

City of Bel Aire

STAFF REPORT

DATE: 09/30/2026

TO: Bel Aire Planning Commission

FROM: Paula Downs

RE: 2027 Meeting Schedule

STAFF COMMUNICATION

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

SUMMARY:

This report provides an overview of 2027 Planning Commission/Board of Zoning Appeals Meeting Schedule.

Current Discussion

The proposed 2027 meeting schedule includes all meeting dates for the calendar year as well as the January 2028 meeting. The schedule also identifies application submission deadlines for each meeting. These deadlines are based on the required 20-day notification and publication timeline and the necessary preparation period for related documents. Additional time is also incorporated to allow for staff review of submissions prior to publication or notification.

The Planning Commission and Board of Zoning Appeals meet on the second Thursday of each month. However, the November 2027 meeting falls on Veterans Day, which is an observed City holiday when municipal offices are closed. As a result, the schedule proposes holding the November meeting on Thursday, November 4, 2027, with the corresponding application deadline adjusted accordingly. The meeting cannot be held on November 18 due to a previously scheduled board meeting in the same space, nor on November 26 because of the Thanksgiving holiday.

Conclusion

The 2027 meeting schedule is designed to ensure compliance with statutory notification requirements, accommodate holiday and facility constraints, and provide adequate time for staff review and preparation.

Staff can modify the schedule accordingly based on Commission discussions and suggestions.



2027 PLANNING COMMISSION/BOARD OF ZONING APPEALS MEETING DATES

	Application Closing Date	Meeting Date
January	11/30/2026	01/14/2027
February	01/04/2027	02/11/2027
March	02/01/2027	03/11/2027
April	03/01/2027	04/08/2027
May	04/05/2027	05/13/2027
June	05/03/2027	06/10/2027
July	05/28/2027	07/08/2027
August	07/25/2027	08/12/2027
September	08/02/2027	09/09/2027
October	08/30/2027	10/14/2027
November	09/27/2027	11/04/2027
December	11/01/2027	12/09/2027
January	12/06/2027	01/13/2028

All applications must include all required supporting documents. Completed applications must go through a review process before being approved. Staff review and application updates must be completed prior to the required public notification period. Public notification must occur 20 days prior to the Planning Commission meeting date.

Planning Commission Secretary	Paula Downs 316-744-2451 ext. 214	pdowns@belaireks.gov
Community Development Director	Paula Downs 316-744-2451 ext. 214	pdowns@belaireks.gov
City Engineer	Anne Stephens 316-744-2451 ext. 133	astephens@belaireks.gov
City Manager	Ted Henry 316-744-2451 ext. 217	thenry@belaireks.gov

All site plans must be reviewed by the City engineer and Zoning Administrator. Digital files + 2 sets of the required plans must be provided. Public hearing submittal quantities based on city code requirements. Cost associated with engineering will be passed on to the applicant.

<https://www.betterontheedge.org/>