

APPLICATION FOR FINAL PLAT APPROVAL

This is an application for processing a final plat in accordance with the City Subdivision Regulations. The application must be completed and filed with the Subdivision Administrator at least 15 days prior to a regular meeting date of the Planning Commission.

(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED)

Name of Subdivision Chapel Landing 8th

General Location SE corner of 53rd and Woodlawn

Inside City To be Annexed Outside City

Name of Landowner 53rd & Oliver, LLC Attn. Jay Russell

Address PO Box 75337, Wichita, KS 67275 Phone 316-990-2105

Name of Subdivider/Agent Baughman Company, P.A. Attn. Kris Rose

Address 315 S. Ellis St., Wichita, KS 67275 Phone 316-262-7271

Name of (Engineer) (Land Planner) Baughman Company, P.A. Attn. Kris Rose

Address 315 Ellis Wichita, KS 67211 Phone 262-7271

Name of Registered Land Surveyor same as agent

Address _____ Phone _____

Subdivision Information

1. (Select One) Final Plat of entire preliminary plat area

Final Plat of unit number _____ of _____ unit developments

Final Plat for small tract

Final Replat of original platted area

2. Gross acreage of plat 24.06 Acres

3. Total number of lots 87

4. Proposed land use for an Urban-Type Rural Type Subdivision:

a. Residential-Single-Family Duplex Multiple Family Manufactured/Mobile Home

b. Commercial _____

c. Industrial _____

d. Other _____

5. Predominant minimum lot width 60 Feet
6. Predominant minimum lot area 7,200 Square Feet
7. Existing zoning R-5 District
8. Proposed zoning n/a District
9. Source of water supply City
10. Method of sewage disposal City
11. Total lineal feet of new street 3360 Feet

Street Name	R/W Width	Lineal Feet
a. <u>Forbes St</u>	<u>60</u> Ft.	<u>482</u> Ft.
b. <u>Woodlow St</u>	<u>60</u> Ft.	<u>1066</u> Ft.
c. <u>Hillcrest St</u>	<u>32</u> Ft.	<u>901</u> Ft.
d. <u>Chris St & Chris Cir</u>	<u>60</u> Ft.	<u>791</u> Ft.
e. <u>Gabriel St</u>	<u>60</u> Ft.	<u>120</u> Ft.
f. _____	_____ Ft.	_____ Ft.
g. _____	_____ Ft.	_____ Ft.
h. _____	_____ Ft.	_____ Ft.
i. _____	_____ Ft.	_____ Ft.
j. _____	_____ Ft.	_____ Ft.

12. Proposed type of street surfacing asphalt
13. Curb and gutter proposed: Yes No
14. Sidewalks proposed: Yes No If yes, where? _____
 See sidewalk exhibit
15. Is any portion of the proposed subdivision located in an identified flood plain area?
 Yes No

The landowner herein agrees to comply with the City Subdivision Regulations and all other related ordinances, policies and standards of the City and statutes of the State of Kansas. It is further agreed that all costs of recording the plat and supplemental documents thereto with the Register of Deeds shall be paid by the owner. The undersigned further states that he/she is the owner of the land proposed for platting and, when requested, will permit officials of the City to inspect the land as may be necessary for proper plat review.

 Landowner

 Date

Kris Pigg
 Agent (If any)

8-25-25
 Date

OFFICE USE ONLY

Prints of the Final Plat received ✓ (Number)

Final drainage plan, if required, received N/A

Copy of a title report for the land received N/A

Copy of proposed restrictive covenants, if any, received n/a

Methods for financing and guaranteeing improvements yes


For plats for small tract:

a. Vicinity map received n/a

b. Topographic drawing, if required, received n/a

Original drawing or photographic equivalent of Final Plat received yes

This application was received by the Subdivision Administrator on December 1, 2025. It has been checked and found to be accompanied by the required information and the fee, if any, of \$ 1220 paid to the City Clerk.



Subdivision Administrator

cc: Applicant

FINAL PLAT

CHAPEL LANDING 8TH

BEL AIRE, SEDGWICK COUNTY, KANSAS

NE 1/4 OF SEC. 24, T-26-S, R-1-E

NE COR. NE 1/4, SEC. 24
TWP. 26-S, R-1-E

53RD ST N

CHRIS ST

CHRIS ST

RESERVE "A"

HILLCREST ST

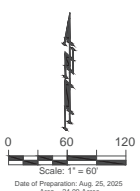
RESERVE "A"

FORBES ST

WOODLOW ST

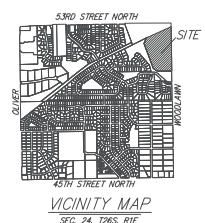
GABRIEL ST

WOODLAWN BLVD



BUILDING SETBACK NOTE:
THE FRONT YARD SETBACK AND STREET SIDE SETBACK SHALL BE AS SHOWN ON THE FACE OF THE PLAT. THE MINIMUM INTERIOR SIDE YARD SETBACK SHALL BE 5 FEET. THE MINIMUM REAR YARD SETBACK SHALL BE 15 FEET.

ZONING NOTE:
ALL LOTS WITHIN CHAPEL LANDING 8TH SHALL BE SINGLE-FAMILY.



- = REBAR W/ "BAUGHMAN" CAP (SET)
 - = REBAR W/ "BAUGHMAN" CAP (FOUND)
 - = STONE (FOUND)
 - = 5"Ø REBAR W/ KLEBSILO CAP (FOUND)
 - = REBAR IN TIE-BEAM (FOUND)
 - = REBAR W/ 2"Ø X 18" C.S. 17" (FOUND)
 - = IRON W/ 1/2" X 5" (FOUND)
 - = STONE W/ DRILL HOLE IN CENTER (FOUND)
 - = BENCHMARK
- (M) = MEASURED
(P) = PLATED
(S) = SOUNDED
(C) = CALCULATED
(C-S) = CALCULATED PER PLATED INFO.
(C-M) = CALCULATED PER DESCRIBED INFO.
- (DOB) = BASIS OF BEARINGS: KANSAS REGIONAL COORDINATE SYSTEM ZONE 12, NAD83

LOT	BLOCK	ELEVATION
1-6	A	1419.5
7-22	A	1426.3
1-35	B	1412.0

BENCHMARK #1:
SQUARE CUT IN MEXIAN NOSE SOUTH ENTRANCE TO SCHOOL.
ELEVATION = 1426.13 NAD83

BENCHMARK #2:
SQUARE CUT TOP & CENTER BACK ON CURB INLET 307.5' EAST OF FORBES ST ON NORTH SIDE OF CENTRAL PARK AVE.
ELEVATION = 1416.86 NAD83

BAUGHMAN COMPANY
315 Ellis St. Wichita, KS 67211 316-262-7271
BaughmanCo.com

FINAL PLAT
CHAPEL LANDING 8TH
 BEL AIRE, SEDGWICK COUNTY, KANSAS
 NE 1/4 OF SEC. 24, T-26-S, R-1-E

STATE OF KANSAS }
) SS
 COUNTY OF SEDGWICK }

We, *Baughman Company, P.A.*, Surveyors in aforesaid county and state do hereby certify that we have surveyed and platted "CHAPEL LANDING 8TH", Bel Aire, Sedgwick County, Kansas and that the accompanying plat is a true and correct exhibit of the property surveyed, described as that part of the Northeast Quarter of Section 24, Township 26 South, Range 1 East of the Sixth Principal Meridian, Sedgwick County, Kansas described as follows: Commencing at the northeast corner of said Northeast Quarter; **FIRST COURSE**, thence S00°57'14"E, (basis of bearings, east line of said Northeast Quarter as platted in Chapel Landing, Bel Aire, Sedgwick County, Kansas), coincident with the east line of said Northeast Quarter, a distance of 95.19 feet to the intersection with the southeast line of an Enbridge Pipeline (RPO) Amendment of Right of Way Contract described and recorded in the Office of the Sedgwick County Register of Deeds in 2004/JFM-PO-28860053 and the southeast line of a ConocoPhillips Amendment of Right-of-Way Agreement described and recorded in the Office of the Sedgwick County Register of Deeds in 2004/JFM-PO-28863860, (hereinafter referred to as Pipeline Rights-of-Way), and for a Point of Beginning; **SECOND COURSE**, thence S63°20'55"W coincident with the southeast line of said Pipeline Rights-of-Way, a distance of 995.47 feet to the most northerly northeast corner of Reserve "A" as platted in Chapel Landing, Bel Aire, Sedgwick County, Kansas; **THIRD COURSE**, thence S23°09'15"W coincident with the southeast line of said Reserve "A", a distance of 207.14 feet; **FOURTH COURSE**, thence S02°26'47"E coincident with the east line of said Reserve "A", a distance of 907.42 feet; **FIFTH COURSE**, thence S55°36'14"E coincident with the east line of said Reserve "A", 171.69 feet; **SIXTH COURSE**, thence N89°14'20"E coincident with the southerly most north line of said Reserve "A", 542.61 feet to a point in the east line of said Northeast Quarter; **SEVENTH COURSE**, thence N00°57'14"W coincident with the east line of said Northeast Quarter, 1578.11 feet to the Point of Beginning, subject to a 50.00 foot road right-of-way lying west of and abutting the east line of said Northeast Quarter.

Existing public easements, building setbacks, access controls, and dedications, if any, being vacated by virtue of K.S.A. 12-512b, as amended.

All being situated in the Northeast Quarter of Section 24, Township 26 South, Range 1 East of the Sixth Principal Meridian, Sedgwick County, Kansas.

Baughman Company, P.A.
 Date of Survey: _____



Jonathan C. Hubbell, Surveyor

STATE OF KANSAS }
) SS
 COUNTY OF SEDGWICK }

Know all men by these presents that we, the undersigned, have caused the land in the surveyors certificate to be platted into Lots, Blocks, Reserves, and Streets, to be known as "CHAPEL LANDING 8TH", Bel Aire, Sedgwick County, Kansas. The drainage and utility easements are hereby granted to the public as indicated for drainage purposes and for the construction and maintenance of all public utilities. The street, drainage, and utility easements are hereby granted to the public as indicated for street purposes, for drainage purposes, and for the construction and maintenance of all public utilities. The streets are hereby dedicated to and for the use of the public. Reserve "A" is hereby reserved for entry monuments, open space, landscaping, sidewalks, lakes, drainage purposes, and utilities as confined to easements. Reserve "B" is hereby reserved for open space, landscaping, drainage purposes, and utilities as confined to easements. Reserves "A" and "B" shall be owned and maintained by the current owner, and for their successors, assigns, and/or a Homeowners Association. Access controls shall be as depicted on the face of the plat and are hereby granted to the City of Bel Aire, Kansas. The Minimum Building Foot Elevation for the lowest opening to the structures shall be as indicated on the face of the plat.

53rd & Oliver, LLC
 a Kansas limited liability company

_____, Manager
 Jay W. Russell

State of Kansas)
) SS
 Sedgwick County)
 The foregoing instrument acknowledged before me, this _____ day of _____, 2025, by Jay W. Russell, Manager of 53rd & Oliver, LLC, a Kansas limited liability company, on behalf of the limited liability company.

_____, Notary Public
 My App'l. Exp. _____

We, the undersigned holders of a mortgage on the above described property do hereby consent to this plat of "CHAPEL LANDING 8TH", Bel Aire, Sedgwick County, Kansas.
 Legacy Bank

STATE OF KANSAS)
) SS
 COUNTY OF SEDGWICK)

The foregoing instrument acknowledged before me, this _____ day of _____, 2025, by _____ of Legacy Bank, on behalf of the bank.

_____, Notary Public
 My App'l. Exp. _____

STATE OF KANSAS }
) SS
 COUNTY OF SEDGWICK }

This plat of "CHAPEL LANDING 8TH", Bel Aire, Sedgwick County, Kansas has been submitted to and approved by the Bel Aire Planning Commission, Bel Aire, Kansas, and is hereby transmitted to the City Council of the City of Bel Aire, Kansas, with the recommendation that such plat be approved as proposed.

Dated this _____ day of _____, 2025.

_____, Chair
 Phillip Jordan
 ATTEST:
 _____, Secretary
 Paula L. Downs

STATE OF KANSAS)
) SS
 COUNTY OF SEDGWICK)

The dedications shown on this plat, if any, are hereby accepted by the Governing Body of the City of Bel Aire, Kansas on _____, 2025.

_____, Mayor
 Jim Benage, City of Bel Aire
 ATTEST:
 _____, City Clerk
 Melissa Krehbiel

STATE OF KANSAS)
) SS
 COUNTY OF SEDGWICK)

The title evidence of the land included in this plat has been reviewed by me and the plat is approved pursuant to the provisions of K.S.A. 12-401.

Date Signed: _____, 2025.

_____, City Attorney
 Maria Schrock

Reviewed in accordance with K.S.A. 58-2005
 on this _____ day of _____, 2025.

_____,
 Tricia L. Robello, P.L.S. #1246
 Deputy County Surveyor
 Sedgwick County, Kansas

Entered on transfer record this _____ day
 of _____, 2025.
 _____, County Clerk
 Kelly B. Arnold

STATE OF KANSAS)
) SS
 COUNTY OF SEDGWICK)

This is to certify that this instrument was filed for record in the Register of Deeds Office at _____ (a.m.) (p.m.) on the _____ day of _____, 20____ and is duly recorded.

_____, Register of Deeds
 Tonya Buckingham
 _____, Deputy
 Kenly Zehring

Closure Report: Chapel Landing 8th

Point of Beginning

Point No. 1

Easting: 1669881.6199'
Northing: 1720450.9393'

Side 1: Line

Direction: S00°57'14.00"E
Angle: [-000°57'14.00"]
Deflection angle: [179°02'46.00"]
Distance: 193.1300'

Point No. 2

Easting: 1669884.8351'
Northing: 1720257.8360'

Side 2: Line

Direction: S09°29'05.00"E
Angle: [171°28'09.00"]
Deflection angle: [-008°31'51.00"]
Distance: 101.1200'

Point No. 3

Easting: 1669901.4981'
Northing: 1720158.0984'

Side 3: Line

Direction: S00°57'14.00"E
Angle: [-171°28'09.00"]
Deflection angle: [008°31'51.00"]
Distance: 503.8800'

Point No. 4

Easting: 1669909.8866'
Northing: 1719654.2882'

Side 4: Line

Direction: S00°57'14.00"E
Angle: [180°00'00.00"]
Deflection angle: [000°00'00.00"]
Distance: 60.0000'

Point No. 5

Easting: 1669910.8855'

Northing: 1719594.2965'

Side 5: Line

Direction: S00°57'14.00"E

Angle: [180°00'00.00"]

Deflection angle: [000°00'00.00"]

Distance: 504.8000'

Point No. 6

Easting: 1669919.2892'

Northing: 1719089.5665'

Side 6: Line

Direction: S00°57'14.00"E

Angle: [180°00'00.00"]

Deflection angle: [000°00'00.00"]

Distance: 60.0000'

Point No. 7

Easting: 1669920.2881'

Northing: 1719029.5748'

Side 7: Line

Direction: S00°57'14.00"E

Angle: [180°00'00.00"]

Deflection angle: [000°00'00.00"]

Distance: 120.0000'

Point No. 8

Easting: 1669922.2858'

Northing: 1718909.5914'

Side 8: Line

Direction: S89°14'20.00"W

Angle: [-089°48'26.00"]

Deflection angle: [090°11'34.00"]

Distance: 482.6100'

Point No. 9

Easting: 1669439.7184'

Northing: 1718903.1807'

Side 9: Line

Direction: N55°36'14.00"W

Angle: [-144°50'34.00"]

Deflection angle: [035°09'26.00"]

Distance: 171.6900'

Point No. 10

Easting: 1669298.0481'

Northing: 1719000.1703'

Side 10: Line

Direction: N20°26'47.00"W

Angle: [-144°50'33.00"]

Deflection angle: [035°09'27.00"]

Distance: 907.4200'

Point No. 11

Easting: 1668981.0583'

Northing: 1719850.4223'

Side 11: Line

Direction: N23°29'15.00"E

Angle: [-136°03'58.00"]

Deflection angle: [043°56'02.00"]

Distance: 207.1400'

Point No. 12

Easting: 1669063.6138'

Northing: 1720040.4001'

Side 12: Line

Direction: N63°20'55.00"E

Angle: [-140°08'20.00"]

Deflection angle: [039°51'40.00"]

Distance: 915.2400'

Point No. 1

Easting: 1669881.6116'

Northing: 1720450.9410'

Closure Summary

Precision, 1 part in: 497005.5836'

Error distance: 0.0085'

Error direction: N78°14'13.19"W

Area: 1049803.7635 Sq. Ft.

Square area: 1049803.7635

Perimeter: 4227.0300'



MINUTES PLANNING COMMISSION/BOARD OF ZONING APPEALS

7651 E. Central Park Ave, Bel Aire, KS

October 9, 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, Vice-Chairman Deryk Faber and Commissioners Brian Mackey, Brian Stuart, and Dee Roths were present in person. Commissioner Paul Matzek was absent. Quorum was present.

Also present in person was Paula Downs, Secretary. Maria Schrock, City Attorney was present by phone.

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: Vice-Chairman Faber moved to approve the minutes of the September 11, 2025, meeting. Commissioner Mackey seconded the motion. *Motion carried 5-0.*

V. **Announcements:**

Paula Downs, Secretary provided key agenda documents from the September 11, 2025, meeting for Chairman Jordan and Commissioner Stuart who were absent from the meeting. The secretary also provided an updated Planning Commission contact list to the Commission. Commissioner Roths stated she had an updated phone number which the Secretary will add to the list and provide an updated list at the November 13, 2025, meeting.

At the September 11, 2025, meeting the Commission asked if the Board of Zoning Appeals meetings would be required to be videotaped since decisions being made by the Board are final and cases are not approved by the City Council. Secretary confirmed that we are not required to videotape meetings, but we are developing "almost" verbatim meeting minutes as the official record. Meeting agenda packets have a complete case record provided to the Commission and City Council, so we have a complete legal record for each meeting.

At the September 11, 2025, meeting the Commission asked if the City Code would need to be updated since it currently reflects that the Board of Zoning Appeals is a 3-member board. Secretary stated that the approved ordinance would be provided to Municode, the entity that updates our City Code, who will make the update to accurately reflect that the Planning Commission has been appointed as the Board of Zoning Appeals.

VI. Old Business/New Business

A. SD-24-02 Proposed Final Plat R-5 Garden and Patio Homes, Townhouse and Condominium Uses (Chapel Landing 8th).

Case involves Chapel Landing 8th, which is a development that has had several phases over several years. This case has a recent zoning case presented at the November 2023 Planning Commission to change zoning from R-4 to R-5 to develop smaller lots at a 60' width. The developer met with the Homeowners Association and a summary of that discussion was included in the zoning case meeting minutes and is in the staff report. There were several considerations discussed including front loading utilities, fencing materials, and installing a playground in the development. City Council approved the zoning case which indicated that single family homes would be built.

Preliminary plat case appeared at the Planning Commission in August 2024. Development was designed as 87 lots for single family homes. The setbacks are included in the face of the plat. There was some discussion at the meeting about green space and access points. The plat reflects an access point aligned with the access point of the school directly across the street.

The final plat is being presented tonight. The final plat conforms with the preliminary plat elements. It was distributed to all City staff and Utilities, and all comments were updated and the final plat revised accordingly. Staff is recommending approval of the plat pending the outcome of Planning Commission review and the public hearing.

Commissioners commented that they like the vicinity map section to know where the development is. Secretary shared that this is a required element for every plat. Development is at 53rd and Woodlawn. Chapel Landing 8th development will be built on undeveloped land. There are a lot of trees on this property and there is an effort to maintain trees if possible, however, depending on how the development lays out, many of them will be removed to allow for infrastructure and homes to be built. Goal is to keep trees, however, not required if they are in the way. Trees are often used as a screening mechanism if it fits the development. The trees will remain on the South and West side of the development.

Kris Rose, Baughman Company, applicant's agent, stated that they are keeping trees on the south and west which is why the utilities will be installed from the front. They will try to keep others if it makes sense from grading, etc.

Commission asked if R-5 zoning allows for multi-family development. Secretary read the language of the R-5 District from the Code which states: *Garden and patio homes, townhouses and condominiums. The zoning of property as R-5, Multi-Family district is intended to provide for the development of well-designed Garden homes, Townhouses, and condos with emphasis on open space and access to light and air. The R-5 District allows for development of up to six (6) dwelling units per acre.* Development follows this and has been stated to be single-family homes.

Kris Rose stated that on the face of the plat there is a zoning note that says the development will be single-family lots. Commission was concerned that often the zoning district allows for single family and multi-family development and often they are told it will be single-family and then something else is built. Kris Rose confirmed that single-family development was a requirement of the City Council. Secretary stated that typically when hearing a zoning case there is not an indication of the type of development that will be built, in this instance it is clearly stated it will be single-family development.

Commission asked when they would break ground on the development. Kris Rose stated that they would like to get started immediately. They are having some trouble with Chapel Landing 7th prices being too high. They are thinking about bidding both phases at the same time. Applicant wants to move forward as soon as possible but it may be 3- 6 months down the road.

Commission noticed that there is a 20' utility easement on the front of the south and west because of existing the trees and transformers in the back. Kris Rose confirmed it was also because sewer and Every are moving utility easements to the front. Utilities have difficulty in accessing transformers in the rear, so they are asking for easements in the front. The rear calls out for a 15' easement which is smaller because there is no sewer in the rear easement.

North of this development is a pipeline and Chapel Landing 7th. Chapel Landing phases have been developed West to East, and Chapel Landing 7th is to the North of Chapel Landing 8- a triangle piece of land. Chapel Landing 7th has a final plat approved but hasn't been built because they are trying to lower the construction bid costs.

Commission commented on the name of the road in the development is Woodrow and it's close to Woodlawn. Kris Rose stated that the name of the street is a continuation of a street to the south that aligns with the development street.

Commission asked how many of the lots will be patio homes. Kris Rose stated that these will be "Liberty Homes" that will be built in the development. Those homes have been built in Bel Aire, and these will be updated a little. Owner of Liberty Homes has been around for a long time.

Chairman Jordan opened the public hearing, and nobody was in attendance or requested to speak. Chairman Jordan closed the public hearing.

Commission stated they liked the idea of patio homes for retirees and appears to be a nice addition to the City. Commission inquired about the “Villas” near city hall which are tri-plex units and may be “slab homes” and are maintenance free- HOA typically takes care of irrigation and mowing. Commission thanked Kris Rose for implementing comments from the Commission and HOA into the development.

Commission asked why they didn’t have to recite the “Golden Factors” for this case, and it was explained that this is a final plat approval, and “Golden Factors” are used for zoning cases.

Motion: Vice-Chairman Faber moved to recommend approval of the final plat of SD-24-02 as presented. Commissioner Stuart seconded the motion. *Motion carried 5-0.*

B. Review Board of Zoning Appeals Draft Bylaws Resolution

The Board of Zoning Appeals (BZA) draft bylaws are presented for Commission review. Staff used the planning commission bylaws format and scaled it back to the appropriate language and sections for the BZA bylaws. There will be different language that relates to the BZA including types of cases. Staff also removed language from the BZA bylaws that is already established for the planning commission. For example, staff did not include information related to the number of planning commission members, or how they get appointed, because the planning commission serves as the BZA. The Bylaws are limited to what cases the BZA hears, and the bylaws does include some of the items as the planning commission bylaws. There are no surprises in the draft document, however, the commission should review the bylaws to ensure accuracy. The commission can also add language to the draft bylaws if needed.

Commission will review and provide any updates. Staff will make the updates and then send to the Mayor to review and provide feedback. Staff will update to a final draft in the correct format and bring to the commission to approve at the November meeting. Then the approved document will go before Council for final approval. Staff requested commission provide all updates 10 days prior to the November meeting so a final resolution document can be drafted and approved at the November meeting. Commissioners can send comments via email to the Secretary.

Commission asked if they were allowed to all meet for coffee as long as they don’t discuss anything related to a zoning case. Staff shared that if commissioners were going to meet or be at an event together, they would need to notify the Secretary ahead of time so staff could be prepared to state that we were aware of it and confirm that no city business was discussed. If the commission knows ahead of time that they are all going to be at an event or a gathering together we can state they will be at an event, and no city business was discussed. For example, when the commission joined the city council workshop we stated that the planning commission was invited to join the workshop to discuss the Comprehensive Plan.

Action: No action required; for discussion and review only.

VII. Board of Zoning Appeals Business: None at this time.

VIII. Approval of the Next Meeting Date.

Secretary corrected the error on the agenda and stated that the next meeting is scheduled for November 13.

Motion: Chairman Jordan moved to approve the date of the next meeting: November 13, 2025, at 6:30 p.m. Commissioner Mackey seconded the motion. ***Motion carried 5-0.***

IX. Current Events

A. Upcoming Agenda Items:

1. Approval of Board of Zoning Appeals Bylaws
2. Approval of Bel Aire 2035 Comprehensive Plan

Secretary stated that in addition to upcoming agenda items listed on the agenda the commission's November meeting will include: the approval of the 2026 Planning Commission/BZA meeting schedule; elections of the chair and vice-chair of the planning commission; and approval of the zoning map. Secretary shared that officers are elected for one-year terms every year. Secretary further shared that staff hope to have a 7th commission member appointed by the Mayor in the near future. Secretary will continue to follow-up on the appointment. Chairman Jordan stated that he met with an individual that might be a good candidate to serve on the Commission.


B. Upcoming Events:

1. October 18– Fall Festival at Bel Aire Recreation 10:00 – 2:00
2. October 13 Columbus Day- City Office Closed to the Public
3. November 11- Veterans Day- City Offices Closed

X. Adjournment

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

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


Phillip Jordan, Chairman

ATTEST:


Paula L. Downs, Secretary