

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: July 7, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Review recodification suggested changes to Chapter 16 of the Westwood City Code

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, CivicPlus (which acquired MuniCode) embarked on a recodification of the Westwood Municipal Code. City staff provided access to all necessary City materials and CivicPlus went to work reviewing and preparing the Code for public, searchable online access.
- In February 2024, City staff received the Code sections for review and from there worked with CivicPlus staff, the City Attorney, and the Governing Body and Planning Commission to review and tweak the City Code to prepare it for final review and adoption.
- In July 2024, the Planning Commission reviewed and provided input and changes to the Zoning Ordinance (Chapter 16 of the City Code)
- In October 2024, the City role in review of the Code sections concluded and CivicPlus began finalizing the Code for consideration and adoption by the Governing Body.
- In June 2025, CivicPlus provided the final Code document and ordinance for adoption of the recodification. Once CivicPlus receives the Council-approved ordinance, they will activate the online searchable City Code on the City's website.

STAFF COMMENTS:

The intent of recodification 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, advanced by Planning Commission in July 2024:

- 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.

[The Zoning Ordinance changes can be viewed via this link to the Planning Commission July 2024 meeting packet.](#) A clean version of the draft for adoption is included in this (July 2025) meeting packet.

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 to formally consider the edits and prepare this Chapter for adoption by City Ordinance by the Governing Body.

Although there is interest from the Planning Commission to make more substantive changes to the zoning ordinance relative to recent cases and matters, that review process can occur simultaneously but

separately from this recodification. Any additional changes to the Zoning Ordinance can be achieved via the text amendment process and recommended to the City Council for adoption by ordinance once the Planning Commission determines what amendments it would like to recommend for consideration.

Suggested Motion:

I move to direct the Secretary to publish notice of public hearing for August 4, 2025 to consider amendments to the City's zoning ordinance.