



**MINUTES**  
**PLANNING COMMISSION**  
7651 E. Central Park Ave, Bel Aire, KS  
May 8, 2025, 6:30 PM



**I. Call to Order:** Chairman Phillip Jordan called the meeting to order

**II. Roll Call**

Chairman Phillip Jordan and Commissioners Deryk Faber, Brian Mackey, Paul Matzek and Brian Stuart were present. Commissioner Dee Roths was absent.

Also present were Paula Downs, Director of Community Development and Maria Schrock, City Attorney.

**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.**

**Motion:** Commissioner Fabor moved to approve the minutes of April 10, 2025. Commissioner Matzek seconded the motion. *Motion carried 5-0.*

**V. Announcements:** Paula Downs announced the City Council Workshop on Tuesday, May 13 at 7:00. The Planning Commission has been invited to participate in the engagement session on the Comprehensive Plan.

Paula also stated that she is working on providing a Golden Factors Guide that will provide considerations and questions to ask for each review criteria. The Guide will be provided at the June Planning Commission meeting.

**VI. Old Business/New Business**

**A. Review Draft Planning Commission Bylaws.**

Staff provided an overview of the draft Bylaws document. The current document was developed and approved in 1991. The document was updated by staff to update and modernize the language. Paula stated that the black font text was the original text contained in the 1991 document. Blue font text is updated language to reflect current information and added language. Staff also reviewed surrounding area Planning Commission Bylaws to identify language that might be useful.

Commissioners talked about the importance of attendance. Discussion around the total number of meetings to miss in a calendar year was considered. It was suggested that six missed meetings were too many and that once a quarter might be better. It was further discussed that five (5) meetings missed in a calendar year are acceptable. There was additional discussion around the number of consecutive meetings that could be missed. The draft document stated more than three, Commissioners requested removing the “more than” and leaving it that absences for three consecutive regular meetings could result in removal.

Commissioners also suggested adding language to review the Bylaws annually to allow for updates to be made. Staff suggested an annual discussion in the fall.

One modification was pointed out in Section 1- should remove “City of Derby” and replace with City of Bel Aire.

Commissioners requested time to review the document and provide suggestions via direct email to Paula. Paula will put together language to finalize and approve at the June 12 Planning Commission meeting.

**Action:** No action required; for discussion and review only

#### **B. Review Establishment of a Board of Zoning Appeals.**

Paula Downs provided an overview of the Board of Zoning Appeals (BZA) and the need to put one in place. The Planning Commission was previously named as the BZA; however, it was changed to a three-member board with membership including the Planning Commission Chair and two other members not involved in a City appointment.

Staff are suggesting the Planning Commission serve as the BZA moving forward. Staff stated that the BZA and Planning Commission do NOT hear the same type of cases. The BZA only hears Variance cases and appeals of the Zoning Administrator.

The memo included in the agenda packet provides history and other information on the BZA and next steps. Paula stated that the Planning Commission will be provided with additional detailed information, and an ordinance will be provided for approval of the Planning Commission to serve as the BZA. Staff will provide detailed information on the cases to be heard by the BZA and a sample agenda and process for adjourning to a BZA meeting during the Planning Commission meeting.

Staff anticipate the ordinance to appear at the June 12 Planning Commission meeting.

**Action:** No action required; for discussion and review only.

#### **VII. Approval of the Next Meeting Date.**

**MOTION:** Commissioner Jordan moved to approve the date of the next meeting: June 12, 2025, at 6:30 p.m. Commissioner Stuart seconded the motion. *Motion carried 5-0.*

## VIII. Current Events

### A. Upcoming Agenda Items:

- a. Board of Zoning Appeals Ordinance

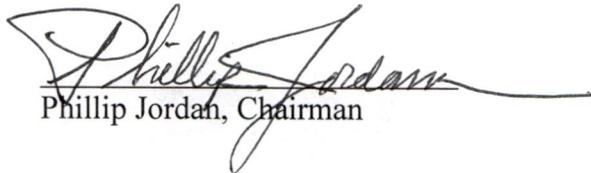
### B. Upcoming Events:

- a. Shred & E-Recycle Day: May 3
- b. Curbside Cleanup: May 17
- c. May 24 – Bel Aire Pool opens
- d. May 26 – Memorial Day; City Offices closed

## IX. Adjournment

**MOTION:** Commissioner Mackey moved to adjourn. Chairman Jordan seconded the motion. *Motion carried 5-0.*

Approved by the Bel Aire Planning Commission this 12 day of June, 2025.

  
Phillip Jordan, Chairman