



AGENDA
PLANNING COMMISSION
7651 E. Central Park Ave, Bel Aire, KS
November 13, 2025 6:30 PM



I. Call to Order

II. Roll Call

Deryk Faber ____ Phillip Jordan ____ Brian Mackey ____

Paul Matzek ____ Dee Roths ____ Brian Stuart ____

III. Pledge of Allegiance to the American Flag

IV. Consent Agenda

A. Approval of Minutes from Previous Meeting

Action: Motion to approve the minutes of October 9, 2025.

Motion ____ Second ____ Vote ____

V. Announcements

VI. Planning Commission Business

- A. VAC-25-03: Vacation request in the City to vacate a portion of a drainage and utility easement and platted joint access easement on Lots 1-3, Block B, Lycee Addition, generally located at the northeast corner of Rock Road and Lycee St.**

Open hearing

Close hearing

Action: Please choose one of the following (4) options.

1. Having considered the evidence at the hearing and the factors to evaluate the application, I move we recommend to the City Council that the request for vacation of a portion of a drainage and utility easement and platted joint access easement on Lots 1-3, Block B, Lycee Addition, in VAC-25-03 be (APPROVED), based on the following findings: _____, as recorded in the summary of this hearing.

2. Having considered the evidence at the hearing and the factors to evaluate the application, I move we recommend to the City Council, that the request for vacation of a portion of a drainage and utility easement and platted joint access easement on Lots 1-3, Block B, Lycee Addition, in VAC-25-03 be (APPROVED WITH CONDITIONS) based on the following findings: _____, as recorded in the summary of this hearing, and the following

conditions be made a part of this recommendation:

3. Having considered the evidence at the hearing and the factors to evaluate the application, I move we recommend to the City Council, that the request for vacation of a portion of a drainage and utility easement and platted joint access easement on Lots 1-3, Block B, Lycee Addition, in VAC-25-03 be (DISAPPROVED) based on the following findings: _____, as recorded in the summary of this hearing.

4. I move that Case No. VAC-25-03 be tabled until _____(date), _____(month) at 6:30pm, for the following reason(s): _____.

Motion _____ Second _____ Vote _____

B. Public Hearing on the Consideration of a Resolution to Adopt the Bel Aire 2035 Comprehensive Plan

Open hearing

Close hearing

Action: Motion to (Adopt / Not Adopt / Table) the Resolution to Adopt the Bel Aire 2035 Comprehensive Plan (As Presented / As Amended) and recommend that the Governing Body (Approve / Not Approve) the Plan by publication of an Ordinance per K.S.A. 12-747(b).

Motion _____ Second _____ Vote _____

C. Approval of Planning Commission 2026 Meeting Schedule

Action: Motion to approve the Planning Commission 2026 Meeting Schedule.

Motion _____ Second _____ Vote _____

D. Election of Planning Commission Chair, December 2025 to December 2026

Action: Motion to appoint _____ as Chair of the Planning Commission, term ending December 2026.

Motion _____ Second _____ Vote _____

E. Election of Planning Commission Vice-Chair, December 2025 to December 2026

Action: Motion to appoint _____ as Vice-Chair of the Planning Commission, term ending December 2026.

Motion _____ Second _____ Vote _____

F. Recess the Planning Commission and Convene the Board of Zoning Appeals.

Action: Motion to recess the Planning Commission and convene the Board of Zoning Appeals.

Motion _____ Second _____ Vote _____

VII. Board of Zoning Appeals

VIII. Call to Order

IX. Roll Call

Deryk Faber _____ Phillip Jordan _____ Brian Mackey _____

Paul Matzek _____ Dee Roths _____ Brian Stuart _____

X. Consent Agenda

A. Approval of Minutes from Previous Meeting

Action: No minutes to present.

XI. Board of Zoning Appeals

A. Consideration of a Resolution to Adopt the Bylaws of the Board of Zoning Appeals.

Action: Motion to (Adopt / Not Adopt / Table) the Resolution of the Bylaws of the Board of Zoning Appeals (As Presented / As Amended) and recommend that the Governing Body (Approve / Not Approve) the Bylaws.

Motion _____ Second _____ Vote _____

B. Adjourn Board of Zoning Appeals and Reconvene the Planning Commission

Action: Motion to adjourn the Board of Zoning Appeals and reconvene the Planning Commission.

Motion _____ Second _____ Vote _____

XII. Approval of the next Planning Commission meeting date.

Action: Motion to approve the date of the next meeting: December 11, 2025 at 6:30 p.m.

Motion _____ Second _____ Vote _____

XIII. Current Events

A. Upcoming Agenda Items:

- a. 2025 Updated Zoning Map
- b. Special Use Case- Group Home
- c. Robert's Rules Training
- d. Annexation Process Overview

B. Upcoming Events:

- a. City hall closed for Thanksgiving- November 27-28
- b. Christmas in Bel Aire @ City Hall- December 6, 5:30 – 7:30

- c. City Hall closed for Christmas- December 24 – 25
- d. City Hall closed for New Year's Day- January 1

XIV. Adjournment

Action: Motion to Adjourn.

Motion _____ Second _____ Vote _____