



CITY OF WESTWOOD, KANSAS

CITY COUNCIL MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Thursday, November 13, 2025 at 7:00 PM

AGENDA

Welcome to your Westwood City Council meeting. This meeting may be attended remotely via Zoom:

Access Online: <https://us02web.zoom.us/j/89908289796>

Access by Phone: (312) 626-6799 / **Webinar ID:** 899 0828 9796

[Note: This agenda is subject to changes, additions, or deletions at the discretion of the Governing Body]

REGULAR MEETING AGENDA

I. CALL TO ORDER

II. APPROVAL OF THE AGENDA

III. PUBLIC COMMENT

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda, or about items on the regular agenda for which the Governing Body, at its discretion, accepts public comment. Public comment should be limited to 2-3 minutes and, unless the topic of public comment is before the Governing Body as part of its agenda, no action will be taken by the Governing Body on public comment items. Please state your name and address for the record. Persons attending virtually online will be able to make public comment by using the "raise hand" function on Zoom.

- A. Public Hearing – Consider Resolution No. 150-2025 amending the fiscal year 2025 budget [to increase TIF/CID Fund budget authority for expenses related to 47th Pl. Complete Street improvements]

IV. PRESENTATIONS AND PROCLAMATIONS

V. CONSENT AGENDA

All items listed below are considered to be routine by the Governing Body and will be enacted in one motion (roll call vote). There will be no separate discussion of these items unless a member of the Governing Body so requests, in which event the item will be removed from the consent agenda and considered separately following approval of the consent agenda.

- A. Consider approval of October 9, 2025 City Council meeting minutes
- B. Consider approval of Appropriations Ordinance 780

VI. MAYOR'S REPORT

VII. CITY COUNCILMEMBER REPORTS

VIII. STAFF REPORTS

- [A.](#) Administrative Report (City Administrator Leslie Herring)
- [B.](#) Public Works Report (Public Works Director John Sullivan)
- [C.](#) Police Department Report (Police Chief Curt Mansell)
- [D.](#) Treasurer's Report (City Treasurer Michelle Ryan)
- E. City Attorney Report (Ryan Denk)

IX. OLD BUSINESS

- [A.](#) Consider Ordinance Nos. 1053-1062 adopting updated building codes for the City of Westwood

X. NEW BUSINESS

- [A.](#) Consider Ordinance No. 1063 adopting text amendments to zoning regulations
- [B.](#) Consider agreement with Capital Electric Co. for installation of streetlights on Booth St. and Belinder Ct. (cul de sacs off 47th St.)
- [C.](#) Consider renewal of Agreement between Johnson County and the City of Westwood for Information Technology Services for 2026

XI. ANNOUNCEMENTS/GOVERNING BODY COMMENTS

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

UPCOMING MEETINGS

The next regular meeting of the Westwood City Council will be held Thursday, December 18, 2025, at 7:00 PM at Westwood City Hall. The City Calendar may be accessed at www.westwoodks.org. To receive further updates and communications, please see or sign up for the following:

Westwood Buzz Email: <https://bit.ly/3wA4DWx>

Facebook: [City of Westwood Kansas-Government](#)
[Westwood, KS Police Department](#)

COUNCIL ACTION FORM

Meeting Date: November 13, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Public Hearing – Consider Resolution No. 150-2025 amending the fiscal year 2025 budget [to increase TIF/CID Fund budget authority for expenses related to 47th Pl. Complete Street improvements]

Background/Description of Item

Background

In 2021, the City sought and was awarded funding through Mid-America Regional Council (MARC) to conduct a Planning Sustainable Places (PSP) Study on West 47th Place between Rainbow Blvd. and State Line Rd., specifically investigating a possible Complete Streets Project. (Details of that study are available here, on the City’s website:

<https://www.westwoods.org/projects-and-plans/page/rainbow-state-line-connections>.) Prior to and following that study, Woodside owner Blair Tanner had expressed interest in the City making Complete Streets improvements – specifically pedestrian safety enhancements – within the right of way between his north and south Club facilities.

In concert with Tanner making recent improvements to his Club facilities in 2023 and 2024, he approached the City asking to move up the timeline for public improvements to W. 47th Pl. in the City’s Capital Improvement Plan (CIP), which was programmed for 2030. Although City staff and Tanner discussed at that time the possibility of using CID2 sales tax receipts accruing in the TIF/CID Fund for these public improvements, when the 2025 fiscal year budget was adopted in September 2024, City staff did not yet have a formal agreement in place nor had terms been negotiated for the City to expend the cost for capital improvement costs out of the Woodside TIF/CID Fund. As such, budget authority for engineering design costs was not included in the recommendation for budget adoption.

Over the course of the spring (2025), City staff negotiated with Tanner to gain consent and partnership to use these revenues from the 0.9% CID sales tax, more commonly referred to as CID2 sales tax receipts¹. Specifically, the City intends to use the proceeds from this revenue source to fund the local share² of 47th Place improvements. The City’s use of CID2 proceeds is limited by the local share portion of the engineer’s estimate for 47th Place improvements, which local share is estimated to be \$1,281,084³, however, this is a “not to exceed” number. If actual costs come in less than the engineer’s estimate, the City’s actual costs will be recovered.

Description

State budget law requires a budget amendment if expenditures in a fund are expected to exceed the approved budget amount. The process for amending the budget includes publication of the proposed amendment, a public hearing, and formal adoption of the budget amendment by the City Council prior to the end of the year.

Expenditures in one fund is expected to exceed the level authorized in the adopted 2025 budget. To remain in compliance with the State budget law, a budget amendment increasing authorized expenditures must be adopted.

¹ On May 29, 2025, the City Council considered and approved an 11th Amendment to Woodside Village Redevelopment Agreement allowing for use of the CID proceeds for this public improvement. ([May 29, 2025 City Council action item linked here](#).)

² W. 47th Pl. is a CARS-eligible route, and, on October 9, 2025, the JoCo BOCC took final action to approve 2026 funding through the County Assistance Road System (CARS) cost-share program for this project. A local match is required, which the CID2 receipts are covering. ([October 9, 2025 Johnson County Board of County Commissioners meeting item linked here](#).)

³ On April 10, 2025, the City Council considered a professional services agreement with the City Engineer for this public improvement, which was approved with the condition that CID2 revenues be used to cover the full cost of the contract upon consent of the Woodside Club owner. ([April 10, 2025 City Council action item linked here](#).)

Summary of Amendments

Fund	2025 Adopted Budget			2025 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Woodside TIF/CID			768,677	968,677
			0	0
			0	0
			0	0
			0	0
			0	0

Staff Comments/Recommendation

\$96,365 of the \$184,145 engineering contract with Uhl (City Engineer) has already been expensed in 2025 from the Woodside TIF/CID Fund in anticipation of amending the current fiscal year’s budget. Design engineering is ongoing and could possibly extend into early 2026. The budget amendment is proposed to cover the full cost of the Uhl Engineering services agreement approved by the City Council in April 2025. The FY 2026 budget was adopted with authority to use the full balance of funds available on both engineering and construction.

In order to use the CID2 receipts for the design of this project in 2025 to be ready to bid and build the project in 2026, budget authority must be granted/available to the City to expend.

Budget Impact

The funds in the Woodside TIF/CID Fund are restricted to only eligible expenses and are not available nor tied to the City’s operating budget. There is no budget impact from amending the fiscal year 2025 budget to expend funds on engineering services. In fact, there would be negative impact on the City’s operating budget if this amendment is not passed, as the Uhl Engineering invoices would need to be reclassified to be paid from the General Fund, which Fund has been tightly budgeted for other purposes.

Suggested Motion

I move the City Council approve Resolution No. 150-2025 adopting an amendment to the 2025 fiscal year budget.

CITY OF WESTWOOD, KANSAS

RESOLUTION NO. 150-2025

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS,
ADOPTING AMENDMENTS TO THE 2025 FISCAL YEAR BUDGET**

WHEREAS, the fiscal year 2025 annual budget was presented to the Governing Body at its September 12, 2024 Governing Body meeting and was subsequently adopted at that meeting; and

WHEREAS, the City has determined that the budgeted amount for expenditures from the Woodside TIF/CID Fund need to be increased;

WHEREAS, a public hearing was conducted on November 13, 2025 to consider this amendment to the 2025 budget; and

WHEREAS, the Governing Body desires to adopt the amendment to the 2025 fiscal budget.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

Section 1. That the City of Westwood, Kansas, a municipal corporation, does hereby adopt the amendment to the 2025 Fiscal Year Budget.

Section 2. Effective Date. This resolution shall be effective upon its adoption by the Governing Body of the City of Westwood, Kansas.

ADOPTED this 13th day of November, 2025, by majority vote of the Governing Body.

David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

APPROVED AS TO FORM:

Ryan B. Denk, City Attorney

**Notice of Budget Hearing for Amending the
2025 Budget**

The governing body of
Westwood

will meet on the day of 11/13/2025 at 7:00 PM at Westwood City Hall for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Westwood City Hall and will be available at this hearing.

Summary of Amendments

Fund	2025 Adopted Budget			2025 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Woodside TIF/CID			768,677	968,677
			0	0
			0	0
			0	0
			0	0
			0	0

Leslie Herring
Official Title: City Administrator

Page No.

The Legal Record

1701 E. Cedar St., Ste. 111
Olathe, KS 66062-1775
(913) 780-5790

ATTN: LESLIE HERRING
CITY OF WESTWOOD
4700 RAINBOW BLVD
WESTWOOD KS 66205-1831

Proof of Publication

STATE OF KANSAS, JOHNSON COUNTY, SS;
Maureen Gillespie, of lawful age, being first duly sworn, deposes and says that she is Legal Notices Clerk for The Legal Record which is a newspaper printed in the State of Kansas, published in and of general paid circulation on a weekly, monthly or yearly basis in Johnson County, Kansas, is not a trade, religious or fraternal publication, is published at least weekly fifty (50) times a year, has been so published continuously and uninterrupted in said County and State for a period of more than one year prior to the first publication of the notice attached, and has been entered at the post office as Periodicals Class mail matter. That a notice was published in all editions of the regular and entire issue for the following subject matter (also identified by the following case number, if any) for 1 consecutive week(s), as follows:

BUDGET HEARING FOR AMENDING THE 2025
BUDGET
10/28/25

Pursuant to Local Rule 3.7, the undersigned hereby certifies that no portion of the Proof of Publication was drafted/prepared using Generative A.I.

Maureen Gillespie, Legal Notices Billing Clerk
Subscribed and sworn to before me on this date:
October 28, 2025

DEBRA VALENTI
Notary Public-State of Kansas
My Appt. Expires Aug. 21, 2027

Notice of Budget Hearing for Amending the

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Summary of Amendment

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Woodside TIF/CID		768,677	968,677
		0	0
		0	0
		0	0
		0	0

Leslie Herring

Official Title: City Administrator

Page No.

10/28

**City of Westwood, Kansas
City Council Work Session
4700 Rainbow Boulevard
October 9, 2025 – 6:00 PM**

Council Present: David E. Waters, Mayor
Jeff Harris, Council President
Andrew Buckman, Councilmember
Jason Hannaman, Councilmember
Laura Steele, Councilmember
Holly Wimer, Councilmember

Council Absent: None

Staff Present: Leslie Herring, City Administrator
Curtis Mansell, Police Chief
John Sullivan, Public Works Director
Ryan Denk, City Attorney
Abby Schneweis, City Clerk

Call to Order

Mayor Waters called the work session to order at 6:00 p.m. on October 9, 2025. Ms. Schneweis called the roll. A quorum was present. The meeting was held in a hybrid manner with attendees being able to join in person and virtually via Zoom.

Police Department Annual Work Session

Chief Mansell provided an overview of police operations and current issues. No action by the Governing Body was taken.

Adjournment to Regular Meeting

The work session adjourned at 6:59 p.m. to prepare for the regular City Council meeting.

**City of Westwood, Kansas
City Council Meeting
4700 Rainbow Boulevard
October 9, 2025 – 7:00 p.m.**

Council Present: David E. Waters, Mayor
Jeff Harris, Council President
Andrew Buckman, Councilmember
Jason Hannaman, Councilmember
Laura Steele, Councilmember
Holly Wimer, Councilmember

Council Absent: None

Staff Present: Leslie Herring, City Administrator
Curtis Mansell, Police Chief
John Sullivan, Public Works Director
Abby Schneweis, City Clerk

Call to Order

Mayor Waters called the meeting to order at 7:00 p.m. on October 9, 2025. Ms. Schneweis called the roll. A quorum was present. The evening's meeting was held in a hybrid manner, with attendees joining both in person and via Zoom.

Approval of the Agenda

Motion by Councilmember Harris to approve the October 9, 2025 agenda as submitted. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Public Comment

No comments were made by members of the public.

Presentations and Proclamations

Presentation of Community Traffic Safety Award to Westwood Police Department

Don Hughes, Kansas Department of Transportation Law Enforcement Liaison, presented the Westwood Police Department with the KDOT Community Traffic Safety Award.

Consent Agenda

All items listed below are considered to be routine by the Governing Body and will be enacted in one motion. There will be no separate discussion of these items unless a member of the Governing Body so requests, in which event the item will be removed from the consent agenda and considered separately following approval of the consent agenda.

- A. Consider September 11 2025 City Council Meeting Minutes
- B. Consider Appropriations Ordinance 779

Motion by Councilmember Harris to approve the Consent Agenda as submitted. Second by Councilmember Steele. Ms. Schneweis conducted a roll call vote. Motion carried by a 5-0 vote.

Mayor's Report

Mayor Waters provided a review of events he attended and plans to attend as Mayor of Westwood.

Councilmember Reports

Councilmember Steele shared that October 8th was Walk and Roll to school day at Westwood View, the purpose of this event is to encourage active transit to school. Councilmember Steele thanked the Westwood Police Department for their assistance in making the event a success.

Staff Reports**Administrative Report**

Ms. Herring provided an overview of the October 2025 Administrative Report included in the agenda packet and offered to answer questions.

Public Works Report

Mr. Sullivan provided an overview of the September and October 2025 Public Works Reports included in the agenda packet and offered to answer questions.

Public Safety Report

Chief Mansell provided an overview of the September 2025 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

The September 2025 Treasurer's Report was included in the packet, no questions or comments were made about the report.

City Attorney's Report

Mr. Denk did not have anything to report.

Old Business

No Old Business items were considered.

New Business**Review recommendations for 2024 ICC Code adoption**

New codes are published and adopted primarily to address the constant introduction of new and better materials and methods in construction. The International Code Council, who publishes code books upon which nearly all jurisdiction codes are based, does so every three years. These codes provide for a uniform set of model building codes developed through a consensus process at the national level. Johnson County jurisdictions amend and adopt new codes every six years for the most part. Adopting the code updates on a six-year cycle, in coordination with neighboring jurisdictions allows for some inter-jurisdictional consistency for area builders and also allows cities to space out the frequency of adopting all new codes, especially since not every code cycle results in significant changes from the previous cycle.

Most Johnson County and Kansas City metro jurisdictions are in the process of adopting the 2024 ICC codes. Although each jurisdiction adopts the code sections relevant to its distinct operations and community, extensive coordination is taking place between Johnson County building officials with the objective of reaching consistent standards throughout the jurisdictions. Joe Kmetz, the City's Interim/Contract Building Official has extensively reviewed the 2024 ICC code sections, has coordinated

with Johnson County building official colleagues, has led a work group of City staff, Planning Commissioners, and City Councilmembers, and recommends adoption of a set of ordinances amending Westwood City Code, Chapter 4 (linked here).

After extensive evaluation and collaboration with key stakeholders, staff recommend adoption of the draft ordinances included in the meeting packet. Joe Kmetz presented an overview of the building codes, the process for adoption, the significant changes, and offered to answer any questions. Councilmembers Buckman and Hannaman participated in the work group guiding this priority and are also available for questions.

No motion was made. Item is informational only. Formal action will be sought at the November 13, 2025 City Council meeting.

Consider approval of agreement with Uhl Engineering for engineering services related to 2026 streets projects

In accordance with the adopted 2026 – 2030 Capital Improvement Plan, adopted by the City Council with the 2026 fiscal year budget on September 11, 2025, design of the 2026 streets projects must begin to prepare for bidding the construction work in early 2026. The City Engineer, Uhl Engineering, has supported the City's roadway improvement projects in past years and has provided support in scoping and preparing the 2026 projects for design engineering. W. 50th Street and W. 51st Street between Mission Rd. and Belinder Ave. are street lengths that need varying degrees of rehabilitation, and which are included in the 2026 CIP.

The scope of each project is identified below:

W. 50th Street (Mission Rd. to Belinder Ave.)

- 2-inch mill and overlay
- limited full-depth patching
- removal and replacement of curb & gutter
- removal of 4-foot sidewalk and replacement with 5-foot sidewalk
- removal and replacement of driveway approaches
- installation of new streetlights

W. 51st Street (Mission Rd. to Belinder Ave.)

- 2-inch mill and overlay
- limited full-deep patching
- installation of new streetlights

The curb & gutter on this street is in very good condition and meets the ADA. The existing 4-foot sidewalk is in very good condition and meets the ADA for cross-slope and running grade but does not meet the 5-foot width recommended by the City's Complete Streets Plan. If we remove all of the 4-foot sidewalks to incorporate 5-foot sidewalks it will require the removal of the curb & gutter that is adjacent to those sidewalks. This would be necessary because we do not have enough existing ROW to accommodate the additional foot of sidewalk as well as the street lighting.

During his report Mr. Sullivan said he is proposing the current 4-foot sidewalk remain with 250 feet passing lanes installed as allowed by the ADA. Mr. Sullivan advises that in the future when the sidewalks

and curb & gutter need to be replaced on this street, the sidewalks be widened to 5 feet to accommodate the ADA and conform to the City's adopted Complete Streets Plan. I also recommend installing the streetlights as far back as the right-of-way will allow to accommodate a future sidewalk widening.

The CIP includes estimated expenses for design engineering in 2025 and construction engineering in 2026 in the following amounts for each project:

W. 50th Street (Mission Rd. to Belinder Ave.)

- Budgeted: \$90,936 (2025 design engineering) and \$60,624 (2026 construction engineering and construction observation) = \$151,560 total engineering
- Contract amount: \$140,687

W. 51st Street (Mission Rd. to Belinder Ave.)

- Budgeted: \$40,532 (2025 design engineering) and \$31,022 (2026 construction engineering and construction observation) = \$77,554 total engineering
- Contract amount: \$31,559

As the CIP is an unbudgeted fund, it is permissible for the City Council to enter into a full contract in 2025 for both the 2025 and 2026 budgeted expenses for these professional services.

Motion by Councilmember Harris to authorize the Mayor to execute the Professional Service Agreement with UHL Engineering for the final design and construction engineering of W. 50th Street in the amount of \$140,687 and W. 51st Street in the amount of \$31,559.00 for a combined total of \$172,246.00 from the CIP. Second by Councilmember Hannaman. Motion carried by a unanimous voice vote.

Consider 2026 addendum to agreement between Westwood and the City of Mission Woods for public safety and public works services

An annual review of the services provided to the City of Mission Woods is carried out to determine adjustments to the costs of the various services provided as well as any adjustments to the employees' wages and benefits. Items for consideration were salaries and benefits, equipment costs, technological needs and ongoing to training to keep up with newer, more complex crimes.

Public Safety

- Across-the-board increase of 5% to capture the actual increases in the items mentioned above.

Public Works

- Across-the-board increase of 2% for the various services provided. Noted in the addendum is that services do not include employee time or costs.
- Labor rates have also changed to reflect pay adjustments and benefit costs.

The adopted 2026 budget reflects the 5% increase in the contract rate for public safety services in the General Fund revenue forecast. The Public Works rate increases are not budgeted in the General Fund revenue forecasts since these services are performed on an on-call, task basis when requested by the City of Mission Woods.

Motion by Councilmember Wimer to authorize the Mayor to execute the 2026 addendums to the existing service agreements between the City of Mission Woods and the City of Westwood for public safety and public works services. Second by Councilmember Buckman. Motion carried by a unanimous voice vote.

Consider 2026 addendum to agreement between Westwood and the City of Westwood Hills for public safety and public works services

An annual review of the services provided to the City of Westwood Hills is carried out to determine adjustments to the costs of the various services provided as well as any adjustments to the employees' wages and benefits. Items for consideration were salaries and benefits, equipment costs, technological needs and ongoing training to keep up with newer, more complex crimes.

This year the following adjustments have been made:

Public Safety

- Across-the-board increase of 5% to capture the actual increases in the items mentioned above.

Public Works

- Across-the-board increase of 2% for the various services provided. Noted in the addendum is that services do not include employee time or costs.
- Labor rates have also changed to reflect pay adjustments and benefit costs.

The adopted 2026 budget reflects the 5% increase in the contract rate for public safety services in the General Fund revenue forecast. The Public Works rate increases are not budgeted in the General Fund revenue forecasts since these services are performed on an on-call, task basis when requested by the City of Westwood Hills.

Councilmember Hannaman stated that his independent research indicates that Westwood's rate increases for Westwood Hills have not kept up with inflation over the past several years and that he would prefer Westwood increase the contract rate 7% in 2026 and consider higher rate increases over the next several years to catch-up on the City's cost recovery of providing this service to Westwood Hills.

Motion by Councilmember Wimer to authorize the Mayor to execute the 2026 addendums to the existing service agreements between the City of Westwood Hills and the City of Westwood for public safety and public works services. Second by Councilmember Steele. Motion carried by a unanimous voice vote.

Executive Session

Motion by Councilmember Hannaman that the Governing Body recess into Executive Session for 20 minutes to consult with the City Attorney on matters related to personnel matters of non-elected personnel to review the terms of the renewal contract of the City Administrator pursuant to K.S.A. 75-4319(b)(1). Present will be members of the Governing Body and the City Attorney. The regular meeting will resume at 8:25 p.m. Second by Councilmember Buckman. Motion carried by a unanimous voice vote. The Governing Body immediately recessed into Executive Session.

At 8:25 p.m. the Governing Body returned to the dais. Mayor Waters said no action was taken during Executive Session.

Motion by Councilmember Hannaman to reappoint Leslie Herring as City Administrator pursuant to Westwood Municipal Code 1-302 through the Mayor with consent of the City Council and authorize the Mayor to enter into an Employment Agreement with the City Administrator upon mutually agreeable terms. Second by Councilmember Wimer. Motion carried by a unanimous voice vote.

Announcements/Governing Body Comments

No announcements were made by the Governing Body.

Adjournment

Motion by Councilmember Steele to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting was adjourned at 8:30 p.m.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk

DRAFT

City of Westwood, Kansas
 Appropriation Ordinance No. 780

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF OCTOBER 1, 2025 - OCTOBER 31, 2025 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 10/31/2025	Capital Improvements Month Ending 10/31/2025	Equipment Reserve Month Ending 10/31/2025	Stormwater Month Ending 10/31/2025	Special Highway Month Ending 10/31/2025	Woodside TIF/CID Month Ending 10/31/2025	Debt Service Month Ending 10/31/2025	Total All Funds Month Ending 10/31/2025
Expenditures								
Salary & Benefits	175,429.90	0.00	0.00	0.00	0.00	0.00	0.00	175,429.90
Employee Expenses	3,293.81	0.00	0.00	0.00	0.00	0.00	0.00	3,293.81
Professional Fees	50,534.22	0.00	0.00	0.00	0.00	0.00	0.00	50,534.22
General Operating Expenses	7,824.63	0.00	0.00	0.00	0.00	0.00	0.00	7,824.63
Utilities	25,961.45	0.00	0.00	0.00	0.00	0.00	0.00	25,961.45
Equipment and Maintenance	4,421.21	0.00	0.00	2,373.07	0.00	0.00	0.00	6,794.28
Street and Stormwater	0.00	0.00	0.00	96.24	0.00	0.00	0.00	96.24
Park and Events	6,784.33	0.00	0.00	0.00	0.00	0.00	0.00	6,784.33
Miscellaneous	5,626.47	5,313.88	1,023.75	1,384.85	0.00	3,792.19	178,843.76	195,984.90
Interfund Transfers	23,487.00	175,000.00	0.00	43,516.00	0.00	0.00	0.00	242,003.00
Total Expenditures	303,363.02	180,313.88	1,023.75	47,370.16	0.00	3,792.19	178,843.76	714,706.76

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION 1. The Claims included herin are hereby approved and allowed.

SECTION 2. That the payment of all claims and charges against the respective accounts and funds provided in the budget for the year 2025 are consistent with that budget and are hereby authorized, ratified and approved.

SECTION 3. This Ordinance shall take effect from and after its passage.

ADOPTED this 13th day of November, 2025.

 MAYOR

 ATTEST: CITY CLERK



City Administrator's Report

November 2025

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: November 13, 2025
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

3rd Quarter (October) 2025 through 1st Quarter (March) 2026

1. Transition City Council
 - Council priorities developed and advanced by the current City Council and which are ready for final action are scheduled for City Council meetings by or before November. Other community priorities which have been developed to a point where strategic direction is needed from the Governing Body are set for future meetings once the new City Councilmember are seated.
 - In December, at the first regular meeting of the newly-elected Councilmembers, staff will report out on progress made on strategic priorities to-date and will outline areas where direction will be needed to advance stated community goals.
 - At some point in 2026 Q1, the new Governing Body should convene in a retreat setting to discuss goals and direction to staff for the next two to three years, revisiting the 2024 community survey and City Council Strategic Plan, adopted in December 2024.
 - Also in 2026 Q1, staff will present the various City policy documents adopted by the City Council by resolutions, to aid the new Councilmembers in understanding City operations and to identify areas where new Councilmembers may have questions or desire to see changes.
2. Introduce Records Retention Policy and Process Proposal
 - At the December 2025 City Council meeting, staff anticipates proposing a policy and retention schedule for City records, to be considered by the Council for adoption by resolution.
 - Once adopted, staff will begin the process of reviewing records and managing them in accordance with the policy adopted by Council.
3. Create Approach to Traffic Calming on Residential Streets
 - ✓ In September 2025, the State of Kansas's Local Field Liaison for the Kansas Local Technical Assistance Program (LTAP) conducted a free Practical Road Safety Assessment (PRSA).
 - The findings are being integrated into a report, which was not ready (as anticipated) by the November 3rd Planning Commission meeting. Given that the December Planning Commission meeting is cancelled, the report will be prepared and presented in January or February of 2026.

- Once the new City Council is seated, the findings and recommendations will be presented and direction sought on how the Council would like to proceed with implementing the proposed measures.
4. Implement 47th Place Complete Streets Plan
 - In November 2025, staff intends to be positioned to reach out to reconvene (likely during the second week of December) the stakeholder group steering the design elements for this project to share the results of design engineering and to receive guidance on any modifications to the developed design.
 - In December 2025, the City Council should receive a presentation of the design and will be given an opportunity to comment and shape what the City Engineer will ultimately bid out to construction contractors for 2026 construction. Depending on the November and December feedback from the stakeholders, this presentation may need more time and may be given in January 2026.
 5. Explore Programs and Policies to Preserve and Enhance Tree Canopy
 - ✓ In September 2025, Kansas Forest Service staff prepared a report to present the results of the community tree inventory conducted in the spring.
 - Once the new City Council is seated, the findings will be presented and direction sought on how the Council would like to proceed with implementing the proposed initial recommendations.
 6. Monitor effectiveness of the 2024 Strategic Communications Plan
 - ✓ The content calendar and updates to the City website are being refined and finalized.
 - Beginning in Fall 2025, staff is fully deploying the recommendations within the adopted Communications Plan and will begin monitoring progress. Results will be reported to City Council later in 2026.
 - This approach – tied to the City’s status as a Gold-level Community for All Ages – includes a proposal to the City Council to enter into an agreement with Johnson County for the Westwood’s participation in the Notify JoCo program. Staff anticipates introducing this MOU to the Council in December 2025 or January 2026 for consideration.

Lingering Priorities

- A. Implement Rainbow Blvd. Complete Streets Plan
 - KDOT and KUHS are working together and with the UG of Wyandotte County-Kansas City, KS to reconcile engineering reports and recommendations and to determine the optimal geometric redesign on the Wyandotte County side of the project area, which will then inform connecting to the Johnson County (Westwood) side of the project area.
 - The stakeholder group – working together since January 2022 – is considering KUHS’s stated preference to demonstrate the lane reconfiguration – from four to three lanes – on the Johnson County side of the County Line, as a preferred early phase in implementing the recommendations from the 2024 study. Monthly status meetings

between Westwood, KDOT, KUHS, and The UG have been taking place since November 2024 and are ongoing, however KDOT's participation is more sporadic in recent months.

B. Select Prime Development Partner for 4700 Rainbow Blvd.

- Staff conducted a work session with the Governing Body at the May 2024 regular City Council meeting to discuss parameters and guidance for building this process and RFP.
- The Mayor and City Administrator worked together to draft an RFQ/P document, which was provided in draft form to the City Council and issued in July 2024.
- The RFQ Review Committee interviewed four teams in September 2024 and invited all to move forward to the RFP phase of the selection process. RFP responses were received in October 2024 and team interviews were conducted the first week of November.
- In Winter 2025, City staff, Councilmember Hannaman, and City Attorney Denk negotiated with the two highest ranking of the four development teams. KU Health Systems continues to work through its process to consider the terms of agreeing to disposition of their real property. Once the City, Westwood Foundation, and KU Health Systems are aligned on a final recommendation, a public presentation and formal recommendation to the City Council will be scheduled.

Building Permits

The following is a snapshot of select building permits of note issued last month:

Residential

New Construction: None

Additions: None

Alterations:

- 4818 Adams St. – Basement finish

Demolition:

- 2615 W. 47th Ter. – Demolish single family detached house w/ intent to construct new house

Other:

- 2809 W. 50th Ter. – Install solar panels

Commercial

Alterations:

- 4701 Mission Rd. (Walmart Neighborhood Market) – Install RTU roof screen

WESTWOOD
COURT SUMMARY
OCTOBER, 2025

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
October 03, 2025	57	05	\$ 5,040.00	14	20
October 17, 2025	34	16	\$ 4,935.00	13	25
TOTALS					
October, 2025	91	21	\$ 9,975.00	27	45
October, 2024	88	05	\$ 10,205.00	29	23
			TOTAL (9,975.00) less		
			* Kansas DL fees:	\$	0.00
			* Judges Training Fund:	\$	23.00
			* LET Training Fund:	\$	517.50
			* Comm Corrections Fund:	\$	250.00
			* Seat Belt Safety Fund:	\$	20.00
			October, 2025 TOTAL:	\$	9,164.50

Y.T.D. TOTALS 2025		Y.T.D. TOTALS 2024	
ARRAIGNMENTS:	888	ARRAIGNMENTS:	789
TRIALS	153	TRIALS:	113
LETTERS:	370	LETTERS:	270
WARRANTS:	299	WARRANTS:	246
FINES:	\$100,299.00	FINES:	\$90,571.00
KS DL FEES:	\$487.00	KS DL FEES:	\$447.00
JUDGES FUND:	\$249.00	JUDGES FUND:	\$280.00
L.E.T.FUND:	\$5,630.00	L.E.T FUND:	\$6,225.00
COMM CORRECT FUND:	\$250.00	COMM CORRECT FUND:	\$0.00
SEATBELT SAFETY FUND:	\$900.00	SEATBELT SAFETY FUND:	\$1080.00

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, OCTOBER 2025
DATE: NOVEMBER 11, 2025

Some of the activities for Public Works in October include:

1. Daily collection of trash from City Hall and City Parks.
2. Perform a weekly inspection of the playground equipment and park facilities.
3. We emptied and serviced the pet waste dispensers throughout the city, 9 in all.
4. Perform a weekly inspection of the traffic control signs throughout the city; replace poles and signs as required.
5. I prepared the Purchase Orders and documentation for those purchases.
6. Performed routine maintenance at the City Hall to include the service of the air handling equipment, re-lamping fixtures and repairing or installing appurtenances including plumbing fixtures.
7. I represented the city at various meetings to include:
 Johnson County Integrated Preparedness Meeting – in person – 3 hrs.
 Johnson County Water Summit – in person – 2 hrs.
 OGL Meeting – in person – 2 hrs.
8. Received, via email, Kansas One-Call Locate Requests, advised callers of their status with the City of Westwood regarding utilities and advised, when appropriate, the need to either get an excavation permit, building permit or fence permit. I provided the building official with a copy of the locate requests for follow-up for any building permits that may be required and answered any questions when asked.
9. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
10. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
11. Performed various clerical duties for the Public Works Department's daily functions.
12. I attended Public Works, City Council and Staff and Committee meetings as required.
13. Observed activities associated with ROW Permits.
14. We marked streetlight and traffic signal utilities when requested by the One-Call System.
15. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
16. Alex attends monthly Safety Committee Meetings.
17. We repaired potholes.
18. We mowed and trimmed various City Properties.
19. We cleaned the City Hall roof drains.
20. We irrigated flowers at City Hall and the areas that have been landscaped by the Women's Club as needed.

21. Repaired the School Crosswalk Sign at W. 49th Terrace and Belinder Ave.
22. We installed some street signs and poles at various locations.
23. We watered the tree bags, various locations.
24. We swept Westwood Streets.
25. We delivered block party barricades.(3 separate events)
26. Prepared for Octoberfest provided staff support.
27. Provided staff support for Halloween.

This concludes my activities report for some of the activities for Public Works in October.

Westwood Public Works

To: Governing Body
From: John Sullivan, Director of Public Works
Date: November 11, 2025
Re: Monthly Status Report

- CCLIP funding: The project is progressing. Plans approved by KDOT. We are set for an April 2026 KDOT bidding letting.
- Storm Debris Removal: I am working to receive an additional 15% from KDEM. We had the final closeout with FEMA. I continue to receive requests for various forms and documents. Still proceeding.
- Mission Road Project, 2025: The project punch list is to be completed by tomorrow. Streetlight installation begins tomorrow as well. Gas company still working on sodding.
- W. 47th Place Complete Street Project: We are still working on plans and hope to have a stakeholder walk through the first week in December.
- W. 50th Street, Belinder Ave. to Mission Rd. & W. 51st Street Belinder Ave. to Mission Rd.: The survey is nearly complete. Detailed plan development can begin.
- Belinder Court and Booth Street, W. 47th Street south to the cul-de-sacs, new streetlights: Bid consideration and acceptance is on the November Council Agenda. This will be completed by late January.
- Crack Filling Project: Bid consideration and acceptance is on the November Council Agenda.

Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

10/1/2025



10/31/2025



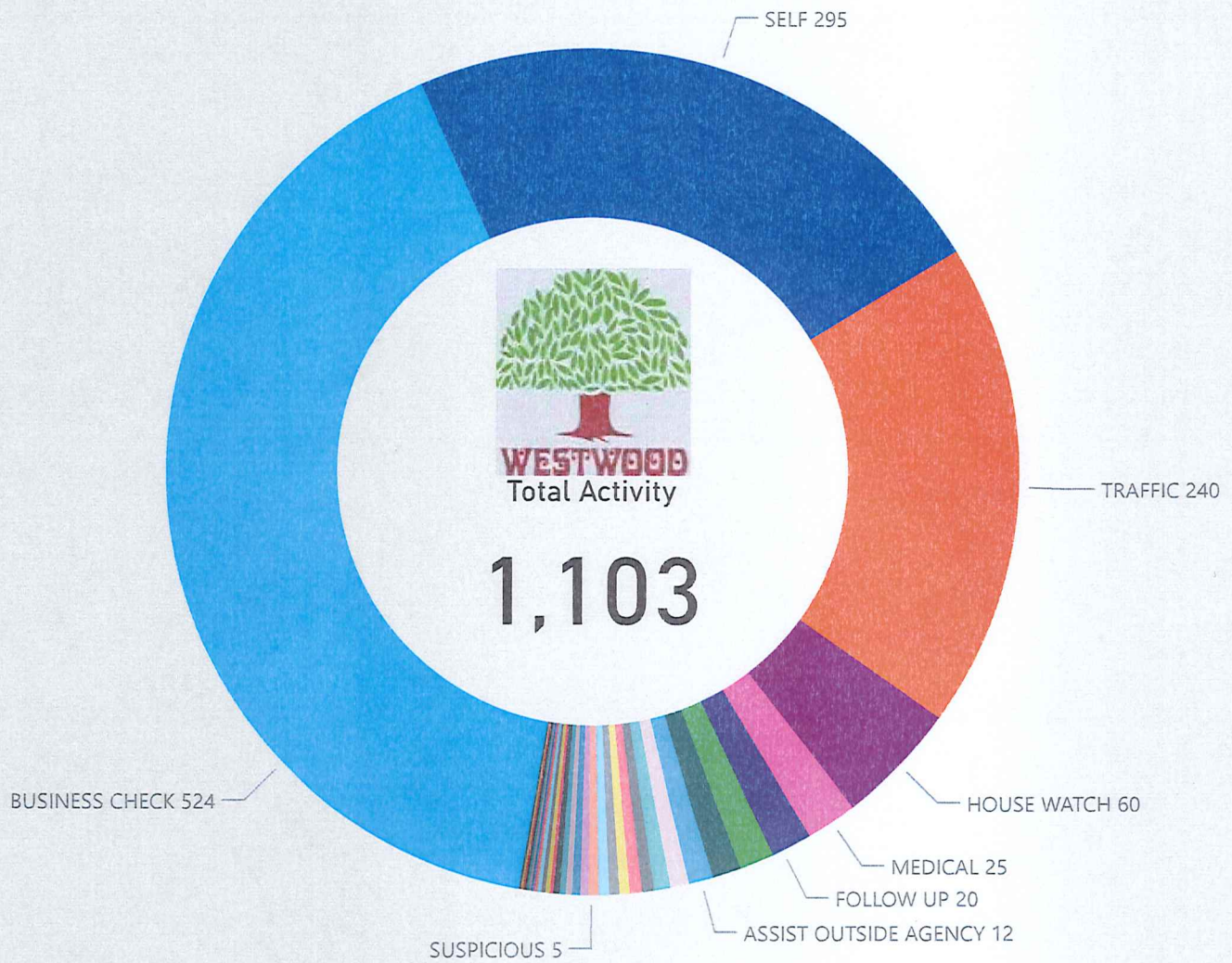
Westwood Police Department City Council Report

Item C. Section VIII, Item

10/1/2025



10/31/2025



Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

10/1/2025



10/31/2025



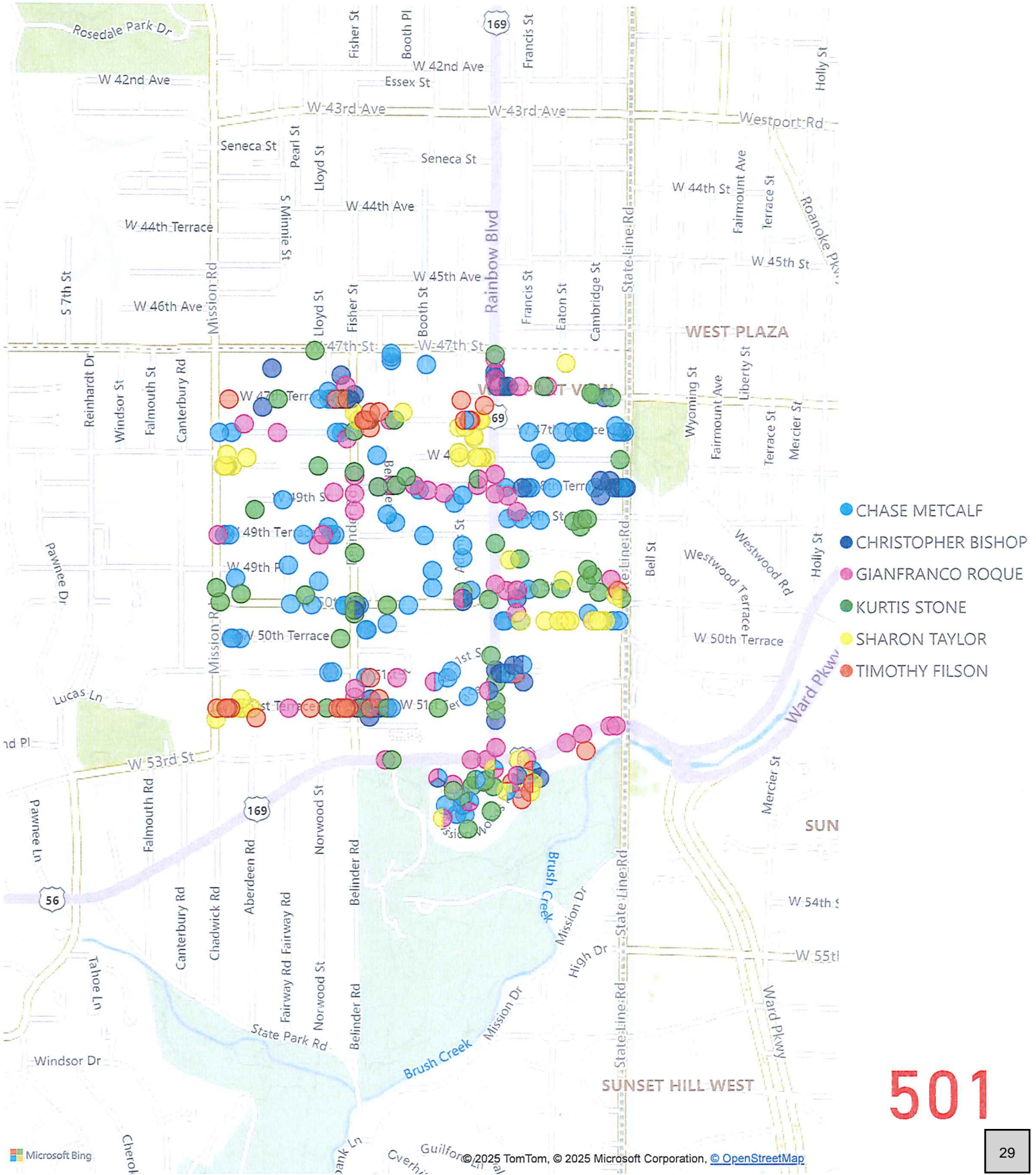
Case Number	Report Type	Summary
20250362	Burglary	A residence under construction was entered through a window that was pried open and nothing was stolen from within.
20250366	General Information	Officer responded to a private property accident at Wal-Mart and took a General Information report on the incident.
20250370	Identity Theft	During court proceedings a subject identified his brother as using his pedigree information when being charged in municipal court and was confirmed by their mother. An identity theft case was opened.
20250373	Animal Call	RP reports she was running with her dog and a loose dog attacked her dog.
20250375	Criminal Trespass	Reporting officer responded to a trespassing. The reporting parties stated the neighbor entered their backyard without permission. The neighbor was contacted and given a written warning for trespassing.
20250378	Drugs/Narcotics	Reporting officer conducted traffic stop on vehicle and discovered narcotics in the vehicle. Offender was transported to Olathe ADC to be seen by a judge.
20250382	Drugs/Narcotics	Traffic stop for traffic violation. Driver had a suspended MO license, had a switched tag, and was in possession of an open container of alcohol and a glass pipe. She was transported to OADC for booking with a bond and a court date.

Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

10/1/2025 10/31/2025

Area Checks by Officer



501

**City of Westwood
Treasurer's Report
October 31, 2025**

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
 - a. Ending unencumbered cash through 10/31/2025 was \$5,227,970. The 10/31/2024 cash balance was \$4,292,110. This is an increase in cash of \$935,860.
2. Cash Flow – shows beginning cash by fund and associated revenues and expenditures for each fund in a more summarized format.
3. Statement of Operations – General Fund
 - a. Revenue received for the month was \$210,690. Total revenue received through October 31, 2025, was \$3,182,538. The prior year revenue to date was \$3,260,907. Current year-to-date revenue is less than the prior year revenue by \$78,369.
 - i. The decrease is due to \$345,242 in the City's share of sales tax IRB savings from the Woodside South Club update being received in August 2024. This was a one-time revenue. This amount is partially offset by increased tax receipts of \$141,163, increased fees and licenses of \$33,604 and increased intergovernmental receipts of \$35,720 in the current year.
 - b. The October expenditures totaled \$303,363. The year-to-date expenditures are \$2,576,975, compared to \$3,086,511 last year. There are \$23,487 in interfund transfers in 2025 and \$689,637 in interfund transfers through October 2024. Therefore, overall expenditures have increased by \$156,614 compared to year to date in October 2024.
 - i. The majority of the increase in expenditures is due to higher salary and benefits. Public Works is \$64,406 higher and Police is \$38,680 higher than one year ago. Public Works equipment and maintenance purchases are \$17,943 more than last year.
 - c. Net Receipts Over Expenditures are \$605,563 year to date. The prior year was \$174,395. This is an increase in revenue over expenditures through October 2025 of \$431,168. However, as noted above the expenditures through October 2024 included transfers of \$689,637 and only \$23,487 in transfers this year.
4. Statement of Operations - Other Funds
 - a. The Capital Improvement fund collected sales tax of \$34,046 in October and made an interfund transfer of \$175,000.
 - b. The Stormwater Fund made an interfund transfer of \$43,516.
 - c. The Special Highway Fund received \$16,016 in October.
 - d. The Woodside TIF/CID Fund received \$34,210 in fees during the month.
 - e. The Debt Service Fund received an interfund transfer of \$242,003 and paid \$178,844 in principal and interest.

I am happy to answer any questions upon request.

Michelle Ryan
City of Westwood Treasurer

ACCOUNTANTS' COMPILATION REPORT

To the City Council
City of Westwood, Kansas
Westwood, Kansas

Management is responsible for the accompanying financial statements of **City of Westwood, Kansas** (a municipal entity), which comprises the statement of assets, liabilities and fund balance by fund – regulatory basis and the statement of cash flow – regulatory basis as of and for the one month ended October 31, 2025, in accordance with the regulatory basis of accounting, and for determining that the regulatory basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The financial statements are prepared in accordance with the regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the regulatory basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the City's assets, liabilities, fund balance, receipts, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to **City of Westwood, Kansas**.

Adams Brown, LLC

ADAMSBROWN, LLC
Certified Public Accountants
Overland Park, Kansas

November 7, 2025



City of Westwood, Kansas
Statement of Assets, Liabilities and Fund Balance by Fund - Regulatory Basis
 As of October 31, 2025

	General Fund	Capital Improvements Fund	Equipment Reserve Fund	Stormwater Fund	Special Highway Fund	Woodside TIF/CID Fund	Debt Service Fund	All Funds
	10/31/2025	10/31/2025	10/31/2025	10/31/2025	10/31/2025	10/31/2025	10/31/2025	10/31/2025
Assets								
Current Assets								
Cash In Bank	670,921.18	66,227.65	68,891.04	162,666.18	291,633.98	96,077.64	203,023.75	1,559,441.42
Cash In Bank - Bond Fund	40,319.85	0.00	0.00	0.00	0.00	0.00	0.00	40,319.85
Cash In Bank - Woodside Village Acct	9.72	0.00	0.00	0.00	0.00	0.00	0.00	9.72
Petty Cash	339.00	0.00	0.00	0.00	0.00	0.00	0.00	339.00
Cash Charles Schwab 2843	10,406.25	0.00	0.00	0.00	0.00	0.00	0.00	10,406.25
Cash Charles Schwab 3099	91.95	423.00	81.49	110.24	0.00	301.87	0.00	1,008.55
Investment Charles Schwab 2843	1,047,806.09	0.00	0.00	0.00	0.00	0.00	0.00	1,047,806.09
Investment Charles Schwab 3099	234,768.47	1,077,170.11	208,061.50	280,192.95	0.00	768,445.70	0.00	2,568,638.73
Total Current Assets	2,004,662.51	1,143,820.76	277,034.03	442,969.37	291,633.98	864,825.21	203,023.75	5,227,969.61
Total Assets	\$ 2,004,662.51	\$ 1,143,820.76	\$ 277,034.03	\$ 442,969.37	\$ 291,633.98	\$ 864,825.21	\$ 203,023.75	\$ 5,227,969.61
Liabilities and Fund Balance								
Current Liabilities								
Woodside Village Deposits	9.19	0.00	0.00	0.00	0.00	0.00	0.00	9.19
Refundable Bond Deposits	38,991.99	0.00	0.00	0.00	0.00	0.00	0.00	38,991.99
Total Current Liabilities	39,001.18	0.00	0.00	0.00	0.00	0.00	0.00	39,001.18
Total Liabilities	39,001.18	0.00	0.00	0.00	0.00	0.00	0.00	39,001.18
Fund Balance								
Fund Balance	1,360,098.26	973,938.59	332,209.23	252,304.48	230,636.08	802,800.44	170,739.39	4,122,726.47
Fund Balance - Current Year	605,563.07	169,882.17	(55,175.20)	190,664.89	60,997.90	62,024.77	32,284.36	1,066,241.96
Total Fund Balance	1,965,661.33	1,143,820.76	277,034.03	442,969.37	291,633.98	864,825.21	203,023.75	5,188,968.43
Total Liabilities and Fund Balance	\$ 2,004,662.51	\$ 1,143,820.76	\$ 277,034.03	\$ 442,969.37	\$ 291,633.98	\$ 864,825.21	\$ 203,023.75	\$ 5,227,969.61

See accountants' compilation report.



City of Westwood, Kansas

Statement of Cash Flow - Regulatory Basis

For the One Month Ended October 31, 2025

	General Fund Month Ending 10/31/2025	Capital Improvements Fund Month Ending 10/31/2025	Equipment Reserve Fund Month Ending 10/31/2025	Stormwater Fund Month Ending 10/31/2025	Special Highway Fund Month Ending 10/31/2025	Woodside TIF/CID Fund Month Ending 10/31/2025	Debt Service Fund Month Ending 10/31/2025	All Funds Month Ending 10/31/2025
Unencumbered Cash, Beginning Period	2,096,550.56	1,288,282.88	277,709.92	489,478.96	275,618.12	833,118.81	139,641.84	5,400,401.09
Receipts								
Taxes	114,221.64	34,046.15	0.00	0.00	0.00	0.00	222.67	148,490.46
Fees and Licenses	38,685.88	0.00	0.00	0.00	0.00	0.00	0.00	38,685.88
Building Permits	9,286.75	0.00	0.00	0.00	0.00	0.00	0.00	9,286.75
Intergovernmental	34,060.06	0.00	0.00	0.00	0.00	0.00	0.00	34,060.06
Restricted Fees	0.00	0.00	0.00	390.01	16,015.86	34,210.03	0.00	50,615.90
Fines	10,365.00	0.00	0.00	0.00	0.00	0.00	0.00	10,365.00
Interest Earnings	1,911.28	1,805.61	347.86	470.56	0.00	1,288.56	0.00	5,823.87
Miscellaneous	2,159.36	0.00	0.00	0.00	0.00	0.00	0.00	2,159.36
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	242,003.00	242,003.00
Total Receipts	210,689.97	35,851.76	347.86	860.57	16,015.86	35,498.59	242,225.67	541,490.28
Expenditures								
Salary & Benefits	175,429.90	0.00	0.00	0.00	0.00	0.00	0.00	175,429.90
Employee Expenses	3,293.81	0.00	0.00	0.00	0.00	0.00	0.00	3,293.81
Professional Fees	50,534.22	0.00	0.00	0.00	0.00	0.00	0.00	50,534.22
General Operating Expenses	7,824.63	0.00	0.00	0.00	0.00	0.00	0.00	7,824.63
Utilities	25,961.45	0.00	0.00	0.00	0.00	0.00	0.00	25,961.45
Equipment and Maintenance	4,421.21	0.00	0.00	2,373.07	0.00	0.00	0.00	6,794.28
Street and Stormwater	0.00	0.00	0.00	96.24	0.00	0.00	0.00	96.24
Park and Events	6,784.33	0.00	0.00	0.00	0.00	0.00	0.00	6,784.33
Miscellaneous	5,626.47	5,313.88	1,023.75	1,384.85	0.00	3,792.19	178,843.76	195,984.90
Interfund Transfers	23,487.00	175,000.00	0.00	43,516.00	0.00	0.00	0.00	242,003.00
Total Expenditures	303,363.02	180,313.88	1,023.75	47,370.16	0.00	3,792.19	178,843.76	714,706.76
Adjustments								
Increase / (Decrease) in Refundable Bond Deposits	785.00	0.00	0.00	0.00	0.00	0.00	0.00	785.00
Total Adjustments	785.00	0.00	0.00	0.00	0.00	0.00	0.00	785.00
Ending Cash	\$ 2,004,662.51	\$ 1,143,820.76	\$ 277,034.03	\$ 442,969.37	\$ 291,633.98	\$ 864,825.21	\$ 203,023.75	\$ 5,227,969.61

CITY OF WESTWOOD, KANSAS

Supplementary Information



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 General Fund

For The One and Ten Months Ended October 31, 2025 and October 31, 2024

	Month Ending	Year To Date	Year To Date	Year Ending	
	10/31/2025	10/31/2025	10/31/2024	12/31/2025	12/31/2025
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Receipts					
Taxes	\$ 114,221.64	\$ 2,151,410.59	\$ 2,010,248.34	\$ 2,235,147.00	\$ (83,736.41)
Fees and Licenses	38,685.88	402,093.25	368,489.05	444,124.00	(42,030.75)
Building Permits	9,286.75	88,732.93	85,505.86	85,000.00	3,732.93
Intergovernmental	34,060.06	304,784.48	269,063.54	372,500.00	(67,715.52)
Restricted Fees	0.00	0.00	345,242.10	0.00	0.00
Fines	10,365.00	99,292.00	92,694.00	100,000.00	(708.00)
Reimbursements	0.00	35,316.37	5,945.88	0.00	35,316.37
Interest Earnings	1,911.28	73,392.84	47,677.06	50,000.00	23,392.84
Miscellaneous	2,159.36	27,515.58	34,102.71	5,250.00	22,265.58
Interfund Transfers	0.00	0.00	1,938.05	0.00	0.00
Total Receipts	210,689.97	3,182,538.04	3,260,906.59	3,292,021.00	(109,482.96)
Expenditures					
General Overhead					
Salary & Benefits	10,763.35	37,066.95	29,334.85	50,400.00	(13,333.05)
Employee Expenses	650.00	5,390.16	4,701.31	14,000.00	(8,609.84)
Professional Fees	5,027.97	179,348.90	235,422.28	270,750.00	(91,401.10)
General Operating Expenses	1,817.02	38,277.14	51,714.68	1,145,350.00	(1,107,072.86)
Utilities	23,784.68	202,997.59	210,586.13	289,753.00	(86,755.41)
Equipment and Maintenance	0.00	1,540.00	2,153.70	0.00	1,540.00
Street and Stormwater	0.00	(78.52)	0.00	0.00	(78.52)
Park and Events	0.00	10,211.69	7,437.62	14,500.00	(4,288.31)
Miscellaneous	5,626.47	63,251.19	50,346.24	50,000.00	13,251.19
Intergovernmental	0.00	0.00	0.00	20,000.00	(20,000.00)
Interfund Transfers	23,487.00	23,487.00	414,637.10	383,487.00	(360,000.00)
Total General Overhead	71,156.49	561,492.10	1,006,333.91	2,238,240.00	(1,676,747.90)
Administrative					
Salary & Benefits	49,015.10	407,322.42	376,205.52	509,068.00	(101,745.58)
Employee Expenses	335.14	8,584.32	13,583.45	21,000.00	(12,415.68)
Professional Fees	25,396.53	74,029.81	36,805.85	50,000.00	24,029.81
General Operating Expenses	402.74	3,581.96	1,367.95	2,500.00	1,081.96
Interfund Transfers	0.00	0.00	5,000.00	5,000.00	(5,000.00)
Total Administrative	75,149.51	493,518.51	432,962.77	587,568.00	(94,049.49)
Public Works					
Salary & Benefits	36,889.77	421,405.00	356,998.69	490,793.00	(69,388.00)
Employee Expenses	123.10	4,174.87	6,751.85	8,200.00	(4,025.13)
Professional Fees	0.00	0.00	1,180.00	17,000.00	(17,000.00)
General Operating Expenses	2,271.44	13,695.57	16,522.33	27,550.00	(13,854.43)
Utilities	817.73	9,815.56	7,877.00	19,580.00	(9,764.44)
Equipment and Maintenance	1,587.71	55,649.28	37,706.10	60,500.00	(4,850.72)
Interfund Transfers	0.00	0.00	200,000.00	30,000.00	(30,000.00)
Total Public Works	41,689.75	504,740.28	627,035.97	653,623.00	(148,882.72)
Police					

See accountants' compilation report.



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 General Fund

For The One and Ten Months Ended October 31, 2025 and October 31, 2024

	Month Ending 10/31/2025	Year To Date 10/31/2025	Year To Date 10/31/2024	Year Ending 12/31/2025	
	<u>Actual</u>	<u>Actual</u>	<u>Prior Year</u>	<u>Current Budget</u>	<u>Over/(Under) Budget</u>
Salary & Benefits	74,834.90	850,268.18	811,587.99	1,034,175.00	(183,906.82)
Employee Expenses	2,185.57	17,626.12	11,632.53	28,000.00	(10,373.88)
Professional Fees	20,109.72	37,551.74	12,055.58	51,900.00	(14,348.26)
General Operating Expenses	3,333.43	57,770.52	49,014.79	72,100.00	(14,329.48)
Utilities	260.66	2,577.26	2,323.46	4,500.00	(1,922.74)
Equipment and Maintenance	2,739.58	13,267.61	12,101.79	12,000.00	1,267.61
Park and Events	99.99	1,199.99	1,229.46	1,500.00	(300.01)
Interfund Transfers	0.00	0.00	70,000.00	30,000.00	(30,000.00)
Total Police	<u>103,563.85</u>	<u>980,261.42</u>	<u>969,945.60</u>	<u>1,234,175.00</u>	<u>(253,913.58)</u>
Parks & Rec					
General Operating Expenses	0.00	199.96	1,141.46	3,000.00	(2,800.04)
Utilities	1,098.38	19,252.13	20,414.57	30,000.00	(10,747.87)
Equipment and Maintenance	93.92	4,327.17	2,797.47	10,000.00	(5,672.83)
Park and Events	6,684.34	13,183.40	25,879.41	15,750.00	(2,566.60)
Total Parks & Rec	<u>7,876.64</u>	<u>36,962.66</u>	<u>50,232.91</u>	<u>58,750.00</u>	<u>(21,787.34)</u>
Non-Departmental					
Salary & Benefits	3,926.78	0.00	0.00	0.00	0.00
Total Non-Departmental	<u>3,926.78</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures	<u>303,363.02</u>	<u>2,576,974.97</u>	<u>3,086,511.16</u>	<u>4,772,356.00</u>	<u>(2,195,381.03)</u>
Receipts Over (Under) Expenditures	<u>\$ (92,673.05)</u>	<u>\$ 605,563.07</u>	<u>\$ 174,395.43</u>	<u>\$ (1,480,335.00)</u>	<u>\$ 2,085,898.07</u>

See accountants' compilation report.



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The One Month Ended October 31, 2025

Other Funds

	Capital Improvements Fund Month To Date 10/31/2025 Actual	Equipment Reserve Fund Month To Date 10/31/2025 Actual	Stormwater Fund Month To Date 10/31/2025 Actual	Special Highway Fund Month To Date 10/31/2025 Actual	Woodside TIF/CID Fund Month To Date 10/31/2025 Actual	Debt Service Fund Month To Date 10/31/2025 Actual
Receipts						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 44.47
City Sales & Use Tax - Special	34,046.15	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	178.20
Total Taxes	34,046.15	0.00	0.00	0.00	0.00	222.67
Restricted Fees						
Stormwater Utility Fee	0.00	0.00	390.01	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	3,735.45	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	12,280.41	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	21,954.48	0.00
WV CID-2	0.00	0.00	0.00	0.00	12,255.55	0.00
Interest Earnings	1,805.61	347.86	470.56	0.00	1,288.56	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	242,003.00
Total Receipts	35,851.76	347.86	860.57	16,015.86	35,498.59	242,225.67
Expenditures						
Equipment and Maintenance						
Repairs & Maint Leaf Truck	0.00	0.00	2,373.07	0.00	0.00	0.00
Street and Stormwater						
Stormwater Expense	0.00	0.00	96.24	0.00	0.00	0.00
Miscellaneous						
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	33,843.76
Principal on GO Bond	0.00	0.00	0.00	0.00	0.00	145,000.00
Market Value Adjustment	5,313.88	1,023.75	1,384.85	0.00	3,792.19	0.00
Interfund Transfers	175,000.00	0.00	43,516.00	0.00	0.00	0.00
Total Expenditures	180,313.88	1,023.75	47,370.16	0.00	3,792.19	178,843.76
Receipts Over (Under) Expenditures	\$ (144,462.12)	\$ (675.89)	\$ (46,509.59)	\$ 16,015.86	\$ 31,706.40	\$ 63,381.91

See accountants' compilation report.



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The Ten Months Ended October 31, 2025

Other Funds

	Capital Improvements Fund Year To Date 10/31/2025 Actual	Equipment Reserve Fund Year To Date 10/31/2025 Actual	Stormwater Fund Year To Date 10/31/2025 Actual	Special Highway Fund Year To Date 10/31/2025 Actual	Woodside TIF/CID Fund Year To Date 10/31/2025 Actual	Debt Service Fund Year To Date 10/31/2025 Actual
Receipts						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,214.82
City Sales & Use Tax - Special	323,943.21	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	1,554.06
Restricted Fees						
Stormwater Utility Fee	0.00	0.00	243,339.04	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	14,809.80	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	46,535.88	0.00	0.00
WV Ad Valorem Tax	0.00	0.00	0.00	0.00	517,311.61	0.00
WV CID-1	0.00	0.00	0.00	0.00	217,431.45	0.00
WV CID-2	0.00	0.00	0.00	0.00	119,776.36	0.00
Interest Earnings	27,652.84	7,415.36	5,812.34	0.00	19,037.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	242,003.00
Total Receipts	351,596.05	7,415.36	249,151.38	61,345.68	873,556.42	264,771.88
Expenditures						
Professional Fees	1,400.00	0.00	0.00	0.00	96,365.00	0.00
Equipment and Maintenance						
Repairs & Maint Leaf Truck	0.00	0.00	2,373.07	0.00	0.00	0.00
Repairs & Maint Streets	0.00	0.00	0.00	85.90	0.00	0.00
Machinery & Equipment Purchase	0.00	61,566.81	0.00	0.00	0.00	0.00
State Highway Maintenance	0.00	0.00	0.00	57.86	0.00	0.00
Special Highway Maintenance	0.00	0.00	0.00	204.02	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	0.00	0.00	0.00	0.00	0.00	19,800.00
Stormwater Expense	0.00	0.00	11,212.57	0.00	0.00	0.00
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	517,311.61	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	194,062.85	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	67,687.52
Principal on GO Bond	0.00	0.00	0.00	0.00	0.00	145,000.00
Market Value Adjustment	5,313.88	1,023.75	1,384.85	0.00	3,792.19	0.00
Interfund Transfers	175,000.00	0.00	43,516.00	0.00	0.00	0.00
Total Expenditures	181,713.88	62,590.56	58,486.49	347.78	811,531.65	232,487.52
Receipts Over (Under) Expenditures	\$ 169,882.17	\$ (55,175.20)	\$ 190,664.89	\$ 60,997.90	\$ 62,024.77	\$ 32,284.36

See accountants' compilation report.



City of Westwood, Kansas
Summary of Expenditures - Actual and Budget
Regulatory Basis
For The Ten Months Ended October 31, 2025

	Certified Budget	Expenditures Chargeable to Current Year	Difference Over/(Under)
Expenditures			
General Fund	\$ 4,772,356.00	\$ 2,576,974.97	\$ (2,195,381.03)
Capital Improvements Fund	\$ 723,382.00	\$ 181,713.88	\$ (541,668.12)
Equipment Reserve Fund	\$ 88,250.00	\$ 62,590.56	\$ (25,659.44)
Stormwater Fund	\$ 169,516.00	\$ 58,486.49	\$ (111,029.51)
Special Highway Fund	\$ 200,000.00	\$ 347.78	\$ (199,652.22)
Woodside TIF/CID Fund	\$ 768,677.00	\$ 811,531.65	\$ 42,854.65
Debt Service Fund	\$ 436,688.00	\$ 232,487.52	\$ (204,200.48)
Total Expenditures	\$ 7,158,869.00	\$ 3,924,132.85	\$ (3,234,736.15)

See accountants' compilation report.

COUNCIL ACTION FORM

Meeting Date: November 13, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Ordinance Nos. 1053- 1062 adopting updated building codes for the City of Westwood

Background/Description of Item

New codes are published and adopted primarily to address the constant introduction of new and better materials and methods in construction. The International Code Council, who publishes code books upon which nearly all jurisdiction codes are based, does so every three years. These codes provide for a uniform set of model building codes developed through a consensus process at the national level. Johnson County jurisdictions amend and adopt new codes every six years for the most part. Adopting the code updates on a six-year cycle, in coordination with neighboring jurisdictions allows for some inter-jurisdictional consistency for area builders and also allows cities to space out the frequency of adopting all new codes, especially since not every code cycle results in significant changes from the previous cycle.

Most Johnson County and Kansas City metro jurisdictions are in the process of adopting the 2024 ICC codes. Although each jurisdiction adopts the code sections relevant to its distinct operations and community, extensive coordination is taking place between Johnson County building officials with the objective of reaching consistent standards throughout the jurisdictions. Joe Kmetz, the City's Interim/Contract Building Official has extensively reviewed the 2024 ICC code sections, has coordinated with Johnson County building official colleagues, has led a work group of City staff, Planning Commissioners, and City Councilmembers, and recommends adoption of a set of ordinances amending Westwood City Code, Chapter 4 ([linked here](#)).

This item was reviewed in depth by the City Council during an informational item on the October 9, 2025 regular business agenda, which [meeting materials can be reviewed via this link to the posted meeting packet](#).

Staff Comments/Recommendation

After extensive evaluation and collaboration with key stakeholders, staff recommends adoption of the draft ordinances included in the meeting packet. Joe Kmetz will present an overview of the building codes, the process for adoption, the significant changes, and will be available to respond to any questions. Councilmembers Buckman and Hannaman participated in the work group guiding this priority and are also available for questions.

Staff recommends adoption of the 2024 ICC building code set with amendments as presented in Ordinance Nos. 1053 - 1062.

Budget Impact

N/A

Suggested Motion

I move to adopt Ordinance Nos. 1053 - 1062 adopting updated building codes for the City of Westwood.

ORDINANCE NO. 1053

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 2 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 2 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 1. BUILDING CODE

4-201. INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL BUILDING CODE.

There is hereby

incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Building Code,” 2024 Edition, including Appendices E and P, as published by the International Code Council, Inc., save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Building Code shall be marked or stamped “Official Copy as incorporated by ordinance No.1053,” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or changes and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format so as to be readily understood. (Ordinance 1053)

4-202. REVISED, AMENDED, OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL

BUILDING CODE: The following sections of the International Building Code shall be revised, amended, or deleted:

- (a) Section 101.1, entitled “Title,” shall be amended to read “These regulations shall be known as the Building Code of the City of Westwood, Kansas, hereinafter referred to as “this code.””
- (b) Section 101.4.4, entitled “Property maintenance,” shall be amended such that: “International Property Maintenance Code” shall be replaced with “City Code of Westwood” as shall any other references in this code.
- (c) Section 101.4.8 shall be added to read: “101.4.8 Electrical. The provisions of the National Electrical Code, as amended, shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.”
- (d) Section 101.4.9 shall be added to read “101.4.9 Swimming Pools and Spas. The provisions of the International Swimming Pool & Spa Code shall apply to the installation of

swimming pools, hot tubs, spas, and fixed in-place wading pools, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

(e) Section 103.1 shall be added to read: “103.1 Creation of enforcement agency. The City of Westwood Building Department is hereby created and the official in charge thereof shall be known as the building official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.”

(f) Section 105.1.3 is hereby added to read as follows: “105.1.3 COUNTY LICENSE REQUIRED. All persons undertaking work which requires a permit as provided in Section 105, or seeking to obtain that permit from the City, are required to have a currently valid contractor's license from the Johnson County Contractor's Licensing Program. That County license shall have been issued by the County in accordance with the provisions of the Johnson County Contractors Licensing Program and the Contractor Licensing Regulations adopted by the Board of County Commissioners by Resolution 058-01 on August 9, 2001, and any regulations subsequently adopted by the Contractor Licensing Review Board as authorized by said County Licensing Regulations, as said Resolution and regulations may be amended from time to time by said Boards.

Exception: The owner of a single family dwelling shall be allowed to secure a permit to construct, alter or repair said dwelling provided the following conditions are met: (1) the homeowner currently occupies the dwelling or will occupy the dwelling once the construction has been completed; and (2) the homeowner undertakes the work himself/herself, without compensation and no person shall be employed to assist the homeowner in any way on such work except a builder or building contractor licensed by Johnson County. The Building Official may waive the provisions of this Section where it can be established that no license exists for the installation, alteration, or repair of a certain type of work requiring a permit, or due to other unique circumstances.

(g) Section 105.2, entitled “Work exempt from permit,” shall be revised to and amended to delete the following exemptions from the permit requirement under “Building:”:

(1) One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet (11.15 square meters).

(2) Fences not over 6 feet (1829 mm) high.

(3) Oil derricks.

(4) Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18,927 L) and the ratio of height to diameter or width does not exceed 2 to 1.

(5) Sidewalks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below and which are not part of an accessible route.

(h) Section 105.2, entitled “Work exempt from permit,” shall also be revised and amended for exemption 9 under “Building,” to read “Prefabricated swimming pools which are less than 12 inches deep.”

(i) Section 105.3.2, “Time limit of application,” shall be amended to read as follows: “An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension or extensions shall be requested in writing and justifiable cause demonstrated.”

(j) Section 109.3, entitled “Permit Valuations,” shall be amended to add the following sentence at the end of said provision: “Alternatively, building permit fees may be set and established administratively by the City according to the schedule as established by the City and as amended.”

(k) Section 109.4, entitled “Work commencing before permit issuance” shall be amended to read; “Any person who commences work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits, shall be subject to a fee equal to one half of the permit fee, in addition to required fees.

(l) Section 113.1, entitled “General,” shall be amended to read as set out in section 4-104 of the City Code.

(m) Section 114.4, entitled “Violation penalties,” shall be amended to add the following at the end of said provision: “In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction

thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.”

(n) Section 115.2, entitled “Issuance” shall be amended by adding to the first sentence, “or by posting the notice on the property in a conspicuous place.”

(o) Section 423.6, entitled “Group R Occupancies.” shall be added and shall read as follows: “All Group R-1, R-2, R-3, R-4, occupancies of any occupant load shall have a storm protection area constructed in accordance with ICC 500 or shall have a basement. Sub-surface areas located beneath concrete stoops with or without doors are considered equivalent to a basement. Such areas shall be provided with ventilation in accordance with applicable code requirements. Exception: Storm shelters are not required for existing buildings or for repairs, alterations or additions for existing buildings when the area of work is less than 50% of the building area.

(p) Section 903.3.7. entitled “Fire Department Connections,” shall be amended by adding to the first sentence, “and the location of fire department connections shall be approved by the *Fire Code Official*.”

(q) Section 1010.7 entitled “Physical security.” shall be added and shall read as follows: 1010.7.1 Purpose. The purpose of this Section is to establish minimum standards that incorporate physical security to make dwelling units resistant to unlawful entry.

1010.7.1.1 Scope. The provisions of this Section shall apply to all new structures and to additions made to existing buildings.

1010.7.2 Doors. Except for vehicular access doors, all exterior swinging doors of residential buildings and attached garages, including the doors leading from the garage area into the dwelling unit, shall comply with Sections 1010.7.2.1 through 1010.7.2.5 for the type of door installed. When approved by the code official, doors into individual dwelling units that are inside of buildings with exterior doors meeting the requirements of Sections 1010.7.2 through 1010.7.4.6 and meeting the lighting requirements in Sections 1010.7.6 through 1010.7.6.2, are exempt from the requirements of Section 1010.7.

1010.7.2.1 Wood doors. Where installed, exterior wood doors shall be of solid core construction such as high-density particleboard, solid wood, or wood block core with a minimum thickness of one and three-fourths inches (1 3/4”) at any point. Doors with panel inserts shall be solid wood. The panels shall be a minimum of one inch (1”) thick. The tapered portion of the panel that inserts into the groove of the door shall be a minimum of one-quarter inch (1/4”) thick. The groove shall be a dado groove or applied

molding construction. The groove shall be a minimum of one-half inch (1/2") in depth.

1010.7.2.2 Steel doors. Where installed, exterior steel doors shall be a minimum thickness of 24 gauge.

1010.7.2.3 Fiberglass doors. Fiberglass doors shall have a minimum skin thickness of one-sixteenth inch (1/16") and have reinforcement material at the location of the deadbolt.

1010.7.2.4 Double doors. Where installed, the inactive leaf of an exterior double door shall be provided with flush bolts having an engagement of not less than one inch into the head and threshold of the doorframe.

1010.7.2.5 Sliding doors. Where installed, exterior sliding doors shall comply with all of the following requirements:

1. Sliding door assemblies shall be installed to prevent the removal of the panels and the glazing from the exterior with the installation of shims or screws in the upper track.
2. All sliding glass doors shall be equipped with a secondary locking device consisting of a metal pin or a surface mounted bolt assembly. Metal pins shall be installed at the intersection of the inner and outer panels of the inside door and shall not penetrate the frame's exterior surface. The surface mounted bolt assembly shall be installed at the base of the door.

1010.7.3 Door frames. The exterior door frames shall be installed prior to a rough-in inspection. Door frames shall comply with Sections 1010.7.3.1 through 1010.7.3.3 for the type of assembly installed.

1010.7.3.1 Wood frames. Wood door frames shall comply with all of the following requirements:

1. All exterior door frames shall be set in frame openings constructed of double studding or equivalent construction, including garage doors, but excluding overhead doors. Door frames, including those with sidelights shall be reinforced in accordance with ASTM F476-14 Grade 40.

2. In wood framing, horizontal blocking shall be placed between studs at the door lock height for three (3) stud spaces or equivalent bracing on each side of the door opening.

1010.7.3.2 Steel frames. All exterior door frames shall be constructed of 18 gauge or heavier steel, and reinforced at the hinges and strikes. All steel frames shall be anchored to the wall in accordance with manufacturer specifications. Supporting wall structures shall consist of double studding or framing of equivalent strength. Frames shall be installed to eliminate tolerances inside the rough opening.

1010.7.3.3 Door jambs.

1. Door jambs shall be installed with solid backing in a manner so no void exists between the strike side of the jamb and the frame opening for a vertical distance of twelve inches (12") each side of the strike. Filler material shall consist of a solid wood block.

2. Door stops on wooden jambs for in-swinging doors shall be of one-piece construction. Jambs for all doors shall be constructed or protected so as to prevent violation of the strike.

1010.7.4 Door hardware. Exterior door hardware shall comply with Sections 1010.7.4.1 through 1010.7.4.6.

1010.7.4.1 Hinges. Hinges for exterior swinging doors shall comply with the following:

1. At least two (2) screws, three inches (3") in length, penetrating at least one inch (1") into wall structure shall be used. Solid wood fillers or shims shall be used to eliminate any space between the wall structure and door frame behind each hinge.

2. Hinges for out-swinging doors shall be equipped with mechanical interlock to preclude

the removal of the door from the exterior.

1010.7.4.2 Strike plates. Exterior door strike plates shall be a minimum of 18 gauge metal with four offset screw holes. Strike plates shall be attached to wood with not less than three inch (3") screws, which shall have a minimum of one inch (1") penetration into the nearest stud. Note: For side lighted units, refer to Section 1010.7.4.6.

1010.7.4.3 Escutcheon plates. All exterior doors shall have escutcheon plates or wrap-around door channels installed around the lock protecting the door's edge.

1010.7.4.4 Locks. Exterior doors shall be provided with a locking device complying with one of the following: Single Cylinder Deadbolt shall have a minimum projection of one inch (1"). The deadbolt shall penetrate at least three-fourths inch (3/4") into the strike receiving the projected bolt. The cylinder shall have a twist-resistant, tapered hardened steel cylinder guard. The cylinder shall have a minimum of five (5) pin tumblers, shall be connected to the inner portion of the lock by solid metal connecting screws at least one-fourth inch (1/4") in diameter and two and one-fourth inches (2-1/4") in length. Bolt assembly (bolt housing) unit shall be of single piece construction. All deadbolts shall meet ANSI grade 2 specifications.

1010.7.4.5 Entry vision and glazing. All main or front entry doors to dwelling units shall be arranged so that the occupant has a view of the area immediately outside the door without opening the door. The view may be provided by a door viewer having a field of view of not less than 180 degrees through windows or through view ports.

1010.7.4.6 Side lighted entry doors. Side light door units shall have framing of double stud construction or equivalent construction complying with Sections 1010.7.3.1, 1010.7.3.2 and 1010.7.3.3. The door frame that separates the door opening from the side light, whether on the latch side or the hinge side, shall be double stud construction or equivalent construction complying with Sections 1010.7.3.1 and 1010.7.3.2. Double stud construction or construction of equivalent strength shall exist between the glazing unit of the side light and wall structure of the dwelling.

1010.7.5 Street numbers. Street numbers shall comply with Section 505 of the *International Fire Code*.

1010.7.6 Exterior lighting. Exterior lighting shall comply with Sections 1010.7.6.1 through 1010.7.6.2.

1010.7.6.1 Front and street side exterior lighting. All front and street side door entrances should be protected with a minimum of one light outlet having a minimum of sixty (60) watts of lighting (or energy efficient equivalent), installed so that the light source is not readily accessible.

1010.7.6.2 Rear exterior lighting. Homes with windows or doors near ground level below eight feet (8') on the rear side of the house shall be equipped with a minimum of one light outlet having 100 watt lighting (or energy efficient equivalent) and shall be of the flood light type. Those fixtures placed below eight feet (8') shall be fixtures manufactured such that the light source is not readily accessible.

1010.7.7 Alternate materials and methods of construction. The provisions of this Section are not intended to prevent the use of any material or method of construction not specifically prescribed by this Section, provided any such alternate has been approved by the enforcing authority, nor is it the intention of this Section to exclude any sound method of structural design or analysis not specifically provided for in this Section. The materials, methods of construction, and structural design limitations provided for in this Section shall be used, unless the enforcing authority grants an exception. The enforcing authority

is authorized to approve any such alternate provided they find the proposed design, materials, and methods of work to be at least equivalent to those prescribed in this Section in quality, strength, effectiveness, burglary resistance, durability, and safety.

(q) Section 1210.2.1 titled “Floors and wall bases” shall be amended to include the following phrase at the end of the first sentence “and shall be equipped with a floor drain as outlined in Section 413 of the International Plumbing Code as adopted.”

(r) Section 1612.3, entitled “Establishment of flood hazard area,” shall be deleted, and in lieu thereof, shall be inserted the following: “To establish flood hazard areas, the City of Westwood may adopt a flood hazard map and supporting data. If and when the city undertakes such a task, such shall comply with the requirements of Section 1612.3 and shall be incorporated into the city’s code requirements.”

(s) Section 2701.1, entitled “Scope,” is hereby changed to read; “This chapter governs the electrical components, equipment and systems used in buildings and structures covered by this Code. Electrical components, equipment and systems shall be designed and constructed in accordance with the National Electrical Code.”

(t) Section 3001.7 entitled “State Elevator Compliance” shall be added and shall read as follows: “All elevators shall comply with permitting and all other requirements outlined by the Office of the Kansas State Fire Marshal.”

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1054

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 3 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 3 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 3. RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS

4-301. INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE FOR ONE-AND

TWO-FAMILY DWELLINGS. There is hereby incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Residential Code for One- and Two-Family Dwellings,” 2024 Edition, including Appendix Chapters BB, BC, BE, BF, BG, BO, CE as published by the International Code Council, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Residential Code for One- and Two-Family Dwellings shall be marked or stamped “Official Copy as incorporated by ordinance No. 1054” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format so as to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such International Residential Code for One- and Two-Family Dwellings similarly marked, as may be deemed expedient. (Ordinance 1054)

4-302. REVISED, AMENDED, OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL

RESIDENTIAL CODE FOR ONE-AND TWO-FAMILY DWELLINGS. The following sections of the International Residential Code for One-and Two-Family Dwellings 2024 Edition shall be revised, amended, or deleted:

- (a) Section R101.1, entitled “Title,” shall be amended to read: “These provisions shall be known as the Residential Code for One- and Two-Family Dwellings of the City of Westwood, Kansas, and shall be cited as such and will be referred to herein as “this code.””
- (b) Section R105.2, entitled “Work exempt from permit,” shall be revised and amended to delete exemptions 1, 2, 3, 4, 5, 7, 9 and 10 from the permit requirement under the heading “Building”:

- (c) Section R108.3, entitled “Building permit valuations,” shall be amended to add the following sentence at the end of said provision: “Alternatively, building permit fees may be set and established administratively by the City according to the schedule as established by the City and as amended.”
- (d) Section R108.6, entitled “Work commencing before permit issuance,” shall be amended to read “Any person who commences work requiring a permit on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee equal to one half of the permit fee, in addition to required fees.
- (e) Section R112.1, entitled “General,” shall be amended to read as set out in section 4-104 of the City Code.
- (f) Section R113.4, entitled “Violation penalties,” shall be amended to add the following at the end of said provision: In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.
- (g) Section R114., entitled “Notice to Owner (Stop Work Order)” shall be amended so that the second sentence shall read; “The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner’s agent, or to the person doing the work, or posted on the property in a conspicuous place; and shall state the conditions under which work will be permitted to resume.”
- (h) Section R201.3, entitled “Terms defined in other codes,” shall be amended to read as follows: “Where terms are not defined in this code and are defined in the 2017 National Electrical Code, International Building Code, International Fire Code, the International Fuel Gas Code, or the International Mechanical Code, such terms shall have meanings ascribed to them as in those codes.”
- (i) Section R301.2, entitled “Climatic and geographic design criteria, shall be amended as follows: “The criteria herein shall be administratively established by the building official and inserted herein.” Section R301.2, Table R301.2(1), is hereby amended to insert the criteria as follows:

Ground Snow Load: 20 pounds per square foot

Wind Speed: 107 miles per hour

Topographic effects: No

Special Wind Region: No

Windborne Debris Region: No

Seismic Design Category: A

Weathering: Severe

Frost Line Depth: 36 inches

Termite: Moderate to Heavy

Ice Barrier Underlayment Required: Yes

Winter Design Temperature: Six degrees Fahrenheit

Flood Hazards: Latest adopted FIRM and FBFM documents

Air Freezing Index: 1000

Mean Annual Temperature: 54.8 degrees Fahrenheit

Manual J Design Criteria

- *Elevation: 955 feet*
- *Altitude correction factor:*
- *Coincident wet bulb: 73*
- *Indoor winter design relative humidity*
- *Indoor winter design dry-bulb temperature*
- *Outdoor winter design dry-bulb temperature*
- *Heating temperature difference*
- *Latitude: 39° N*
- *Daily range: M*
- *Summer design gains:*
- *Indoor summer design relative humidity:*
- *Indoor summer design dry-bulb temperature*
- *Outdoor summer design dry-bulb temperature*
- *Cooling temperature difference*

(j) Section R305.1, entitled “Minimum height,” shall be amended to amend only the first sentence thereof to read as follows: “Habitable rooms, hallways, corridors, bathrooms, toilet rooms, laundry rooms and basements shall have a ceiling height of not less than 6 feet 8 inches.” Also, the subparagraph of section R305.1, entitled “Exceptions 3.,” shall be amended to read as follows: “Not more than 50% of the required floor area of a room or space is permitted. to have a sloped ceiling less than 5 feet, 8 inches in height with no portion of the required floor area less than 5 feet in height.”

(k) Section R309.2, entitled “One- and two-family dwellings automatic sprinkler systems.,” is hereby deleted in its entirety.

(l) Section R310.8, entitled “Heat Detectors” shall be added and should read as follows: “Heat detectors shall be installed in attached garages and shall interconnect with smoke alarms located in the individual *dwelling unit* in accordance with Section 310.4.”

(m) Section R316, entitled “Story above grade plane” shall delete criterium number 4 listed in the exception.

(n) Section 333 entitled “Physical security.” shall be added and shall read as follows:

333.1 Purpose. The purpose of this Section is to establish minimum standards that incorporate physical security to make dwelling units resistant to unlawful entry.

333.1.1 Scope. The provisions of this Section shall apply to all new structures and to additions made to existing buildings.

333.2 Doors. Except for vehicular access doors, all exterior swinging doors of residential buildings and attached garages, including the doors leading from the garage area into the dwelling unit, shall comply with Sections 333.2.1 through 333.2.5 for the type of door installed. When approved by the code official, doors into individual dwelling units that are inside of buildings with exterior doors meeting the requirements of Sections 333.2 through 333.4.6 and meeting the lighting requirements in Sections 333.6 through 333.6.2, are exempt from the requirements of Section 333.

333.2.1 Wood doors. Where installed, exterior wood doors shall be of solid core construction such as high-density particleboard, solid wood, or wood block core with a minimum thickness of one and three-fourths inches (1 3/4”) at any point. Doors with panel inserts shall be solid wood. The panels shall be a minimum of one inch (1”) thick. The tapered portion of the panel that inserts into the groove of the door shall be a minimum of one-quarter inch (1/4”) thick. The groove shall be a dado groove or applied molding construction. The groove shall be a minimum of one-half inch (1/2”) in depth.

333.2.2 Steel doors. Where installed, exterior steel doors shall be a minimum thickness of 24 gauge.

333.2.3 Fiberglass doors. Fiberglass doors shall have a minimum skin thickness of one-sixteenth inch (1/16") and have reinforcement material at the location of the deadbolt.

333.2.4 Double doors. Where installed, the inactive leaf of an exterior double door shall be provided with flush bolts having an engagement of not less than one inch into the head and threshold of the doorframe.

333.2.5 Sliding doors. Where installed, exterior sliding doors shall comply with all of the following requirements:

1. Sliding door assemblies shall be installed to prevent the removal of the panels and the glazing from the exterior with the installation of shims or screws in the upper track.
2. All sliding glass doors shall be equipped with a secondary locking device consisting of a metal pin or a surface mounted bolt assembly. Metal pins shall be installed at the intersection of the inner and outer panels of the inside door and shall not penetrate the frame's exterior surface. The surface mounted bolt assembly shall be installed at the base of the door.

333.3 Door frames. The exterior door frames shall be installed prior to a rough-in inspection. Door frames shall comply with Sections 333.3.1 through 333.3.3 for the type of assembly installed.

333.3.1 Wood frames. Wood door frames shall comply with all of the following requirements:

1. All exterior door frames shall be set in frame openings constructed of double studding or equivalent construction, including garage doors, but excluding overhead doors. Door frames, including those with sidelights shall be reinforced in accordance with ASTM F476-14 Grade 40.

2. In wood framing, horizontal blocking shall be placed between studs at the door lock height for three (3) stud spaces or equivalent bracing on each side of the door opening.

333.3.2 Steel frames. All exterior door frames shall be constructed of 18 gauge or heavier steel, and reinforced at the hinges and strikes. All steel frames shall be anchored to the wall in accordance with manufacturer specifications. Supporting wall structures shall consist of double studding or framing of equivalent strength. Frames shall be installed to eliminate tolerances inside the rough opening.

333.3.3 Door jambs.

1. Door jambs shall be installed with solid backing in a manner so no void exists between the strike side of the jamb and the frame opening for a vertical distance of twelve inches (12") each side of the strike. Filler material shall consist of a solid wood block.

2. Door stops on wooden jambs for in-swinging doors shall be of one-piece construction. Jambs for all doors shall be constructed or protected so as to prevent violation of the strike.

333.4 Door hardware. Exterior door hardware shall comply with Sections 333.4.1 through 333.4.6.

333.4.1 Hinges. Hinges for exterior swinging doors shall comply with the following:

1. At least two (2) screws, three inches (3") in length, penetrating at least one inch (1") into wall structure shall be used. Solid wood fillers or shims shall be used to eliminate any space between the wall structure and door frame behind each hinge.

2. Hinges for out-swinging doors shall be equipped with mechanical interlock to preclude the removal of the door from the exterior.

333.4.2 Strike plates. Exterior door strike plates shall be a minimum of 18 gauge metal with four offset screw holes. Strike plates shall be attached to wood with not less than three inch (3") screws, which shall have a minimum of one inch (1") penetration into the nearest stud. Note: For side lighted units, refer to Section 333.4.6.

333.4.3 Escutcheon plates. All exterior doors shall have escutcheon plates or wrap-around door channels installed around the lock protecting the door's edge.

333.4.4 Locks. Exterior doors shall be provided with a locking device complying with one of the following: Single Cylinder Deadbolt shall have a minimum projection of one inch (1"). The deadbolt shall penetrate at least three-fourths inch (3/4") into the strike receiving the projected bolt. The cylinder shall have a twist-resistant, tapered hardened steel cylinder guard. The cylinder shall have a minimum of five (5) pin tumblers, shall be connected to the inner portion of the lock by solid metal connecting screws at least one-fourth inch (1/4") in diameter and two and one-fourth inches (2-1/4") in length. Bolt assembly (bolt housing) unit shall be of single piece construction. All deadbolts shall meet ANSI grade 2 specifications.

333.4.5 Entry vision and glazing. All main or front entry doors to dwelling units shall be arranged so that the occupant has a view of the area immediately outside the door without opening the door. The view may be provided by a door viewer having a field of view of not less than 180 degrees through windows or through view ports.

333.4.6 Side lighted entry doors. Side light door units shall have framing of double stud construction or equivalent construction complying with Sections 333.3.1, 333.3.2 and 333.3.3. The door frame that separates the door opening from the side light, whether on the latch side or the hinge side, shall be double stud construction or equivalent construction complying with Sections 333.3.1 and 333.3.2. Double stud construction or construction of equivalent strength shall exist between the glazing unit of the side light and wall structure of the dwelling.

333.5 Street numbers. Street numbers shall comply with Section 505 of the *International Fire Code*.

333.6 Exterior lighting. Exterior lighting shall comply with Sections 333.6.1 through 333.6.2.

333.6.1 Front and street side exterior lighting. All front and street side door entrances should be protected with a minimum of one light outlet having a minimum of sixty (60) watts of lighting (or energy efficient equivalent), installed so that the light source is not readily accessible.

333.6.2 Rear exterior lighting. Homes with windows or doors near ground level below eight feet (8') on the rear side of the house shall be equipped with a minimum of one light outlet having 100 watt lighting (or energy efficient equivalent) and shall be of the flood light type. Those fixtures placed below eight feet (8') shall be fixtures manufactured such that the light source is not readily accessible.

333.7 Alternate materials and methods of construction. The provisions of this Section are not intended to prevent the use of any material or method of construction not specifically prescribed by this Section, provided any such alternate has been approved by the enforcing authority, nor is it the intention of this Section to exclude any sound method of structural design or analysis not specifically provided for in this Section. The materials, methods of construction, and structural design limitations provided for in this Section shall be used, unless the enforcing authority grants an exception. The enforcing authority is authorized to approve any such alternate provided they find the proposed design,

- materials, and methods of work to be at least equivalent to those prescribed in this Section in quality, strength, effectiveness, burglary resistance, durability, and safety.
- (o) Section R401.1, entitled “Application,” shall be amended by adding the following paragraph: “Foundation designs for one- and two-family dwellings may use the approved standards and designs provided in the Johnson County Residential Foundation Guidelines in lieu of the prescriptive requirements of Chapter 4 of this Code as approved by the Building Official.”
- (p) Section R401.1.1 shall be added to read as follows: “R401.1.1 Residential Foundation Repairs. All repairs to be conducted on existing residential foundations and crawl spaces shall be prepared by a licensed engineer within the State of Kansas and submitted for review and permitting.”
- (q) Section R403.1.1, entitled “Minimum size,” is hereby added to read as follows: “The minimum size for all residential concrete footings shall be 8 inches in depth and 16 inches in width. Steel shall be minimum ½” in size with two (2) bars running parallel in the footing. Single story trench footings are to be a minimum of 12 inches in width. Footing projections shall be at least 2 inches and shall not exceed the thickness of the footing. The minimum load-bearing value of soil shall be 2,000 psf. Soils investigation reports are required when it appears the soil bearing value is below 2,000 psf, or when conditions exist as described in R401.4. Footings for structures with more than two stories shall be designed by a licensed Kansas engineer.”
- (r) Section R404.1.1 entitled “Design required.” should include an additional item (number 3) that reads as follows: “3. Foundation walls over ten (10’) feet in height measured from the top of the footing to the top of the wall.”
- (s) Section R501.3, entitled “Fire protection of floors,” is hereby amended to read as follows: “Floor assemblies not required elsewhere in this code to be fire resistance rated shall be provided with a ½ inch gypsum wallboard membrane, 5/8-inch wood structural membrane or equivalent on the underside of the floor framing member for open web-type floor truss systems and I joist systems.

Exceptions:

1. Floor systems located directly over a space protected by an automatic sprinkler system in accordance with Section P2904, NFPA 13D, or other approved systems.
 2. Floor systems located directly over a crawl space not intended for storage or fuel fired appliances.
 3. The aggregate area of the unprotected portions shall not exceed eighty square feet (80 sq. ft.).”
- (t) Section R907.3, entitled “Recovering versus Replacement,” is hereby amended to read as follows: “New roof coverings shall not be installed without first removing all existing layers of roof coverings down to the roof decking. Exception: Where the existing roof assembly includes an ice barrier membrane that is adhered to the roof deck, the existing ice barrier membrane shall be permitted to remain in place and covered with an additional layer of ice barrier membrane in accordance with Section R905.”
- (u) Section N1101.6, entitled “Definitions” should be amended to include the following terms and corresponding definitions:
- ELECTRIC VEHICLE.** An automotive-type vehicle for on-road use primarily powered by an electric motor that draws current from an onboard battery charged through a building electrical service, electric vehicle supply equipment (EVSE), or

another source of electric current.

ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE). The apparatus installed specifically for the purpose of transferring energy between the premises wiring and the Electric Vehicle.

EV-CAPABLE SPACE. A dedicated parking space with electrical panel capacity and space for a branch circuit dedicated to the EV parking space that is not less than 40-ampere and 208/240-volt and equipped with raceways, both underground and surface mounted, to enable the future installation of electric vehicle supply equipment. For two adjacent EV-Capable spaces, a single branch circuit is permitted.

EV-READY SPACE. A designated parking space which is provided with a dedicated branch circuit that is not less than 40-ampere and 208/240-volt assigned for electric vehicle supply equipment terminating in a receptacle or junction box located in close proximity to the proposed location of the EV parking space. For two adjacent EV-Ready spaces, a single branch circuit is permitted.

- (v) Section N1101.15, entitled “Electric Vehicle Charging.” Should be added to read as follows: “Where parking is provided, new construction shall provide electric vehicle spaces in compliance with Sections N1101.15.1 through N1101.15.2. Where more than one parking facility is provided on a site, electric vehicle parking spaces shall be calculated separately for each parking facility.
- (w) Section N1101.15.1, entitled “New single family and two-family dwelling units.” Should be added to read as follows: “Single family and two-family dwelling units shall provide not less than 1 EV-Capable Spaces per dwelling unit.
- (x) Section N1105.15.2, entitled “Identification” should be added to read as follows: “Construction documents shall indicate the raceway termination point and proposed location of future EV spaces and EVSE. Construction documents shall also provide information on amperage of future EVSE, raceway methods, wiring schematics and electrical load calculations to verify that the electrical panel service capacity and electrical system, including any on-site distribution transformers, meet the requirements of this code. Parking spaces equipped with EVSE shall be identified by signage. A permanent and visible “EV-Capable” or “EV-Ready” label shall be posted in a conspicuous place at the service panel to identify each panel space reserved to support EV-Capable or EV-Ready Spaces, respectively and at the termination point of the raceway or circuit termination point.
- (y) Section N1106.5 entitled “ERI-based compliance.” Shall amend the table titled “Maximum Energy Rating Index” to read as follows:

CLIMATE ZONE	ENERGY RATING INDEX NOT INCLUDING OPP	ENERGY RATING INDEX WITH OPP
0 and 1	51	35
2	51	34
3	50	33
4	60	47
5	54	43
6	53	43
7	52	46
8	52	46

- (z) Section N1103.3.2 (R403.3.2) entitled “Building cavities.” Is hereby deleted in its entirety.

- (aa) Section N1103.3.7 (R403.3.7) entitled “Duct system testing.” shall be amended to have the first sentence read: “Each duct system located outside the thermal envelope shall be tested for air leakage in accordance with ANSI/RESNET/ICC 380 or ASTM E1554.”
- (bb) Section N1103.5.1.1 (R403.5.1.1) entitled “Circulation systems.” shall be amended to delete the second sentence that reads “Gravity and thermosyphon circulation systems shall be prohibited.”
- (cc) Section P2603.5.1, entitled “Sewer depth.” Shall be amended to read as follows: “*Building sewers* that connect to private sewage disposal systems shall be not less than 36 inches (mm) below finished grade at the point of septic tank connection. *Building sewers* shall be not less than 36 inches (mm) below grade.”
- (dd) Section P2904, entitled “Dwelling Unit Fire Sprinkler Systems,” is hereby to be used as a reference for standards and requirements only if a sprinkler system is installed. Automatic Fire Sprinkler systems (section R309.2) are deleted from the requirements of this code adoption.
- (ee) Section E3601.6.2 entitled “Service disconnect location.” Should be amended to read as follows: “The service disconnecting means shall be installed at a readily accessible location either outside of a building or inside nearest the point of entrance of the service conductors. Service entrance conductors shall not pass between floors. Service disconnecting means shall not be installed in bathrooms. Each occupant shall have access to the disconnect serving the dwelling unit in which they reside. [230.70(A)(1)(2), 230.72(C)]”
- (ff) Section E3901.4.2 entitled “Island and peninsular countertops and work spaces.” Should be amended to read as follows: “Receptacle outlets shall be installed in accordance with the following: [210.52(C)(2)]
1. At least one receptacle outlet shall be provided for the first 9 square feet (0.84 m²), or fraction thereof, of the countertop or work surface. A receptacle outlet shall be provided for every additional 18 square feet (1.7 m²), or fraction thereof, of the countertop or work surface. [210.52(C)(2)(a)]
 2. At least one receptacle outlet shall be located within 2 feet (600 mm) of the outer end of a peninsular countertop or work surface. Additional receptacle outlets shall be permitted to be located as determined by the installer, designer or building owner. The location of the receptacle outlets shall be in accordance with Section E3901.4.3. [210.52(C)(2)(b)]
- A peninsular countertop shall be measured from the connected perpendicular wall. [210.52(C)(2)]
- (gg) Section E3901.4.3 entitled “Receptacle outlet location.” shall be amended to read as follows: “Receptacle outlets rendered not readily accessible by appliances fastened in place, appliance garages, sinks, or rangetops as covered in the exception to Section E3901.4.1, or appliances occupying assigned spaces shall not be considered as these required outlets. Required receptacle outlets shall be located in one or more of the following:
1. On or above, but not more than 20 inches (508 mm) above, the countertop or work surface.
 2. Receptacle outlet assemblies listed for the use in countertops or work surfaces shall be permitted to be installed in countertops or work surfaces.
 3. Not more than 12 inches (305 mm) below the countertop or work surface. Receptacles

installed below a countertop or work surface shall not be located where the countertop or work surface extends more than 6 inches (152 mm) beyond its support base.

[210.52(C)(3)]

(hh) Section E3902.2, entitled “Garage and accessory building receptacles,” is hereby amended to read as follows: “125-volt through 250-volt receptacles installed in garages and grade-level portions of unfinished accessory buildings used for storage or work areas and supplied by single-phase branch circuits rated 150 volts or less to ground shall have ground-fault circuit-interrupter protection for personnel.

[210.8(A)(2)]

Exceptions:

1. Receptacles that are not readily accessible such as a ceiling mounted receptacle for a garage door opener.
2. A single receptacle supplying a dedicated branch circuit that is located and identified for a specific use by a cord and plug connected appliance such as a refrigerator, freezer, or a central vacuum system.”

(cc) Section E3902.5, entitled “basement receptacles,” is hereby amended to read as follows: “All 125-volt single phase 15 and 20 ampere receptacles installed in basements shall have ground-fault circuit interrupter protection for personnel.

Exceptions:

1. A dedicated receptacle supplying only a permanently installed fire alarm or burglar alarm system.
2. Single dedicated receptacles supplying a sump pump.
3. A single receptacle supplying a dedicated branch circuit that is located and identified for a specific use by a cord and plug connected appliance such as a refrigerator, freezer, or a central vacuum system.”

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1055

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 4 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 4 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 4. EXISTING BUILDING CODE

4-401. INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE. There is

hereby incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Existing Building Code” 2024 Edition, including Appendix B as published by the International Code Council, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Existing Building Code shall be marked or stamped “Official Copy as incorporated by ordinance No. 1055 with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format as to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such International Existing Building Code similarly marked, as may be deemed expedient. (Ordinance 1055)

4-402. REVISED, AMENDED; OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL

EXISTING BUILDING CODE. The following sections of the International Existing Building Code 2024 Edition shall be revised, amended, or deleted:

(a) Section 101.1, entitled “Title,” shall be amended to read: “These regulations shall be known as the International Existing Building Code of the City of Westwood, Kansas, hereinafter referred to as “this code.”

(b) Section 103.1, entitled “Creation of agency,,” shall be amended to read as follows: “ The City of Westwood Building and Planning Department is hereby

created, and the official in charge thereof shall be known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

(c) Section 105.2, entitled “Work Exempt from Permit,” shall be amended to delete the following exemptions from the permit requirements:

(1) Sidewalks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below.

(2) Window awnings supported by an exterior wall.

(d) Section R112.1, entitled “General,” shall be amended to read as set out in section 4-104 of the City Code.

(e) Section 113.4, entitled “Violation penalties,” shall be amended to add the following: In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.

(f) Section 114.2, entitled “Issuance (Stop Work Order),” shall be amended to add to the first sentence, “or posted on the property in a conspicuous place.”

(g) Section 201.3, entitled “Terms defined in other codes,” shall be amended to add after the term “other International Codes,” the term “and the National Electrical Code.” (Ordinance 1055,)

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1056

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 5 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 5 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 5. FIRE CODE

4-501 INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL FIRE CODE. There is hereby

incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Fire Code” 2024 Edition, including Appendices B, C, D, E, F, H and I, and excluding all other Appendices, as published by the International Code Council, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Fire Code shall be marked or stamped “Official Copy as incorporated by ordinance No. 1056 with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format so as to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such International Fire Code similarly marked, as may be deemed expedient. (Ordinance 1056

4-502 REVISED, AMENDED, OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL FIRE

CODE. The following sections of the International Fire Code 2024 Edition shall be revised, amended, or deleted:

(a) Section 101.1, entitled “Title,” shall be amended to read as follows: “These regulations shall be known as the International Fire Code of the City of Westwood, Kansas, hereinafter referred to as ‘this code.’”

(b) Section 103.2, entitled “Appointment,” is hereby amended to read as follows: “The Fire Code Official shall also be known as Consolidated Fire District #2 of Johnson

County, Kansas and/or the Building Official.”

(c) Section 105.1.1, entitled “Permits required,” shall be amended to add a final sentence as follows: “The fees for this code and the permits therefor shall be set and established administratively by the City according to the schedule as established by the City and as amended.”

(d) Section 105.6, entitled “Required Construction Permits,” shall be amended to read as follows: “The building official is authorized to issue construction permits for work as set forth in sections 105.6.1 to 105.6.25. Consolidated Fire District #2 requires and is authorized to issue separate permits for new construction, tenant finishes, installation of new or modification of existing fire sprinkler systems, fire alarm systems and/or commercial cooking suppression systems.”

(e) Section 105.6.26, entitled “Electric Vehicle charging stations,” shall be added and shall read as follows: “A construction permit is required to operate Level 2 and/or Level 3 vehicle charging stations.”

(f) Section 109.1, entitled “General,” shall be amended to read as set out in section 4-104 of the City Code.

(g) Section 113.4, entitled “Violation penalties,” shall be amended to read as follows: “In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.”

(h) Section 114.2, entitled “Issuance (Stop Work Order)” shall be amended to add to the first sentence, “or posted on the property in a conspicuous place.”

(i) Section 114.4, entitled “Failure to comply,” shall be amended to read as follows: “Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a violation of this code, and punished in accordance herewith.”

(j) Section 201.3, entitled “Terms defined in other codes,” shall be amended to read as follows: “Where terms are not defined in this code and are defined in the National Electrical Code, and International Building Code, the International Fuel Gas Code, International Mechanical Code, or International Plumbing Code, such terms shall have meanings ascribed to them as in those codes.”

(k) Section 202, entitled “Definitions,” shall be amended to include the following terms and corresponding definitions:

“ELECTRIC VEHICLE (EV)

An automotive-type vehicle for on-road use, such as passenger automobiles, buses, trucks, vans, neighborhood electric vehicles, and electric motorcycles, primarily powered by an electric motor that draws current from a rechargeable storage battery, fuel cell, photovoltaic array, or other source of electric current. Plug-in hybrid electric vehicles (PHEV) are electric vehicles having a second source of motive power. (CMP-12)

ELECTRIC VEHICLE CHARGING STATION (EVCS)

A public or private parking space that is served by battery charging station equipment,

including any electrical component, assembly, or cluster of component assemblies, that is designed to, or has a primary purpose of, the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an EV.

LEVEL 1 ELECTRIC VEHICLE CHARGING STATION

An electric vehicle charging station that operates on a 15 to 20 amp breaker on a 120 volt AC circuit

LEVEL 2 ELECTRIC VEHICLE CHARGING STATION

An electric vehicle charging station that operates on a 40 to 100 amp breaker on a 220 or 240 volt AC circuit

LEVEL 3 ELECTRIC VEHICLE CHARGING STATION

An electric vehicle charging station that operates on a 60 amp or higher breaker on a 480 volt or higher three phase circuit with special grounding equipment. Level 3 stations can also be referred to as rapid charging stations that are typically characterized by industrial grade electrical outputs that allow for faster recharging of electric vehicles.

SURFACE PARKING LOT

Parking which is not enclosed or created by a structure and is an area 'at grade,' or on ground level.

STRUCTURED PARKING LOT

See Public Parking Garage, Private Garage, Open Parking Garage

Parking which is an above-grade, ramp access, open-air structure specifically designed to accommodate vehicle parking, a below-grade structure specifically designed to accommodate vehicle parking or on-grade parking that is sheltered under a building that is elevated on piers.

(1)Section 323, entitled “EV Charging Stations,” shall be added and shall read as follows: “323.1 General. All Electric Vehicle Charging Stations (EVCS) must adhere to the regulations outlined in Section 323.

323.2 Permitting Process of Electric Vehicle Charging Stations.

323.2.1. Approval Required. All Level 2 and level 3 EVCS required to have a construction permit as set forth in 105.6 and shall not be erected, operated. or maintained for any purpose without first obtaining a permit and approval from the fire code official.

323.3 General Requirements

1. Electric vehicle charging systems (EVCS) shall be installed in accordance with NFPA 70.
2. Electric vehicle charging equipment shall be listed and labeled in accordance with UL 2202.
3. Electric vehicle supply equipment shall be listed and labeled in accordance with UL 2594.
4. Accessibility to electric vehicle charging stations shall be provided in accordance with Section 1107.
5. Placement and installation of Electric Vehicle Charging Stations (EVCS) shall comply with and be installed per Section 323.

323.4 FIRE PROTECTION REQUIREMENTS

323.4.1 Standpipe Systems. All parking structures with two or more tiers with Level 2

and Level 3 electric vehicle charging stations shall be provided with a class 1-standpipe system in accordance with 905.3.8

1. The standpipe connection shall be in an approved location not less than 20 feet and no more 100 feet from the electric vehicle charging stations.

323.4.2. Fire Blankets and Cabinets . Electric vehicle charging stations installed in a portion of a structured parking garages shall have a fire blanket(s) secured in a cabinet mounted in approved locations located not less than 20 feet and no more 100 feet from the charging stations.

1. The fire blanket shall be a minimum size of 20' x 26' and shall be listed for use on electric vehicles (EV-rated fire blanket) and approved by the fire code official.

2. The cabinet shall an approved cabinet and be secured with a lock approved by the AHJ.

3. The number of fire blankets and cabinets required shall be determined by the AHJ.

323.4.3. Surface Parking Fire Hydrants. Where level 2 or level 3 electric vehicle charging stations are installed on a surface parking lot, fire hydrant placement must comply with section 507.5.

323.5 Placement of electric vehicle charging stations.

323.5.1. Approved Location. An EVCS shall be located on the first floor or top floor only.

323.6 Installation requirements.

323.6.1 Parking space size. All Level 2 and Level 3 EVCS shall be installed at parking spaces with at least a 9.5' x 19' parking stall.

323.6.2. Required signage. All Level 2 and Level 3 EVCS shall include the following information signage as a minimum for fire department response: voltage and amperage levels and contact information for reporting when the EVCS is not operating or other problems.

323.6.3. Emergency Disconnect. An emergency disconnect approved by Fire Code Official shall be installed per the locally amended section of Section 625.43 of the National Electrical Code (NEC). The emergency disconnect switch shall contain a readily legible sign that reads: "ELECTRIC VEHICLE EMERGENCY DISCONNECT." Exceptions: These subsection requirements shall apply to parking and loading areas for all non-residential buildings and multifamily dwellings and shall not apply to single-family or two-family dwelling types."

(m) Section 501.3, entitled "Construction Documents," shall be amended to read as follows: "Construction documents for proposed fire apparatus roads, locations of fire lanes, or security gates across fire apparatus access; and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the Building Code Official and Fire District #2 of Johnson County, Kansas for review and approval prior to construction."

(n)Section 5706.2.4.4., entitled “Locations where above-ground tanks are prohibited,” shall be amended to read: “The storage of Class I and II liquids in above-ground tanks is prohibited anywhere in the city, except that a permit for such tanks may be granted by the Governing Body upon good cause shown and assurances by all competent sources that such tank poses no unreasonable threat or danger to persons or property.” (Ordinance 1056)

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1057

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 6 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 6 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 6. PLUMBING CODE

4-601 INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL PLUMBING CODE.

There is hereby

incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Plumbing Code” 2024 Edition, , including Appendix F, and excluding all other Appendix Chapters; B, C, D, and E, as published by the International Code Council, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Plumbing Code shall be marked or stamped “Official Copy as incorporated by ordinance No. 1057 with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such International Plumbing Code similarly marked, as may be deemed expedient. (Ordinance 1057)

4-602 REVISED, AMENDED, OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL PLUMBING CODE.

The following sections of the International Plumbing Code 2024 Edition shall be revised, amended, or deleted:

(a) Section 101.1, entitled “Title,” shall be amended to read: “These regulations shall be known as the International Plumbing Code of the City of Westwood, Kansas, hereinafter referred to as ‘this code.’”

(b) Section 103.1 entitled “Creation of agency.” shall be amended to read: “The City of

Westwood Building and Planning Department is hereby created and the official in charge thereof shall be known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

(c) Section 106.6.2, entitled "Fee schedule," shall be amended to read as follows: "The fees for all plumbing work and the permits therefor shall be set and established administratively by the City according to the schedule as established by the City and as amended."

(d) Section 106.6.3., entitled "Fee refunds," shall be amended to read as follows: "The building official is authorized to establish a refund policy."

(e) Section 114.4, entitled "Violation penalties," shall be amended to read as follows: "Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code shall be guilty of a violation of this code.

In addition to

any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person."

(f) Section 108.5, entitled "Stop work orders," shall be amended so that the second sentence shall have added the following, "or posted on the property in a conspicuous place," and the final sentence thereof shall read: "any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a violation of this code and punished in accordance herewith."

(g) Section 112, entitled "Means of Appeals," shall be amended to read as set out in section 4- 104 of the City Code.

(h) Section 201.3, entitled "Terms defined in other codes," shall be amended to read as follows: "Where terms are not defined in this code and are defined in the National Electrical Code, International Building Code, International Fire Code, the International Fuel Gas Code, or the International Mechanical Code, such terms shall have meanings ascribed to them as in those codes."

(i) Section 305.4.1, entitled "Sewer depth," shall be amended to read as follows: Building sewers shall be constructed in accordance with the requirements of Johnson County Wastewater.

(j) Section 701.3, entitled "Separate sewer connection," shall be amended to read as follows: "All residential duplex units and or condominium/townhouse units shall have installed separate sanitary sewer service lines to each living unit from the main line to the living unit."

(k) Section 702.3, Table 702.3, entitled "Building Sewer Pipe," is hereby amended by removing the following pipes from the approved material list: "Vitrified clay pipe."

- (l) Section 702.4, Table 702.4, entitled “Pipe Fittings,” is hereby amended by removing the following pipes from the approved material list: “Vitrified clay pipe.”
- (m) Section 903.1, entitled “Roof extension,” is hereby amended by inserting “12 in (305mm)” in place of [NUMBER]. (Ordinance 1057)

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1058

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 7 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 7 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 7. FUEL GAS CODE

4-701. INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL FUEL GAS CODE.

There is hereby

incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Fuel Gas Code” 2024 Edition, including Appendices A, B, C and D, as published by the International Code Council, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Mechanical Code shall be marked or stamped “Official Copy as incorporated by ordinance No. 1058,” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format so as to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such International Mechanical Code similarly marked, as may be deemed expedient. (Ordinance 1058)

4-702 REVISED, AMENDED; OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL FUEL GAS CODE. The following sections of the International Fuel Gas Code 2024 Edition shall be revised, amended, or deleted:

- (a) Section 101.1, entitled “Title,” shall be amended to read: “These regulations shall be known as the International Fuel Gas Code of the City of Westwood, Kansas, hereinafter referred to as ‘this code.’”
- (b) Section 108.2 entitled “Schedule of permit fees.,” shall be amended to read as follows: “The fees for all fuel gas work and the permits therefor shall be set and established administratively by the City according to the schedule as established by the

City and as amended.”

(c) Section 113.4, entitled “Violation penalties,” shall be amended to read as follows: “Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code shall be guilty of a violation of this code. In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.”

(d) Section 112, entitled “Means of Appeals,” shall be amended to read as set out in section 4- 104 of the City Code.

(e) Section 403.4.4 entitled “Aluminum.” shall be amended to read as follows: “Aluminum or aluminum-alloy pipe shall not be used in the distribution of any fuel gas and all other sections mentioning aluminum or aluminum-alloy piping is hereby deleted.”

(f) Section 403.5.1 entitled “Steel tubing.” shall be amended to read as follows: “Steel tubing shall not be used for the distribution of natural gas or any other fuel gas within a building or structure.”

(g) Section 403.5.3 entitled “Copper and brass tubing.” shall be amended to read as follows: “Copper tubing shall comply with Standard Type K or L of ASTM B 88 or ASTM B 280. Copper and copper alloy tubing shall not be used to distribute natural gas or any other fuel gases within a building or structure.”

(h) Section 406.4.1 entitled “Test pressure.” shall be amended to read as follows: “The test pressure to be used shall be no less than 1-1/2 times the proposed maximum working pressure, but not less than 10 psig (20 kPa gauge), irrespective of design pressure, where the test pressure exceeds 125 psig (862 kPa gauge). The test pressure shall not exceed a value that produces a hoop stress in the piping greater than 50 percent of the specified minimum yield strength of the pipe. (Ordinance 1058)

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1059

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 8 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 8 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 8. MECHANICAL CODE

4-801. INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL MECHANICAL CODE. There is

hereby incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Mechanical Code” 2024 Edition, including Appendix A., but excluding Appendix B., as published by the International Code Council, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Mechanical Code shall be marked or stamped “Official Copy as incorporated by ordinance No. 1059,” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such International Mechanical Code similarly marked, as may be deemed expedient. (Ordinance 1059)

4-802. REVISED, AMENDED, OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL

MECHANICAL CODE. The following sections of the International Mechanical Code 2024 Edition shall be revised, amended, or deleted:

(a) Section 101.1, entitled “Title,” shall be amended to read: “These regulations shall be known as the Mechanical Code of the City of Westwood, Kansas, hereinafter referred to as ‘this code.’”

(b) Section 106.5.2, entitled “Fee schedule,” shall be amended to read as follows: “The fees for mechanical work and the permits therefor shall be set and established

administratively by the City according to the schedule as established by the City and as amended.”

(c) Section 106.5.3, entitled “Fee refunds,” shall be amended to read as follows: “The building official is authorized to establish a refund policy.”

(d) Section 108.4, entitled “Violation penalties,” shall be amended to read as follows: “Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code shall be guilty of a violation of this code. In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.”

(e) Section 108.5, entitled “Stop work orders,” shall be amended so that the following shall be added to the second sentence, “or shall be posted on the property in a conspicuous place,” and the final sentence thereof shall read: “Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a violation of this code, and punished in accordance herewith.”

(f) Section R109, entitled “Means of Appeal,” shall be amended to read as set out in section 4- 104 of the City Code. (Ordinance 1059)

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1060

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 9 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 9 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 9. ELECTRICAL CODE

4-901. INCORPORATING THE 2023 EDITION OF THE NATIONAL ELECTRICAL CODE. There is hereby

incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “National Electrical Code 2017 Edition,” hereafter also known as “this code,” as published by the National Fire Protection Association, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the National Electrical Code shall be marked or stamped “Official Copy as incorporated by ordinance No. 1060,” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such National Electrical Code similarly marked, as may be deemed expedient. (Ordinance 1060)

4-902. AMENDED SECTION 90.4 OF THE 2023 EDITION OF THE NATIONAL ELECTRICAL CODE - Section

90.4, entitled “Enforcement,” is hereby amended to be replaced with the following paragraphs:

- (a) The National Electrical Code is intended to be suitable for mandatory application by governmental bodies that exercise legal jurisdiction over electrical installations, include signaling and communication systems, and for use by insurance inspectors. The authority having jurisdiction for enforcement of the Code has the responsibility for making interpretations of the rules, for deciding on the approval of equipment and materials and for granting the special permission contemplated in a number of the rules.
- (b) By Special permission, the authority having jurisdiction may waive special requirements in this Code or permit alternative methods where it is assured that equivalent objectives can be achieved by establishing and maintaining effective safety.
- (c) This code may require new products, constructions, or materials that may not yet be available at the time the Code is adopted. In such event, the authority having jurisdiction may permit the use of the products, constructions, or materials that comply with the most

recent previous edition of this Code adopted by the jurisdiction. Existing Equipment Electrical conductors and equipment lawfully installed prior to the effective date of this Code may have their existing use, maintenance or repair continued if the use, maintenance, or repair is in accordance with the original design and location and is not a hazard to life, health or property. The owner or his/her designated agent shall be responsible for adequate maintenance of electrical conductors and equipment.

(d) Right of Entry. Upon presentation of proper credentials, the building official or his/her duly authorized representatives may enter any building structure or premises in the City at reasonable hours to perform any duty imposed upon him/her by this Code.

(e) Stop Orders. Whenever any work is being done contrary to the provisions of this Code, the building official shall notify in writing the persons engaged in the doing or causing such work to be done of violations found specifying a period of time allowed to bring the work into code conformance.

(f) Authority to Condemn Equipment:

(1) Whenever the building official learns or ascertains that any electrical conductor or equipment as defined in this Code has become hazardous to life, health or property, he/she shall order in writing that such equipment be restored to a condition of safety or be dismantled or removed from its present location. The written notice shall fix a time limit for compliance with such order.

(2) The building official is authorized to have electrical current and/or fuel supply to equipment as defined in this Code sealed off by the proper utility supplier where such installation is done without permit or does not meet the provisions of this Code. Where electric current or fuel supply has been sealed off, it shall be unlawful for any unauthorized person to break such seal. Upon corrections being made to meet requirements set forth in this Code, the building official shall contact the proper utility supplier to approve the removal of such seal.

(g) Authority to Abate.

(1) Any portion of an electrical system found by the building official to be unsafe as defined herein is hereby declared to be a nuisance.

(2) Where a nuisance exists or an electrical system is maintained in violation of this Code, or any notice issued pursuant to this section, the building official shall require the nuisance or violation to be abated and where necessary shall seek such abatement in the manner provided by Law.

(h) Administrative Authority. The building official or authorized representatives shall be the authority duly appointed to enforce this Code.

(1) Violations. It shall be unlawful for any person, firm, or corporation to violate any of the provisions of this Code. The issuance or granting of a permit or approval of plans shall not prevent the building official from thereafter requiring the correction of errors in said plans and specifications or from preventing construction operations being carried on hereunder when in violation of this Code, or of any other Ordinance, or from revoking any certificate of approval when issued in error. Every permit issued by the building official under the provisions of this Code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from date of issuance of such permit or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one-half the amount required for a new permit for such work provided no changes have been made or will be made in the

original plans and specifications for such work and provided further that such suspension or abandonment has not exceeded one (1) year.

(2) Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code shall be guilty of a violation of this code. In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.

(3) Liability. The building official or any employee charged with the enforcement of this Code acting in good faith without malice for the jurisdiction in the discharge of his/her duties shall not thereby render himself liable personally and he/she hereby is relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reasons of any act or omission in the discharge of his/her duties. Any suit brought against the building official or his/her employees because of such act or omission performed by him/her in the enforcement of any provisions of this Code shall be defended by legal representation of the City until final termination of the proceeding.

(i) Permit Required:

(1) No installation, alteration or removal shall be made to the wiring of any building or structure for light, heat or power or to increase the load of energy carried by such wires or equipment, nor shall any building or structure be wired for electric lights, appliances, motors, apparatus or heating devices, nor shall alterations be made thereto without a permit being first issued by the City and applicable business and contractor licenses.

(2) The building official may in writing suspend or revoke a permit issued under provisions of this Code whenever the permit is issued in error or on the basis of incorrect information supplied or in violation of any Ordinance or regulation of any provisions of this Code.

(j) Permit fees. Permit fees shall be established administratively.

(k) The building official is authorized to establish a refund policy.

(l) Inspections. All work shall be subject to inspection by the building official or his/her appointed designee. Any portion of equipment which will be concealed prior to completion shall be subject to inspection prior to such work being concealed.

(m) Board of Building Code Appeals shall be the same as set out in section 4-104 of the City Code. (Ordinance 1017)

4-903. REVISED, AMENDED, OR DELETED SECTIONS OF THE 2023 EDITION OF THE NATIONAL ELECTRICAL CODE:

(a) Section 210.12(B), entitled "Dwelling Units," shall be amended to read as follows: All 120- volt, single phase, 15- and 20-ampere branch circuits supplying outlets installed in dwelling unit bedrooms, dens, libraries, closets and similar rooms or areas shall be protected by a listed arc-fault circuit interrupter, combination-type, installed to provide protection of the branch circuit. Arc-fault circuit interrupters, combination types, will not

be required for the family rooms, dining rooms, living rooms, parlors, sunrooms, recreation rooms, hallways or similar rooms or areas. Isolated circuits serving smoke detectors and/or carbon monoxide detectors shall be exempt from arc-fault protection.

- (b) Section 250.12(C) entitled “Countertops and Work Surfaces” should be amended to read as follows:

(C) Countertops and Work Surfaces.

In kitchens, pantries, breakfast rooms, dining rooms, and similar areas of dwelling units, receptacle outlets for countertop and work surfaces that are 300 mm (12 in.) or wider shall be installed in accordance with **210.52(C)(1)** through (C)(3) and shall not be considered as the receptacle outlets required by **210.52(A)**.

For the purposes of this section, where using multioutlet assemblies, each 300 mm (12 in.) of multioutlet assembly containing two or more receptacles installed in individual or continuous lengths shall be considered to be one receptacle outlet.

(1) Wall Spaces.

Receptacle outlets shall be installed so that no point along the wall line is more than 600 mm (24 in.) measured horizontally from a receptacle outlet in that space.

Exception:

*Receptacle outlets shall not be required directly behind a range, counter-mounted cooking unit, or sink in the installation described in **Figure 210.52(C)(1)**.*

(2) Island and Peninsular Countertops and Work Surfaces.

Receptacle outlets shall be installed in accordance with **210.52(C)(2)(a)** and (C)(2)(b).

- a. At least one receptacle outlet shall be provided for the first 0.84 m² (9 ft²), or fraction thereof, of the countertop or work surface. A receptacle outlet shall be provided for every additional 1.7 m² (18 ft²), or fraction thereof, of the countertop or work surface.
- b. At least one receptacle outlet shall be located within 600 mm (2 ft) of the outer end of a peninsular countertop or work surface. Additional required receptacle outlets shall be permitted to be located as determined by the installer, designer, or building owner. The location of the receptacle outlets shall be in accordance with **210.52(C)(3)**.
- c. A peninsular countertop shall be measured from the connected perpendicular wall.

(3) Receptacle Outlet Location.

Receptacle outlets shall be located in one or more of the following:

- (1) On or above countertop or work surfaces: On or above, but not more than 500 mm (20 in.) above, the countertop or work surface.
- (2) In countertop or work surfaces: Receptacle outlet assemblies listed for use in countertops or work surfaces shall be permitted to be installed in countertops or work surfaces.
- (3) Below countertop or work surfaces: Not more than 300 mm (12 in.) below the countertop or work surface. Receptacles installed below a countertop or work surface shall not be located where the countertop or work surface extends more than 150 mm (6 in.) beyond its support base.

Receptacle outlets rendered not readily accessible by appliances fastened in place, appliance garages, sinks, or rangetops as covered in **210.52(C)(1)**, Exception, or

appliances occupying assigned spaces shall not be considered as these required outlets.

- (c) Section 230.70(A)(1) entitled “Readily Accessible Location” shall be amended to read as follows: “The service disconnecting means shall be installed at a readily accessible location either outside of a building or inside nearest the point of entrance of the service conductors. Service entrance conductors shall not pass between floors.”
- (d) Section 310.1, entitled “Scope,” shall be amended to read as follows: This Article covers general requirements for conductors and their type designations, insulations, markings, mechanical strengths, ampacity ratings and uses. These requirements do not apply to conductors that form an integral part of equipment such as motors, motor controllers and similar equipment or to conductors specifically provided for elsewhere in this Code.

Informational Note: For flexible cords and cables, see Article 400. For fixture wires, see Article 402.

The use of nonmetallic sheathed cable with aluminum or copper clad aluminum conductors size 8 or smaller will not be permitted for branch circuit wiring in construction, alteration, or repair. This shall apply to branch circuits from distribution point. (Ordinance 1060)

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1061

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 4 ARTICLE 10 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 10 of the Code of the City of Westwood, Kansas, be repealed and replaced in its entirety as follows:

ARTICLE 10. ENERGY CONSERVATION CODE

4-1001. INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE.

There is hereby incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Energy Conservation Code” 2024 Edition, including Appendix RA, as published by the International Code Council, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Mechanical Code shall be marked or stamped “Official Copy as incorporated by ordinance No. 1061),” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format so as to be readily understood. The police department, municipal judge and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such International Energy Conservation Code similarly marked, as may be deemed expedient. (Ordinance 1061)

4-1002. REVISED, AMENDED, OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE:

- (a) Section C101.1, entitled “Title,” shall be amended to read: “These provisions shall be known as the International Energy Conservation Code of the City of Westwood, Kansas, and shall be cited as such and will be referred to herein as “this code.””
- (b) Section R101.1, entitled “Title,” shall be amended to read: “These provisions shall be known as the International Energy Conservation Code of the City of Westwood, Kansas, and shall be cited as such and will be referred to herein as “this code.””
- (c) Section R103.2, entitled “Information on construction documents.” should be

- amended to include “10. Electric Vehicle charging details and locations.”
- (d) Section R109.1, entitled “General,” shall be amended to read as set out in section 4-104 of the City Code.
- (e) Section R202, entitled “Definitions” should be amended to include the following terms and corresponding definitions:
- ELECTRIC VEHICLE.** An automotive-type vehicle for on-road use primarily powered by an electric motor that draws current from an onboard battery charged through a building electrical service, electric vehicle supply equipment (EVSE), or another source of electric current.
- ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE).** The apparatus installed specifically for the purpose of transferring energy between the premises wiring and the Electric Vehicle.
- EV-CAPABLE SPACE.** A dedicated parking space with electrical panel capacity and space for a branch circuit dedicated to the EV parking space that is not less than 40-ampere and 208/240-volt and equipped with raceways, both underground and surface mounted, to enable the future installation of electric vehicle supply equipment. For two adjacent EV-Capable spaces, a single branch circuit is permitted.
- EV-READY SPACE.** A designated parking space which is provided with a dedicated branch circuit that is not less than 40-ampere and 208/240-volt assigned for electric vehicle supply equipment terminating in a receptacle or junction box located in close proximity to the proposed location of the EV parking space. For two adjacent EV-Ready spaces, a single branch circuit is permitted.
- (f) Section R401.4, entitled “Electric Vehicle Charging.” should be added and should read as follows: “Where parking is provided, new construction shall provide electric vehicle spaces in compliance with Sections R401.4.1 through R401.4.3. Where more than one parking facility is provided on a site, electric vehicle parking spaces shall be calculated separately for each parking facility.
Exception: This section does not apply to parking spaces used exclusively for trucks or delivery vehicles.”
- (g) Section R401.4.1, entitled “Electric vehicle ready circuit.” should be added and should read as follows: “The service panel shall provide sufficient capacity and space to accommodate the circuit and over-current protective device for each EV-Ready Space.”
- (h) Section R401.4.2, entitled “New multifamily dwellings (three or more units).” should be added and should read as follows: “EVSE-Installed, EV-Ready Spaces and EV-Capable Spaces shall be provided in accordance with Table R401.4.2. Where the calculation of percent served results in a fractional parking space, it shall round up to the next whole number.

TABLE R401.4.2:

EVSE-INSTALLED, EV-READY AND EV-CAPABLE SPACE REQUIREMENTS

Total Number of Parking Spaces	Minimum number or % of EVSE-Installed Spaces ^a	Minimum number or % of EV-Ready Spaces ^b	Minimum number or % of EV-Capable Spaces
1	0	0	0
2 - 10	0	0	0
11 - 15	0	1	0
16 - 19	0	1	0
21 - 25	2	0	0
26+	3% of total parking spaces	0 % of total parking spaces	0% of total parking spaces

- a. Where EVSE-Installed Spaces installed exceed the required values in Table R401.4.2, the additional spaces shall be deducted from the EV-Ready Spaces requirement.
- b. Where EV-Ready Spaces installed exceed the required values in Table R401.4.2 the additional spaces shall be deducted from the EV-Capable Spaces requirement.”
- (i) Section R401.4.3, entitled “Identification.” should be added and should read as follows: “Construction documents shall indicate the raceway termination point and proposed location of future EV spaces and EVSE. Construction documents shall also provide information on amperage of future EVSE, raceway methods, wiring schematics and electrical load calculations to verify that the electrical panel service capacity and electrical system, including any on-site distribution transformers, meet the requirements of this code. Parking spaces equipped with EVSE shall be identified by signage. A permanent and visible “EV-Capable” or “EV-Ready” label shall be posted in a conspicuous place at the service panel to identify each panel space reserved to support EV-Capable or EV-Ready Spaces, respectively and at the termination point of the raceway or circuit termination point.”
- (j) Section C202, entitled “Definitions” should be amended to include the following terms and corresponding definitions:
- ELECTRIC VEHICLE.** An automotive-type vehicle for on-road use primarily powered by an electric motor that draws current from an onboard battery charged through a building electrical service, electric vehicle supply equipment (EVSE), or another source of electric current.
- ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE).** The apparatus installed specifically for the purpose of transferring energy between the premises wiring and the Electric Vehicle.
- EV-CAPABLE SPACE.** A dedicated parking space with electrical panel capacity and space for a branch circuit dedicated to the EV parking space that is not less than 40-ampere and 208/240-volt and equipped with raceways, both underground and surface mounted, to enable the future installation of electric vehicle supply equipment. For two adjacent EV-Capable spaces, a single branch circuit is permitted.

EV-READY SPACE. A designated parking space which is provided with a dedicated branch circuit that is not less than 40-ampere and 208/240-volt assigned for electric vehicle supply equipment terminating in a receptacle or junction box located in close proximity to the proposed location of the EV parking space. For two adjacent EV-Ready spaces, a single branch circuit is permitted.

- (k) Section C401.4, entitled “Electric Vehicle Charging.” should be added and should read as follows: “Where parking is provided, new construction shall provide electric vehicle spaces in compliance with Sections C401.4.1 through C401.4.3. Where more than one parking facility is provided on a site, electric vehicle parking spaces shall be calculated separately for each parking facility.

Exception: This section does not apply to parking spaces used exclusively for trucks or delivery vehicles.”

- (l) Section C401.4.1, entitled “New commercial buildings.” should be added and should read as follows: “EVSE-Installed, EV-Ready Spaces and EV-Capable Spaces shall be provided in accordance with Table C401.4.1. Where the calculation of percent served results in a fractional parking space, it shall round up to the next whole number.

TABLE C401.4.1:

EVSE-INSTALLED, EV-READY AND EV-CAPABLE SPACE REQUIREMENTS

Total Number of Parking Spaces	Minimum number or % of EVSE-Installed Spaces^a	Minimum number or % of EV-Ready Spaces^b	Minimum number or % of EV-Capable Spaces
1	0	0	0
2 - 10	0	0	0
11 - 15	0	1	0
16 - 19	0	1	0
21 - 25	2	0	0
26+	3% of total parking spaces	0 % of total parking spaces	0% of total parking spaces

a. Where EVSE-Installed Spaces installed exceed the required values in Table C401.4.1, the additional spaces shall be deducted from the EV-Ready Spaces requirement.

b. Where EV-Ready Spaces installed exceed the required values in Table C401.4.1 the additional spaces shall be deducted from the EV-Capable Spaces requirement.”

- (m) Section C401.4.2, entitled “Identification.” should be amended to read as follows: “Construction documents shall indicate the raceway termination point and proposed location of future EV spaces and EVSEs. Construction documents shall also provide information on amperage of future EVSE, raceway methods, wiring schematics and electrical load calculations to verify that the electrical panel service capacity and electrical system, including any on-site distribution transformers, comply with the requirements of this code. Vehicle spaces equipped with EVSE shall be identified by

signage. A permanent and visible “EV-Capable” or “EV-Ready” label shall be posted in a conspicuous place at the service panel to identify each panel space reserved to support EV-Capable or EV-Ready Spaces, respectively and at the termination point of the raceway or circuit termination point”

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

ORDINANCE NO. 1062

AN ORDINANCE AMENDING THE WESTWOOD CITY CODE, AS AMENDED, BY ADOPTING CHAPTER 4 ARTICLE 12 OF THE CODE OF THE CITY OF WESTWOOD, KANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION ONE: That Chapter 4 Article 12 of the Code of the City of Westwood, Kansas, be added as follows:

ARTICLE 12. SWIMMING POOL AND SPA CODE

4-201. INCORPORATING THE 2024 EDITION OF THE INTERNATIONAL SWIMMING POOL AND SPA CODE. There is hereby incorporated by reference for the purpose of regulating building and construction practices and to provide for the public safety and welfare within the corporate limits of the City of Westwood, Kansas, that certain document known as the “International Building Code,” 2024 Edition, excluding all appendices as published by the International Code Council, Inc., save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than two (2) copies of the International Building Code shall be marked or stamped “Official Copy as incorporated by ordinance No.1062,” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or changes and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. One such copy, however, may be in electronic form, provided that any changes or amendments are attached to or recorded in such electronic format so as to be readily understood. (Ordinance 1062)

4-202. REVISED, AMENDED, OR DELETED SECTIONS OF THE 2024 EDITION OF THE INTERNATIONAL SWIMMING POOL AND SPA CODE: The following sections of the International Building Code shall be revised, amended, or deleted:

- (a) Section 101.1, entitled “Title,” shall be amended to read: “These regulations shall be known as the International Plumbing Code of the City of Westwood, Kansas, hereinafter referred to as ‘this code.’”
- (b) Section 103.1 entitled “Creation of agency.” shall be amended to read: “The City of Westwood Building and Planning Department is hereby created and the official in charge thereof shall be known as the code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.
- (c) Section 114.4, entitled “Violation penalties,” shall be amended to read as follows: “Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code shall be guilty of a violation of this

code. In addition to any administrative remedies or other legal or equitable remedies provided, any persons violating the provisions of this code shall, upon conviction thereof, be fined in a sum not to exceed \$500.00, or be imprisoned not to exceed six months or be both so fined and imprisoned. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the city ordinances is committed, continued or permitted by any such person.”

This ordinance shall take effect and be in force from and after its publication as required by law.

PASSED by the City Council the 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

COUNCIL ACTION FORM

Meeting Date: November 13, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Ordinance No. 1063 adopting text amendments to zoning regulations

Background/Description of Item

Throughout the year, the Planning Commission has identified several areas in the zoning regulations that either conflict with one another, are commonly requested be waived by applicants for building permits, or which constitute possible conflicts between the letter and the spirit of the zoning regulations. Although most of the cases coming before the Planning Commission are for waivers from the zoning regulations pertaining to new home builds, there are also other sections of the Zoning Ordinance identified by staff, Planning Commissioners, and City Councilmembers outside of new infill housing that should be considered for updating, especially following current regional and local conversations about housing product availability and environmental sustainability. Conversations about proposed amendments to the zoning regulations have been a topic at several meetings during public hearings.

Conducting an annual review of the zoning regulations is an established goal of the Planning Commission and is included in the Planning Commission's annual work plan adopted at the beginning of each year. The last time the zoning regulations were updated was in February 2022. In 2023, the City Code recodification process kicked-off and just concluded with adoption of the recodification in August 2025. The zoning regulations were updated during that period only for clarity and consistency, with more substantive revisions to be made now that the recodification has concluded.

The slate of sections recommended for amendment have been discussed by the Planning Commission at all of their meetings from August through November¹, a builder & developer focus group was invited to review and provide feedback in late September, and a small working group including staff, City Councilmember Jason Hannaman, and Planning Commissioners has convened to discuss the text amendments in between meetings.

Staff Comments/Recommendation

Text amendments to the zoning regulations are governed by the process laid out in Chapter 16 Article 1.6.13 of the City's Municipal Code, which is restated below for convenience:

1.6.13 Consideration Of Text Amendments, Rezoning Requests, And Special Use Permits; Process

1. *Public hearing required.* Consideration of zoning text amendments, rezoning requests, and special use permits shall require a public hearing before the planning commission following publication notice as provided in WCC 1.6.8 through 1.6.11. Applications for communication facilities or applications for special use permits for communication facilities for wireless services shall be processed within the applicable timeframes set forth in WCC 10.4.C.
2. *Action by planning commission.* A vote either for or against a zoning text amendment, rezoning request, or special use permit by a majority of all of the planning commissioners present and voting shall constitute a recommendation of the planning commission. If a motion for or against the zoning text amendment, rezoning request, or special use permit fails to receive a majority vote of the planning commission, the planning commission may entertain a new motion. A tie vote of the planning commission on any motion shall be deemed to be a failure of the planning commission to make a

¹ Planning Commission meeting packets from August – November 2025, including in depth review and consideration of amendments can be found [here, on the City's website](#).

recommendation. The planning commission's recommendation to approve or disapprove submitted to the governing body for action, accompanied by an accurate written summary of the hearing proceedings. A recommendation to approve a zoning text amendment shall be submitted in the form of an ordinance.

3. *Governing body action upon planning commission recommendation of a zoning text amendment, rezoning request, or special use permit. The governing body may:*
 1. **Approve such recommendations by the adoption of the same by ordinance or resolution;**
 2. **Override the planning commission's recommendation by a two-thirds majority vote of the membership of the governing body; or**
 3. **Return the same to the planning commission for further consideration, together with a statement specifying the basis for the governing body's failure to approve or disapprove.** (Emphasis added.)
4. *Applications returned to planning commission.* Upon receipt of an application returned by the governing body, the planning commission may resubmit its original recommendation giving the reasons therefor or submit a new or amended recommendation. If the planning commission fails to deliver its recommendation to the governing body following the planning commission's next regular meeting after the receipt of the governing body's report, the governing body may consider such course of inaction on the part of the planning commission as a resubmission of the original recommendation and proceed accordingly.
5. *Reconsideration by governing body.* Upon receipt of the planning commission's recommendation after reconsideration, the governing body, by a simple majority thereof, may take such action as it deems appropriate, including approval, disapproval or amendment of the application and adoption as amended, or the governing body may return the same to the planning commission for further consideration. Unless the governing body returns the application to the planning commission for further consideration or continues its consideration of the matter to another date, the governing body's action on the application shall constitute a final decision.
6. Notwithstanding the above, applications for special use permits for communication facilities shall follow the process contained in and be subject to the provisions, definitions, time limits and requirements of article 10 of this chapter.

At its November 3, 2025 regular meeting, the Planning Commission held a public hearing to accept public input on the recommended text amendments. No public comment was received during the hearing. The Planning Commission thereafter unanimously advanced the text amendments as identified in the meeting packet to be recommended to the Westwood Governing Body for consideration.

The Governing Body has three available options for action on this item, which are noted by bold text above in Section 3 of Chapter 16 Article 1.6.13 of the City's Municipal Code.

Budget Impact

N/A

Suggested Motion

I move to approve Ordinance 1063 amending the Westwood Zoning Ordinance.

or

I move to return the recommended text amendments to the Planning Commission for further consideration, and issue the following statement specifying the basis for such return...

ORDINANCE NO. 1063

AN ORDINANCE OF THE CITY OF WESTWOOD, KANSAS AMENDING AND/OR ADOPTING OR REPEALING THE FOLLOWING ARTICLES AND SECTIONS OF THE WESTWOOD ZONING ORDINANCE WHICH IS INCORPORATED BY REFERENCE WITHIN THE WESTWOOD CITY CODE BY CHAPTER 16, ARTICLE 1, SECTION 1.5, ARTICLE 2, SECTION 2.3, ARTICLE 3, SECTION 3.5.1, ARTICLE 4, SECTIONS 4.3 AND 4.4, ARTICLE 5, SECTION 5.3, AND ARTICLE 7, SECTIONS 7.3 AND 7.4.

WHEREAS, on November 3, 2025, the Planning Commission of the City of Westwood conducted a public hearing to consider amendments to the Zoning Ordinance of the City of Westwood;

WHEREAS, following the public hearing by the Planning Commission on November 3, 2025, the Planning Commission provided a unanimous recommendation to the governing body that the following Articles and Sections of the City's Zoning Ordinance be amended, adopted, or repealed as hereinafter provided: Chapter 16, Article 1, Section 1.5, Article 2, Section 2.3, Article 3, Section 3.5.1, Article 4, Sections 4.3 and 4.4, Article 5, Section 5.3, and Article 7, Sections 7.3 and 7.4;

WHEREAS, the Governing Body has determined to accept the recommendation of the Planning Commission and has determined to amend the Zoning Ordinance of the City as hereinafter provided;

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

SECTION 1: That Article 1, Section 1.5.1 of the Westwood Zoning Ordinance is hereby amended to read as follows:

1.5.1 Procedures

- A. Plats shall be required on any land in the city for which the following is proposed:
 - 1. The subdivision or merger of tracts into new lots, blocks, tracts or parcels;
 - 2. The establishment of any street, alley, right-of-way, park, or other property intended for public use.
- B. Such plat shall accurately describe the subdivision, lots, tracts, or parcels of land, giving the location and dimensions thereof, and the location and dimensions of all streets, alleys, parks, or other properties intended to be dedicated to public use or for the use of purchasers or owners of lots, blocks, tracts, or parcels of land fronting thereon or adjacent thereto.
- C. All plats shall be verified by the owners thereof. All such plats shall be submitted to the planning commission.
- D. The planning commission shall determine if the plat conforms to the provisions of the zoning ordinance. If such determination is not made within 60 days after the first meeting of such commission following the date of the submission of the plat to the city clerk, such plat shall be deemed to have been approved, and a certificate shall be issued by the city

clerk upon demand. If the planning commission finds that the plat does not conform to the requirements of the zoning ordinance, the planning commission shall notify the owners of such fact. If the planning commission finds that the plat conforms to the requirements of such regulations, the commission's seal and approval shall be affixed thereto.

- E. The governing body shall accept or refuse the dedication of land for public purposes within 30 days after the first meeting of the governing body following the date of the submission of the plat to the city clerk. The governing body may defer action for an additional 30 days for the purpose of allowing for modifications to comply with the requirements established by the governing body. No additional filing fees shall be assessed during that period. If the governing body defers or refuses such dedication, it shall advise the planning commission of the reasons therefor.
- F. The city may establish a scale of reasonable fees to be paid to the city by the applicant for approval for each plat filed. The register of deeds shall not file any plat until such plat shall bear the approval hereinbefore provided.
- G. The register of deeds shall not file any plat until such plat shall bear the approval hereinbefore provided and any land dedicated for public purposes shall have been accepted by the governing body.
- H. Any lot already platted as of the effective date of the ordinance from which this division is derived may be divided into not more than two lots or tracts without having to replat the original lot, provided that the resulting lots or tracts shall not again be divided without replatting, subject to the following conditions and procedures:
 - 1. Each resulting lot or tract must have the minimum frontage required within the zoning district.
 - 2. A certificate of survey for each resulting lot or tract, including the certificate by a registered engineer or surveyor that the details contained on the survey are correct, shall be submitted to the city clerk and shall contain the following information:
 - a. The dimension and location of each of the lots or tracts, including a metes and bounds description of each lot or tract on the plat;
 - b. The location and character of all proposed and existing public utility lines and easements, including sewers (storm and sanitary), water, gas, and power lines;
 - c. Building setback lines with dimensions;
 - d. The location of proposed or existing streets and driveways providing access to said lots or tracts; and
 - e. A physical property survey, including topography with contour intervals of not more than two feet and including the location of water courses, ravines, existing significant trees, permanent structures, and proposed drainage structures.
 - 3. Any building or structures existing on the lot or tract at the time of the lot or tract split must remain in compliance with other ordinances of the city after the lot or tract split has been completed.
 - 4. All costs resulting from an application for a lot or tract split shall be paid by the applicant.
 - 5. All applications will be referred to the planning commission for a recommendation to the governing body.

6. Conveyances by an adjacent property owner of a tract less than 15 feet in width is exempt from the approval process, provided that both tracts remain large enough to be built upon lawfully, and, if the tracts are in a residentially zoned area, each tract must remain in the same frontage size category, provided that the resulting lots or tracts shall not be divided without replatting.
 - I. Plats approved by the governing body shall be filed with the county within 30 days of approval by the governing body. Failure to file is a violation of this Code. No building permit shall be issued before filing is complete.

SECTION 2: That Article 2, Section 2.3 of the Westwood Zoning Ordinance is hereby amended to read as follows relating only to the specific definitions identified here, all other definitions to remain unamended:

2.3 Definitions

Building coverage means that portion of a lot, which is covered by a structure or structures, excluding the first four feet of projecting roof eaves and excluding open, unenclosed and uncovered decks or other structures 30 inches or less in height.

Facade means the vertical surface of a building facing any property line, not including architectural elements and fenestration.

Impervious surface coverage means that portion of the lot, which is covered by a structure, material, or other fixed physical element that does not allow the infiltration of ground water at the same rate of flow under natural conditions as undisturbed property and cannot be planted with landscape materials. Impervious area includes but is not limited to building footprint, driveways, sidewalks, patios, decks, pools and sheds.

Lot coverage shall have the same meaning as building coverage, as set forth in this section.

Rooftop patio, means a horizontal surface located on the roof of a building that is designed, intended, or used as an outdoor amenity space for occupants of the building. A rooftop patio may be open to the sky or partially covered by an unenclosed structure (such as a pergola) and may include guardrails, seating, and landscaping features. Any space that has projections such as pergola shade structures that are permanent that are over 48” high counts against the 50% maximum to constitute a half story, where a half story is allowed.

Story, half, means a floor level under and within the roof structure of a building, typically with sloped ceilings and limited usable floor area, where the floor area with a ceiling height of at least 7 feet occupies no more than 50% of the area of the story below.

SECTION 3: That Article 3, Section 3.5.1 of the Westwood Zoning Ordinance is hereby amended to read as follows:

3.5.1 Construction Trailers and Fencing, Sanitary Facilities And Roll-Off Dumpsters

Construction trailers and roll-off dumpsters may be used in conjunction with construction projects, provided that the following conditions are met:

- A. Construction trailers may be located at a building site where there is a valid permit for the construction project.
- B. All construction trailers shall be located at least ten feet off any street right-of-way.
- C. Roll-off dumpsters must be utilized during all such projects and shall be located at least ten feet of any street right-of-way, and shall be emptied at least monthly of all debris or when filled above the top rim.
- D. Temporary sanitary facilities shall be located at least ten feet away from any street right-of-way, and serviced on a weekly basis or more often, as needed.
- E. In addition to construction trailers, at any construction site for a construction project valued at \$1,000,000.00 or more, one or more security guard houses may be installed. Use of such structures may include overnight stay, provided adequate sanitary facilities are provided and the same conditions for construction trailers, listed above, are met.
- F. Temporary construction fencing shall be installed around the perimeter of any active construction site for a new structure, demolition of at least 10% of an existing structure, and any additions greater than 600 square feet. Fencing shall be located outside of the right-of-way and shall be a minimum of six (6) feet in height and shall be constructed with durable materials and include screening or privacy mesh. The fencing shall remain in place for the duration of construction and be removed upon project completion. All required signage shall be posted and maintained and all construction-related equipment, including all other requirements of this provision shall be fully enclosed within the fencing.

SECTION 4: That Article 4, Section 4.3.2 of the Westwood Zoning Ordinance is hereby amended to read as follows:

4.3.2 Single-Family Primary Structure Requirements

- A. Residential lots are described and defined in WCC 4.1.2 and are reaffirmed herein by reference. For lots which have front footage lying on a curve or arc (such as may occur on a lot on a cul-de-sac) or which otherwise are not rectangular and have a front width which is narrower than the width at the back property line, the width shall be measured along the front building line of the primary structure for purposes of determining the lot category.
- B. The primary structure of all residences in R-1(A), R1-(B), R1-(C), and R1-(D) shall be a maximum of two stories in height. Residences in R-1(E) shall be a maximum of 2 1/2 stories.
- C. For all residential tracts in R-1(A) and R-1(E), the total lot coverage of all structures, including, but not limited to, all primary and accessory structures, shall not exceed 40 percent of the area of the lot. For R-1(B), R-1(C), and R-1(D) lots, the total lot coverage of all structures, including, but not limited to, all primary and accessory structures, shall not exceed 35 percent of the area of the lot. However, in calculating lot coverage, decks which are at least 30 inches high, measured from the ground, shall be calculated at 50

percent of the area they encompass. Thus, a deck having an area of 100 square feet shall count as 50 square feet for purposes of calculating total lot coverage. Decks lower than 30 inches in height are not counted toward lot coverage.

- D. Primary structures shall have at least 60 percent of their front facade width – or horizontal length – on the front yard build-to line, or within +/- 1' of it, measured perpendicularly from the lot line. For purposes of this provision, stems walls are not included in the calculation of how much of the front façade is in compliance.
- E. The vertical surface of any building elevation shall not exceed more than 600 square feet or 25 feet measured horizontally without incorporating architectural relief. Architectural relief shall be defined as a building element or elements that breaks up a wall plane and occurs cumulatively over at least 25 percent of the wall plane requiring relief.
 - 1. Examples may include dormers, projecting primary entrance features, projections or recessions in the building face (either horizontal or vertical), columns, chimneys, arches, eaves, alternating roof pitches, and/or by other architectural means.
 - 2. Windows, doors, and changes of material do not constitute architectural relief.
- F. Window openings shall match or exceed the existing percentage of wall-to-window openings of the existing house or the construction of adjacent properties for new homes. The requirements of this provision, however, shall not apply to the first floor of attached garages.
- G. Front setback encroachments for all residences shall be no greater than four feet into the front yard setback, except for open front porches, which may encroach up to 10'. See WCC 4.3.3.E.
- H. The maximum height of the primary structure shall be 35 feet.
- I. Building Foundations. (1) New residential structures shall establish the top of foundation between six inches and 24 inches above the finished grade along the front facade. (2) No new residential structure may be built with a top of foundation more than 12 inches higher than the top of foundation of a previous existing home, or the height allowed by sub-sections (1), whichever is less. (3) New residential structures or additions may raise the top of foundation an additional six inches for every additional five feet over the minimum side setback that the building sets back from both side property lines, up to 36 inches above the finished grade along the front facade. (4) Any elevation that has more than 24 inches of foundation exposed due to grade changes shall cover the foundation by extending the siding to within 24 inches of finished grade, or by covering the foundation with decorative materials such as stone or brick that compliments the principal materials of the building.
- J. With respect to lots which have existing primary or accessory structures less than five feet from a side property line, such existing primary or accessory structure's existing wall

may be extended further along the property line provided that a distance of ten feet is maintained between the structure and any extension thereof and any structure on any adjacent lot.

- K. Notwithstanding the above, any construction within such a five-foot setback shall require that any future construction of a structure on the adjacent lot be not less than ten feet away from the new construction. Thus, for example, and not by way of limitation, an extension on one lot that is four feet off the side yard property line would necessitate that any later construction on the adjacent lot be at least six feet off of its side yard.
- L. A permit for construction of a non-conforming primary or accessory structure in the setback will not be granted until the applicant obtains the following in writing signed by the adjacent property owner:
1. A statement advising the adjacent neighbor of the nature of the project or construction under consideration;
 2. An acknowledgement by said adjacent neighbor that that property owner may not build any closer than ten feet to the proposed project or construction in the future;
 3. A statement that said adjacent property owner consent to said project or construction; and
 4. This writing shall be acknowledged before a notary public and said notarized acknowledgement shall be filed with the county office of records and tax administration, and proof of said filing provided to the city before any building permit shall issue.
- M. Except as set forth in WCC 4.3.3, lot exceptions below, specific requirements for each residential zoning district are as follows:
1. R-1(A):
 - a. Lots shall be less than 50 feet in width;
 - b. Minimum setbacks are established at:
 1. 20 feet for the front yard;
 2. Seven feet for a second-story side yard;
 3. 15 feet for the rear yard;
 4. 15 feet for the side yard on corner lots;
 5. Five feet for first story side yard;
 6. Other first-story side yard setbacks as set forth in subsection I of this section;

- c. The maximum lot width coverage at front yard setback shall be 80 percent;
 - d. The maximum eave height above the first floor shall not be greater than half the width of the lot as measured at the curb along the front property line;
 - e. The maximum stories of the primary structure shall be two.
2. R-1(B):
- a. Lots shall be at least 50 feet and less than 65 feet in width and have a minimum area of 5,500 square feet;
 - b. Minimum setbacks are established at:
 - 1. 35 feet for the front yard;
 - 2. Seven feet for a second-story side yard;
 - 3. 15 feet for the rear yard;
 - 4. 15 feet for the side yard on corner lots;
 - 5. Five feet for first story side yard;
 - 6. Other first-story side yard setbacks as set forth in subsection H of this section;
 - c. The maximum lot width coverage at front yard setback shall be 80 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum stories of the primary structure shall be two.
3. R-1(C):
- a. Lots shall be at least 65 feet and less than 75 feet in width and have a minimum area of 7,020 square feet;
 - b. Minimum setbacks are established at:
 - 1. 35 feet for the front yard;
 - 2. Seven feet for a second-story side yard;
 - 3. The greater of 15 feet or 20 percent of depth of lot for the rear yard;
 - 4. 15 feet for the side yard on corner lots;
 - 5. Five feet for first story side yard;

6. Other first-story side yard setbacks as set forth in subsection H of this section;
 - c. The maximum lot width coverage at front yard setback shall be 70 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum stories of the primary structure shall be two.
4. R-1(D):
 - a. Lots shall be at least 75 feet width and have a minimum area of 9,000 square feet;
 - b. Minimum setbacks are established at:
 1. 35 feet for the front yard, seven feet for a second-story side yard;
 2. The greater of 15 feet or 20 percent of depth of lot for the rear yard;
 3. 15 feet for the side yard on corner lots;
 4. Five feet for first story side yard;
 5. Other first-story side yard setbacks as set forth in subsection H of this section;
 - c. The maximum lot width coverage at front yard setback shall be 70 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum height of the primary structure shall be 35 feet;
 - f. The maximum stories of the primary structure shall be two.
5. R-1(E):
 - a. Lots shall be less than 50 feet in width;
 - b. Minimum setbacks are established at:
 1. 20 feet for the front yard;
 2. Five feet for a second-story side yard, seven feet for the third-story;
 3. 15 feet for the rear yard but five feet for a detached garage in the rear yard;
 4. 15 feet for the side yard on corner lots;

5. Five feet for first story side yard;
 6. Other first-story side yard setbacks as set forth in subsection H of this section;
- c. The maximum lot width coverage at front yard setback shall be 80 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum stories of the primary structure shall be 2 1/2;
 - f. The total square footage of the one-half story above the second story shall not exceed 50 percent of the total square footage of the second story.
- N. The chart below is provided to assist property owners for single-family primary structures, however subsections A through I of this section shall prevail in the event of any question of interpretation or ambiguity with respect to said chart.

Chart 4.3.2. Single-Family Primary Structure Requirements

<i>Primary Structure Requirements</i>	<i>R-1(A)</i>	<i>R-1(B)</i>	<i>R-1(C)</i>	<i>R-1(D)</i>	<i>R-1(E)</i>
Lot width minimum		50'	65'	75'	
Lot width maximum	< 50'	< 65'	< 75'		< 50'
Maximum building coverage	40%	30%			40%
Maximum impervious surface	60%	40%			60%
Minimum setbacks:					
Front yard build-to line (see WCC 4.2.3.d)	20'	35'			20'
First story side yard setbacks (see WCC 4.3.2.1)	5'	5'	5'	5'	5'

Corner lots side yard**	15'		15'
Rear yard	15'	greater of 15' or 20% of lot depth	15', detached garage at 5'
Maximum lot width coverage at front yard setback	80%	70%	80%
Front setback encroachments:			
Open stoops, open porches & raised doorways	10' into the front yard setback		
Maximum eave height above first floor	< 1/2 lot width	23'	
Maximum height of primary structure	35'		
Maximum stories of primary structure	2	2	2 1/2*
Continuous wall limits	Not to exceed more than 600 square feet or 25' horizontally without incorporating architectural relief. See WCC 4.3.2 E		
Attached garages	The front wall of front-facing attached garages shall be located entirely behind the front wall of the primary building (2.3.520). Front porches or colonnades shall not constitute the front wall of the dwelling for this review.		

*New home builds should see division 4.4 of this article for special considerations.

*The total square feet of the top one-half story shall not exceed 50 percent of the area of the second story.

**Corner lots side yard diagramed in the definition of the term "yard, street side" in WCC 2.3.

SECTION 5: That Article 4, Section 4.3.3 of the Westwood Zoning Ordinance is hereby amended to read as follows:

4.3.3 Lot Exceptions

- A. A cul-de-sac lot shall have a minimum width of 30 feet at the front building line.
- B. Lot splits of existing platted lots shall be subject to the requirements set forth in article 1.5 of this chapter.
- C. Setback exceptions are as follows:
1. 47th Street Terrace and 48th Street between Rainbow Boulevard and State Line Road: front yard setback 20 feet;
 2. 50th Street Terrace east of Belinder Road: front yard setback 30 feet and rear yard setback ten feet;
 3. 47th Street Terrace between Belinder Road and Rainbow Boulevard: front yard setback 25 feet;
 4. Fairway Road between 49th Street and 50th Street: front yard setback 23 feet;
 5. Norwood Road between 49th Street and 50th Street: front yard setback 32 feet;
 6. Where irregular front yard setbacks exist and specific setbacks are not indicated above, the front yard shall not be less than the primary structure on either side.
- D. Encroachment exceptions are as follows:
1. Chimneys, open steps, and medically necessary ramps may encroach on front setbacks;
 2. Bay windows may encroach on the front yard to a maximum of 30 inches;
 3. All encroaching stoops and porches shall be open with no enclosing screens or windows;
 4. All the above encroachments shall be constructed using materials and construction methods similar to those of the existing house.
- E. Height exceptions are as follows:
1. Roof equipment;
 2. Spires;
 3. Chimneys and other roof appurtenances not intended for human occupancy and which are necessary to the structure to which they are attached.

SECTION 6: That Article 4, Section 4.3.6 of the Westwood Zoning Ordinance is hereby amended to read as follows:

4.3.6 Garages

- A. Each single-family residence hereinafter constructed within the city limits must have at least a one-car garage.

- B. No remodeling or construction shall be permitted which eliminates all garage space for a single-family residence.
- C. Basement parking garages in R-1(A) and R-1(E) districts may extend above existing grade a maximum of four feet if the front entrance to the first floor faces the street and no exterior entrance to the garage, other than the garage doors, faces the street.
- D. One detached garage on each of two adjacent lots may be built on the side property line and share a common wall. Such a garage may be built only following a hearing before the governing body with notification by certified mail to all property owners who are adjacent, abutting, or opposite the properties upon which the garage is proposed to be built. At the hearing, the governing body may approve such a garage provided that the applicants have appropriate easements, party wall agreements, or other documentation and provided further that no existing easements or property rights will be affected by the garage.
- E. Any detached garage shall have a permanent foundation, cover an area of at least 175 square feet, and be constructed using materials and construction similar to the primary structure, including the same roof pitch as the existing roof on the primary structure.
- F. The front wall of front-facing attached garages shall be located entirely behind the front facade of the primary building. Front porches or colonnades shall not constitute the front wall of the dwelling for this review. This requirement shall not apply to subgrade garages, which may be flush with the front wall.
- G. Detached garages shall be located entirely behind the rear line of the primary structure.
- H. Any three-car garage must have at least two garage doors for vehicle access.
- I. No detached garage shall be more than 35 feet and two stories in height.
- J. No garage door shall be more than nine feet in height.

SECTION 7: That Article 4, Section 4.3.7(A) of the Westwood Zoning Ordinance is hereby amended to read as follows:

4.3.7 Building Standards

- A. Acceptable materials for all structures in all R-1 districts are as follows:
 - 1. The exterior surfaces of residential building walls shall be stone, brick, finished concrete, precast concrete, copper, plaster stucco, EIFS (exterior insulation finishing system), clear glass, wood (clapboard, shingle, drop siding, primed board, or board and batten) or a material substantially similar in appearance as wood, brick, metal (for detailing and awnings), vinyl siding and details (including soffits), aluminum siding, or steel siding. Also, vinyl windows are permitted. All other materials shall be prohibited, including, but not limited to, plastic columns or other ornamentation, concrete masonry units, corrugated metal, and mirror or other reflective glass.

2. Residential roofs shall be dressed in wood shingles, slate, asphalt shingles, copper, tern-coat metal, tile, concrete tile, painted metal, or single membrane roof. No person shall construct a green roof prior to first submitting a detailed maintenance plan to the city and obtaining a conditional use permit from the building official.
3. Gutters and downspouts shall be made of copper, galvanized metal, painted metal, baked finish aluminum or vinyl.

SECTION 8: That Article 4, Section 4.3.9(A) of the Westwood Zoning Ordinance is hereby amended to read as follows:

4.3.9 Fence and Wall Standards

No fence may be placed upon any public right-of-way except by the city. No fence or wall detached from or attached to any building shall be erected or constructed upon any lot, plot, tract, or premises without a valid permit specific to said construction project.

A. The requirements for materials and style of construction shall be as follows:

1. The type and design of any fence or wall must be suitable to and in conformity with the improvements on the lot on which it is constructed and shall be compatible with the surrounding neighborhood. Both sides of any fence or wall shall be of equal quality or finish; any fence or wall of post-and-support construction shall be built with the posts facing the interior of the tract. All fences and walls must be kept in good repair and appearance.
2. All fences and walls exceeding four feet in height shall be made of wood and of board-on-board style, of a material substantially similar in appearance as wood, or shall be of live material such as bushes or shrubs.
3. All fences and walls constructed of live material must be kept trimmed and of an orderly appearance, may not exceed six feet, and may be situated at any location upon the lot or tract subject to easements and the city's tree ordinance.

SECTION 9: That Article 4, Section 4.4.2 of the Westwood Zoning Ordinance is hereby amended to read as follows:

4.4.2 Tree Preservation.

A. A tree protection and removal plan shall be submitted commensurate with an application for a demolition permit and prior to any utility disconnections or site excavation begins. The tree protection and removal plan shall:

1. Show all existing trees, including size and species;
2. Identify trees proposed for removal and those to be retained; and
3. Include locations of protection fences and other protection measures.

B. Tree removal is only permitted if:

1. The tree is dead, in the official opinion of a third-party ISA (International Society of Arborists) Board Certified Master Arborist contracted by the property owner or applicant at their own expense;
 2. The tree is diseased or dying, and constitutes a threat to healthy trees, property, or public safety, in the official opinion of a third-party ISA (International Society of Arborists) Board Certified Master Arborist contracted by the property owner or applicant at their own expense;
 3. The tree has visible structural deficiencies, in the official opinion of a third-party ISA (International Society of Arborists) Board Certified Master Arborist contracted by the property owner or applicant at their own expense; or
 4. Removal of the tree is necessary for construction, development, or redevelopment under the following criteria:
 - a. All reasonable efforts have been made to avoid removing the tree through comparable alternative design;
 - b. The presence of the tree places an undue financial burden on the applicant; and
 - c. No other reasonable accommodations, including adjustments to the otherwise allowable building footprint or site design can be made to preserve the tree.
- C. All removed trees shall be replaced. Replacement trees shall:
1. Be at least two inches in caliper;
 2. Be placed in the front yard if the tree removed was in the front yard;
 3. Be placed anywhere on site if the tree removed was not in the front yard;
 4. Be outside of the right-of-way; and
 5. Be planted once construction is complete.
- D. All infill construction properties shall:
1. Contain at least one front yard tree;
 2. If no front yard trees exist on the property at the time of construction:
 - a. A tree of at least two inches in caliper should be planted in the front yard of the property;
 - b. The new tree shall be planted outside of the right-of-way, once construction is complete.

SECTION 10: That Article 4, Section 4.4.3 of the Westwood Zoning Ordinance is repealed.

SECTION 11: That Article 5, Section 5.3.3(C) of the Westwood Zoning Ordinance is hereby amended to read as follows:

5.3.3 Uses Permitted By Right

Unless otherwise provided in this article, no buildings or premises shall be used, and no building or structure shall be erected or altered hereafter in C-1 Commercial Mixed-Use Districts, except for the following uses:

- A. Retail stores;
- B. Retail trade and shops for custom work or the making of articles to be sold at retail on the premises;
- C. Manufacturing, clearly incidental or necessary to a retail business, lawfully conducted on the premises, provided that it is not in any way a nuisance or a hazard, and it meets all city ordinances regarding vibration, noise, and odor;
- D. The place of business of a baker, barber, beauty shop, caterer, light dry cleaning and dyeing, confectioner, decorator, dressmaker, electrician, florist, furrier, milliner, theater, public utility station or substation, painter, paperhanger, photographer, plumber, printer, publisher, restaurant, shoe repairer, tailor, upholsterer, small animal veterinarian, health club, aerobics studio or similar facility;
- E. Fire and police stations or other public buildings;
- F. Any and all uses enumerated in division 5.2 of this article;
- G. Other general commercial uses up to 50,000 gross square feet. (Exceptions: automotive repair, garages, welding shops, machine shops, outdoor storage or sales, pool halls, game rooms);
- H. Other office uses up to 50,000 gross square feet;
- I. Hotels and/or convention facilities up to 50 rooms and 50,000 gross square feet of convention floor area;
- J. Restaurants (exception: drive-through restaurants);
- K. Nursing or assisted living facilities;
- L. In addition to multifamily uses in connection with a mixed-use development, freestanding multifamily residential uses which are restricted to individually owned townhouse developments as defined in the Townhouse Ownership Act (K.S.A. 58-3701 et seq.), as amended, and residential condominium units as defined in the Apartment Ownership Act (K.S.A. 58-3101 et seq.), as amended, shall be permitted in C-1 districts. Any requirement or regulation pertaining to C-1 uses shall apply also to such individually owned townhouse developments and residential condominium units. Furthermore, in addition to meeting all plan, development, building code, and other approvals and regulations imposed by the city, or state or federal law, any such multifamily use shall meet the following criteria:

1. Multifamily condominium or townhouse developments may be located only in areas which have adequate street, drainage, and other infrastructure capabilities, and further must be located so that such developments can be adequately buffered from, or transitioned to, surrounding or nearby properties;
2. Multifamily condominiums or townhouse developments can be located only on or at intersections with Rainbow Boulevard, 47th Street, State Line Road, or Shawnee Mission Parkway.

M. Multifamily residential.

SECTION 12: That Article 5, Section 5.3.4 of the Westwood Zoning Ordinance is hereby amended to read as follows:

5.3.4 Uses Permitted with Conditions

The following uses are permitted in C-1 districts:

- A. Commercial uses exceeding 50,000 gross square feet;
- B. Customary home occupations;
- C. Commercial child care;
- D. Hotels and/or convention facilities exceeding 50 rooms and 30,000 gross square feet of convention floor area;
- E. Office uses exceeding 50,000 gross square feet;
- F. Parking decks;
- G. Restaurants with outdoor seating;
- H. Service stations;
- I. Commercial uses which allow patrons to remain in their automobiles while receiving goods and services.
- J. Communication facilities limited to the following:
 1. Antennas, as defined in WCC 10.2, mounted on and designed as an architecturally compatible element to an existing structure or building or affixed to water tower.
 2. Small cell or distributed array facilities on utility poles or streetlights in the public right-of-way.
 3. Communication facilities are subject to the application, location, and performance standards of article 10 of this chapter.

SECTION 13: That Article 7, Section 7.3 of the Westwood Zoning Ordinance is hereby repealed.

SECTION 14: That Article 7, Section 7.4 of the Westwood Zoning Ordinance is hereby repealed.

SECTION 15: All other ordinances not in conformity herewith are hereby repealed or amended to conform hereto.

PASSED by the Governing body this 13th day of November, 2025.

David E. Waters, Mayor

Attest:

Abby Schneweis, City Clerk

Approved as to form and legality:

Ryan Denk, City Attorney

Council Action Form

Meeting Date: November 13, 2025

Staff Contact: John Sullivan, Public Works Director

Agenda Item: Consider accepting a bid for the installation of street lighting on Belinder Court and Booth Street, from W. 47th Street south to the Cul-de-sacs

Background / Description of Item

The city purchased streetlights for the 2 cul-de-sac streets south of W. 47th Street for new street lighting for possible inclusion with the W. 47th Street Project. The means and methods provided by the contractor on that project did not work for this project and therefore were not contracted for. An earlier bid only received one bid and that bid was more than budgeted. We conducted a solicitation for bids again and received 2 bids with the low bid being \$127,702.50 provided by Capital Electric.

Staff Comments/Recommendation

The most recent bid is within our budgeted amount and staff recommend acceptance.

Budget Impact

The bid amount is below the budgeted amount and therefore will not negatively impact on the current budget.

Suggested Motion

I move to authorize the mayor to execute the Agreement between Capital Electric Co., and the City of Westwood, Kansas, in the amount of \$127,702.50. for the installation of a streetlighting system on Belinder Court and Booth Street Cul-de-sacs south of W. 47th Street.

BID PROPOSAL**PUBLIC IMPROVEMENT OF STREET LIGHTING, BELINDER COURT & BOOTH
STREET CUL-DE-SACS FROM WEST 47TH STREET TO DEADEND****WESTWOOD PROJECT NO. 01-2025****CITY OF WESTWOOD, KANSAS**Name of Bidder Capital Electric Line Builders, LLCAddress of Bidder 7050 Ensign Drive, Parkville, Missouri 64152Telephone Number of Bidder (816) 389-4000Email of Bidder kevin.minor@capitalelectric.com

To the CITY OF WESTWOOD, KANSAS

THE UNDERSIGNED BIDDER, having examined the Plans, Specifications, Regulations of the Contract, Special Conditions and other proposed Contract Documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by the Proposal; (b) the location, arrangement, and specified requirements for the proposed work; (c) the location, character and conditions of existing streets, pavements, surfacings, walks, curbs, gutters, trees, sewers, utilities, drainage courses and structures, and other installations, both surface and underground which may affect or be affected by the proposed work; (d) the nature and extent of the excavations to be made and the type, character and general condition of materials to be excavated; (e) the necessary handling and rehandling of excavated materials; (f) the location and extent of necessary or probable dewatering requirements; (g) the difficulties and hazards to the work which might be caused by storm and floodwater; (h) local conditions relative to labor, transportation, hauling, and rail delivery facilities; and (i) all other factors and conditions affecting or which may be affected by the work,

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools and plant; to perform all necessary labor and supervision; and to construct, install, erect, and complete all work stipulated in, required by, and in accordance with, the proposed Contract Documents and the Drawings, Specifications, and other documents referred to therein (as altered, amended, or modified by addenda), in the manner and time prescribed, and that he will accept in full payment sums determined by applying to the quantities of the following items, the following unit prices and/or any lump sum payments provided, and he understands that the quantities herein given are those that will be used to determine the contract amount.

PUBLIC IMPROVEMENT OF STREET LIGHTING, BELINDER COURT & BOOTH STREET CUL-DE-SACS FROM WEST 47TH STREET TO DEADEND

WESTWOOD PROJECT NO. 01-2025

CITY OF WESTWOOD, KANSAS

ITEMIZED PROPOSAL

Item No.	Item Description	Units	Quantity	Unit Price	Item Total
1.	Streetlight Conduit Rigid in Trench 1 inch	LF	1090	\$ 14.45	\$15,750.50
2.	Streetlight Conduit Rigid in Trench 2 inch	LF	350	\$ 18.60	\$ 6,510.00
3.	Streetlight Cable 14 AWG, 1 Conductor	LF	5330	\$ 1.55	\$ 8,261.50
4.	Streetlight Cable 4 AWG, 1 Conductor	LF	2460	\$ 4.10	\$10,086.00
5.	Streetlight Cable 6 AWG, 1 Conductor	LF	2060	\$ 3.15	\$ 6,489.00
6.	Streetlight Cable 10 AWG, 1 Conductor	LF	3450	\$ 1.55	\$ 5,347.50
7.	In Pole Cable 10 AWG, 1 Conductor	LF	480	\$ 1.55	\$ 744.00
8.	In Pole Cable 14 AWG, 1 Conductor	LF	480	\$ 1.90	\$ 912.00
9.	Boring	LF	2080	\$ 15.85	\$32,968.00
10.	In Grade Pull Box	EA	3	\$ 2,186.00	\$ 6,558.00
11.	Installation of SL2 Luminaire	EA	6	\$ 303.00	\$ 1,818.00
12.	Installation of SL3 Luminaire	EA	2	\$ 303.00	\$ 606.00
13.	Installation of "A" Lighting Pole Assembly	EA	8	\$ 1,086.00	\$ 8,688.00
14.	Installation of SH1 Foundation with Cable Retainer	EA	8	\$ 1,551.00	\$12,408.00
15.	SF1 Fuse Holders	EA	16	\$ 121.00	\$ 1,936.00
16.	SG1 Unfused Kit for GND Wire	EA	8	\$ 121.00	\$ 968.00
17.	10A KTK Fuse	EA	16	\$ 10.00	\$ 160.00
18.	NNB Copper Slug	EA	8	\$ 40.50	\$ 324.00
19.	Existing Streetlight and Foundation Removal as Specified	EA	4	\$ 1,792.00	\$ 7,168.00

Sub Total \$ 127,702.50
Total Bid \$ 127,702.50

One hundred twenty-seven thousand, Seven Hundred two
 (Sub Total Written In Words) \$ _____ Dollars Fifty Cents

One hundred twenty-seven thousand, Seven Hundred two
 (Total Bid Written In Words) \$ _____ Dollars Fifty Cents

PROPOSAL QUANTITIES

The contractor shall be paid the said unit prices listed in the proposal.

The unit price bid for each item shall include all the contractors' cost and profit including equipment, labor, supervision, material and all incidentals necessary to furnish the work complete and ready for use.

PROPOSAL ABBREVIATIONS

- SF – SQUARE FEET
- LF – LINEAR FEET
- SY – SQUARE YARDS
- LS – LUMP SUM
- EA – EACH

The undersigned as a bidder declares:

That he has been regularly engaged in contract work of the class required by the specifications for 28 years, and respectfully invites your attention to the following work that has been completed under his direction:

- City of Kansas City Complete Streetlight Replacement & Design - KCMO (\$110M)
- Englewood Blvd Complete Streets Upgrade - KCMO (\$1.3M)
- 75th & I-35 High Mast Lighting & ITS Improvements - KDOT (\$900K)
- Nieman Road Improvements - Shawnee, Kansas (\$1.2M)
- Streets of West Pryor - Lee's Summit, Missouri (\$550K)

That he has personally examined the location of the proposed work and determined the amount and character of the proposed work, and the material and equipment necessary to complete the same in compliance with the accompanying contract, plans and specifications.

The undersigned proposes and agrees, if this bid proposal is accepted, to provide all necessary machinery, tools, equipment and other means of construction, and to do all the work specified in the documents of the contract in the manner therein prescribed and according to the requirements of the Engineer as therein set forth.

The undersigned further agrees to begin work upon the date stated in the Notice to Proceed, and to complete all work, if this bid is accepted, by 6:00 p.m., Friday, November 28, 2025.

Addendum Receipt:

The undersigned Bidder acknowledges receipt of the following addenda to the Contract Documents:

Addendum NO. 1, Date October 1, 2025
 Addendum NO. _____, Date _____
 Addendum NO. _____, Date _____
 Addendum NO. _____, Date _____
 Addendum NO. _____, Date _____

The undersigned, as Bidder, hereby declares that the only person or firms interested in the Proposal as principal or principals is or are named herein and that no other persons or firms than herein mentioned have any interest in this Proposal or in the Contract to be entered into; and this Proposal is made without connection with any other person, company, or parties making a bid or proposal; and that is in all respects fair and in good faith, without collusion or fraud.

The undersigned agrees and assures the Owner that if awarded this Contract, he will fully abide by the requirements of these Contract Documents.

In submitting this bid, the undersigned declares that he is of lawful age and executed the accompanying bid on behalf of the bidder therein named, and that he had lawful authority so to do. The undersigned further declares that he has not directly or indirectly entered into any agreement, expressed or implied, with any bidder or bidders, having for his object the controlling of the price or amount of such bid or any bids, the limiting of the bid or bidders, the parceling or farming out to any bidder or bidders, or other persons, of any part of the subject matter of the bid or bids or of the profits thereof, and that he has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with bidder in said bid or bids, until after sealed bid or bids are opened.

The undersigned further declares that he has carefully examined the Notice to Bidders, Instructions to Bidders and other Contract Documents, and he has inspected the actual location of the work, together with the local sources of supply, and has satisfied himself as to all conditions and quantities and understands that in signing this Bid, he waives all right to plead any misunderstanding regarding the same.

The undersigned hereby agrees to furnish the required bonds and insurance certificates and execute an Agreement within ten (10) calendar days from and after notice of the award of the Contract, and failure of the bidder to do so shall constitute a default, and the City may thereafter take such steps to protect its legal rights as it deems in its best interest, including, but not limited to, enforcement of its rights as to bid security.

It is understood that the City will pay in a prompt and timely manner pay estimates when submitted and approved by the Architect/Engineer and further approved by the City representative for the project, all as provided in the Contract Documents.

The undersigned agrees that the accompanying bid deposit shall become the property of the Owner, should he fail or refuse to execute the Contract or furnish the Bond as called in the Specifications within the time provided.

Enclosed is a certified check, cashier's check or bid bond in the amount of 5% of bid amount

DOLLARS (\$ _____), made payable to the City of Westwood, Kansas, which the undersigned agrees is subject to being forfeited to and becoming the property of the City of Westwood as liquidated damages and not as penalty, together with other legal remedies the City may choose to invoke, all as set forth in the Instructions to Bidders Section IB-9, should this Bid be accepted and the Contract be awarded to this bidder and he should fail to enter into an Agreement in the form prescribed and to furnish the required insurance, bonds and other required documents within ten (10)



City of Westwood, KS: Project 01-2025, Public Improvement of Street Lighting, Belinder Court & Booth Street Cul-de-sacs from West 47TH Street to Dead-ends

Addendum No. 1:

- a. Bid Proposal shall have a new date added to the following sentence: “The undersigned further agrees to begin work upon the date stated in the Notice to Proceed, and to complete all work, if this bid is accepted, by 6:00 p.m., Friday, January 30, 2026.”
- b. Contract Document shall be changed in the following sentence to reflect a new completion date: “ARTICLE III. The contractor shall commence work upon the date stated in the Notice to Proceed and will complete all work by this Contract by 6:00 p.m., Friday, January 30, 2026.”
- c. Project Manual Cover shall be changed to read: “**BID OPENING DATE NOVEMBER 3, 2025, 2:00 P.M.**”
- d. Notice to Bidders shall be changed to read: “**Sealed bids for the Public Improvement of Street lighting, Belinder Court & Booth Street Cul-de-sacs from W. 47th Street to Dead-end, Project NO. 01-2025 will be received by the City of Westwood, at the office of the City Clerk, City Hall, 4700 Rainbow Boulevard, Westwood, Kansas 66205, until 2:00 p.m. local time on November 3, 2025.**”
- e. Please remember that the City of Westwood will be furnishing the streetlight poles, fixtures, screw in bases and wire retainage devices as noted in the plans. All of these items are in our possession in the original shipping cartons ready for installation.

John Sullivan
Director of Public Works
October 1, 2025

The undersigned Proposal submitter acknowledges receipt of this Addendum. The Proposal submitted herewith is in accordance with the information contained herein.


Bid Submitter Kevin Minor, Vice-President

Capital Electric Line Builders, LLC.
Company

Addendum No. 1

CITY OF WESTWOOD, KANSAS
AGREEMENT BETWEEN THE CITY OF WESTWOOD
AND CONTRACTOR
FOR
PUBLIC IMPROVEMENT OF STREET LIGHTING, BELINDER COURT & BOOTH
STREET CUL-DE-SACS FROM WEST 47TH STREET TO DEADEND

WESTWOOD PROJECT NO. 01-2025

This agreement is made and entered into this _____ day of _____, 20____, by and between the City of Westwood, Kansas, hereinafter the "City" and

_____ ,

hereinafter the "Contractor."

WITNESSETH:

WHEREAS, the City has caused to be prepared, in accordance with the law, Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other Contract Documents, as defined in the General Conditions, for the work herein described, and has approved and adopted these said Contract Documents and has caused to be published, in the manner and for the time required by law, an advertisement inviting sealed Bids for furnishing construction materials, labor, tools, equipment and transportation necessary for, and in connection with, the construction of public improvements in accordance with the terms of this Agreement; and

WHEREAS, the Contractor, in response to the advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of this Agreement; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and canvassed the Bids submitted, and as a result of this canvass has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly awarded to the Contractor a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums named in the Bid attached to and made a part of this Agreement.

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, the City for itself and its successors and the Contractor for itself, himself/herself or themselves, its, his/her or their successors and assigns, or its, his/her or their executors and administrators, as follows:

ARTICLE I. The Contractor will furnish at his own cost and expense all labor, tools, equipment, materials and transportation required to construct and complete the work designated, described and required by the Contract Documents, to wit:

PUBLIC IMPROVEMENT OF STREET LIGHTING, BELINDER COURT & BOOTH STREET CUL-DE-SACS FROM WEST 47TH STREET TO DEADEND

all in accordance with the Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other Contract Documents as defined in paragraph GC-1 of the General Conditions of the Contract for Construction, on file with the City Clerk of Westwood, Kansas, all of which Contract Documents form the Contract, and are as fully a part hereof as if repeated verbatim

herein; all work to be done in a good, substantial and workmanlike manner to the entire satisfaction of the City, and in accordance with the laws of the City, the State of Kansas and the United States of America. All terms used herein shall have the meanings ascribed to them in the General Conditions unless otherwise specified.

ARTICLE II. The City shall pay to the contractor for the performance of the work embraced in this Contract, and the Contractor will accept in full compensation therefore, the sum of _____ DOLLARS (\$ _____) (subject to adjustment as provided by the Contract Documents) for all work covered by and included in the Contract award and designated in the foregoing Article I, payment thereof to be made in cash or its equivalent and in the manner provided in the Contract Documents.

ARTICLE III. The contractor shall commence work upon the date stated in the Notice to Proceed and will complete all work by this Contract by 6:00 p.m., Friday, November 28, 2025. Time is of the essence. Accordingly, liquidated damages shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in an amount as set forth in paragraph GC-44 of the General Conditions for each and every calendar day the work remains incomplete over the specified completion time.

ARTICLE IV. The Contractor shall not subcontract, sell, transfer, assign or otherwise dispose of the Contract or any portion thereof without previous written consent of the City. In case such consent is given, the Contractor shall be permitted to subcontract a portion thereof but shall perform with its own organization work amounting to not less than sixty percent (60%) of the total Contract Price. No subcontracts, or other transfer of Contract, shall release the Contractor of its liability under the Contract and bonds applicable thereto.

ARTICLE V. Contractor specifically acknowledges and confirms that: 1.) he has visited the site, made all inspections he deems appropriate and has read and fully understands the Contract Documents, including all obligations and responsibilities undertaken by him as specified herein and in other Contract Documents and knowingly accepts the same; 2.) he has furnished copies of all Contract Documents to his insurance carrier(s) and his surety(ies); 3.) his insurance carrier(s) and surety(ies) agree to be bound as specified herein, in the Contract Documents and in the insurance policy(ies) and bonds as to liability and surety coverage; and 4.) the Contractor shall defend, indemnify and save the City harmless from and against all liability for damages, costs, and expenses arising out of any claim, suit, action or otherwise for injuries and/or damages sustained to persons or property by reason of the acts or omissions of the Contractor, his or her subcontractors, agents or employees in the performance of this contract. The city of Westwood shall be named as an additional insured on all policies of insurance issued to the Contractor and required by the terms of his/her agreement with the City.

ARTICLE VI. It is specifically agreed between the parties executing this Agreement that the Contract Documents are not intended to create any third-party beneficiary relationship nor authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The duties, obligations and responsibilities of the parties to this Agreement with respect to third parties shall remain as imposed by law.

ARTICLE VII. This Agreement, together with the other Contract Documents, constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Agreement may not be modified or amended except as provided herein or in the other Contract Documents.

ARTICLE VIII. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Kansas.

ARTICLE IX. Should any provision of this Agreement or the other Contract Documents be determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) shall be null and void; provided, however, that the remaining provisions of this Agreement and/or the other Contract Documents shall be unaffected thereby and shall continue to be valid and enforceable.

WITNESS WHEREOF, The City of Westwood, Kansas, has caused this Agreement to be executed on its behalf, thereunto duly authorized, and the said Contractor has executed two (2) counterparts of this contract in the prescribed form and manner, the day and year first above written.

CITY OF WESTWOOD, KANSAS

By _____
David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

APPROVED AS TO FORM:

Ryan Denk, City Attorney

Contractor

By _____

(SEAL)

Title _____

(If the Contract is not executed by the President of the Corporation or general partner of the partnership, please provide documentation, which authorizes the signatory to bind the corporation or partnership. If a corporation, Contractor shall furnish the City a current certificate of good standing, dated within ten (10) days of the date of this Contract.)

COUNCIL ACTION FORM

Meeting Date: November 13, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider renewal of Agreement between Johnson County and the City of Westwood for Information Technology Services for 2026

Background/Description of Item

Since January 2016, the City of Westwood has contracted with Johnson County's Department of Technology and Innovation (DTI) for technology support services for the Police Department, alone. The Administration and Public Works Departments were added to the support services agreement in 2023, with implementation completed in 2024.

Budget Impact

The 2026 contract amount is \$31,800.95. This is 5% above the 2025 contract amount of \$30,198.92, which was 9.5% above the 2024 contract amount of \$27,371.71. This amount has been budgeted in the FY 2026 General Fund.

Staff Comments/Recommendation

Pursuant to the City's Financial and Purchasing Policy, since this agreement commits more than \$25,000, staff is bringing it before the City Council for review and approval.

Suggested Motion

I move to authorize the City Administrator to execute the Renewal of Information Technology Services Agreement between the Board of County Commissioners of Johnson County, Kansas and the City of Westwood for the 2026 calendar year.

INFORMATION TECHNOLOGY SERVICES
AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS AND THE CITY OF WESTWOOD, KANSAS

THIS INFORMATION TECHNOLOGY SERVICES AGREEMENT entered into this 7th day of December, 2023, by and between the City of Westwood, Kansas (“City”) and the Board of County Commissioners of Johnson County, Kansas (“County”).

WITNESSETH:

WHEREAS, the CITY is located within Johnson County, Kansas, organized and existing under the laws of the State of Kansas; and

WHEREAS, the County is a municipal government organized and existing under the laws of the State of Kansas; and

WHEREAS, the CITY desires to engage the services of the County for the purpose of providing information technology services; and

WHEREAS, the CITY and the County are authorized by K.S.A. 12-2908 to enter into an agreement with each other for the performance of a governmental service, activity, or undertaking; and

WHEREAS, the County’s Chief Information Officer has been authorized by the Board of County Commissioners to execute this Tech Agreement under Resolution No. 110-23; and

WHEREAS, the CITY and the County hereby agree to accept the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the mutual promises and covenants hereinafter given, and pursuant to and in accordance with the statutory authority vested in the CITY and the County, the parties hereto agree as follows:

1. The CITY and the County hereby agree that the Agreement shall be, and hereby is, renewed and extended for an additional term from January 1, 2026 through December 31, 2026 (“Term”).
2. The CITY has requested Information Technology Services from the County. The Master Service Agreement provides service offerings, scope and support model, services response times, City responsibilities, County responsibilities, and the terms and conditions. The Master Service Agreement can be found here <https://www.jocogov.org/media/johnson-county-it-master-services-agreement>
3. The County shall provide the CITY the services as set forth in Exhibit A (“Services”), which is attached hereto and incorporated herein by reference.

- 4. The CITY agrees to share the costs of those services by paying the amounts set forth in Exhibit A, which are the annual costs of the services. The prices stated in Exhibit A are based on the number of supported employees stated therein. If the total number of supported employees increases or decreases by 4 or more, then the total cost of this Agreement will be adjusted for the remainder of the contract period (pro-rated at the rate of \$1,060 per employee per year plus the cost of licenses).
- 5. As indicated in the Master Service Agreement, CITY must comply with the County standards in order to receive hardware and software support as indicated in Exhibit A. The County Standards can be found here <https://www.jocogov.org/media/hardware-standards>

IN WITNESS WHEREOF, the parties hereto have caused this Renewal to be executed in two (2) counterparts by their duly authorized representatives and made effective the day and year first above written.

CITY OF WESTWOOD, KANSAS

BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS

By _____
Leslie Herring, City Administrator

By _____
William P. Nixon, Jr. Chief Information Officer

Date _____

Date _____

APPROVED AS TO FORM:

Ryan Haga, Assistant County Counselor

Date _____

[Remainder of page intentionally left blank]

City of Westwood & Police Department Services	
	Police Department & City
# of FT Users	16
# of PT Users	12
# of Devices	33
# of Servers	3
Locations:	
	City Hall and Administration & PD - 4700 Rainbow Blvd Public Works - 2545 W. 47th St.
Support Services:	
Systems	\$10,935.76
Network	\$4,808.10
Security	\$7,065.96
End User Support	\$6,319.94
Sub-total Support Services	\$29,129.76
Support Services Total	\$29,129.76
Software:	
Check Point Licenses - 33 @ \$30 and 6 @ \$5	\$1,005.00
Lansweeper License - 33 @ \$2.05	\$67.65
Cisco Duo Essentials for MFA (26 @ \$3.79)	\$98.54
Hardware:	
Servers (VM): Domain Controller & File/Print - \$500 ea per yr	\$1,000.00
Other:	
Contract Administration Fee	\$500.00
Total Managed Services	\$31,800.95
Total Combined Managed Services	\$31,800.95