

# COUNCIL ACTION FORM

Meeting Date: November 13, 2025

Staff Contact: Leslie Herring, City Administrator

---

**Agenda Item:** Consider Ordinance No. 1063 adopting text amendments to zoning regulations

---

## Background/Description of Item

Throughout the year, the Planning Commission has identified several areas in the zoning regulations that either conflict with one another, are commonly requested be waived by applicants for building permits, or which constitute possible conflicts between the letter and the spirit of the zoning regulations. Although most of the cases coming before the Planning Commission are for waivers from the zoning regulations pertaining to new home builds, there are also other sections of the Zoning Ordinance identified by staff, Planning Commissioners, and City Councilmembers outside of new infill housing that should be considered for updating, especially following current regional and local conversations about housing product availability and environmental sustainability. Conversations about proposed amendments to the zoning regulations have been a topic at several meetings during public hearings.

Conducting an annual review of the zoning regulations is an established goal of the Planning Commission and is included in the Planning Commission's annual work plan adopted at the beginning of each year. The last time the zoning regulations were updated was in February 2022. In 2023, the City Code recodification process kicked-off and just concluded with adoption of the recodification in August 2025. The zoning regulations were updated during that period only for clarity and consistency, with more substantive revisions to be made now that the recodification has concluded.

The slate of sections recommended for amendment have been discussed by the Planning Commission at all of their meetings from August through November<sup>1</sup>, a builder & developer focus group was invited to review and provide feedback in late September, and a small working group including staff, City Councilmember Jason Hannaman, and Planning Commissioners has convened to discuss the text amendments in between meetings.

## Staff Comments/Recommendation

Text amendments to the zoning regulations are governed by the process laid out in Chapter 16 Article 1.6.13 of the City's Municipal Code, which is restated below for convenience:

### 1.6.13 Consideration Of Text Amendments, Rezoning Requests, And Special Use Permits; Process

1. *Public hearing required.* Consideration of zoning text amendments, rezoning requests, and special use permits shall require a public hearing before the planning commission following publication notice as provided in WCC 1.6.8 through 1.6.11. Applications for communication facilities or applications for special use permits for communication facilities for wireless services shall be processed within the applicable timeframes set forth in WCC 10.4.C.
2. *Action by planning commission.* A vote either for or against a zoning text amendment, rezoning request, or special use permit by a majority of all of the planning commissioners present and voting shall constitute a recommendation of the planning commission. If a motion for or against the zoning text amendment, rezoning request, or special use permit fails to receive a majority vote of the planning commission, the planning commission may entertain a new motion. A tie vote of the planning commission on any motion shall be deemed to be a failure of the planning commission to make a

---

<sup>1</sup> Planning Commission meeting packets from August – November 2025, including in depth review and consideration of amendments can be found [here, on the City's website](#).

recommendation. The planning commission's recommendation to approve or disapprove shall be submitted to the governing body for action, accompanied by an accurate written summary of the hearing proceedings. A recommendation to approve a zoning text amendment shall be submitted in the form of an ordinance.

3. *Governing body action upon planning commission recommendation of a zoning text amendment, rezoning request, or special use permit. The governing body may:*
  1. **Approve such recommendations by the adoption of the same by ordinance or resolution;**
  2. **Override the planning commission's recommendation by a two-thirds majority vote of the membership of the governing body; or**
  3. **Return the same to the planning commission for further consideration, together with a statement specifying the basis for the governing body's failure to approve or disapprove.** (Emphasis added.)
4. *Applications returned to planning commission.* Upon receipt of an application returned by the governing body, the planning commission may resubmit its original recommendation giving the reasons therefor or submit a new or amended recommendation. If the planning commission fails to deliver its recommendation to the governing body following the planning commission's next regular meeting after the receipt of the governing body's report, the governing body may consider such course of inaction on the part of the planning commission as a resubmission of the original recommendation and proceed accordingly.
5. *Reconsideration by governing body.* Upon receipt of the planning commission's recommendation after reconsideration, the governing body, by a simple majority thereof, may take such action as it deems appropriate, including approval, disapproval or amendment of the application and adoption as amended, or the governing body may return the same to the planning commission for further consideration. Unless the governing body returns the application to the planning commission for further consideration or continues its consideration of the matter to another date, the governing body's action on the application shall constitute a final decision.
6. Notwithstanding the above, applications for special use permits for communication facilities shall follow the process contained in and be subject to the provisions, definitions, time limits and requirements of article 10 of this chapter.

At its November 3, 2025 regular meeting, the Planning Commission held a public hearing to accept public input on the recommended text amendments. No public comment was received during the hearing. The Planning Commission thereafter unanimously advanced the text amendments as identified in the meeting packet to be recommended to the Westwood Governing Body for consideration.

The Governing Body has three available options for action on this item, which are noted by bold text above in Section 3 of Chapter 16 Article 1.6.13 of the City's Municipal Code.

### **Budget Impact**

N/A

### *Suggested Motion*

*I move to approve Ordinance 1063 amending the Westwood Zoning Ordinance.*

*or*

*I move to return the recommended text amendments to the Planning Commission for further consideration, and issue the following statement specifying the basis for such return...*