

**City of Westwood, Kansas  
Planning Commission Meeting  
4700 Rainbow Boulevard  
June 3, 2024 – 7:00 PM**

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

Commissioners Absent: Mark Neibling

Staff Present: Leslie Herring, City Administrator

**Call to Order**

Chair Page noted she was not feeling well and that Vice Chair Kevin Breer would run the meeting. Vice Chair Breer called the meeting to order at 7:00 PM on June 3, 2024.

**Approval of Agenda and Meeting Minutes**

Vice Chair Breer called for modifications or discussion of the June 3, 2024 meeting agenda or April 1, 2024 meeting minutes or a motion for approval. Commissioner Fulghum moved to approve the agenda. Commissioner Kelman seconded. Motion passed unanimously. Commissioner Kelman moved to approve the minutes. Commissioner Fulghum seconded. Motion passed unanimously.

**Public Hearings**

None.

**Presentations**

*Contain the Rain and Heartland Tree Alliance programs (Bridging the Gap staff)*

The Planning Commission received a presentation from Joe Wheelock, Program Manager of the Heartland Tree Alliance at Bridging the Gap. A copy of the presentation is included as an attachment to these meeting minutes.

*Water supply and infrastructure continuity planning (WaterOne staff)*

The Planning Commission received a presentation from Shaun Pietig, General Manager of WaterOne. Pietig was joined by Assistant General Manager Mandy Cawby.

**Old Business**

None.

**New Business**

*Election of officers (Chair, Vice-Chair, and Secretary)*

Vice Chair Breer asked that City Administrator Herring provide the staff report. City Administrator Herring presented the report included in the meeting packet.

Vice Chair Breer stated that Sarah Page has agreed to be nominated as Chair again. Breer moved to elect Sarah Page as Chair and Leslie Herring as Secretary. Commissioner Kaiser seconded the motion. Breer called for discussion. Commissioner Kelman asked whether there should be discussion about anyone else who might like to be nominated. Breer agreed there should. No other nominations were made. Kelman asked Breer if he would like to be nominated as Vice Chair and Breer assented.

Motion made by Commissioner Kelman to amend the motion to include the election of Commissioner Breer as Vice-Chair. Commissioner Breer seconded. Motion to amend the original motion passed unanimously.

Breer called the question on the motion as amended. Motion passed unanimously.

*Annual review of the Planning Commission bylaws, per Article 6 Section 4 of the bylaws*

Vice Chair Breer asked that City Administrator Herring provide the staff report. City Administrator Herring presented the report included in the meeting packet.

Motion made by Commissioner Fulghum to approve the Planning Commission Bylaws without amendment. Commissioner Kelman seconded. Motion passed unanimously.

### **Staff Reports**

*City Administrator Report – Leslie Herring*

Herring shared an update on the following topics:

- Rainbow Blvd. Complete Streets Traffic Management Plan
- Mission Rd. 2025 improvement project
- Community-wide priorities survey
- Status of park planning design team selection
- Redevelopment at 50<sup>th</sup> & Rainbow Blvd.
- Forthcoming RFQ for redevelopment of 4700 Rainbow Blvd.
- City Building Official Nick Finck's rapid progress in earning certifications through ICC and taking on duties of the Building Official
- Festivities planned for June 8<sup>th</sup> community-wide celebration of the City's 75<sup>th</sup> anniversary

### **Adjournment**

Motion by Commissioner Kelman to adjourn the meeting. Second by Commissioner Fulghum. Motion passed unanimously. The meeting adjourned at 8:49 PM.

### **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

APPROVED: \_\_\_\_\_  
Sarah Page, Chair

ATTEST: \_\_\_\_\_  
Leslie Herring, Secretary