



CITY OF WESTWOOD, KANSAS

PLANNING COMMISSION MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, November 04, 2024 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/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 4, 2024 Planning Commission meeting agenda

B. Consider approving the August 5, 2024 Planning Commission meeting minutes

III. PUBLIC HEARINGS

IV. PRESENTATIONS

A. Independent Study Topic Presentation: Pedestrian-friendliness, traffic calming, lowering speed limits (Commissioner Kaiser and Chair Page)

V. OLD BUSINESS

VI. NEW BUSINESS

A. Consider 2025 Application and Review Schedule

VII. ANNOUNCEMENTS/PLANNING COMMISSIONER COMMENTS

VIII. STAFF REPORTS

A. Administrative Report (City Administrator Leslie Herring)

IX. UPCOMING ITEMS

A. December Public Hearing: WE-2024-04: Application of Christopher Castrop, on behalf of Rick and Helen Ackmann, for a waiver/exception from Westwood Zoning Ordinance Article No. 4.3.2(D) to allow a primary structure to have less than 60% of its front façade on the front build-

to line, 4.3.2(J)4.c to allow the maximum lot width coverage at the front yard setback to exceed 70%, and 4.3.2.(C) to allow lot coverage in excess of that allowable for a proposed new single-family residence on property located at 2023 W. 48th St., Westwood, Kansas 66205

- B. December Public Hearing: Consideration of recommendations to the City Council for text amendments to the Westwood Zoning Ordinance

X. ADJOURNMENT

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 December 2, 2024, 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
August 5, 2024 – 7:00 PM**

Commissioners Present: Kevin Breer, Vice Chair (attended via Zoom)
Clay Fulghum
Ann Holliday
Samantha Kaiser
David Kelman
Sarah Page, Chair
Matt Prout

Commissioners Absent: Emily Keyser

Staff Present: Leslie Herring, City Administrator
John Sullivan, Public Works Director
Nick Finck, Building Official
Spencer Low, City Attorney's Office

Call to Order

Chair Page called the meeting to order at 7:00 PM on August 5, 2024.

Approval of Agenda and Meeting Minutes

Chair Page called for modifications or discussion of the August 5, 2024 meeting agenda or July 1, 2024 meeting minutes or a motion for approval. Commissioner Breer moved to approve both the agenda and meeting minutes. Commissioner Neibling seconded. Motion passed unanimously.

Public Hearings

WE-2024-03: Application of David Herron, on behalf of Brad Baker, for a waiver/exception from Westwood Zoning Ordinance Article No. 4.3.2(D) to allow a primary structure to have less than 60% of its front façade on the front build-to line for a proposed new single-family residence on property located at 4732 State Line Rd., Westwood, Kansas 66205

Chair Page invited Finck to present the staff report. Finck presented the staff report included in the meeting packet.

Chair Page invited the applicant to address the Planning Commission. Brad Baker, 1902 W. 48th St., addressed the Planning Commission. Baker shared that the front door and address of the house is preferred to be relocated to 47th Ter. from State Line Rd. for safety and traffic reasons. Baker further advocated for approval of the application due to the hardship created on the lot by the setback requirements of the zoning ordinance.

Chair Page called for questions from the Planning Commission of the applicant. Commissioner Neibling asked clarifying questions related to the driveway location and access to 4th Ter. Chair Page asked whether alternate site plans had been considered. Baker responded that the architect originally recommended that the driveway access both State Line and 47th Ter. but that recommendation was

rejected due to the foreseen undesirable consequence of vehicle drivers pulling into the State Line Rd. driveway to simply turn around.

Chair Page called for public comment on the application. No public comment was received. Chair Page closed the public comment portion of the meeting.

Chair Page called for discussion amongst the Planning Commission. Commissioner Kelman asked clarifying questions of the applicant and observed that the waiver sought results from design choices made by the applicant. Commissioner Neibling noted that this lot – as well as most all lots in the Westwood Annex – are essentially unbuildable without waivers due to the narrow lots.

Motion to approve Application WE-2024-03 for a waiver/exception from Westwood Zoning Ordinance Article No. 4.3.2(D) to allow a primary structure to have less than 60% of its front façade on the front build-to line for a proposed new single-family residence on property located at 4732 State Line Rd., Westwood, Kansas 66205 made by Commissioner Neibling. Second by Commissioner Kaiser. Motion passed unanimously.

Presentations

August Independent Study Topic Presentation: Street tree requirement for new construction projects (Commissioners Kelman and Prout)

The Planning Commission received a presentation from Commissioners Prout and Kelman. The presentation is included as an attachment to these meeting minutes. Planning Commissioners engaged in dialogue throughout the presentation.

The Planning Commission achieved consensus to direct Commissioners Prout and Kelman and City staff to explore potential policy and programmatic strategies to preserve the city's mature tree canopy.

Old Business

None.

New Business

Consideration of the City's next five-year CIP being recommended to the Governing Body for adoption
Chair Page asked that City Administrator Herring provide the staff report. City Administrator Herring walked through the presentation slides included in the meeting packet.

Motion made by Commissioner Breer to find the 2025 – 2029 CIP in compliance with the City's adopted Comprehensive Plan. Commissioner Kelman seconded. Motion passed unanimously.

Staff Reports

City Administrator Report – Leslie Herring

Herring shared an update on the following topics:

- RFQ for redevelopment of 4700 Rainbow Blvd. was issued and is now active
- Redevelopment at 50th & Rainbow Blvd.
- Community-wide priorities survey

Adjournment

Motion by Commissioner Fulghum to adjourn the meeting. Second by Commissioner Prout. Motion passed unanimously. The meeting adjourned at 8:32 PM.

Upcoming Items

A. September Independent Study Topic Presentation: Pedestrian-friendliness, traffic calming, lowering speed limits (Commissioner Kaiser and Chair Page)

APPROVED: _____
Sarah Page, Chair

ATTEST: _____
Leslie Herring, Secretary

DRAFT



STREET TREES & RESIDENTIAL REDEVELOPMENT

AGENDA

- **WHAT**
- **WHY & WHY NOT**
- **HOW**
- **WHAT ELSE**





WHAT?



Item B. Section II, Item



EXISTING CONDITIONS



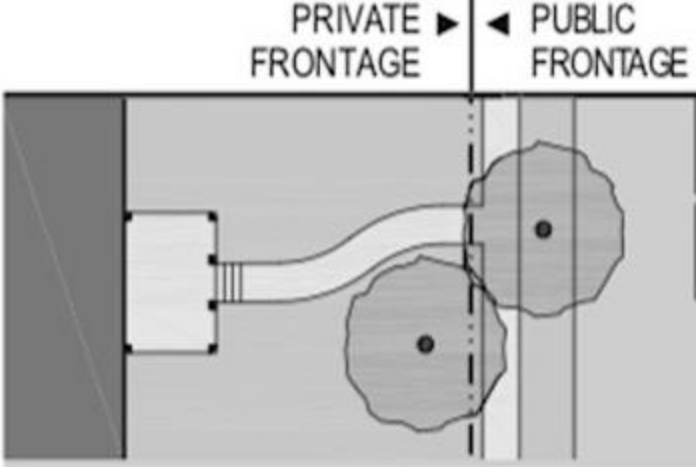
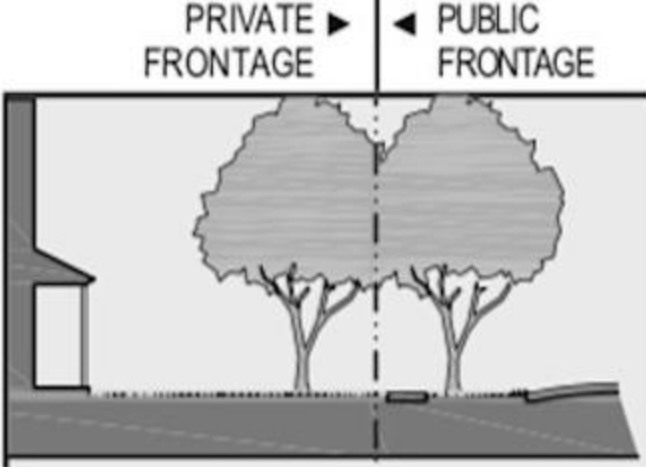


FRAMING QUESTION

Should requirements for street/frontage trees be updated for new infill houses (and major additions)?

4.4 New Infill Houses and Major Additions — Special Considerations

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 2 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.



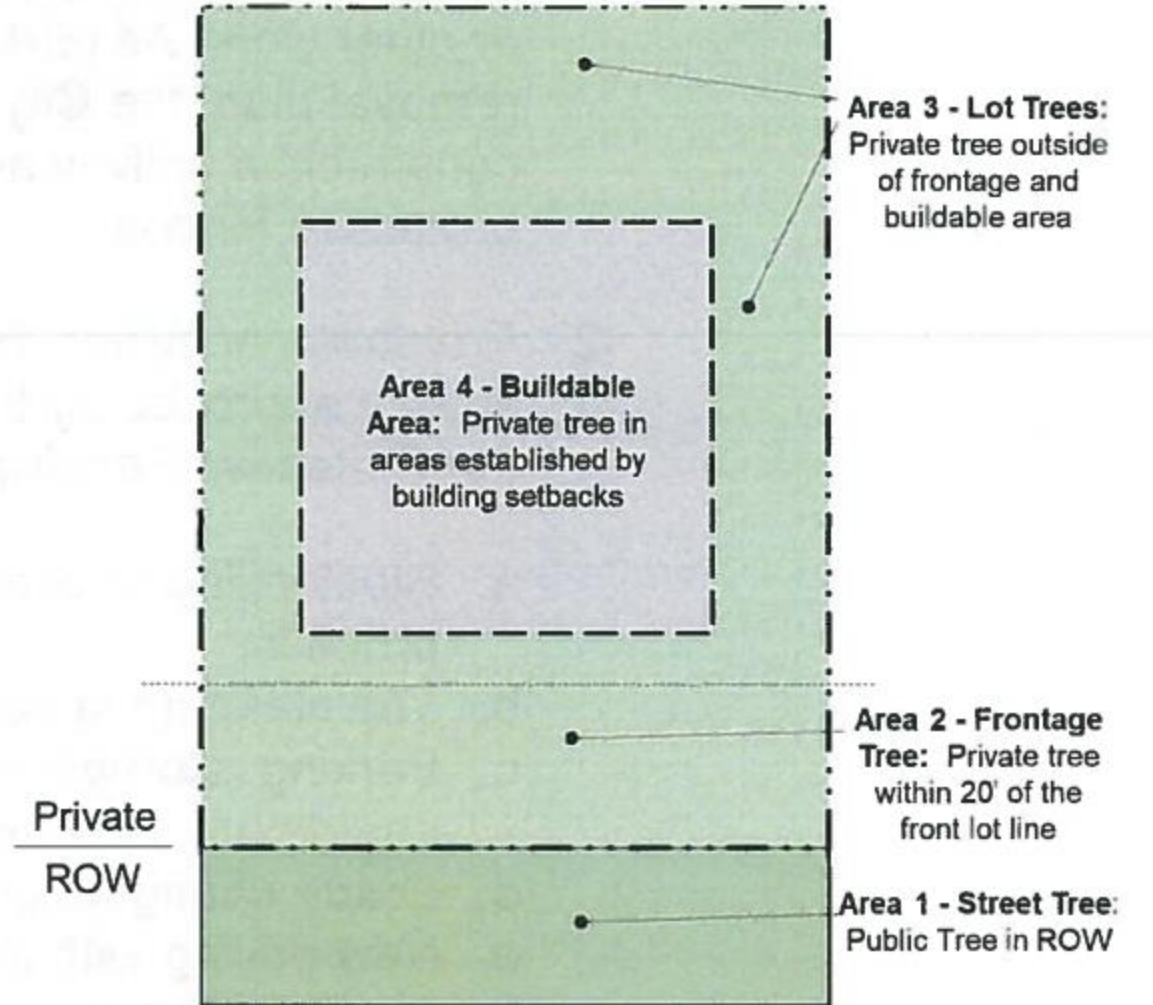
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Street Trees

Frontage Trees

Yard Trees

Lot Trees







WHY / WHY NOT?

Reduced Heat Island Effect Shade
Storm Water Benefits Sense of Place
Traffic Calming Pedx Experience
Pollutant Absorption Noise Barrier
Visual Screening Bldg Energy Reduction
Increased Property Values Habitat

SPREAD SHEET | October 10, 2013, 6:33 p.m. ET

How Trees Can Boost a Home's Sale Price

In a study, homes with "street trees," those planted between the sidewalk and street, sold for \$7,130 more, on average, than homes without street trees.

By SANETTE TANAKA



LEAFY LISTINGS

Researchers analyzed of 2,608 single-family home sales in Portland, Ore., to find out how street trees, those planted between the sidewalk and the road, affected final price and time on the market.

The sale premium of having street trees was the same as adding 129 square feet of finished space

Homes with street trees sold for \$7,130 more, on average, and 1.7 days more quickly

Neighboring houses within 100 feet of street trees sold for \$1,688 more each, on average

Street trees resulted in an extra \$19,958 in neighborhood house sales

Illustration by Mike Lemanski; Source: Landscape and Urban Planning, February 2010

Item B. Section II, Item



WHY NOT?

Current Code, Utility/Public Works Conflicts

Rooftop Solar Conflicts

Too Proscriptive/Restrictive?

Storm Damage

?



HOW?

— IMPLEMENTATION FACTORS

- **Distance from front property line/curb/sidewalk (min/max)**
- **In WW ROW extends past curbing of a street 5-15'**

— IMPLEMENTATION FACTORS

- **Exceptions: Utility conflicts**
- **Exceptions: Shallow lots**
- **Setbacks from foundations (20')**
- **Corners setbacks, side yards with street frontage?**

— IMPLEMENTATION FACTORS

- **Maintenance (12-307, 8-408...)**
- **Preferred/Required Species (12-304)**
- ***Spacing: 1 per lot or per X'; Min?***

EXAMPLES

PV 19.47.020

Streetscape and Frontage: The area between the front building line and the street including any plantings required in the ROW, used to create a relationship between the site and the public realm.

1 large tree per 40' of lot frontage; 2 large trees per 40' if buildings setback more than 30'. Corner lots shall meet this requirement on side lot lines at a rate of 50% of the streetscape and frontage rate.

EXAMPLES

PV 19.47.030. - LANDSCAPE SPECIFICATIONS.

Location. Required plantings shall be planted in the following specific locations and open spaces on the lot.

Frontage Trees. Frontage trees shall be located in line with other trees along the block to create a rhythm along the streetscape and enclosure of the tree canopy. In the absence of a clearly established line along the block, trees may be planted the following locations, where applicable and in order of priority:

Street trees 4-8' from the back of curb where no sidewalk exists; or

Private frontage trees within the first five feet of the front lot line where any constraints in the right-of-way or on the lot would prevent other preferred locations.

Ornamental trees may be substituted for large frontage trees only in situations where no other alternative is available due to constraints of the site and right-of-way conditions.

Planting of any frontage trees in the right-of-way or any work in the right-of-way shall be coordinated with public works for permits, location, and planting specifications.

Any work within the sight line triangle should be reviewed for compliance with the city's Sight Line Obstruction Ordinance

4.4 New Infill Houses and Major Additions — Special Considerations

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 2 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.



WHAT ELSE?

— **ADDITIONAL CONSIDERATIONS**

- **Demo Loophole**
- **Additional Existing Tree Protections**
- **Resources for New Re/Plantings for
Non-new Builds**

EXISTING CONDITIONS



WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: November 4, 2024

Staff Contact: Leslie Herring, City Administrator

Annual Adoption of an Application and Review Schedule

BACKGROUND

Adopting an Application and Review Schedule provides transparency and certainty to applicants and creates enough time and space for administrative review and process of applications for building permits.

REQUESTED ACTION

The Planning Commission should review and consider adopting the proposed 2025 Application and Review Schedule prepared by staff.

Suggested Motion

I move to adopt the 2025 Application and Review Schedule as presented.

2025 City of Westwood, Kansas
Application and Review Schedule

Site Plans, Plats, Rezoning, Text Amendments, Special Use Permits, Sign Permits, Waivers & Exceptions, Variance/BZA Applications
The following is a list of submittal and review deadlines as well as associated scheduled meeting dates for applications that require action by the Planning Commission.

Planning Commission Meeting Date (Public hearing date, if applicable)	Pre-Application Meeting* (6 weeks prior to Planning Commission consideration)	Application Submittal Deadline (5 weeks prior to Planning Commission consideration)	Notice of Acceptance (Within 7 days of receipt)	Completed Staff Review (Within 7 days of receipt)	Public Notice Submitted/Mailed (Published and notification letters mailed within 20 days of public hearing**)	Revision Submittal Cutoff (10 days prior to Planning Commission consideration)	Planning Commission Packet Posted (2 business days prior to meeting)	City Council Consideration (unless protest period applies)
January 6, 2025	November 25, 2024	December 2, 2024	Variable	Variable	December 13, 2024	December 27, 2024	January 2, 2025	January 9, 2025
February 3, 2025	December 23, 2024	December 30, 2024	Variable	Variable	January 10, 2025	January 24, 2025	January 30, 2025	February 13, 2025
March 3, 2025	January 20, 2025	January 27, 2025	Variable	Variable	February 7, 2025	February 21, 2025	February 27, 2025	March 13, 2025
April 7, 2025	February 24, 2025	March 3, 2025	Variable	Variable	March 14, 2025	March 28, 2025	April 3, 2025	April 10, 2025
May 5, 2025	March 24, 2025	March 31, 2025	Variable	Variable	April 11, 2025	April 25, 2025	May 1, 2025	May 8, 2025
June 2, 2025	April 21, 2025	April 28, 2025	Variable	Variable	May 9, 2025	May 23, 2025	May 29, 2025	June 12, 2025
July 7, 2025	May 26, 2025	June 2, 2025	Variable	Variable	June 13, 2025	June 27, 2025	July 3, 2025	July 10, 2025
August 4, 2025	June 23, 2025	June 30, 2025	Variable	Variable	July 11, 2025	July 25, 2025	July 31, 2025	August 14, 2025
September 8, 2025†	July 28, 2025	August 4, 2025	Variable	Variable	August 15, 2025	August 29, 2025	September 4, 2025	September 11, 2025
October 6, 2025	August 25, 2025	September 1, 2025	Variable	Variable	September 12, 2025	September 26, 2025	October 2, 2025	October 9, 2025
November 3, 2025	September 22, 2025	September 29, 2025	Variable	Variable	October 10, 2025	October 24, 2025	October 30, 2025	November 13, 2025
December 1, 2025	October 20, 2025	October 27, 2025	Variable	Variable	November 7, 2025	November 21, 2025	November 26, 2025	December 11, 2025

* Pre-application meetings are encouraged for all matters except text amendments. Pre-application meeting dates are flexible based on availability of staff.
 ** Certified list of property owners notified of public hearing (200' or 1,000' as applicable) must be submitted by applicant prior to this date.
 † First Monday falls on an official holiday; meeting date moved to accommodate holiday schedule.

Regularly Scheduled Meetings:

- The Planning Commission meets on the first Monday of every month unless otherwise posted.
- The City Council meets on the second Thursday of every month unless otherwise posted.

Development review and proposal contacts:

City of Westwood
Westwood, KS 66025
info@westwoodks.org
Phone: 913-362-1550
Hours: M-F, 8 AM – 5 PM

Vacant, Building Codes Administrator
Email: info@westwoodks.org

John Sullivan, Public Works Director
Email: john.sullivan@westwoodks.org

Leslie Herring, City Administrator
Planning Commission Staff Contact
Phone: 913-942-2128
Email: leslie.herring@westwoodks.org

Planning Commission Attorney
MVP Law
10 E. Cambridge Circle Dr., Ste. 300
Kansas City, KS 66103
Phone: 913-371-3838

Notes:

1. All required materials must be received prior to the close of business on or before the cut-off date. Failure to submit all required information, documents, and fees may result in the item being tabled to the next meeting regardless of prior publication.
2. For detailed information relating to application submittal requirements and the review process, see the City of Westwood, Kansas Zoning Ordinance which may be obtained from City Hall, 4700 Rainbow Blvd., Westwood, KS 66025 or at the City website: www.westwoodks.org.