

FOR MEETING OF	10/13/22
CITY COUNCIL	
INFORMATION ONLY	

City of Bel Aire

## STAFF REPORT

DATE: 10/06/2022

TO: Bel Aire Planning Commission

FROM: Keith Price

RE: Agenda

### SUMMARY:

Meeting dates for the 2023 year are in the packet. Staff prefers to have an approved list of specific dates to conduct business routinely; meeting dates can be adjusted

ZC 3.03 D. Meetings. The members of the Planning Commission shall meet as determined necessary to perform its duties. Meetings may be called at any time by the chairperson or the Zoning Administrator, with twenty-four (24) hours written notice to the membership, and notification provided to the public in conformance with the Kansas Open Meetings Act. A majority of the Commission shall constitute a quorum for the transaction of business. City staff shall keep minutes of the Commission's proceedings and official actions, including its examinations and findings. Following approval and adoption by the Planning Commission, such minutes shall be filed with the City Clerk.

### Notice highlights from Kansas web site-

When does a public body or agency have to provide notice? Notice is required only when someone requests to receive notice of meetings. There is nothing in the KOMA that requires general notice, such as publishing the agenda in the newspaper or posting it on the agency website.

What kind of notice should I expect? The KOMA does not specify the method of notice; it could be verbal or written. The notice must provide you with the time, place, and date of the proposed meeting. You may receive a single notice for all regular meetings of the public agency or body. You should still receive notice for any special meetings or changes in the time, place, or date of regular meetings.

[https://ag.ks.gov/docs/default-source/publications/a-citizens-guide-to-koma-kora.pdf?sfvrsn=f054e281\\_16](https://ag.ks.gov/docs/default-source/publications/a-citizens-guide-to-koma-kora.pdf?sfvrsn=f054e281_16)

Discussion by staff related to annual review of the comprehensive plan and other zoning related topics.

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

