

## WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: January 8, 2024

Staff Contact: Leslie Herring, City Administrator

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### Discussion Item – 2024 Issues of General Interest and Training Needs and Requests

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#### Background

In the two (2) years since a majority of the Westwood Planning Commission held a facilitated retreat in November 2021 around the Commission’s purpose, roles, goals, and behaviors, the Planning Commission has developed a work plan at the beginning of each year in alignment with the actions identified in the consensus outcomes from that work. Those items are excerpted from the Retreat Summary and provided below for convenient reference.



### 11/14/21 RETREAT SUMMARY



#### 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

Item Nos. 3 and 6 are the topic of today’s discussion.

#### Staff Comments/Recommendations

##### Comments

In alignment with the consensus outcomes of the facilitated process, Planning Commission Chair Sarah Page and City Administrator Leslie Herring recommended an annual work plan in 2022, which has been used since that time and is provided below. This framework 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.

*Recommended 2024 Work Plan Outline for Planning Commission Discussion and Consideration*

January 8<sup>th</sup>

- Creation/discussion of work plan and calendar for the year, including modifications to annual standing calendar and also 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 Breer, Neibling, and Weaver are up for reappointment in 2024**)

February 5<sup>th</sup>

- Approval of work plan and calendar for the year

March 4<sup>th</sup>

- Appointment/reappointment of Planning Commissioners

April 1<sup>st</sup>

- 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](#))

May 6<sup>th</sup>

- Election of officers (Chair, Vice-Chair, and Secretary), [per Article 3 Section 1 of the bylaws](#)

June 3<sup>rd</sup>

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

July 1<sup>st</sup>

- 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)

August 5<sup>th</sup>

- Consideration of the City's next five-year CIP being recommended to the Governing Body for adoption

September 9<sup>th</sup>

- Introduction of zoning ordinance text amendments and/or comp plan changes by Planning Commissioners, City Council members, and/or City staff

October 7<sup>th</sup>

- Annual joint work session between Planning Commission and Governing Body to discuss topics of joint interest, concern, etc. (possibly meeting would be preceded by updated professional photos of Planning Commission, City Council, and City staff and followed by joint annual off-site social mixer)

November 4<sup>th</sup>

- Second work session on amendments/changes introduced in September; set for public hearing in December

- Determination of any updates to the City's zoning map
- Adoption of the next year's application and review schedule

December 2<sup>nd</sup>

- Hold public hearing on amendments/changes introduced in September

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. Past years topics have included:

- Presentation by Evergy
- Environmental Design (Presentation by Commissioners Holliday and Neibling)
- Diverse Housing Types (Presentation by Commissioners Kelman and Page)
- Transportation Planning and Design (Presentation by Commissioners Kaiser and Weaver)
- Communities for All Ages (Presentation by Councilmember Jeff Harris)

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