



CITY OF WESTWOOD, KANSAS

PLANNING COMMISSION MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, February 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 February 2, 2026 Planning Commission meeting agenda
 - B. Consider approving the November 3, 2025 Planning Commission meeting minutes
- III. **PUBLIC HEARINGS**
- IV. **PRESENTATIONS**
 - A. Practical Road Safety Assessment Presentation
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
 - A. Discuss 2026 Planning Commission work plan
- VII. **ANNOUNCEMENTS/PLANNING COMMISSIONER COMMENTS**
- VIII. **STAFF REPORTS**
 - A. Administrative Report (City Administrator Leslie Herring)
 - B. Public Works Report (Public Works Director John Sullivan)
- IX. **UPCOMING ITEMS**
- 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 on Monday, March 2, 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
4700 Rainbow Boulevard
November 3, 2025 – 7:00 PM**

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

Commissioners Absent: David Kelman
Sarah Page, Chair

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

Call to Order

Vice Chair Clay Fulghum called the meeting to order at 7:00 PM on November 3, 2025.

Approval of Agenda and Meeting Minutes

Vice Chair Fulghum called for modifications or discussion of the November 3, 2025 Planning Commission meeting agenda and October 6, 2025 meeting minutes or a motion for approval. Commissioner Neibling moved to approve the agenda and meeting minutes. Commissioner Ledin seconded. Motion passed unanimously.

Public Hearings

Consider recommending zoning regulation text amendments to City Council for approval

Vice Chair Fulghum opened the public hearing. No public comments were received. Fulghum invited Herring to provide the staff report, which Herring did. Fulghum invited discussion or questions from amongst the Planning Commission. Commissioner McCracken asked for clarification on the practical implications of the lot coverage maximum and definition changes. Herring provided the context requested. Commissioner Neibling stated support for the new lot coverage regulations.

Fulghum invited a motion on the item. Commissioner McCracken moved to recommend the zoning regulation text amendments as presented to City Council. Commissioner Holliday seconded. Motion passed unanimously.

Fulghum closed the public hearing.

Presentations

None.

Old Business

None.

New Business

Consider 2026 Application and Review Schedule

Fulghum introduced the item and invited questions from the Planning Commission. Commissioner Ledin moved to approve the 2026 Application and Review Schedule. Commissioner Neibling seconded. Motion passed unanimously.

Announcements/Planning Commissioner Comments

None.

Staff Reports

Administrative Report (City Administrator Leslie Herring)

Herring shared that Hunt Midwest’s closing on 2511 W. 50th St. is on schedule. Herring also shared that the December Planning Commission meeting night will also be repurposed to serve as a City Officials social at Conroy’s.

Public Works Report (Public Works Director John Sullivan)

Sullivan shared an update on the close-out of the Mission Rd. Complete Street project.

Adjournment

Motion by Commissioner Neibling to adjourn the meeting. Second by Commissioner Ledin. Motion passed unanimously. The meeting adjourned at 7:23 PM.

APPROVED: _____
Sarah Page, Chair

ATTEST: _____
Leslie Herring, Secretary

WESTWOOD PLANNING COMMISSION

Staff Report
 Meeting Date: February 2, 2026
 Staff Contact: Leslie Herring, City Administrator

Discussion Item – 2026 Issues of General Interest and Training Needs and Requests

Background

In Fall 2021, the Planning Commission held a retreat and generated several actions to take to maintain a high level of functioning and service to the community. Those action items, excerpted from the Retreat Summary, 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 the consensus outcomes of the facilitated process, Planning Commission Chair Sarah Page and City Administrator Leslie Herring recommend an annual work plan at the beginning of each year. This annual work plan includes calendaring action items required of the Planning Commission by State statute and/or the Planning Commission’s Bylaws. It also includes annual, predictable opportunities for Planning Commissioners to more deeply engage with planning and zoning in Westwood.

The Planning Commission should review and consider the following 2026 work plan.

Recommended 2026 Work Plan Outline for Planning Commission Consideration

January 5th

- Creation/discussion of work plan and calendar for the year, including modifications to annual standing calendar and introduction of study topics for presentations at meetings by regional guests and topics for continued education of Planning Commission members
- Secure confirmation of term renewal or non-renewal for Planning Commissioners whose term is expiring effective the last day of February (Commissioners Page, Kaiser, and Kelman are up for reappointment in 2026)

February 2nd

- Approval of work plan and calendar for the year
- Presentation of 2025 Practical Road Safety Assessment

March 2nd

- Swearing-in of Planning Commissioners
- GUEST PRESENTATION: _____

March Special Meeting (Date TBD)

- Annual joint work session between Planning Commission and Governing Body to discuss topics of joint interest, concern, etc.

April 6th

- Annual legalities training (i.e. ethics, [KOMA/KORA](#), responsibilities set-out by State statute ([K.S.A. Chapter 12 Article 7](#)), City Code ([Westwood Municipal Code Chapter 16](#)), and [Planning Commission bylaws](#))
- GUEST PRESENTATION: _____

May 4th

- Election of officers (Chair, Vice-Chair, and Secretary), [per Article 3 Section 1 of the bylaws](#)
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

June 1st

- Review of the Planning Commission bylaws, [per Article 6 Section 4 of the bylaws](#); determine if any revisions are appropriate
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

July 6th

- Introduction of zoning ordinance text amendments and/or comp plan changes by Planning Commissioners, City Council members, and/or City staff
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

August 3rd

- Check-in on amendments/changes introduced to zoning ordinance or comprehensive plan modifications
- Consideration of the City's next five-year CIP, recommended to the Governing Body for adoption
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

August 31st

- Second work session on amendments/changes to zoning ordinance or comprehensive plan modifications
GUEST PRESENTATION: _____

October 5th

- Final discussion of amendments/changes to zoning ordinance or comprehensive plan modifications; set for public hearing in November
- Determination of any updates to the City's zoning map
- GUEST PRESENTATION: _____

November 2nd

- Public hearing on amendments/changes to zoning ordinance or comprehensive plan modifications
- Adoption of next year's application and review schedule

December 7th

- Public hearing extended date, if needed for amendment to zoning ordinance and/or comprehensive plan

As in years past, the Planning Commission should identify issues of general interest and training needs and requests for the year. Once a list is compiled, those issues and needs should be assigned to Planning Commission leads to develop the concept for presentation and a meeting date should be determined for each priority.

Any special guest speakers who represent organizations of interest to the Planning Commission should likewise be identified for the Secretary (Herring) to coordinate a presentation date. Additionally, the Secretary can pursue resources for any training requested once directed by the Planning Commission.

Suggested Motion:

Not necessary.