



CITY OF WESTWOOD, KANSAS

PLANNING COMMISSION MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, August 31, 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 August 31, 2026 Planning Commission meeting agenda

B. Consider approving the August 3, 2026 Planning Commission meeting minutes

III. PUBLIC HEARINGS

IV. PRESENTATIONS

V. OLD BUSINESS

VI. NEW BUSINESS

A. Conduct annual review of City Master (Comprehensive) Plan

B. Conduct annual review of five-year Capital Improvement Plan (CIP)

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-2026-03:** Consider application of David and Shannon Kelman 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 depth of 18 feet on property located at 3001 West 50th Terrace, 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 October 5, 2026, 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
Virtual Meeting
August 3, 2026 – 7:00 PM**

Commissioners Present: Mark Neibling, Chair
Clay Fulghum
Ann Holliday
David Kelman
Emily Keyser
Scott McCracken
Dylan Long

Commissioners Absent: Chris Ledin

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 7:02 PM on August 3, 2026.

Approval of Agenda and Meeting Minutes

Chair Neibling called for modifications or discussion of the August 3, 2026 Planning Commission meeting agenda and June 1, 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

Jon Birkel of Hunt Midwest provided an overview of the Hunt Midwest community meeting, which took place on July 15, 2026. The open house gave attendees an opportunity to view and provide input on preliminary redevelopment designs for the former Westwood View Elementary school site.

Over 75 people attended with 55 attendees providing feedback via written comments, verbal discussions, and dot-voting exercise. The feedback was overall positive and revealed consistent priorities centered on architectural quality, neighborhood compatibility, open space, walkability, and integration with the surrounding community.

Top Findings:

- i. Strong support for The Green
- ii. Strong support for public improvements and longevity of Joe D. Dennis Park
- iii. Strong support for traditional architecture
- iv. Strong support for brick and stone materials
- v. Contemporary architecture consistently underperformed
- v. Attached housing acceptable with property architecture and scale

Old Business

None.

New Business

None

Announcements/Planning Commissioner Comments

None.

Staff Reports

Administrative Report (City Administrator Katherine Carttar)

Administrator Carttar announced the FY27 budget hearing to take place on Sept 10 at the City Council meeting. The Planning Commission will review the Capital Improvement Plan at the next meeting on Aug 31.

Public Works Department Report (Public Works Director John Sullivan)

Director Sullivan provided project updates on the 47th and Rainbow intersection (will close Aug 17 for 4 weeks), 50th & 51st (water and gas in progress, road construction after Labor Day), and 47th Place (project delayed until next year), and the outdoor warning siren has moved.

Upcoming Items

Public Hearing on Sept 7, 2026: BZA-2026-03: Consider application of David and Shannon Kelman for a variance from Westwood Zoning Ordinance Article 4.3.10(B) to allow any such driveway not to widen gradually for an additional nine feet of transitional length in which the 1 driveway widens from one lane to the prescribed maximum width of 18 feet on property located at 3001 W 50th Terrace, Westwood, Kansas 66205

Adjournment

Motion by Commissioner Fulghum to adjourn the Planning Commission meeting. Second by Commissioner Kelman. Motion passed unanimously. The meeting adjourned at 7:38 PM.

APPROVED: _____
Mark Neibling, Chair

ATTEST: _____
Katherine Carttar, Secretary

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: August 31, 2026

Staff Contact: Katherine Carttar, City Administrator

Agenda Item: Conduct annual review of City Master (Comprehensive) Plan

BACKGROUND

K.S.A. 12-747 (linked here) requires that City Planning Commissions in Kansas review or reconsider the City's Master (Comprehensive) Plan annually to determine whether the plan should be amended.

The Westwood Master Plan is available on the City's website and by clicking this link: <https://www.westwoodks.org/westwood-master-plan>. Section 1.6 of the Master Plan sets forth guidance for monitoring plan progress as follows:

INTRODUCTION

SECTION 1.6

MONITORING PLAN PROGRESS

Elected officials along with members of the Westwood community are responsible for the achievement of the goals, objectives, strategies, and land use policies outlined in this report. The future of Westwood is dependent on active community engagement and follow-through on these recommendations.

PLAN REVIEW

A review of the plan elements should be conducted annually to describe accomplishments and identify any changes in priorities or land use policies.

According to Kansas state statutes, "At least once each year, the planning commission shall review or reconsider the plan or any part thereof and may propose amendments, extensions or additions to the same. The procedure for the adoption of any such amendment, extension or addition to any plan or part thereof shall be the same as that required for the adoption of the original plan or part thereof."¹

In addition to the annual reviews, it is recommended that a reconsideration of the entire Comprehensive Plan occur every five to seven years. The City, in conjunction with the Planning Commission and any other stakeholders involved in implementation, can spearhead the updates. It will be beneficial to re-engage those groups involved with this plan's development from time to time.

¹ K.S.A. 12-747

STAFF COMMENTS/RECOMMENDATION

Relating to statutory compliance, the Planning Commission should review the Master Plan and note whether any amendments should be discussed for consideration. Should amendments be desired, K.S.A. 12-747 sets forth the process for amending the document.

Relating to the guidance within the City's Master Plan to conduct an annual review of accomplishments and to identify changes in priorities or land use policy, the Plan identifies the following sections to be the focus of such review:

- Community Goals in Section 2.4 ([linked here](#)),
- Land Use Policies in Section 4.4 ([linked here](#)), and
- Strategies and Desired Outcomes (objectives) throughout Section 4.5 ([linked here](#)).

Suggested Motion:

No action required.

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: August 31, 2026

Staff Contact: Katherine Carttar, City Administrator

Agenda Item: Conduct annual review of five-year Capital Improvement Plan (CIP)

BACKGROUND

K.S.A. 12-748 calls for Planning Commission review of the City's Capital Improvement Program (CIP) to ensure conformity with the City's adopted comprehensive plan. It is best practice for a Planning Commission to conduct this review annually.

STAFF COMMENTS

The Governing Body has reviewed the proposed and revised CIP over the course of the past three (months) of regular City Council meeting, with such CIP to be incorporated into the City's FY 2027 Budget, published for public hearing on September 10, 2026.

See the budget presentations on the City website: <https://www.westwoodks.org/government-resources/page/2027-budget>

STAFF RECOMMENDATION

The Planning Commission should review the CIP as presented on the following pages and notify City staff of any concerns that projects planned are out of conformance with the City Comprehensive Plan (2017 Westwood Master Plan).

Suggested Motion:

I move to make a finding that the proposed 2027 – 2031 Capital Improvement Plan as presented is in conformance with the City's Master Comprehensive Plan.

WESTWOOD BOARD OF ZONING APPEALS

Staff Report

Meeting Date: August 31, 2026

Staff Contact: Katherine Carttar, City Administrator

BZA-2026-03: Consider application of David and Shannon Kelman 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 depth of 18 feet on property located at 3001 West 50th Terrace, Westwood, Kansas 66205.

Background/Description of Item

On July 15th, 2026, City staff received a request for a Driveway variance. Homeowner David and Shannon Kelman is proposing to add 9' 10" exceeding the allowed 18' per ordinance 4.3.10 B.

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 leave the extra 9'10" poured to the driveway making it 27'10" in length. The driveway is 17'10" wide and 27'10" deep and drops down to 10' wide. A strict application of the zoning regulations would require that driveways do not exceed 18' in length for single car garages.

Applicant Request

"The requested variance is needed to provide adequate off-street parking for the household. The home's original garage is too small to accommodate a vehicle while still allowing occupants to exit the car, making the garage impractical for regular parking. City regulations prohibit overnight street parking, and the household includes three full-time drivers, as well as a fourth family member who visits frequently and also requires off-street parking.

While three vehicles can be accommodated in the existing driveway, doing so often results in vehicles extending into the sidewalk area, and there is no practical way to accommodate a fourth vehicle. The proposed driveway pullout will provide the additional parking spaces

needed. Because the existing driveway is narrow (9'10"), the additional length is also necessary to allow vehicles to enter and exit the pullout safely without leaving the paved surface or requiring all vehicles in the main driveway to be moved."

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: Existing garage is too small to use for a car and existing driveway is very narrow, leading to a more restricted area for moving vehicles. The additional length is necessary to make the pullout functional and safe for its intended use. House is also too close to the eastern property line to allow for construction of a 2 car garage, which would allow for a full double drive.

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

Explain: The proposed driveway pullout is entirely located on our property and does not impact neighbor's property. The additional length allows vehicles to enter the space more gradually and safely, reducing the potential for drivers to overcorrect and encroach on our neighbors landscaping.

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 ☐

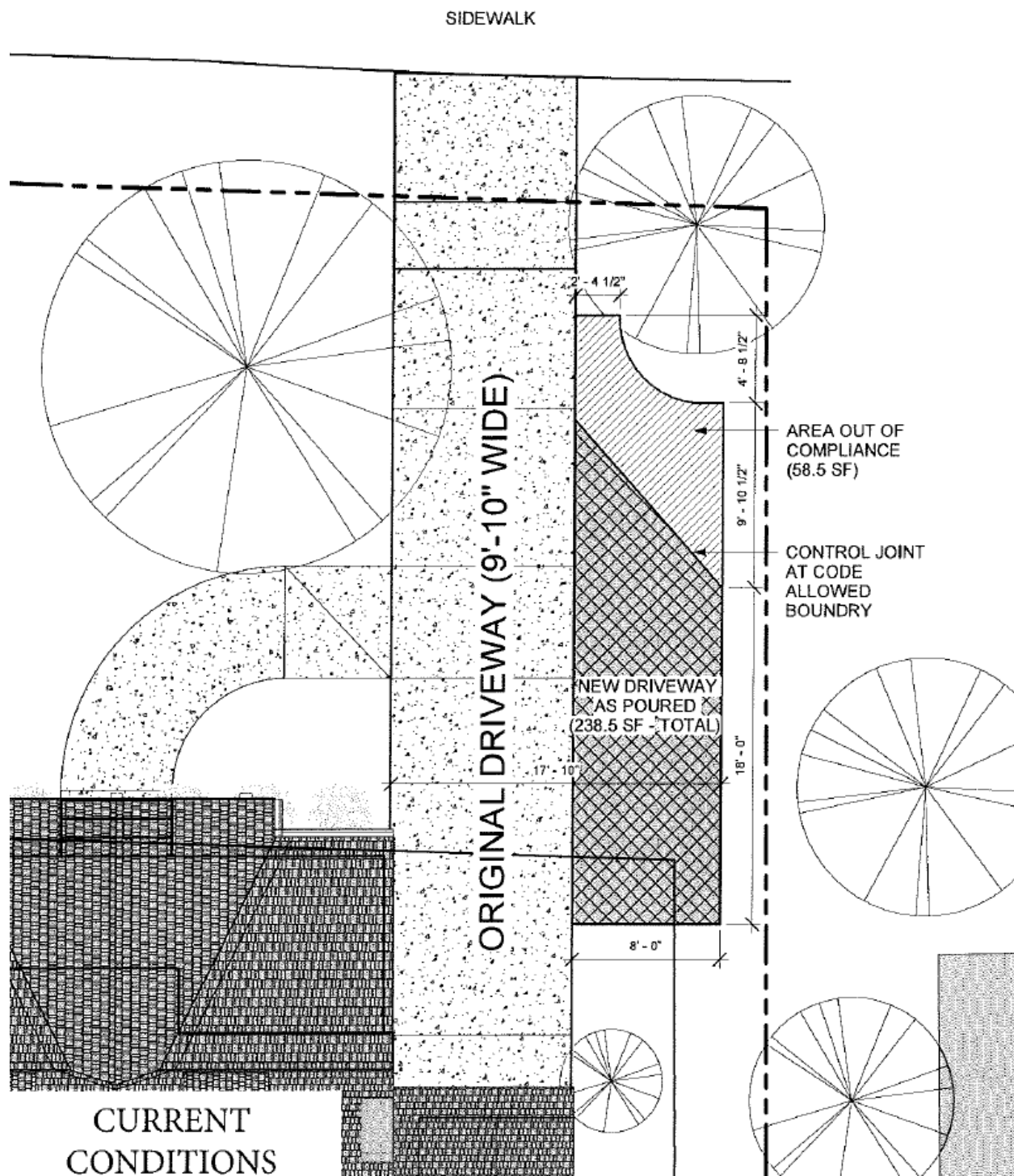
Explain: If the ordinance was strictly applied, it will be difficult to enter and exit the space without the vehicle leaving the driveway and would create a scenario where the pullout cannot be used unless all cars in the original driveway were removed.

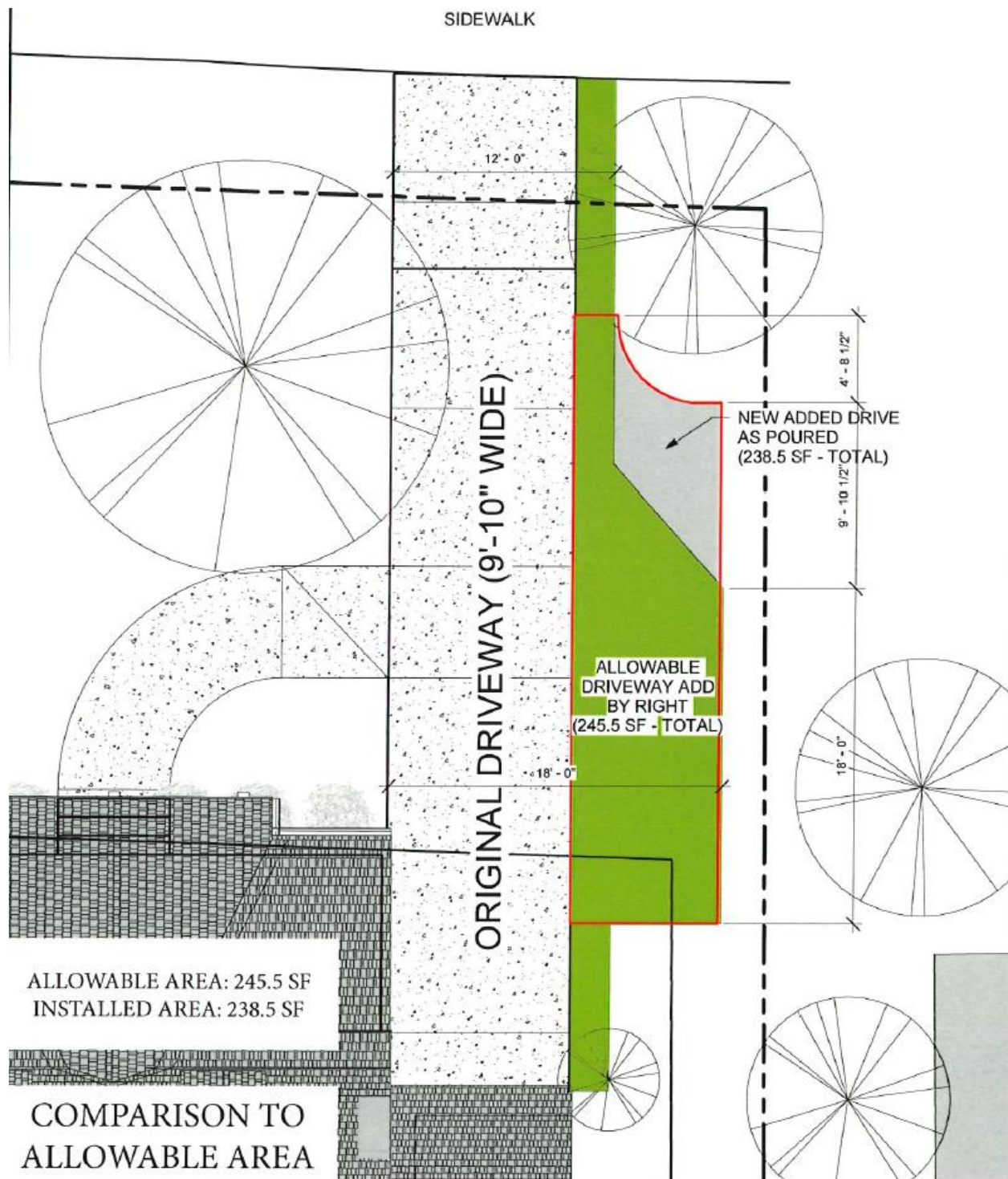
4. Will the variance desired adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare? YES ☐ NO ☒

Explain: The proposed driveway extension is located entirely on our property and is relatively minor in nature. The total paved area will remain below the maximum surface area otherwise permitted on the lot, limiting any impact on stormwater runoff. The additional length also allows vehicles to be parked fully within the driveway, reducing the likelihood of vehicles encroaching on the public sidewalk and improving safety and convenience.

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

Explain: The ordinance was created to limit imperviable surface area and water runoff. Because of the narrowness of the original driveway, even with the proposed addition we are still 7 square feet under the total amount of driveway area we could have if we maximized our allowable area.









Staff Comments/Recommendation

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

- a. Neighbor acknowledgement/consent –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 3001 West 50th Terrace.

I move to deny the requested driveway variance at 3001 West 50th Terrace.