



**MINUTES**  
**PLANNING COMMISSION**  
**7651 E. Central Park Ave, Bel Aire, KS**  
**October 13, 2022 6:30 PM**



**I. Call to Order**

**II. Roll Call**

James Schmidt, John Charleston, David Floyd, Phillip Jordan, Dee Roths, Heath Travnichek. Paul Matzek was absent.

Also present were, Planning Commission Secretary, Jay Cook, and Code Enforcement Officer, Garrett Wichman.

**III. Pledge of Allegiance to the Flag** – Chairman Schmidt led the Pledge of Allegiance.

**IV. Consent Agenda**

A. **Approval of Minutes from Previous Meeting**

**Motion:** Commissioner Floyd made a motion to defer the minutes of August 23, 2022. Commissioner Jordan seconded the motion. ***Motion carried 6-0***

B. **Approval of the 2023 Meeting Dates and Time**

**Motion:** Chairman Schmidt made a motion to approve the Meeting Dates and Time for 2023. Commissioner Roths seconded the motion. ***Motion carried 6-0***

**V. Staff Reports**

**Director Report**

Director Jay Cook recommended for the commission to discuss reviewing and updating the comprehensive development plan and to make sure that it is very concise. Jay Cook has spoken to a few agencies that develop the comprehensive plan to have them produce a scope of services in place for the City of Bel Aire and would like for the Planning Commission to act as the steering committee for the project.

It was asked by Director Jay Cook to the commission if they would like to be more in control of writing the development plan or have an outside agency complete the process with necessary guidance from the Commission. Chairman Schmidt would like for a plan to be presented to them to review. Commissioner Jordan also recommended a kick-off meeting to all get together to have an understanding of the data presented once a workshop has been completed.

Commissioner Travnichuk voiced his opinion on the process that should take place and the way in which the meetings with the outside agency should proceed. Stating the idea of an initial workshop with the agency, a kickoff meeting, and the need for periodic updates from the agency.

The Planning Commission decided to allow staff to receive bids for the project, pick the most economical agency and assist the agency as needed while the Commissions acts as a steering committee for the project.

#### **VI. Next Meeting: Thursday, November 10th at 6:30 PM**

After brief discussion the Planning Commission agreed upon November 10, 2022, at 6:30 p.m.

**MOTION:** Commissioner Roths made a motion to approve the next meeting date of November 10, 2022, at 6:30 p.m. Commissioner Charleston seconded the motion. ***Motion carried 6-0.***

#### **VII. ADJOURNMENT**

**MOTION:** Commissioner Charleston made a motion to adjourn the meeting. Commissioner Roths seconded the motion. ***Motion carried 6-0.***