

STAFF REPORT

DATE: 04/23/2026

TO: Bel Aire City Council
FROM: Paula Downs
RE: SP-26-01- Indoor Retail Store Use

STAFF COMMUNICATION

FOR MEETING OF	5/05/2026
CITY COUNCIL	
INFORMATION ONLY	

SUMMARY:

SP-26-01: Special Use Case to allow indoor retail store within existing vacant commercial building at 6315 E. Crestmark Street.

Legal Description:

Lot 4, Block 1, Bel Aire Plaza III, Bel Aire, Sedgwick County, Kansas.

General Location:

Southeast corner of Hillcrest St. and Crestmark St. (near Woodlawn and 37th Street).

Reasons for Request: Permit retail store use in commercial building where zoning district doesn't set out retail use.

Notification: The city placed notification on the City of Bel Aire website as required by the city code on March 19, 2026. The affidavit of publication is in the packet. Notification by certified mail was provided to surrounding property owners on March 18, 2026.

Background:

The subject property is zoned C-1- Neighborhood Commercial, Office and Retail District. The use of the commercial property for a retail store is not listed specifically as a permitted use or conditional use.

Application submitted by the applicant stated that the Special Use request is to have an

“indoor retail store specializing in sporting goods, firearms, ammunition and related accessories that will operate within an existing commercial building”.

LEGAL CONSIDERATIONS:

18.5.4- Special Uses of the zoning regulations provides guidelines for matters which may be considered when considering a special use application, known as "findings of fact."

The applicant provided the following statement addressing the request for the special use case to allow the operation and licensing of:

"an indoor retail business specializing in sporting goods, firearms, ammunition and related accessories that will operate within an existing commercial building.

The proposed use requires the special use permit approval as required by zoning regulations.

April 9, 2026- Planning Commission Meeting:

The applicant's agent stated that they were in the process of purchasing the building and are seeking approval for the federal firearms licensing process which requires city approval of zoning use. There will be no changes to parking, landscaping, or the building, except for change in building signage. Applicant's agent confirmed that all storage and security updates will be made interior with no change to the exterior of the building. The agent stated that the special use approval was required prior to moving forward with the ATF licensing process.

There were no written comments received prior to the hearing and no public appeared at the public hearing.

The Planning Commission discussed and asked questions about the requirements of the ATF approval and the LLC process that will occur for the business.

The Planning Commission reviewed the general standards for consideration and the criteria for review as set forth for a Conditional Use Permit (Special Use Permit follows this process per code) as set out in 18.5.3 of the Bel Aire City Code.

The Planning Commission considered the findings of facts provided in the April 9, 2026, staff report and approved the Special Use Permit 6-0.

Recommendations of Professional Planning Staff

Staff recommends **APPROVAL** of the application pending the outcome of City Council review and public hearing.

STAFF REPORT

DATE: 04/02/2026

TO: Bel Aire Planning Commission
FROM: Paula Downs
RE: SP-26-01- Indoor Retail Store Use

STAFF COMMUNICATION

FOR MEETING OF	4/09/2026
CITY COUNCIL	
INFORMATION ONLY	

SUMMARY:

SP-26-01: Special Use Case to allow indoor retail store within existing vacant commercial building at 6315 E. Crestmark Street.

Legal Description:

Lot 4, Block 1, Bel Aire Plaza III, Bel Aire, Sedgwick County, Kansas.

General Location:

Southeast corner of Hillcrest St. and Crestmark St. (near Woodlawn and 37th Street).

Reasons for Request: Permit retail store use in commercial building where zoning district doesn't set out retail use.

Notification: The city placed notification on the City of Bel Aire website as required by the city code on March 19, 2026. The affidavit of publication is in the packet. Notification by certified mail was provided to surrounding property owners on March 18, 2026.

Background:

The subject property is zoned C-1- Neighborhood Commercial, Office and Retail District. The use of the commercial property for a retail store is not listed specifically as a permitted use or conditional use.

LEGAL CONSIDERATIONS:

18.5.4- Special Uses of the zoning regulations provides guidelines for matters which may be considered when considering a special use application, known as "findings of fact."

The applicant provided the following statement addressing the findings of fact:

The purpose of the request is to allow operation and licensing of an indoor retail business (including firearms sales) within the existing building where the proposed use requires special use approval under zoning regulations. The request will allow for an indoor retail store specializing in sporting goods, firearms, ammunition and related accessories that will operate within an existing commercial building.

Special Use Review Process:

The Planning Commission may recommend approval or disapproval of a Special Use. The process for applying for and the hearing procedure is the same as set forth for a Conditional Use as set out in 18.5.3 of the Bel Aire City Code.

General Standards for Consideration:

1. That proposed uses will not be contrary to the public interest
2. That the spirit of the Code is observed.
3. That public safety and welfare is secured.
4. That substantially equal treatment under the law is preserved.

Criteria for Review. The criteria shall be evaluated in terms of how such criteria relate to any specific case being considered and any stipulation as deemed appropriate by the Commission shall be incorporated into approval of a conditional use in association with the following concerns:

1. Access and traffic load and/or flow.
2. Noise, light and odor.
3. Screening.
4. Parking.
5. Services (public utilities)
6. Public health and safety
7. Adequacy of facility and lot size.
8. Signs.
9. Review by fire marshal for designation.
10. Other considerations as appropriate.

The building is currently vacant but was previously used as a motorcycle repair shop. Noise, light, odor, and screening are not issues relevant to the indoor retail store use approval. The commercial building will remain as is with updates made to signage which will follow the Bel Aire City Code. Traffic and parking will be addressed with existing parking lot. There is no detrimental effect on public health and safety or services and public utilities. Fire department may need to review the building since it has been vacant.

If a protest petition against the Special use is filed in the office of the city clerk within 14 days following the date of the conclusion of the public hearing signed by the owners of record of 20% or more of the total area within the notification area, the order adopting such conditional use shall not be passed except by at least three-fourths vote of all the members of the Governing Body.

18.5.4.G of the city code provides a process to revoke the Special Use permit. Where conditions in the neighborhood or surrounding property have changed to the extent that the Special Use has a documented negative impact upon the property values of homes within the area of notification, the Planning Commission may call for a public hearing in conformance with the standards for public hearings as set forth in the code, to hear and take evidence as to the changed conditions and documented detrimental effects of the Special Use. At the conclusion of the hearing the Commission may recommend to the Governing Body that the Special Use be modified to add conditions that address the identified detrimental elements, or the approval of the permit be revoked.

Findings of Fact:

1. Character of Neighborhood:

The surrounding neighborhood is comprised of commercial buildings.

2. Zoning and uses of properties nearby:

North: C-1- Neighborhood Commercial, Office and Retail District

East: City of Wichita City Boundary- Commercial property

South: City of Wichita City Boundary- Commercial property

West: C-1- Neighborhood Commercial, Office and Retail District

3. Suitability of the subject property for the uses to which it has been restricted

The property is currently zoned C-1 - Neighborhood Commercial, Office and Retail District. Land use and current zoning district in affect for the property is suitable for the Special Use request.

4. Extent to which removal of the restrictions will detrimentally affect nearby property:

The indoor retail store use is not expected to detrimentally affect nearby property.

5. Length of time the subject property has remained vacant as zoned:

The property has been vacant as zoned since November 2025.

6. Relative gain to the public health, safety, and welfare as compared to the loss in value or the hardship imposed upon the applicant:

The proposed indoor retail store use does not pose a threat to adjacent commercial properties.

The commercial building is in character and consistent with other buildings in the area.

Disapproval of the case will create a hardship for the applicant business owner.

7. Conformance of the requested change to the city's comprehensive plan:

The request is not in conflict with the comprehensive plan.

The future land use map identifies this area as a Neighborhood Center place type that consists of a variety of uses including open space, community gardens, single and multi-family residences, mixed used, commercial uses, education uses, religious assembles, entertainment, community/civic centers and facilities, parks and public safety uses. The property falls within that described place type.

Appropriate land uses and zoning districts within the place type include Neighborhood Commercial, Office and Retail (C-1). The property is compatible with the Neighborhood Center place type.

8. Impact of the proposed development on community facilities:

The subject property will have no negative impact on community facilities, public infrastructure or utilities.

There is not expected to be any additional or substantial impacts to community facilities by permitting the indoor retail use at the subject property.

9. Opposition or support of neighborhood residents (one factor to be considered and by itself is not sufficient reason to approve or deny a request):

As of this writing, staff has not received any phone calls or written communication on this case.

The Planning Commission will need to consider any testimony provided during the public hearing.

10. Recommendations of Professional Planning Staff

Key findings of fact elements: 1, 2, 3, 4, 7, and 8.

Staff recommends **APPROVAL** of the application pending the outcome of Planning Commission review and public hearing.

Based on the preceding factors and the information available at the time the report was prepared, professional planning staff recommends that the Special Use application for an indoor retail store use be approved with the following condition:

1. Special Use permit is restricted to the current property owner and is not transferable.



7651 E. Central Park
Bel Aire, KS 67226
Phone: 316-744-2451
www.belaireks.gov

APPLICATION FOR:
Special Use

This form **MUST** be completed in accordance with directions on the accompanying instructions and filed with the Zoning Administrator at Bel Aire City Hall, 7651 E. Central Park Ave., Bel Aire, Kansas 67226.

AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.

Date: 3/2/2026

Fee: \$250.00

Owner(s) of the Property Requesting the Special Use:

Name: Brandon Dooley

Address 1902 N Evergreen Wichita, KS 67212

Telephone (316)650-1760 Email brandon@bsmotolab.com

Primary Contact? Yes No (Please Check)

Agent Representing the Applicant (if applicable):

Name: Holly Edwards

Address 314 W Kennewick Ave, Kennewick WA 99336

Telephone (509) 551-9343 Email HollyCGR@gmail.com

Primary Contact? Yes No (Please Check)

Owner(s) of the Property Requesting the Special Use:

Name: _____

Address _____

Telephone _____ Email _____

Primary Contact? Yes No (Please Check)

Agent Representing the Applicant (if applicable):

Name: _____

Address _____

Telephone _____ Email _____

Primary Contact? Yes _____ No _____ (Please Check)

Owner(s) of the Property Requesting the Special Use:

Name: _____

Address _____

Telephone _____ Email _____

Primary Contact? Yes _____ No _____ (Please Check)

Agent Representing the Applicant (if applicable):

Name: _____

Address _____

Telephone _____ Email _____

Primary Contact? Yes _____ No _____ (Please Check)

Additional property owners including name, address, telephone, and email shall be provided as an attachment to the application. The attachment should provide the agent representing each property owner (if applicable) including their name, address, telephone and email. In addition, provide the above certification language and signature lines for the additional property owners.

REQUEST INFORMATION:

1. Requested Special Use (Describe Request): Indoor retail store
Specializing in Sporting goods, Firearms, ammunition and
related accessories that will operate within an
existing Commercial building.

2. **Purpose of Request:** To allow operation and Licensing of an indoor retail business (including Firearms sales) within the existing building where the proposed use requires special use approval under zoning regulations.

3. **Present Use of Property:** Existing commercial building that is currently vacant.

4. **Zoning District of Property:** C-1 Neighborhood Commercial, office + Retail District

5. Location:

a. Address (if assigned) or generally located at (relation to nearest streets):

6315 E Crestmark Street
Bel Aire, KS 67220

b. Legal Description: Lot(s) 4, Block 1, Addition Bel Aire Plaza III

c. If Property is not platted, a metes and bounds description and location map shall be provided with this application. Special Use requests will not be officially approved until subject property has been platted.

d. The application area contains ~ .48 acres.

6. **Site Plan & Additional Information:** A site plan, drawings, photographs, and additional documentation in accordance with the attached instructions shall be included with this application.

CERTIFICATION

The undersigned acknowledges and certifies the following:

1. They have been advised of the fee requirements established and that the appropriate fee is herewith tendered.
2. That the applicant or their duly authorized agent hereby certifies that the information given herein is correct and will comply with zoning regulations and requirements of this application.
3. This application is accompanied by a current ownership list certified by an abstractor for the notification area.
4. That all documents are attached hereto as noted in the instruction.
5. That this application cannot be processed unless it is complete and accompanied by all required documents.

DocuSigned by:


3/3/2026 | 12:26 PM CST

B45FAC9046514AC...
Property Owner(s)

Date


Agent (if applicable)

3/2/26

Date

Property Owner(s)

Date

Agent (if applicable)

Date

Property Owner(s)

Date

Agent (if applicable)

Date

OFFICIAL USE ONLY

- _____ Fee
- _____ Certified Ownership List
- _____ Site Plan

This application has been checked and found to be complete and accompanied by the required documents and appropriate fee.

Zoning Administrator

Date



AFFIDAVIT OF PUBLICATION

State of Kansas, Sedgwick County, ss:

Melissa Krehbiel, City Clerk

Being first duly sworn, deposes and says:

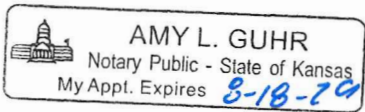
That I, Melissa Krehbiel, City Clerk of the City of Bel Aire, Kansas, have published the attached notice on the City of Bel Aire website, www.belaireks.gov, which website is designated as the official City newspaper for the City of Bel Aire, Kansas by Charter Ordinance No. 25, effective August 6, 2024.

That the attached Official Notice of Zoning Hearing (SP-26-01)

is a true copy thereof and was published on such website beginning on the 19th day of March, 2026.

Melissa Krehbiel
Signature

SUBSCRIBED AND SWORN to before me this 19th day of March, 2026.



Amy L. Guhr
Notary Public

(seal)

City of Bel Aire
Melissa Krehbiel – City Clerk
7651 East Central Park Avenue
Bel Aire, Kansas 67226
316-744-2451
www.belaireks.gov

(Notification Posted on the City of Bel Aire Website, the designated official City newspaper for the City of Bel Aire on March 19, 2026)

OFFICIAL NOTICE OF ZONING HEARING

TO WHOM IT MAY CONCERN AND TO ALL PERSONS INTERESTED:

Notice is Hereby Given that on April 9, 2026, the City of Bel Aire Planning Commission will consider the following Zoning process in the order placed on the agenda after 6:30 p.m. in the City Council Chamber at City Hall in Bel Aire, Kansas:

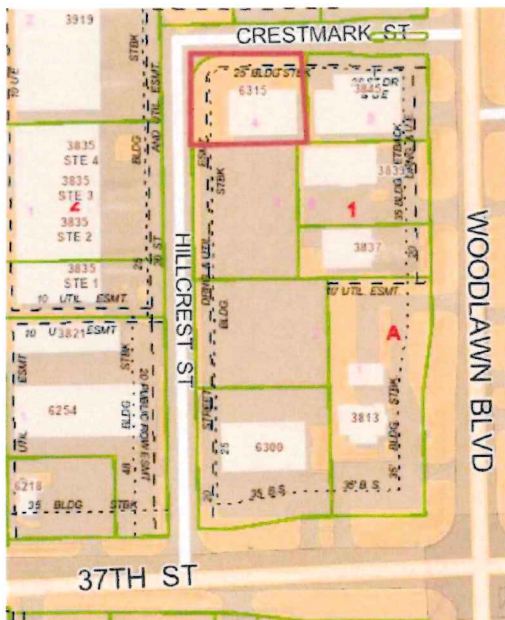
SP-26-01. Proposed Special Use Case for indoor retail store within existing vacant commercial building.

Legal Description: Lots 4, Block 1, Bel Aire Plaza III, Bel Aire, Sedgwick County, Kansas.

General Location: 6315 E. Crestmark St. - Southeast corner of Hillcrest St. and Crestmark St. (near Woodlawn and 37th street)

You may appear at this time either in person or by agent or attorney, if you so desire, and be heard on the matter. After hearing the views and wishes of all the persons interested in the case, the Planning Commission may close the hearing and consider a recommendation to the Governing Body, which, if approved under the City Zoning and Sub- Division regulations, would be effectuated by city code. The public hearing may be recessed and continued from time to time without notice.

DATED this 19 day of March, 2026.



/s/ Paula L. Downs
Bel Aire Planning Commission Secretary

SITE PLAN

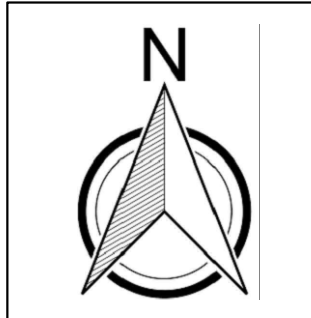
6315 Crestmark St

Bel Aire, KS 67220

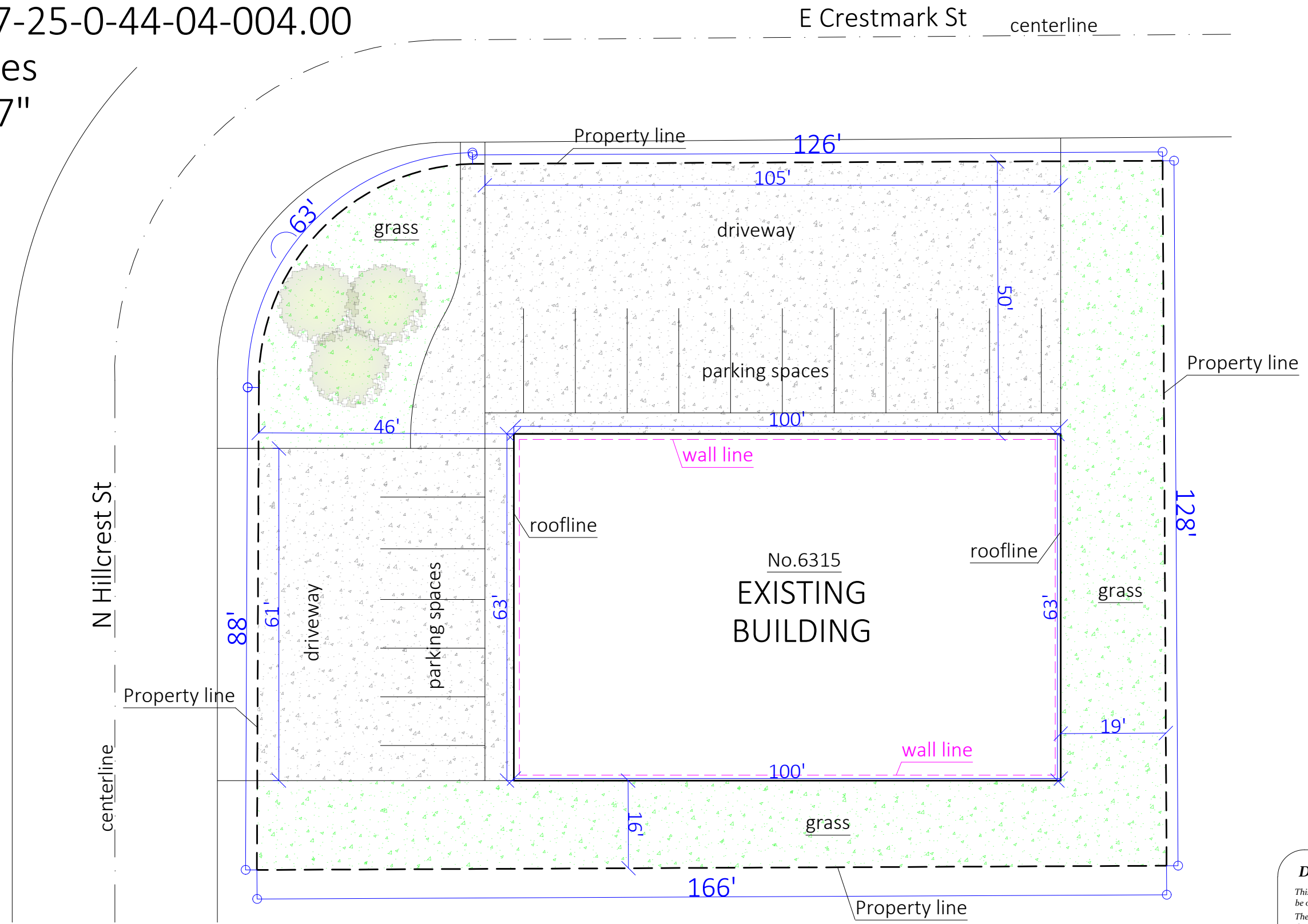
Parcel ID: 087-097-25-0-44-04-004.00

Lot area: 0.48 Acres

Paper Size: 11"x17"



scale 1"=20'



Disclaimer

This is not a Legal Survey, nor is it intended to be or replace one.
These measurements are approximate and are for illustrative purposes only.
This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, objects or boundary.