



**MINUTES**  
**PLANNING COMMISSION**  
7651 E. Central Park Ave, Bel Aire, KS  
October 12, 2023 6:30 PM



**I. Call to Order**

**II. Roll Call**

James Schmidt, John Charleston, Deryk Faber, Paul Matzek, and Dee Roths were present. Edgar Salazar and Phillip Jordan were absent.

Also present were, Planning Commission Secretary and City Engineer, Anne Stephens, City Attorney, Maria Schrock, and Code Enforcement Officer, Garrett Wichman.

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

Chairman Schmidt led the Pledge of Allegiance.

**IV. Consent Agenda**

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

**Motion:** Commissioner Dee Roths made a motion to approve the minutes from September 14, 2023. Commissioner John Charleston seconded the motion. *Motion Carried 5-0*

**V. Old Business/New Business**

- A. ZON-23-03 Rezoning:** Approximately 20 acres zoned AG agricultural, to M-1 manufacturing at ½ mile east of Webb Rd on the north side of 45<sup>th</sup> Street North. (Wichita Airport Authority)

Chairman Schmidt opened the hearing.

Representing the applicant was Ken Lee with Garver. John Oswald with the Wichita Airport Authority was also in attendance. Everything that has been rezoned in this area has been zoned as manufacturing and industrial use. The City of Wichita/Sedgwick Count master plan documents indicate this to be the intended use and consistent with the area.

No members of the public were present to speak for or against the proposed rezoning.

Chairman Schmidt closed the hearing.

Commissioner Matzek touched base on some of the Golden Factors in which he mentioned that the re-zoning request will fit in with the character of the neighborhood, and will be consistent with the zoning of surrounding properties.

**Motion:** Commissioner Roths made a motion to adopt the findings of fact of the staff as presented and recommend to the City Council approval to change the zoning district classification of the subject property from AG agricultural to M-1 manufacturing, based on such findings of fact. Commissioner Matzek seconded the motion. *Motion Carried 5-0*

- B. ZON-23-04 (Part 1) Rezoning:** Approximately 2 acres zoned C-1 commercial, to R-1 estate residential at ¼ mile south of 53<sup>rd</sup> Street North on the east side of Rock Road. (Hollenbeck Farm)

Chairman Schmidt opened the public hearing.

No one representing the applicant was present to discuss approximately 2 acres zoned C-1 commercial, to R-1 estate residential at ¼ mile south of 53<sup>rd</sup> Street North on the east side of Rock Road (Hollenbeck Farm). There was also no one from the public in attendance to speak.

Chairman Schmidt closed the public hearing.

Chairman Schmidt stated that the proposed re-zoning meets the requirements of the character of the neighborhood as there are several large residential lots surrounding this location. Commissioner Roths stated that the proposal has the support of the City's professional staff.

**Motion:** Commissioner Charleston made a motion to adopt the findings of fact of the staff as presented and recommend to the City Council approval to change the zoning district classification of the subject property from C-1 commercial to R-1 estate residential based on such findings of fact. Commissioner Faber seconded the motion. *Motion Carried 5-0*

- C. ZON-23-04 (Part 2) Final Plat:** Proposed platting of approximately 2 acres (Hollenbeck Farm)

Chairman Schmidt opened the hearing.

No one representing the applicant was present for the proposed platting of approximately 2 acres at the Hollenbeck Farm. There was also no one from the public in attendance to speak either for or against the proposed platting.

Chairman Schmidt closed the hearing.

Secretary Anne Stephens mentioned to the Commission that Keith Price our City

Inspector had noticed some concerns on the final plat with wording. The Planning Commission Certificate does not match the code, surveyor's text does have the date of the survey, and the utility information shows no easements provided.

**Motion:** Chairman Schmidt made a motion to table the final plat of Hollenbeck Farm until corrections are made. Commissioner Charleston seconded the motion. *Motion Carried 5-0*

**D. Election of Planning Commission Chair, October 2023 to October 2024**

**Motion:** Commissioner Roths made a motion to appoint James Schmidt as Chair of Planning Commission, term ending December 2024. Commissioner Charleston seconded. *Motion Carried 5-0*

**E. Election of Planning Commission Vice-Chair, October 2023 to October 2024**

**Motion:** Commissioner Matzek made a motion to appoint Phillip Jordan as Vice-Chair of the Planning Commission, term ending December 2024. Commissioner Faber seconded the motion. *Motion Carried 5-0*

**F. Approval of the 2024 Meeting Dates and Time**

**Motion:** Commissioner Faber made a motion to approve the Meeting Dates and Time for 2024. Commissioner Matzek seconded the motion. *Motion Carried 5-0*

**VI. Next Meeting: Thursday, November 9 at 6:30 PM**

The Commission discussed if Thursday, November 9 at 6:30 PM would work with their schedules and the Commission agreed upon Thursday, November 9 at 6:30 PM.

**Motion:** Chairman Schmidt made a motion to accept the next meeting date of Thursday, November 9 at 6:30 PM. Commissioner Faber seconded the motion. *Motion Carried 5-0*

**VII. Current Events**

Secretary Anne Stephens discussed the current events for the upcoming Planning Commission items. The Planning Commission will hold a new training/workshop on November 9, 2023 at 5:30 PM for KOMA/KORA, Golden Factors & Site Plan Review Guidelines.

The Commission had brief discussion on the date listed of November 9, 2023 at 5:30 PM and decided to change the date to Wednesday, November 8, 2023 at 6:30 PM.

There will be a public hearing for the zoning map update in December.

The Fall Festival will be held at the City of Bel Aire Recreational Center on October 21, 2023.

Commissioner Roths asked Chairman Schmidt if she could add something for current events. Chairman Schmidt allowed for comment. Commissioner Roths mentioned that there are KDOT

Local Consult Meetings held every other year to invite all citizens from surrounding towns to speak to KDOT about their concerns. She requested Commissioners to show up and support KDOT action for the safety of 254 Highway. This meeting will be held on the morning of Wednesday, October 18, 2023 from 9:00 AM-12:00 PM at the Eugene M. Hughes Metropolitan Complex.

**VIII. (RE-OPENED) ZON-23-04 (Part 2) Final Plat:** Proposed plating of approximately 2 acres (Hollenbeck Farm).

During current events portion of the meeting, Phil Meyer with Baughman Company, representing the applicant arrived to the Planning Commission Meeting at approximately 7:00 PM. Phil did apologize that he was not here in attendance earlier due to scheduling errors on his end.

After consulting with the Commissioners, Chairman Schmidt allowed Phil Meyer with Baughman Company go ahead and speak since no one from the public was present to speak at the earlier hearing.

Chairman Schmidt re-opened the public hearing.

Representing the applicant was Phil Meyer with Baughman Company. Phil stated that this is intended for single residence with a single access point. The water supply will be coming from Rock Road and the berms will remain in place.

Chairman Schmidt asked if the row of trees on the berm next to the pond will be removed and Phil Meyer stated that the trees will stay in place.

Phil stated that anything missing from the plat will be shown on the Mylar.

Chairman Schmidt closed the public hearing.

**Motion:** Chairman Schmidt made a motion to rescind his motion on the facts that Phil Myer with Baughman Company was late due to scheduling issues. Commissioner Faber seconded the motion. *Motion Carried 5-0*

**Motion:** Chairman Schmidt made a motion to accept the final plat of Hollenbeck Farm with the condition that corrections are made to the Planning Commission Certificate, surveyor's text to have the date of the survey, and the utility information to show easements provided, corrections to be approved by staff, Anne Stephens, by November 8, 2023. Commissioner Charleston seconded the motion. *Motion Carried 5-0*

#### **IV. ADJOURNMENT**

**Motion:** Commissioner Matzek made a motion to adjourn. Commissioner Roths seconded the motion. *Motion Carried 5-0*