

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: August 7, 2023

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Review suggested edits to Chapter 16 of the Westwood Municipal Code as part of City Code recodification

BACKGROUND

Recodification is the process by which all adopted ordinances (and modern, current State and Federal laws, where applicable) are integrated into a City's Codebook so that the Codebook reflects the current and comprehensive laws of the City.

- In January 2023, the City engaged CivicPlus (which acquired Municode) to begin the 12 – 18-month process of recodifying the City Code, which has not been done since 2008.
- In addition to recodification services, this scope of service includes the digitization and integration of the City Code into the City's website for transparency, convenience, and easy updating when new ordinances are approved.
- In January 2024, City staff received back the full Code with legal review notes and embarked on internal review of the documents.
- Over the past several months:
 - the City Administrator, City Clerk, Building Official, Public Works Director, and Police Chief met to review and annotate the Code chapters;
 - the City Attorney and CivicPlus legal counsel conducted a legal review with City staff;
 - the Governing Body reviewed all chapters of the Code in work sessions in March and April; and
 - CivicPlus has incorporated all City revisions and notes to-date.
- Following integration of the Governing Body's input and changes to the Code chapters and Planning Commission's input and changes to the Zoning Ordinance (Chapter 16), City staff will coordinate with CivicPlus to resolve any outstanding questions or issues so that CivicPlus can prepare proofs for staff and Governing Body review prior to creation of the ordinance document for formal adoption.

STAFF COMMENTS:

Recodification isn't a time to make dramatic substantive changes to the City Code; the intent is housekeeping, to ensure consistency and legality of the code provisions and to address any confusion or conflicting elements of the code.

The following is a summary of the notable edits to the Zoning Ordinance include:

- a. 4.3.2(K) – clarifying process for applicants who want to build within 5-foot setback.
- b. 4.3.2 Table – Cleaning up references to side yard setbacks.
- c. 4.3.12 – Cleaning up to be consistent with RV parking regulations in 14-217, which also covers this topic.

Staff recommend revising the Zoning Ordinance to reflect the length of time for RV parking as governed by Chapter 14 – Traffic. This would result in the parking or storage of boats, trailers, commercial and recreational vehicles being allowed to remain in public view for a maximum of 24 hours. It would also

allow for a special permit to be issued by the Police Department to remain in public view for a period not to exceed a total of 14 days in each calendar year.

STAFF RECOMMENDATION: The Planning Commission should review the Zoning Ordinance as presented and annotated in the meeting packet and should discuss any deviations or additional edits requested. Once the Planning Commission is satisfied with the edits, City staff will schedule a public hearing, as applicable, to formally consider the edits and prepare this Chapter for adoption by City Ordinance by the Governing Body.

Suggested Motion:

None necessary.