



CITY OF WESTWOOD, KANSAS
CITY COUNCIL - PLANNING COMMISSION
JOINT WORK SESSION

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, February 24, 2025 at 6:00 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]

CITY COUNCIL WORK SESSION AGENDA

- I. CALL TO ORDER**
 - II. NEW BUSINESS**
 - A.** Consider Appointments to the Westwood Planning Commission
 - III. WORK SESSION ITEMS/DISCUSSION OF UPCOMING MATTERS**
 - A.** Open discussion of topics of shared interest
 - IV. ADJOURNMENT TO REGULAR MEETING**
-

UPCOMING MEETINGS

Regular meetings of the Westwood City Council are held at 7:00 PM on the second Thursday of each month. The next regular meeting of the Westwood City Council will be held Thursday, March 13, 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: February 24, 2025
Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Appointments and to the Westwood Planning Commission

Background / Description of Item

The members of the Westwood Planning Commission are appointed by the Mayor, with the consent of the Governing Body, and serve for a term of three (3) years each (16.1.4.2). Planning Commissioners whose terms are expiring effective February 28, 2025 include:

Candidate	Residential Address	Date Appointed
Clay Fulghum	4837 Booth St.	July 2021
Ann Holliday	2714 W. 49 th Ter.	February 2022
Matt Prout	5106 Belinder Ave.	May 2017

Commissioners Fulghum and Holliday are both seeking renewal of their terms. Commissioner Prout is not seeking reappointment; he has shared that he feels he would like to focus on other priorities.

Mayoral Recommendation

Following Commissioner Prout’s notice to vacate his seat, the Mayor issued an open call for candidates. Statements of interest from five (5) residents were received. Following review of those statements of interest, Mayor David Waters and Planning Commission Chair Sarah Page interviewed the five candidates and the Mayor is recommending the Governing Body consent¹ to the appointment of Scott McCracken for a three-year term.

Staff Comments

The following candidates, who all reside in Westwood are qualified appointees and are hereby recommended by the Mayor to serve on the Westwood Planning Commission for terms or three (3) years each.

Candidate	Residential Address	Term
Clay Fulghum	4837 Booth St.	March 1, 2025 – February 28, 2028
Ann Holliday	2714 W. 49 th Ter.	March 1, 2025 – February 28, 2028
Scott McCracken	2902 W. 51 st Ter.	March 1, 2025 – February 28, 2028

Suggested Motion of the Mayor

I move to confirm the appointment of Clay Fulghum, Ann Holliday, and Scott McCracken to the Westwood Planning Commission, each for a three-year term to expire February 28, 2028, and for Leslie

¹ Pursuant to Westwood Zoning Ordinance 1.4.2 Commission Membership and Appointment.

Herring in her capacity as notary public to administer the oath of office at the next regular meeting of the Planning Commission.

CITY COUNCIL & PLANNING COMMISSION DISCUSSION ITEM

Meeting Date: February 24, 2025
Staff Contact: Leslie Herring, City Administrator

Agenda Item: Open discussion of topics of shared interest

Background/Description of Item

In fall 2021, both the Planning Commission and Governing Body (Mayor and City Council) held a separate strategic planning retreat and generated several actions to take to maintain a high level of functioning and service to the community. The action items from the Planning Commission retreat are excerpted from the Retreat Summary and are provided below for convenient reference.



CONSENSUS OUTCOMES

In addition to discussing the purpose and roles, significant discussion took place around information flows, board norms, orientation of new members and training of commissioners. These discussions yielded the following work items:

ACTIONS IDENTIFIED	WHO	WHEN
1. Provide annual training for roles and legal issues for PC	David Waters	TBD
2. Joint City Council / Planning Commission work session	David Waters	Jan. 2022
3. PC to hold work sessions re: "issues of general interest" in order to ensure that all members have the same information	Sarah Page	Feb. 2022 at "Agenda setting" session
4. Develop board norms	Kevin Breer	Feb. 2022
5. Develop Planning Commission orientation	Sarah Page	Dec. 2021
6. Training needs and requests (each commissioner to bring suggestions for training)	Sarah Page	Feb. 2022 at "Agenda setting" session

Staff Comments/Recommendations

Comments

In alignment with consensus outcome Action Item No. 2 of the facilitated process, the Planning Commission and Governing Body are meeting jointly to provide an opportunity for both bodies to discuss areas and topics of common interest and overlap in an effort to plan strategically for their use of time and resources for the year.

The following links are resources are provided in an effort to aid the discussion topics that might be covered:

- February 13, 2025 City Council discussion of 2025 strategic work plan ([staff report available here](#))
- January 6, 2025 Planning Commission discussion of 2025 work plan ([staff report available here](#))
- 2024 Governing Body Strategic Planning topics ([details available here](#))
 - Capital Improvement Plan ([background available here](#))
 - Kansas City Regional Climate Action Plan ([Climate Action KC plan available here](#))

- Enhancing partnerships with Westwood businesses
- Exploring programs or assistance the City should consider offering to residents and businesses that align with priorities of the community as communicated in the 2024 community-wide survey ([background available here](#))
- Communities for All Ages topics ([details available here](#))
- Complete Streets topics ([details available here](#))
 - 2025 Mission Rd. project ([background available here](#))
 - 2026 47th Place design ([background available here](#))
 - Review of traffic calming planning on residential streets (Planning Commissioner-led educational presentation slides available here: [November 4, 2024 meeting](#); [November 7, 2022 meeting](#))
 - Rainbow Blvd. study ([background available here](#))
- Building and Zoning topics
 - Diverse housing options (Planning Commissioner-led educational presentation slides available here: [October 3, 2022 meeting](#))
 - Environmental Stewardship (Planning Commissioner-led educational presentation slides available here: [October 3, 2022 meeting](#), materials include slide deck as attachment to the minutes)
 - Zoning Ordinance review and possible text amendments
 - Tree canopy health ([June 3, 2024 presentation slides from Heartland Tree Alliance available here](#))
- The 47 Committee revival ([background available here](#))
- Any other topics that might be brought up for discussion by Council or Planning Commissioners are also welcome

Staff Recommendation

No formal action is required, staff anticipates a discussion amongst the City Council and Planning Commission with direction to be provided as appropriate.