neighborhood Information Meetings for Applicants and Citizens



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Step 1: Set the meeting

1. Set date and time after completing a pre-application meeting on the project with the Planning Department.
2. Generally, the date should allow at least 15 days notification of the meeting and be scheduled 20 days prior to the Planning Commission hearing. Meetings should be held on weekdays and early evenings, excluding Tuesdays/Fridays.
3. City staff will create notice and provide mailing labels after confirming meeting date, location, and time.
4. The applicant mails notices to all property owners within the designated radius and to all City-registered neighborhood organizations within 1/2 mile.
5. The applicant may publish the notice in media outlets. City staff will post the notice on Planning Department's webpage.



Step 2: Prepare the Meeting

- The meeting is set-up and facilitated by the developer. The meeting should allow for a brief presentation on the project by the applicant and a question/answer period.
- City staff attends the meeting to initially to describe the development process and answer any city code related questions.
- Typical neighborhood meetings are 30 minutes to 1 hour, but may be longer depending on the complexity of the specific project. The meeting should continue as long as there are questions to be addressed, but should be no longer than 2 hours.
- The applicant answers questions, keeps attendance and is the primary record taker at the meeting. Meeting notes are intended to capture key questions and ideas, but are not a verbatim record of minutes.
- The applicant and City staff may wrap up the meeting by reviewing meeting notes, and addressing next steps and meeting dates.

Step 3: Report of Meeting

- Address information and issues gathered from the meeting.
- Compile meeting notes and prepare a summary of the meeting to include: citizen questions, concerns, input, problems, issues, and ideas.
- Submit summary report to the City staff at least 15 days before the Planning Commission hearing.
- Meeting summary report to include copies of letters or petitions received from residents.

