



CITY OF WESTWOOD, KANSAS

PLANNING COMMISSION MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, June 01, 2026 at 7:00 PM

AGENDA

Welcome to your Westwood Planning Commission meeting. This meeting may be attended remotely via Zoom:

Access Online: <https://us02web.zoom.us/j/89009964959>

Access by Phone: (312) 626-6799 / **Webinar ID:** 890 0996 4959

[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 AND MEETING MINUTES**
 - A. Consider approving the June 1, 2026 Planning Commission meeting agenda
 - B. Consider approving the May 4, 2026 Planning Commission meeting minutes
- III. **PUBLIC HEARINGS**
- IV. **PRESENTATIONS**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
 - A. Election of officers (Chair, Vice Chair, and Secretary)
- VII. **ANNOUNCEMENTS/PLANNING COMMISSIONER COMMENTS**
- VIII. **STAFF REPORTS**
 - A. Administrative Report (City Administrator Katherine Carttar)
 - B. Public Works Department Report (Public Works Director John Sullivan)
- IX. **UPCOMING ITEMS**
- X. **ADJOURNMENT**
- I. **CALL TO ORDER - BOARD OF ZONING APPEALS**

II. PUBLIC HEARINGS - BOARD OF ZONING APPEALS

- A. BZA-2026-01:** Consider application of Kim O'Brien for a variance from Westwood Zoning Ordinance Article 4.3.10 (A) to allow the curb cut or entrance with a corresponding one-lane driveway to exceed the maximum width of 12 feet, and 4.3.10(B) to allow any such driveway not to widen gradually for an additional nine feet of transitional length in which the driveway widens from one lane to the prescribed maximum width of 18 feet on property located at 4953 Norwood, Westwood, Kansas 66205.
- B. BZA-2026-02:** Consider application of Matthew Rich, for a variance from Westwood Zoning Ordinance Article 4.3.10 (B) to allow the driveway of a house with a single car garage to exceed the prescribed maximum width of 18 feet on property located at 2509 West 47th Street, Westwood, Kansas 66205.

III. ADJOURNMENT - BOARD OF ZONING APPEALS

UPCOMING MEETINGS

Regular meetings of the Westwood Planning Commission are held at 7:00 PM on the first Monday of each month. The next regular meeting of the Westwood Planning Commission will be held _____, _____, at 7:00 PM at Westwood City Hall or virtually, depending on current public health protocols in place. 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](#)

**City of Westwood, Kansas
Planning Commission Meeting
4700 Rainbow Boulevard
May 4, 2026 – 7:00 PM**

Commissioners Present: Clay Fulghum, Vice Chair
Ann Holliday
Samantha Kaiser
David Kelman
Emily Keyser
Chris Ledin
Scott McCracken
Mark Neibling
Sarah Page, Chair

Commissioners Absent: None

Staff Present: Katherine Carttar, City Administrator
Kathryn Dumovich, City Attorney for Planning Commission

Call to Order

Chair Sarah Page called the meeting to order at 7:05 PM on May 4, 2026.

Approval of Agenda and Meeting Minutes

Chair Page called for modifications or discussion of the June 1, 2026 Planning Commission meeting agenda and March 2, 2026 meeting minutes or a motion for approval. Commissioner Holliday moved to approve the agenda and meeting minutes. Commissioner Kelman seconded. Motion passed unanimously.

Public Hearings

None.

Presentations

Annual Legalities Training

The Planning Commission received the annual legalities training from MVP Law Attorney Kathryn Dumovich. The presentation was included in the meeting packet.

Old Business

None.

New Business

None.

Announcements/Planning Commissioner Comments

Planning Commission Chair, Sarah Page, announced her resignation from the Planning Commission effective today, May 4, 2026 at the conclusion of the meeting.

Staff Reports

Administrative Report (City Administrator Katherine Carttar)

In her first Planning Commission meeting as City Administrator, Carttar introduced herself and provided updates on the following topics:

- City Hall Redevelopment project status update
- Hunt Midwest residential project status update

Carttar called attention to the future public hearings on two driveway waiver/exemption requests that will be discussed at the June 1, 2026 Planning Commission meeting.

Adjournment

The Commissioners collectively thanked Commissioner Pager for her service to the Planning Commission, acknowledging that this is her final day of service.

Motion by Commissioner Fulghum to adjourn the meeting. Second by Commissioner Ledin. Motion passed unanimously. The meeting adjourned at 8:15 PM.

APPROVED: _____
Clay Fulghum, Vice Chair

ATTEST: _____
Katherine Carttar, Secretary

WESTWOOD PLANNING COMMISSION

Staff Report Meeting

Date: June 1, 2026

Staff Contact: Katherine Carttar, City Administrator

Annual Election of Officers of the Planning Commission

BACKGROUND

Article 3 of the Westwood Planning Commission Bylaws provide for the following:

SECTION ONE: Officers. The officers of the Commission shall be a Chair, Vice-Chair, and Secretary. The Chair, Vice-Chair, and Secretary shall be elected by the Planning Commission at its regular meeting in May of each year. The term of office shall be one (1) year. The officers may be reelected by a majority vote of the membership of the Planning Commission.

SECTION TWO: Chair. The Chair shall preside at all meetings of the Planning Commission. At their discretion, a Chair may call special meetings and they may also relinquish the Chair to the Vice-Chair or other specific member. The Chair may not make or second motions, but they may vote on any and all motions to come before the Commission. The Chair shall appoint all committees. The Chair shall perform all of the duties assigned to their office by law and by the City Governing Body, and shall have such usual powers of supervision and management as pertain to the office of Chair. If the Chairmanship becomes vacant for any reason, the Vice-Chair shall succeed to the Chairmanship for the remainder of the term.

SECTION THREE: Vice Chair. The Vice-Chair shall act as Chair in the absence of the Chair or disability of the Chair and while so serving shall have all the authority held by the Chair. In the event the office of Chair becomes vacant, the Vice-Chair shall succeed to that office for the unexpired term and the Planning Commission shall elect a new Vice-Chair for the unexpired term.

SECTION FOUR: Secretary. The Commission shall elect a recording secretary, who shall be provided by the City of Westwood and who need not be an appointed member of the Planning Commission.

A. The Secretary shall attend all meetings of the Planning Commission, shall send notices of all regular and special meetings to all members of

the Commission. In addition, the Secretary shall have, under the Chairman, responsibility for books, papers, and records of the Planning Commission, and attend to all correspondence of the Planning Commission.

B. The Secretary is responsible for keeping an accurate record of all regular and special meetings and transcribing them for Planning Commission approval. The Secretary is responsible for placement of all meeting minutes in the Minute Book of the Planning Commission. All motions shall be recorded and an accurate record made of all reasons for motions or votes by members of the Commission shall be made. The Minute Book shall become a permanent record and part of the official records of the City of Westwood.

REQUESTED ACTION

The Planning Commission should nominate from its current membership a Chair and a Vice Chair. The Secretary will be Leslie Herring, City Administrator for the City of Westwood.

Suggested Motion:

I move to elect _____ as Chair of the Planning Commission for a term of one (1) year, to end June 2027.

I move to elect _____ as Vice Chair of the Planning Commission for a term of one (1) year, to end June 2027.

I move to elect Katherine Carttar as Secretary of the Planning Commission for a term of one (1) year, to end June 2027.

WESTWOOD BOARD OF ZONING APPEALS

Staff Report

Meeting Date: June 1, 2026

Staff Contact: Katherine Carttar, City Administrator

BZA-2026-01: Consider application of Kim O'Brien for a variance from Westwood Zoning Ordinance Article 4.3.10 (A) to allow the curb cut or entrance with a corresponding one-lane driveway to exceed the maximum width of 12 feet, and 4.3.10(B) to allow any such driveway not widen gradually for an additional nine feet of transitional length in which the driveway widens from one lane to the prescribed maximum width of 18 feet on property located at 4953 Norwood, Westwood, Kansas 66205.

Background/Description of Item

On February 3, 2026, City staff received a request for a driveway variance for 4953 Norwood. Contractor Tommy's Concrete is proposing to replace an existing 11'x38' driveway with 18' approach with an 18'x38' driveway with a 25' approach.

This application requires a variance for:

Westwood Zoning Ordinance 4.3.10 A: Each single-family dwelling is limited to one curb cut or entrance with a corresponding one-lane driveway having a maximum width of 12 feet.

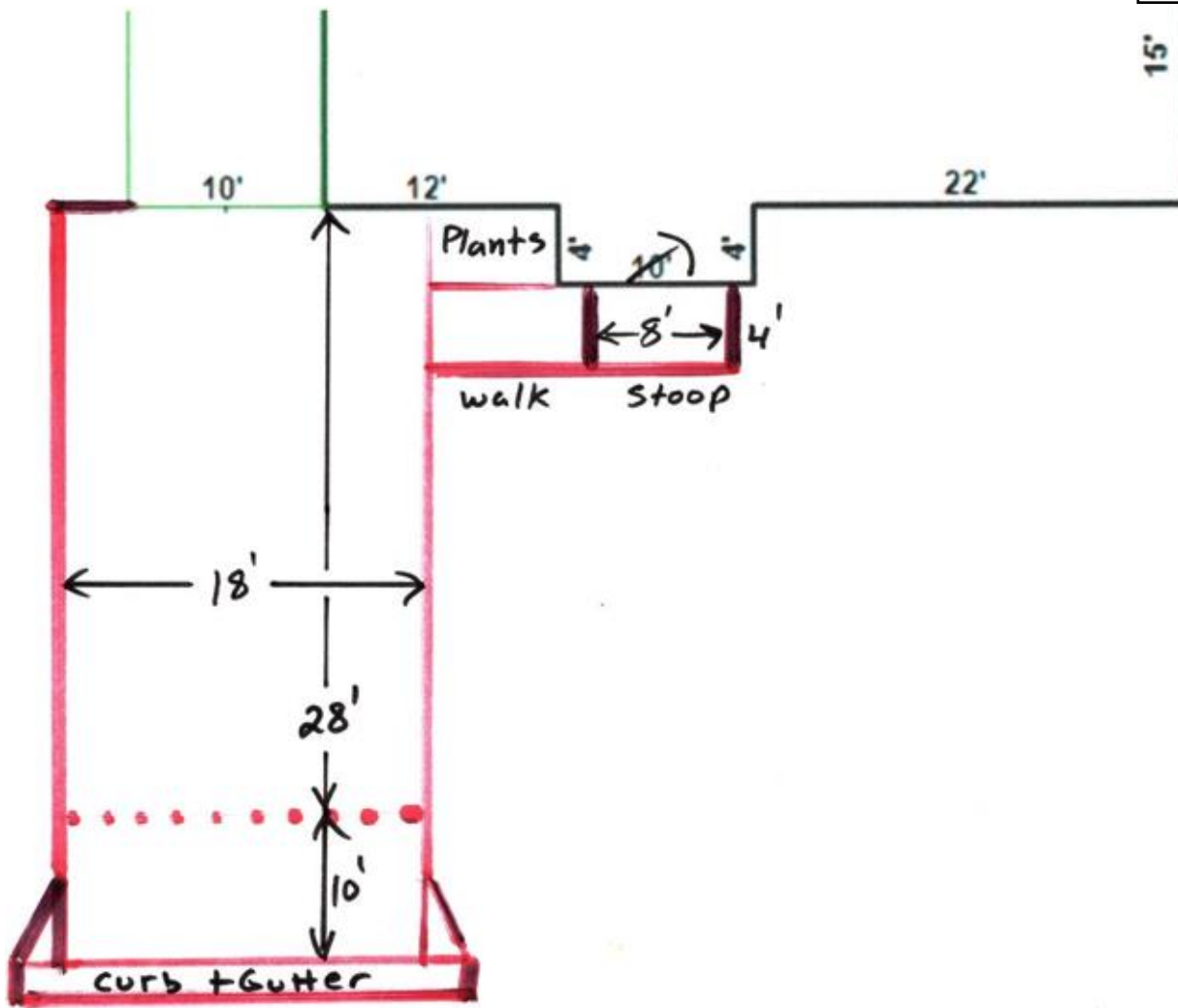
Westwood Zoning Ordinance 4.3.10 B: Any house with a single-car garage may have a driveway that widens to a maximum of 18 feet. This widening is allowed only for the final 18 feet of the driveway closest to the garage. Any such driveway may widen gradually for an additional nine feet of transitional length in which the driveway widens from one lane to the prescribed maximum width.

Proposed Driveway

The applicant desires to replace the existing single lane driveway. The width would increase from 11' to 18', which is permitted near the garage. However, the applicant would like to keep the 18' width through to the curb cut. The code permits a 12' curb cut and a gradual increase to 18'

The new driveway would replace the existing driveway. Images of current conditions are included below.

A design of the proposed driveway is provided.



Northern border looking Southeast



Western border looking East



Staff Comments/Recommendation

Pursuant to previous City Council direction, City staff evaluated the following factors:

- a. ROW impediment - Yes.
- b. Established tree impact/removal - No.
- c. Resulting sight lines issues - No.

Staff does not have any objections to the requested variance.

Suggested Motion

I move to approve the requested driveway variance at 4953 Norwood.

WESTWOOD BOARD OF ZONING APPEALS

Staff Report

Meeting Date: June 1, 2026

Staff Contact: Katherine Carttar, City Administrator

BZA-2026-02: Consider application of Matthew Rich, for a variance from Westwood Zoning Ordinance Article 4.3.10 (B) to allow the driveway of a house with a single car garage to exceed the prescribed maximum width of 18 feet on property located at 2509 West 47th Street, Westwood, Kansas 66205.

Background/Description of Item

On April 23rd, 2026, City staff received a request for a Driveway variance. Homeowner Matthew Rich is proposing to add 10' to an existing 16' driveway.

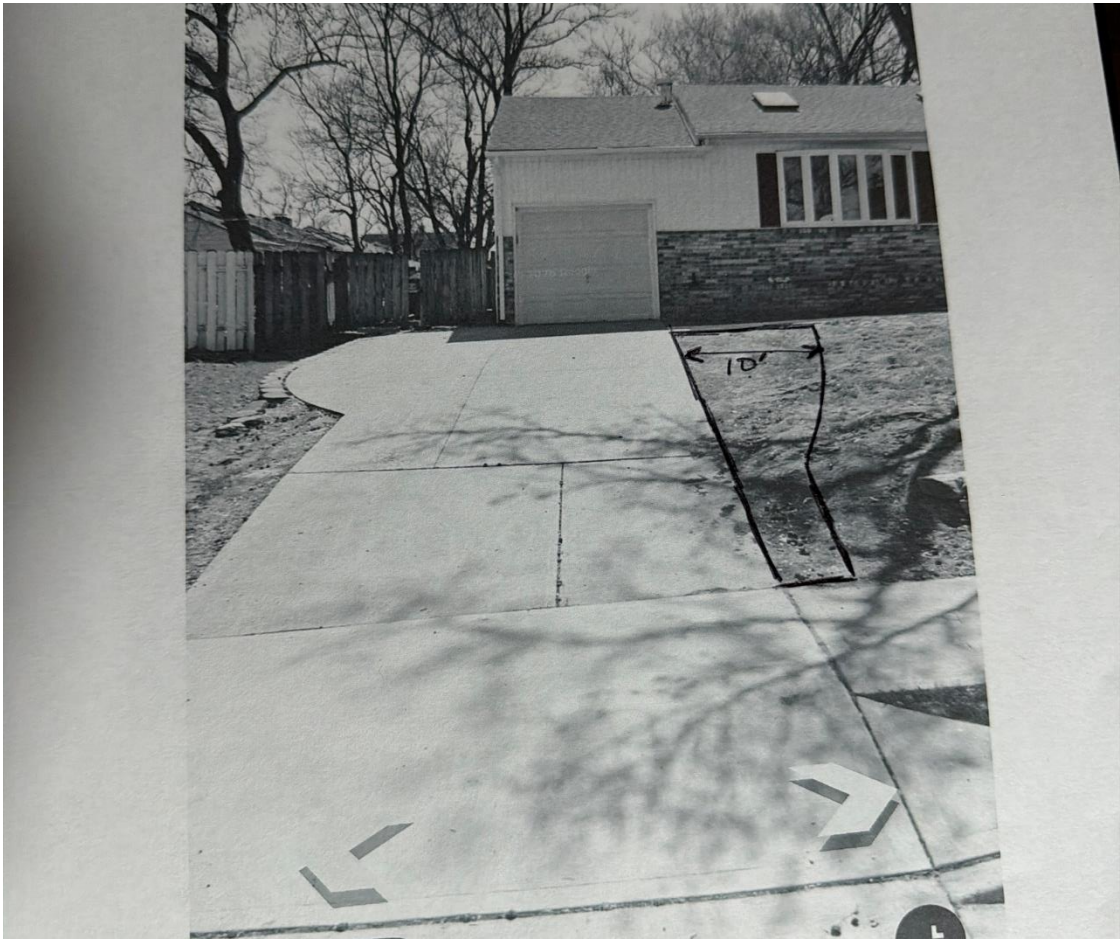
This application requires a variance for:

Westwood Zoning Ordinance 4.3.10 B requires: Any house with a single-car garage may have a driveway that widens to a maximum of 18 feet. This widening is allowed only for the final 18 feet of the driveway closest to the garage. Any such driveway may widen gradually for an additional nine feet of transitional length in which the driveway widens from one lane to the prescribed maximum width.

Proposed Driveway

The applicant desires to add 10' to the existing 16' driveway making it 26' wide. The current driveway is 16' wide and 26' deep at the garage door and drops down to 12' where he would like to 2' additional for the remainder 16' making it 14' wide. A strict application of the zoning regulations would require that the driveways not exceed 18' for single car garages.

The new driveway addition would add 10' to the existing driveway. Images of current conditions are included below.



Southern View



Western View



Eastern view



Staff Comments/Recommendation

Pursuant to previous City Council direction, City staff evaluated the following factors:

- a. ROW impediment - No.
- b. Established tree impact/removal - No.
- c. Resulting sight lines issues - No.

Staff does not have objections to the requested variance.

Suggested Motion

I move to approve the requested driveway variance at 2509 W 47th Ave.