



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



**I. Call to Order:** Chairman Phillip Jordan called the meeting to order.

**II. Roll Call**

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

Also present were Paula Downs, Director of Community Development and Maria Schrock, City Attorney.

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

Chairman Phillip Jordan led the pledge of allegiance.

**IV. Consent Agenda**

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

**MOTION:** Commission Faber moved to approve the minutes of February 13, 2025. Commissioner Mackey seconded the motion. *Motion carried 5-0.*

**V. Announcements: Follow-up response from Planning and Zoning Workshop- February 13, 2025 regarding ability to make requests on submitted cases.**

Director of Community Development Paula Downs addressed questions received from the Commission at the February 13<sup>th</sup> workshop. No action was taken.

**VI. Old Business/New Business**

**A. PUD-24-04- Proposed Final R-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).**

Director of Community Development Paula Downs informed the Commission that the application is missing the signatures of several new property owners. After the application was submitted, several lots within the proposed zoning area were sold to new owners. Signatures from the new owners are required on the application by statute. City Attorney Maria Schrock reviewed the Kansas statute and procedure for notifying property owners of public hearings for zoning matters. City staff recommended that the Commission table this item, to allow the applicant to obtain the required signatures.

**MOTION:** Commissioner Roths moved that Case No. PUD-24-04 be tabled until Thursday, April 10, 2025, at 6:30pm, for the following reason(s): to allow the applicant to obtain additional signatures from property owners. Commissioner Faber seconded the motion. *Motion carried 5-0.*

**B. VAC-25-01- Vacation of Platted Utility Easement on Lots 7 & 8, Block 1, Sunflower Commerce Park 3<sup>rd</sup> Addition.**

Staff gave a brief review of the application for vacation and related documents included the Commission's information packet for this meeting.

Chairman Phillip Jordan asked the members of the Commission if anyone wished to disqualify themselves due to conflict of interest with this case. No one was disqualified. He asked if any member of the Commission had received any ex-parte verbal or written communications which they would like to share. No ex-parte communications were reported. He reviewed the notification of public hearing and declared that proper notification had been given, according to state statute.

Chairman Phillip Jordan opened the public comment section. No one requested to speak. Therefore, Chairman Jordan closed the public hearing and requested discussion among the Commission.

**MOTION:** Chairman Jordan moved that 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 platted 20' utility easement on Lots 7 & 8, Block 1, Sunflower Commerce Park 3<sup>rd</sup> Addition, in VAC-25-01 be approved, based on findings 1 through 4 as listed in the staff report:

1. Notice of petition to vacate and notice of public hearing has been given in accordance with State law;
  2. No private rights will be injured or inconvenienced if the vacation is granted;
  3. The Public will suffer no loss or inconvenience if the vacation is granted; and
  4. In justice to the petitioner, the vacation should be granted;
- as recorded in the summary of this hearing.

Commissioner Faber seconded the motion. *Motion carried 5-0.*

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

**MOTION:** Commissioner Mackey moved to approve the date of the next meeting: April 10, 2025, at 6:30 p.m. Commissioner Roths seconded the motion. *Motion carried 5-0.*

## VIII. Current Events

### A. Upcoming Agenda Items:

- a. Tierra Verde Final PUD
- b. Tierra Verde Setback Vacation

### B. Upcoming Events:

- a. Springfest: April 12
- b. Citywide Garage Sale Weekend: April 24-26
- c. Shred & E-Recycle Day: May 3
- d. Curbside Cleanup: May 17

Commissioners briefly discussed current events. No action was taken.

## IX. Adjournment

**MOTION:** Chairman Jordan moved to adjourn. Commissioner Mackey seconded the motion. *Motion carried 5-0.*

Approved by the Bel Aire Planning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Phillip Jordan, Chairman