



**MINUTES**  
**PLANNING COMMISSION**  
7651 E. Central Park Ave, Bel Aire, KS  
February 13, 2025, 6:30 PM



**I. Call to Order:** Chairman Phillip Jordan called the meeting to order at 6:30 p.m.

**II. Roll Call**

Chairman Phillip Jordan and Commissioners Deryk Faber, Brian Mackey, and Brian Stuart were present. Edgar Salazar, Dee Roths, and Paul Matzek were absent.

Also present were City Manager Ted Henry, City Attorney Maria Schrock and Director of Community Development and Commission Secretary Paula Downs.

**III. Pledge of Allegiance to the American Flag**

Chairman Jordan led the pledge of allegiance.

**IV. Consent Agenda**

**A. Approval of Minutes from Previous Meeting.**

Chairman Jordan asked for any comments on the minutes- there were no changes needed.

**MOTION:** Vice Chairman Faber moved to approve the minutes of January 9, 2025. Chairman Jordan seconded the motion. *Motion carried 4-0*

**V. Announcements:** PUD-24-04- Proposed Final PUD containing approved duplexes to be converted townhouses with zero interior lot lines on a reduced lot size in an R-4 zoning district as built (Chapel Landing Phase 2). The case was heard at the City Council meeting on January 9, 2025, and a motion was made to return the item to the Planning Commission for further consideration. This item will appear on the March 13, 2025, Planning Commission agenda.

Commission Secretary Paula Downs shared the announcement related to PUD-24-04 case status.

**VI. Old Business/New Business**

**A. General Education- Planning and Zoning Workshop**

Chairman Jordan introduced the item and Commission Secretary Paula Downs led the workshop via PowerPoint presentation slides. Commissioners were provided the training slides. The workshop was an overview of Planning & Zoning information. Paula Downs pointed out that the workshop slides included statute and code references to allow

Commissioners direction on where to find more detailed information on the various topics. She encouraged them to put the information in their code book for future reference.

Commissioners were provided with information on the following topics:

- What zoning is and what it does
- Authority for Planning & Zoning
- Responsibilities, roles and duties of the Planning Commission
- Role of planning staff
- Tools of planning: comprehensive plan; zoning map; and zoning regulations
- Zoning district types
- Matters addressed by zoning regulations
- Types and process of cases heard by the Planning Commission: Planned Unit Development (PUD); Rezoning; Preliminary and Final Plats; Sketch Plans, Conditional Use Permits; Special Uses; and Vacations
- Processes, review criteria and definitions for cases: Golden Factors; protest petitions; subdivision regulations; elements of plats; bulk regulations; zoning and subdivision regulations
- Board of Zoning Appeals cases and appeal process
- Procedure for lot splits prior to building permit issuance

The workshop material included information on next steps including:

- Updating Bel Aire zoning and subdivision regulations in conjunction with the completion of the Comprehensive Plan to reflect best practices and community goals
- Develop and approve Planning Commission By-Laws
- Develop and approve the Board of Zoning Appeals By-Laws
- Continue to schedule workshops to discuss and review key concepts and review codes

Commissioners asked clarifying questions during the presentation. Commissioners wanted to know what they can ask of developers and what they can require them to comply with. Paula Downs stated she would bring back additional information to the next Commission meeting.

No action was taken by the Planning Commission.

## **B. Annual Review of the Comprehensive Plan**

The Commission Secretary reviewed the information contained in the presented staff report. The staff report provided an overview of the history and function of the plan and information about the current process to update the Comprehensive Plan that the Planning Commission has been involved with. Commissioners were provided with an overview of the strategies contained in the current “Master Growth Plan” and how planning staff evaluates cases against the plan. The Commission Secretary shared that all cases brought before the Planning Commission are used when evaluating development applications and cases are in line with strategies within the plan. Commissioners were told that current regulations and codes will be incrementally updated based on strategies and actions steps developed in the new Comprehensive Plan. Staff recommendation was to receive and file the annual review of the Comprehensive Plan.



**MOTION:** Commissioner Faber moved to receive and file the annual review of the comprehensive plan. Commissioner Mackey seconded the motion. *Motion carried 4-0.*

**C. Executive Session (if needed) Action:**

**MOTION:** Chairman Jordan moved to recess into executive session to discuss with legal counsel and receive legal advice related to organizational risk management issues. The discussion will be pursuant to K.S.A. 75- 4319 (b)(2) for legal consultation with the City Attorney which would be deemed privileged in the attorney-client relationship. Invite the Secretary. The meeting will be for a period of 20 minutes, and the open meeting will resume in City Council Chambers at 7:55 p.m.

The Commission then recessed for executive session. At 7:55 p.m., Chairman Jordan called the meeting to order in open session and stated that no biding action was taken.

**VII. Approval of the Next Meeting Date.**

**MOTION:** Commissioner Jordan moved to approve the date of the next meeting: March 13, 2025, at 6:30 p.m. Commissioner Mackey seconded the motion. *Motion carried 4-0.*

**VIII. Current Events**

A. **Upcoming Agenda Items:** Chapel Landing- PUD-24-04


B. **Upcoming Events:** City Offices will be closed February 17 for President's Day

The Commission briefly discussed upcoming events and agenda items. No action was taken.

**IX. Adjournment**

**MOTION:** Vice Chairman Faber moved to adjourn. Commissioner Jordan seconded the motion. *Motion carried 4-0.*

Approved by the Bel Aire Planning Commission this 13 day of March, 2025.

  
Phillip Jordan, Chairman