

City of Bel Aire

STAFF REPORT

DATE: 10/01/2026

TO: Bel Aire Planning Commission
FROM: Paula Downs
RE: Landscape Plan Requirements

STAFF COMMUNICATION

FOR MEETING OF	10/08/26
CITY COUNCIL	
INFORMATION ONLY	

SUMMARY:

This report provides a clear and consolidated explanation of the landscape plan submission requirements in the Bel Aire City Code. It also clarifies how these requirements apply to Planning Commission cases.

Background

During the September 10, 2026 Planning Commission meeting, Commissioner Sutherland stated that city code requires landscaping plans for all plans submitted in support of a building, project, plan review, special use, or final plat. Staff stated they would review the relevant code sections and clarify when landscape plans are required to be submitted.

Discussion

Code Language Review:

Section 18.10.3 states that:

“All plans submitted in support of a building, project, plan review, special use or final plat shall include a landscaping plan.”

The section also outlines the specific information that must be included in those plans.

Application of Terms:

A review of related code sections indicates the following:

- **Building, Project, and Plan Review:** These terms are not defined in city code and have not been interpreted to mean that a landscape plan is required for any land development case heard by the Planning Commission. Instead, the landscape plan requirement has been used for buildings, projects and plan reviews

associated with building permit submissions. Building permit submissions are administratively reviewed by staff and not by the Planning Commission.

- **Special Use.** Section 18.5.4 outlines the procedure for Special Use applications. It does not list a landscape plan as a required submission. Special Use applications follow the Conditional Use process set out in Section 18.5.3. Section 18.5.3 does not list a landscape plan as a required submission.
- **Final Plat:** Section 19.5.5 lists the required components of a Final Plat submission. A landscape plan is not among these requirements.
- **18.10.3 Application:** 18.10.3 does not specify other types of applications requiring a landscape plan, such as Conditional Use or Planned Unit Development (PUD) cases.

Historical Administrative Interpretation

Historically, the City's administrative practice has been consistent: landscape plans are required only for building permit submissions. The terms *building*, *project*, and *plan review* have not been interpreted to include every land development case and have not been applied to Planning Commission reviews. Landscape plans have been required as part of the detailed development plans submitted through the building permit application process.

Conclusion

Based on the language in Section 18.10.3 and a review of related code sections, the requirement to submit a landscape plan applies to building-related and project-related submissions tied to the building permit process. The sections governing Special Use applications and Final Plats do not require landscape plans, and past administrative practice has consistently followed this interpretation.

As part of the zoning code rewrite, the City will revise and clarify the submission requirements for each type of case. This update will include clear definitions and a standardized list of required materials for each application type, ensuring consistency, transparency and ease of administration.