



MINUTES
PLANNING COMMISSION
City Hall – Bel Aire, Kansas
February 15, 2018
6:00 P.M.



The meeting of the Bel Aire Planning Commission was called to order at 6:00 pm by James Schmidt

Members Present: James Schmidt, Stephen Crook, Dee Roths, and David Floyd

Members Absent: Craig Pumphrey, and Jeff Artz. Carla Zielke- position hasn't been filled.

Others Present: Keith Price, Zoning Administrator, Anne Stephens, City Engineer and Public Works Director

Pledge of Allegiance: Led by James Schmidt

Motion to approve 1/11/18 Minutes by Stephen Crook Seconded by David Floyd. Motion carried 4-0

Keith Price-Discussion regarding training materials received from the League of Kansas Municipalities in January. The staff report contained the zoning code section related to the planning commission Authority and duty. KSA 12-745 quick list-Established, Membership, Appointment, Term, Vacancies, Removal, Meetings, Written notice, and Procedures.

Procedures appear to be the weakness part of the code it should contain bylaws, the handout is one part of what could be part of the bylaws. The current code could be interpreted to contain bylaws, but it doesn't really tell you how to conduct a meeting or that the Robert's Rules of Order should be used in the event there is an issue during the meeting. This draft was originally the City Council document that was tweaked to fit the Planning Commission meetings. Please provide feedback for the meetings portion and for the business portion so that a more comprehensive set of bylaws can be brought back for review, once Jacqueline Kelly, City Attorney, has revised the draft adding any element requested or needed. Additional comments can be emailed before the next meeting.

Comments below from the meeting or email:

- Limit 3 minutes speakers, with chair to extend time limit
- Update flyer used to provide edict rules
- Provide answer to Motion "Call the motion" in the context of the city planning commission meeting page 4 (g) (page 5, (5) does answer in part. Can additional information be provided?
- Provide answer to executive sessions process and when it should be used page 3 c
- The annual voting usually hits June-July-August, for chair and vice chair. Provide schedule to include this and review of documents that are required-comp plan, zoning code, etc.
- Would like the ability to have sub-committees. additional details related to use
- Budget concerns if money is involved with special business projects related to training or field trips.
- The planning commission would like to know who the mayor might appoint before they show up to a PC meeting
- Can a short list be made for the chairman to follow? Can the Chairman make a motion?
- The commissioners disclosing someone related to a case has contacted then outside public process should be a check mark for the chairman
- Page 5, staff missed changing the Mayor information at the top

Next meeting March 15, 2018

Dee Roths motioned to approve. David Floyd seconded.

Approved minutes 2.15.18

Motion carried 4-0.

Anne-Stephens- Spring Festival is March 24, 2018. Over 12,000 eggs and an Easter Bunny.

Adjournment

Dee Roths motioned to adjourn the meeting. Stephen Crook seconded.

Motion carried 4-0.

Meeting adjourned. 7:18 pm

Submitted by Keith Price, Building and Zoning