



CITY OF WESTWOOD, KANSAS

PLANNING COMMISSION MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, November 02, 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 November 2, 2026 Planning Commission meeting agenda
 - [B.](#) Consider approving the October 5, 2026 Planning Commission meeting minutes
- III. **PUBLIC HEARINGS**
- IV. **PRESENTATIONS**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
 - [A.](#) Consider advancing recommendations for text amendments to the Westwood City Code
- 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-2026-04: Consider application of Mary Hanna & Kyle Cotton 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 18th feet on property located at 2411 W 48th Street.

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
October 5, 2026 – 7:00 PM**

Commissioners Present: Mark Neibling, Chair
Clay Fulghum
Ann Holliday
Emily Keyser
Dylan Long
Chris Ledin
Scott McCracken
Laura Boswell

Commissioners Absent: David Kelman

Staff Present: Katherine Carttar, City Administrator
John Sullivan, Public Works Director
Kathryn Dumovich, City Attorney for Planning Commission

Call to Order

Chair Neibling called the Planning Commission meeting to order at 7:05 PM on October 5, 2026.

John Sullivan administered the Oath of Office to Laura Boswell as a Planning Commissioner.

Approval of Agenda and Meeting Minutes

Chair Neibling called for modifications or discussion of the October 5, 2026 Planning Commission meeting agenda and August 31, 2026 meeting minutes or a motion for approval. Commissioner Long moved to approve the agenda and meeting minutes. Commissioner Ledin seconded. Motion passed unanimously.

Public Hearings

Westwood Reserve - Rezoning of 4.9335 acres from R-1 (Single Family Residential) to PRCD (Planned Residential Cluster Development) District and associated Preliminary Development Plan for a planned residential development generally located at 2511 W 50th Street.

Commission Holliday moved to open the Public Hearing. Commissioner Long seconded.

City Administrator provided a staff report for the Westwood Reserve project – explaining the rezoning application, Preliminary Development Plan, and Preliminary Plat. Staff recommends approval of all three.

Testimony:

The Hunt Midwest team – Brenner Holland, Jon Birkel, Judd Caussen – presented their plans for the property. Focused on the public and private roads, HOA, green space, parking concerns, the waiting list of 28 potential buyers already, and the high-quality product Homoly Design & Build is known for.

Tyrell Gephart, 4821 Adams – Questions about green space and the importance of park connections

Sara Keehn, 4957 Booth – Voiced concerns about setback and public parking on 50th Street.

Commissioner Boswell moved to close the Public Hearing. Commissioner Ledin seconded.

Presentations

None.

Old Business

None.

New Business

- A. Westwood Reserve - Rezoning of 4.9335 acres from R-1 (Single Family Residential) to PRCD (Planned Residential Cluster Development) District and associated Preliminary Development Plan for a planned residential development generally located at 2511 W 50th Street (See Public Hearing Agenda Item for Attachments)

Discussions by the Planning Commissioners with some questions asked of the developers and/or city staff. Commissioners agreed that the zoning and design plans are in line with the City's desires. Also, gave feedback on plan details for the developers to consider for the Final Development Plan submission, specifically tree and landscape design, connection to the park, fence material and location, monument signage and use of historic materials, and retaining community character.

Commissioner Fulghum moved to recommend zoning approval to the City Council.
Commissioner Keyser seconded. Unanimous approval.

Commissioner Boswell moved to recommend Preliminary Development Plan approval to the City Council. Commissioner Ledin seconded. Unanimous approval.

- B. Westwood Reserve - Consider approving the Preliminary Plat for a planned residential development generally located at 2511 W 50th Street

Commissioner Long moved to approve the Preliminary Plat. Commissioner Fulghum seconded.
Unanimous approval.

Announcements/Planning Commissioner Comments

None.

Staff Reports

Administrative Report (City Administrator Katherine Carttar)

Administrator Carttar announced the City applied for the KDOT Cost Share Grant for the Reimagine Rainbow road diet project. And the City continues to work on the MOU with Variety KC for the Joe D Dennis Park grant.

Public Works Department Report (Public Works Director John Sullivan)

Director Sullivan provided project updates on the 47th and Rainbow intersection (Completed), 50th & 51st (water and gas complete, road construction has begun), concrete repairs around city will begin this month, and leaf pick up will start at the beginning of November.

Upcoming Items

A request was made by John Sullivan to prioritize the discussion to revise the Westwood Code in the area of driveway width due to the large number of variance applications the City is receiving. Chair Niebling agreed and asked that it be added to the November agenda.

Adjournment

Motion by Commissioner Fulghum to adjourn the Planning Commission meeting. Second by Commissioner McCracken. Motion passed unanimously.

APPROVED: _____

Mark Niebling, Chair

ATTEST: _____

Katherine Carttar, Secretary

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: November 1, 2025

Staff Contact: Katherine Carttar, City Administrator

Agenda Item: Consider advancing recommendations for text amendments to the Westwood City Code.

Background

Throughout the year, the Planning Commission has identified several areas in the Westwood City Code that are commonly requested be waived by applicants, or which constitute possible conflicts between the letter and the spirit of the City Code. Most of the cases coming before the Planning Commission/BZA or City Council are for variances and waivers from the City Code, especially on driveway width and fence materials. Conversations about proposed amendments to the City Code have been a topic at several meetings during public hearings.

Conducting an annual review of the zoning regulations City Code 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 following slate of provisions recommended for revisiting and revision have been discussed by the Planning Commission at the June, July, August, and October Planning Commission meetings,

Staff Comments

The following provisions of the Westwood City Code were flagged for review and possible revision based on recent variance and waiver applications and policy-focused conversations. The Planning Commission will review the list and make their recommendations to the City Council to consider formal adoption.

Proposed revisions:

City of Westwood Municipal Code

4.3.10 Driveways

A. Each single-family dwelling is limited to one curb cut or entrance with a corresponding one-lane driveway having a maximum width of 1218 feet.

~~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.~~

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.

1. 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 **steel, aluminum, wrought iron,** 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. 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.

WESTWOOD BOARD OF ZONING APPEALS

Staff Report

Meeting Date: November 2, 2026

Staff Contact: Katherine Carttar, City Administrator

BZA-2026-04: Consider application of Mary Hanna & Kyle Cotton 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 18th feet on property located at 2411 W 48th Street.

Background/Description of Item

On September 9, 2026, City staff received a request for a Driveway variance. Homeowner Mary Hanna and Resident Kyle Cotton are proposing to add 7' 6" to their single car driveway to be 18' wide from the garage to the street, exceeding the width per City Code 4.3.10 A & B.

This application requires a variance for:

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 18th feet

Proposed Driveway

The applicant desires to widen the 10'6" driveway by 7'6" making it 18' wide from the garage down to the street.

Applicant Request

"To allow three vehicles to be parked in the driveway and garage. Currently would have to park one vehicle in the street, which is not allowed where we are located. Want to adhere to city rules and avoid parking tickets."

STANDARDS FOR VARIANCE

Pursuant to the requirements of KSA 12-759 as amended, the Board of Zoning Appeals (BZA) may grant a variance from the Zoning Ordinance, provided that the Board finds that all the following conditions have been met. *(Note: If more space is needed, use additional sheets and reference item numbers.)*

1. Does the variance requested arise from such condition which is unique to the property in question and which is NOT ordinarily found in the same zone or district; and is NOT created by an action(s) of the property owner or the applicant? YES ☒ NO ☐

Explain: The residence currently has a driveway that is too narrow and would force us
to park one vehicle in the street, which is not allowed according to posted signs.

2. Will the granting of the permit for the variance NOT adversely affect the rights or adjacent property owners or residents? YES ☒ NO ☐

Explain: No sidewalk present & we will be expanding the driveway into our own
front yard. Should be no disturbance to any neighboring properties.

3. Will the strict application of the provisions of the Zoning Ordinance of which variance is requested constitute unnecessary hardship upon the property owner represented in the application? YES ☒ NO ☐

Explain: If we are not allowed to complete this project, a vehicle will have to be parked
in the Conroy's parking lot. Or in the street, which will lead to countless tickets.

4. Will the variance desired adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare? YES ☐ NO ☒

Explain: No disturbance to neighboring properties required to complete this project.

5. Will the granting of the variance desired be opposed to the general spirit and intent of the Zoning Ordinance? YES ☐ NO ☒

Explain: _____



Staff Comments/Recommendation

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

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

Motions

I move to approve the requested driveway variance at 2411 W 48th Street.

I move to deny the requested driveway variance at 2411 W 48th Street.