



MINUTES
PLANNING COMMISSION
7651 E. Central Park Ave, Bel Aire, KS
February 12, 2026, 6:30 PM



I. Call to Order Chairman Phillip Jordan called the meeting to order at 6:30 p.m.

II. Roll Call

Chairman Phillip Jordan and Commissioners Dee Roths, Paul Matzek, Brian Mackey and Brian Stuart were present in person.

Also present in person were Paula Downs, Secretary and Maria Schrock, City Attorney.

Commissioner Deryk Faber was absent.

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.

Paula Downs stated that the Airport Zoning Commission Meeting Minutes begin on page 17 and will be approved again during the Airport Zoning Commission meeting. Moving forward the agenda and meeting minutes will be separated between the Planning Commission, Board of Zoning Appeals and Airport Zoning Commission.

Commissioner Mackey stated that on page 15, 5th paragraph states Commissioner Mackey stated the two emails..... Paula Downs stated that is an error and should have read Commissioner Stuart. Minutes will be updated accordingly.

Motion: Chairman Jordan moved to approve the minutes of the December 11, 2025, meeting with the changes to page 15. Commissioner Mackey seconded the motion. ***Motion carried 5-0.***

V. Announcements: Paula Downs, Secretary made the following announcements:

A. City Council response to Special Use (Group Home Case) and compliments for Planning Commission. Paula Downs stated that when this case was taken to the City Council, the Council read through the meeting minutes and shared how much they appreciated the lengthy and thoughtful discussion of the Planning Commission and how much easier it was for them to understand the issues and make the decision to approve the recommendation of the Planning Commission.

- B. **Separation of meetings, agendas and minutes of the Planning Commission, Board of Zoning Appeals and Airport Zoning Commission.** Paula Downs stated that the Commission will no longer be convening and reconvening meetings and each meeting will be a separate meeting. The Planning Commission agenda will state what meetings will or will not be held.
- C. **There will be no Board of Zoning Appeals meeting tonight- no cases filed.**
- D. **There will be an Airport Zoning Commission meeting following the adjournment of the Planning Commission meeting.** Paula Downs stated that we will have this meeting tonight to discuss the preliminary report. This item will also be heard at the March 12 meeting for the final report approval and then to the City Council.
- E. **Commissioner Stuart will not be on the Planning Commission after this meeting. He is moving out of Bel Aire. Paula Downs stated that the Mayor is working on appointing new members.**
- F. **Paula Downs stated that the City would be purchasing Planning Commission polo shirts for everyone and will be asking for shirt sizes after the meeting.**

VI. Planning Commission Business

A. Proposed Updates to 2025 Bel Aire Zoning Map.

Paula Downs stated that the packet included a staff report and an 11 x 17 zoning map for review. Staff worked with PEC, the City's on call engineering firm, to update the map. The City provides them all the approved zoning ordinances for the year, and they update the map with the appropriate zoning district color. We are looking at updating the map in real time as ordinances are approved and posting it on the website so current information is available. The map looks a little different due to changes in color to match best practices and to separate the shades, so it is clear and easier to read. The previous zoning map colors made it hard to delineate between the shades.

The staff report provides a summary of the eight ordinances that were approved in 2025 and the note regarding the updated colors. The staff report in your packet was updated from what was published online to provide the general location of each ordinance property that were not previously included. Each ordinance summary now has general location information. We had activity in an agriculture parcel, Sunflower Commerce Park, and housing additions.

Chairman Jordan was confused and felt that two additional keys might need to be added to the map. One item that may need to be added is Bel Aire Public Land in Sunflower Commerce Park. The other one is a diagonal green line where there are Bel Aire Parks.

Paula stated that parks are not a separate zoning district they are included in various zoning districts uses. The Public Works building is M-1, and the blue diagonal may be a place holder if the zoning changed, but it didn't. The key on the side of the map are all the current zoning districts in the current code. We are looking at ways on how we can label each area with "overlays" or multiple zoning districts without requiring multiple colors. Sometimes each parcel allows for several zoning district types which is difficult to show on the map, however, that information would be good to know.

Chairman Jordan suggested that an interactive zoning map be created and posted that describes each parcel. Paula Downs stated that is where we hope to go.

Chairman Jordan stated that having the parks and public land on the key may be helpful.

Commissioner Mackey stated that south of 53rd in between Webb and Rock. This is a transformer area and fenced off. Paula stated that this is likely unplatted and may not have a zoning case that changed the zoning district. Commissioner Mackey asked if the Bel Aire area of influence was new or was it on the map before and he just didn't notice it. Paula Downs stated that it is included on the map because if future development or annexation cases come before the Commission it would be clear that the development was in the area of influence. The area of influence is not determined by the City of Bel Aire it's established as a way to identify unincorporated areas around a city that lends itself to natural future growth between cities. There are several areas around Bel Aire that are the Wichita growth area and the Kechi growth area. Areas of influence are separate for each city and do not overlap nor are they shared among cities.

Maria Schrock reminded the Commission that the discussion needs to occur during the public hearing.

Chairman Jordan formally called the agenda item, which is a public hearing on the Bel Aire Zoning Map.

Chairman Jordan welcomed everyone interested in this hearing and laid out a few ground rules:

1. It is important that you present any facts or views you have as evidence so that an informed recommendation can be made by the Planning Commission to the Governing Body for their final decision.
2. By state statute, the Governing Body does not have to hold another public hearing on the matter, although they may listen to whomever they wish. You will be asked if there is any new information which was not heard at this hearing. It is to everyone's advantage if you present all the necessary information at this hearing.
3. After City staff provide the Commission with background information, I will call upon the applicant. Public comments will be heard following the applicant. Once all have been heard, the Applicant will have an opportunity for final comments.
4. The Planning Commission will close the hearing to public comments and will then consider the Golden Factors and any other factors, on which to base their recommendation.
5. Anyone wishing to speak must be recognized by the Chairperson and give their name and address. Please use the podium and speak clearly so that your comments can be recorded for inclusion into our minutes.

Chairman Jordan asked if anyone on the Council received any ex-parte verbal or written communications prior to this agenda item, which they would like to share? Commissioners responded "no". Chairman Jordan confirmed that no ex-parte communication was received.

Chairman Jordan called on City staff to provide the Commission with a report on this case. Paula Downs confirmed the staff report was provided.

Chairman Jordan welcomed everyone interested in this agenda item to come to the podium and give their name and address. Comments should be limited to five minutes. Chairman Jordan confirmed nobody was in attendance to speak on this item.

Chairman Jordan asked if any written communication has been received. Commissioners responded “no”. Chairman Jordan confirmed that no written communication has been received. Paula Downs confirmed that no written communications were received by staff.

No public appeared for this item. Hearing no further comments, Chairman Jordan closed the public portion of the hearing. Chairman Jordan stated there will be no further public comments unless the Commission wishes to ask questions to clarify information.

Chairman Jordan stated that the Planning Commission will now deliberate the request and there are factors which the Commission must consider in order to make findings, and ultimately, a recommendation. Commission did have discussion and now continued discussion.

Commissioner Roths asked when the area of influence lines were completed on the north side. Paula Downs stated the area of influence has been in place for a long time and were not new. Development in that area depends on many factors and will require approval to be annexed into the City limits of Bel Aire and then evaluated like other development cases.

Chairman Jordan stated that having discussed and reached conclusions on the findings of facts, he would remind the Commission that a proper motion should reflect the factors on which it is based and, if approval is recommended, then consideration should be given to any conditions that might be attached.

Chairman Jordan asked if there is a motion.

Motion: Commissioner Mackey moved to recommend the proposed zoning map changes as presented by this Planning Commission. Chairman Jordan seconded the motion. ***Motion carried 5-0.***

Chairman Jordan stated that this case will be forwarded to the Governing Body with the Planning Commission’s recommendation and a written summary of the hearing for consideration at their regular meeting on **Tuesday, March 3, 2026.**

Chairman Jordan stated that protest petitions against the case, may be received by the City Clerk for 14 days after tonight, **Thursday, February 26, 2026, at 4:30pm.**

B. Overview of the City- Presentation by Ted Henry, City Manager

Ted Henry provided an overview of the City and included the following topics:

1. City services: public safety; build infrastructure; manage debt; planning and zoning (permits, code enforcement, etc.); and parks and green space.
2. Overview of development that has occurred in the city and what is currently being built specifically the development in the Sunflower Commerce Park area.
3. How to turn a green space into a neighborhood: plat; dirt work; drainage; and put in infrastructure- water/sewer pipes, streets and sidewalks. This creates a neighborhood for houses to be built. This is important because many people don't understand the amount of work needed to create a neighborhood which results in special assessments being assigned to neighborhoods. Special assessments is a topic that needs to be discussed and continue to be evaluated to ensure fiscal responsibility.
4. Population growth for Bel Aire is 10,000+. We had 50 new building permits which could be around 100 persons and if duplexes are built it could be more- population is growing. Growth is evident in number of permits, utility accounts, and recreation program participation.
5. City Council is trying to keep property taxes low; fund street improvements, provide efficient public services and be fiscally responsible. Council has lowered the mill levy about .5 mill for the last few years as a result of the development that is occurring in the City.
6. About 54% of city funds come from property taxes, which is a current discussion in the legislature.
7. City has 47 employees who provide the following services:
 - a. Police Department- about 6,000 calls for service
 - b. Public Works- about 4,000 work orders
 - i. 72 miles of water lines maintained
 - ii. 64 miles of sewer lines maintained
 - iii. 2 water Towers
 - iv. 6 lift stations
 - c. 23,000 recreation center users per each year
 - d. 641 permits issued last year with thousands of inspections
 - e. 384 Code Enforcement cases
8. City updated their software which improved efficiency of delivering services and reduced manual processes. Project was brought in on time and budget.
9. Sunflower Commerce Park has grown since 2015. Businesses include; Walton's; Amazon; and many others. There are spec warehouses with new businesses coming in. By 2034 City will collect approximately \$600,000 in property taxes from those businesses after sunset of abatements.
10. City has updated parks, installed new playground equipment and moved/improved sand volleyball court.
11. Bel Aire has a multi-use path plan for the city which we continue to make progress on. Have completed the multi-use path on Woodlawn, 53rd street will have a path built with the road project in 2026 and 45th will have a path built with the new road project in 2027.
12. City has new Public Works facility in the Sunflower Commerce Park area.
13. City funds about \$1 million in street improvements each year- have touched 60% of our streets and will continue to invest in our roads.

14. K-254 discussions are occurring which will improve safety and may result in an exchange and overpass. There have been two open houses on this project. There is land available near K-254 and once this project is designed there will be a lot of Development occurring.
15. City will build a new park in the Skyview area. After Woodlawn and 45th road improvements the City will likely improve Bel Aire Park.
16. Recreation Center needs improvements which will be evaluated to identify funding.
17. Woodlawn reconstruction will begin in next month.
18. Provided breakdown of City's budget- total general fund budget is \$10 million and the city is very strategic in its spending and develops a Capital Improvement Plan (CIP) to plan allocation of funds.
19. Bel Aire will continue to grow, and City will continue to look at how we encourage development.

Action: No action required; for discussion only.

C. Overview of Annexation Process

Paula Downs stated that the item will be postponed to a future meeting.

Action: No action required; for discussion only.

Commissioner Roths stated that she was impressed that the City Council reads the Planning Commission meeting minutes. Paula Downs stated that the detailed minutes provides good information and reduces the number of questions asked by the Council on the item and what the Planning Commission discussed.

VII. Approval of the Next Planning Commission Meeting Date.

Motion: Chairman Jordan moved to approve the date of the next meeting: March 12, 2026, at 6:30 p.m. Commissioner Matzek seconded the motion. ***Motion carried 5-0.***

VIII. Current Events

Paula Downs provided the following information and added the Annexation presentation would be provided at the next meeting.

A. Upcoming Agenda Items:

- a. Airport Hazard Zoning Code- Final Report
- b. Robert's Rules Training
- c. Written Communications Training
- d. **May have a Preliminary PUD Plat for Sunflower Commerce Park**

B. Upcoming Events:

- a. February 16: City Offices closed for Presidents' Day
- b. February 17: Bike & Pedestrian Path Open House | 5:30 – 6:30 pm at City Hall. **The City has been awarded money from Wichita Area Metropolitan Planning Organization (WAMPO), so the workshop is to hear feedback on project options.**
- c. March 28: Bel Aire Spring Fest | 1–3 pm at the Rec Center
- d. April 23 – 25: Citywide Garage Sale Weekend
- e. May 2: E-Recycling & Shred Day | 9 am – Noon at City Hall

f. May 16: Spring Curbside Clean-Up

IX. Adjournment

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

Chairman Jordan encouraged Planning Commission to attend the February 17 workshop to provide feedback on the bike/ped path proposed projects.

DRAFT