



CITY OF WESTWOOD, KANSAS

PLANNING COMMISSION MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, June 03, 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 June 3, 2024 Planning Commission meeting agenda
 - B. Consider approving the April 1, 2024 Planning Commission meeting minutes
- III. **PUBLIC HEARINGS**
- IV. **PRESENTATIONS**
 - A. Contain the Rain and Heartland Tree Alliance programs (Bridging the Gap staff)
 - B. Water supply and infrastructure continuity planning (WaterOne staff)
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
 - A. Election of officers (Chair, Vice-Chair, and Secretary)
 - B. Annual review of the Planning Commission bylaws, per Article 6 Section 4 of the bylaws
- VII. **ANNOUNCEMENTS/PLANNING COMMISSIONER COMMENTS**
- VIII. **STAFF REPORTS**
 - A. Administrative Report (City Administrator Leslie Herring)
- IX. **UPCOMING ITEMS**

- A. July Public Hearing: WE-2024-02 – Application of Joanne Scurato 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 and 4.3.2(G) to allow an encroachment of a porch greater than 4’ into the front yard setback for a proposed new single-family residence on property located at 2524 W. 51st Terrace, Westwood, Kansas 66205
- B. July Guest Presentation: Process and plans for evaluating the future of the Country Club Plaza (Kate Marshall, Plaza District Council President)
- C. July Business Item: Review of the Zoning Ordinance draft prepared for recodification as part of the City’s greater process to recodify all chapters of the City Code (moving to a searchable, digital version of Code vs. current static pdf format)
- D. August Independent Study Topic Presentation: Street tree requirement for new construction projects (Commissioners Kelman and Prout)
- E. August Business Item: Consideration of the City’s next five-year CIP being recommended to the Governing Body for adoption

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 July 1, 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
April 1, 2024 – 7:00 PM**

Commissioners Present: Kevin Breer, Vice Chair (attended via Zoom)
Clay Fulghum
Ann Holliday
Samantha Kaiser (attended via Zoom)
Emily Keyser
Mark Neibling
Sarah Page, Chair

Commissioners Absent: Matt Prout
David Kelman

Staff Present: Leslie Herring, City Administrator
Spencer Low, City Attorney for Planning Commission

Call to Order

Chair Page called the meeting to order at 7:00 PM on April 1, 2024.

Herring administered the affirmation of office to Kevin Breer.

Approval of Agenda and Meeting Minutes

Chair Page called for modifications or discussion of the April 1, 2024 meeting agenda or March 4th meeting minutes or a motion for approval. Commissioner moved to approve the agenda. Commissioner Fulghum seconded. Motion passed unanimously. Commissioner Fulghum moved to approve the minutes. Commissioner Niebling seconded. Motion passed unanimously.

Public Hearings

WE-2024-01 – Application of Jim and Peggy Donovan 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 3018 W. 51st Terrace, Westwood, Kansas 66205

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

Chair Page invited the applicant to address the Planning Commission. Property owners Peggy Donovan addressed the Planning Commission and provided context to support their application.

Chair Page called for questions from the Planning Commission of the applicant.

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.

Chair Page called for additional comments or a motion to be made. Commissioner Neibling made comments in support of the application.

Motion to approve 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 3018 W. 51st Terrace made by Commissioner Neibling. Second by Commissioner Breer. Motion passed unanimously.

Presentations

The Planning Commission received a presentation of regional efforts on environmental sustainability from Mid-America Regional Council (MARC) Environmental Programs Director Tom Jacobs.

The Planning Commission received the annual legalities training from MVP Law Attorney Spencer Low. The presentation was included in the meeting packet.

Old Business

None.

New Business

None.

Staff Reports

City Administrator Report – Leslie Herring

Herring shared an update on the Rainbow Blvd. Complete Streets Traffic Management Plan, the Mission Rd. 2025 improvement project, and the forthcoming community-wide priorities survey, redevelopment at 50th & Rainbow Blvd., and the naming of Nick Finck as the City Building Official.

Adjournment

Motion by Commissioner Holliday to adjourn the meeting. Second by Commissioner Fulghum. Motion passed unanimously. The meeting adjourned at 8:39 PM.

Upcoming Items

- A. May Guest Presentation: Contain the Rain and Heartland Tree Alliance programs (Bridging the Gap staff)
- B. Election of officers (Chair, Vice-Chair, and Secretary) (May)
- C. June Guest Presentation: Water supply and infrastructure continuity planning (WaterOne staff)
- D. Annual review of the Planning Commission bylaws, per Article 6 Section 4 of the bylaws (June)

APPROVED: _____
Sarah Page, Chair

ATTEST: _____
Leslie Herring, Secretary

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: June 3, 2024

Staff Contact: Leslie Herring, City Administrator

Annual Election of Officers of the Planning Commission

BACKGROUND

Article 3 of the Westwood Planning Commission Bylaws ([available via this link to the City's website](#)) provide for the following:

SECTION ONE: Officers. The officers of the Commission shall be a Chair, Vice-Chair, and Secretary. The Chair, Vice-Chair, and Secretary shall be elected by the Planning Commission at its regular meeting in May of each year. The term of office shall be one (1) year. The officers may be reelected by a majority vote of the membership of the Planning Commission.

SECTION TWO: Chair. The Chair shall preside at all meetings of the Planning Commission. At their discretion, a Chair may call special meetings and they may also relinquish the Chair to the Vice-Chair or other specific member. The Chair may not make or second motions, but they may vote on any and all motions to come before the Commission. The Chair shall appoint all committees. The Chair shall perform all of the duties assigned to their office by law and by the City Governing Body, and shall have such usual powers of supervision and management as pertain to the office of Chair. If the Chairmanship becomes vacant for any reason, the Vice-Chair shall succeed to the Chairmanship for the remainder of the term.

SECTION THREE: Vice Chair. The Vice-Chair shall act as Chair in the absence of the Chair or disability of the Chair and while so serving shall have all the authority held by the Chair. In the event the office of Chair becomes vacant, the Vice-Chair shall succeed to that office for the unexpired term and the Planning Commission shall elect a new Vice-Chair for the unexpired term.

SECTION FOUR: Secretary. The Commission shall elect a recording secretary, who shall be provided by the City of Westwood and who need not be an appointed member of the Planning Commission.

A. The Secretary shall attend all meetings of the Planning Commission, shall send notices of all regular and special meetings to all members of the Commission. In addition, the Secretary shall have, under the Chairman, responsibility for books, papers, and records of the Planning Commission, and attend to all correspondence of the Planning Commission.

B. The Secretary is responsible for keeping an accurate record of all regular and special meetings and transcribing them for Planning Commission approval. The Secretary is responsible for placement of all meeting minutes in the Minute Book of the Planning Commission. All motions shall be recorded and an accurate record made of all reasons for motions or votes by members of the Commission shall be made. The Minute Book shall become a permanent record and part of the official records of the City of Westwood.

REQUESTED ACTION

The Planning Commission should nominate from its current membership a Chair and a Vice Chair. The Secretary will be Leslie Herring, City Administrator for the City of Westwood.

Suggested Motion:

I move to elect _____ as Chair of the Planning Commission for a term of one (1) year, to end May 2025.

I move to elect _____ as Vice Chair of the Planning Commission for a term of one (1) year, to end May 2025.

I move to elect Leslie Herring as Secretary of the Planning Commission for a term of one (1) year, to end May 2025.

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: June 3, 2024

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Conduct Annual Review of Planning Commission Bylaws

Background/Description of Item

The Planning Commission bylaws provide for the following:

ARTICLE SIX
Miscellaneous

SECTION THREE: Amendment of Rules. These Bylaws may be amended or repealed for stated reasons by affirmative vote of three-fourths (3/4) of the voting members of the Commission.

SECTION FOUR: Bylaw Review. The Westwood Planning Commission shall review, amend and approve these Bylaws in June of every year.

Staff Comments/Recommendation

The Planning Commission members are encouraged to review the Bylaws ([available via this link to the City's website](#)) ahead of the meeting. Any modifications identified by individual members should be raised and discussed amongst the Planning Commission at the meeting. If and when the Planning Commission feels comfortable proceeding with any amendment to the Bylaws or approval of the Bylaws without revision, a motion may be made from the floor.

Suggested Motion:

I move to amend/approve the Planning Commission Bylaws following this June 2024 annual review of the Bylaws, in accordance with the provisions of same.