MINUTES
PLANNING COMMISSION
7651 E. Central Park Ave, Bel Aire, KS
July 9, 2026, 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 Dee Roths and John Sutherland were present in person.

Commissioners Brian Mackey and Paul Matzek were absent.

Paula Downs, Secretary and Maria Schrock, City Attorney were present in person.

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.**

Secretary stated that Chairman Jordan sent an email regarding the second-to-last paragraph on page 14 needing modifications to make it clearer. The minutes in the packet were not updated, but the Secretary provided updated language to the Chairman for his review. Chairman Jordan approved the language provided. The minutes referenced the word "he" and the Secretary clarified who "he" was. Other minor modifications were made to provide clarity. Secretary stated that the meeting minutes being approved include the updates as requested by Chairman Jordan.

Chairman Jordan stated that there is a "little box" at the top of the documents that covers some text. Secretary stated this is from the agenda software, but she would adjust her margins to ensure text was not behind the box.

Commissioner Sutherland said the minutes were great and he was glad to see them because he thinks it will really help. Chairman Jordan said that the mayor reads them, and he has called Chairman Jordan and asked about something.

Motion: Vice-Chairman Faber moved to approve the minutes of the June 11, 2026, meeting with the changes requested and discussed. Commissioner Roths seconded the motion. ***Motion carried 4-0.***

V. Announcements:

A. There will be a Board of Zoning Appeals meeting following the adjournment of the Planning Commission meeting.

Secretary read the announcement with no further comment.

B. Zoning Code Updates- Workshop #1 will be on Tuesday, July 14 in the City Council Chambers.

Secretary reminded the Commission that previously Vice-Chairman Faber requested that consideration be given to scheduling the zoning code workshops on a different night or during the Thursday night Planning Commission meetings. Secretary stated staff is working to figure out the zoning workshops, however, the first one will be during the City Council scheduled workshop. The agenda states it will be July 14th but because of budget items, the workshop was moved to August 11th in the community room. Secretary stated she would remind the Commission of the workshop date via email. Secretary confirmed that the workshop is scheduled to begin at 7:00 p.m.

Secretary asked to make two additional announcements:

1. Secretary stated that as we get towards the end of the year there are several items that the Commission will be approving and updating, such as the zoning map, comprehensive plan, a potential Capital Improvement Plan (CIP) list, and Commission elections. Secretary stated that the Commission may want to review their Bylaws and think about any changes that may be needed. Bylaws were approved last year, and Secretary would like to know if any discussion or changes are needed so that she could start getting information ready. The Secretary confirmed that the Bylaws were provided to the Commission.

2. Secretary asked Commissioners to let her know if they were not going to attend a meeting. She acknowledged that people are coming and going in the summer and around holidays, and knowing who may not attend would be helpful. Commissioners can announce at a previous meeting or notify the Secretary. This will allow staff time to cancel a meeting and know what to do. Commissioners can also notify the Chairman.

Commissioner Sutherland asked if there are any materials that need to be pre-read for the zoning code updates. Secretary stated that materials will be posted online a week prior to the meetings and would be printed for the meetings.

VI. Planning Commission Business

A. No cases submitted

VII. Approval of the Next Planning Commission Meeting Date.

Vice-Chairman Faber announced he will not be in attendance at the next meeting.

Commission stated that the August 13th meeting would be two days after the workshop.

Commissioner Sutherland asked if he could discuss something and Chairman Jordan asked if it could be added to the agenda. The City Attorney stated that the Planning Commission Bylaws say that information has to be provided to your zoning administrator (Secretary) prior to the meeting. The City Attorney suggested that the Commission comply with those bylaws by requesting the information be placed on the agenda for the next meeting. Commissioner Sutherland asked if he could tell the Commission what it's about. City Attorney stated that the information could be emailed or discussed with the zoning administrator (Secretary). Commissioner Sutherland asked if that could happen tonight and the City Attorney answered “no” because the public had not been given notice that there was going to be an item added to the agenda. City Attorney stated that Commission should conform to the Bylaws. Secretary stated that she would take the information after the meeting and make sure it is added to the next agenda.

Commissioner Sutherland asked if he could bring up something that’s happening in another locale in the Wichita metro area. City Attorney confirmed that the information could be provided to the Secretary to be placed on the next agenda. When it’s (the agenda) is posted all of the members of the public would know this is something that the Planning Commission will discuss and if they would like to be present and hear they could come to the meeting.

Commissioner Sutherland commented that there a lot of rules and pointed out that we (Commission or Staff) had changed the meeting date on an agenda item without prior notice. (Item referenced was an announcement related to the Zoning Update Workshop and not an agenda item).

Commissioner Sutherland asked, “so we can't bring any business up amongst ourselves of things we want to do in the future at these meetings is that correct?” City Attorney confirmed that the Planning Commission Bylaws has a process for every member of the Planning Commission to submit items for consideration would need to be followed by every member of the Commission. Commissioner Sutherland responded “ok”.

City Attorney suggested that if the Commission wants to change the bylaws that the Commissioner’s e-mail that request for a change to the Secretary. The Commissioner would then officially vote to approve (the changes).

Chairman Jordan stated that it would be a good idea to be able to have an open line item (agenda item) like the City Council when they (Council) says what they've been involved in. Secretary asked if Chairman Jordan if he was talking about the City Council reports. Chairman Jordan confirmed that (section of the Council agenda) was where they had an opening conversation about where they were during the week. The Secretary stated that the agenda item was a summary of where the Council had been or what they had done.

Secretary stated that's part of the bylaw review and the Bylaws have been (in place) for about a year and there might be some areas that are working, not working, or that may have left out that may need to be included. Since the Commission will be reviewing several things at the end of the year, this would also be a good time to review the Bylaws.

Chairman Jordan stated that noticed or was told that Goddard had changed their zoning (codes) concerning duplexes. Commissioner Sutherland told Chairman Jordan he couldn’t say that. Chairman Jordan asked if this was also not appropriate during the meeting? The City Attorney said that per the current Planning Commission Bylaws that would be an item that would be submitted to the Secretary and then the Secretary would add it to the agenda to give everyone on the Commission notice we're going to discuss this. City Attorney further stated that also, for the Kansas Open Meetings Act it gives the public notice that the City of Bel Aire Planning Commission is going to discuss maybe some legislative issues or a question and that they (the public) is notified that if they want to come in and discuss it or be heard, they can.

Commissioner Sutherland asked could the item could be a discussion because the Commission was not deciding anything and the public could read the minutes (about what was discussed). Commissioner Roths said she still sees it as the open meetings act. Chairman Jordan stated that the Commission needed to take a look at the Bylaws.

Chairman Jordan stated that the next Planning Commission meeting was two days after the workshop (zoning code update workshop)- the Secretary confirmed.

Chairman Jordan asked if Commissioner's would be able to attend the next meeting. Vice-Chairman Faber confirmed he would not be at the meeting due to being out state but had no problem with the date of the meeting.

Motion: Chairman Jordan made a motion to approve the date of the next meeting as August 13, 2026, at 6:30 PM. Commissioner Roths seconded the motion. ***Motion carried 4-0.***

VIII. Current Events

A. **Upcoming Agenda Items:**

a. No pending cases

Secretary stated that there are no pending cases, however, there is potentially going to be a PUD case if information is received.

B. **Upcoming Events:**

a. July 11- 6:00 p.m. | City Hall: Bel Aire Night Out – Celebrating America's 250th

Secretary reminded Commission that if they are interested please come Saturday night to the Co-event of the Bel Aire Night Out and celebrating America 's 250th. There is a live band, food trucks, all kinds of kids' stuff, and a fireworks show at dark. We are really looking forward to it and a lot of the staff from the city will be there so come say hello. It is this Saturday at 6:00.

IX. Adjournment

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

Approved by the Bel Aire Planning Commission the 13th day of August 2026.

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Phillip Jordan, Chairman

ATTEST:

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Paula L. Downs, Secretary