

**City of Westwood, Kansas
Planning Commission Meeting
August 31, 2026 – 7:00 PM**

Commissioners Present: Mark Neibling, Chair
Clay Fulghum
Ann Holliday
Emily Keyser
Dylan Long
Chris Ledin

Commissioners Absent: Scott McCracken
David Kelman

Staff Present: Katherine Carttar, City Administrator
John Sullivan, Public Works Director
Kathryn Dumovich, City Attorney for Planning Commission

Call to Order

Chair Neibling called the Planning Commission meeting to order at 7:00 PM on August 31, 2026.

Approval of Agenda and Meeting Minutes

Chair Neibling called for modifications or discussion of the August 31, 2026 Planning Commission meeting agenda and August 3, 2026 meeting minutes or a motion for approval. Commissioner Holliday moved to approve the agenda and meeting minutes. Commissioner Long seconded. Motion passed unanimously.

Public Hearings

None.

Presentations

None.

Old Business

None.

New Business

- A. Conduct annual review of City Master (Comprehensive) Plan
Administrator Carttar gave an overview of the City's 2017 Comprehensive Plan with particular focus on the Community Goals, Land Use Policies, and Strategies & Desired Outcomes. The Commission discussed a need for amending and updating the plan as it is nearly 10 years old. Administrator Carttar will come back with a scope and bids for amending the plan at a future meeting.
- B. Conduct annual review of five-year Capital Improvement Plan (CIP)

Administrator Carttar reviewed the updated CIP. The Commission agreed with the focus on Complete Streets and that it is in line with the strategies defined in the Comprehensive Plan. Commissioner Ledin moved for the approval of the CIP and Commissioner Keyser seconded. Unanimous approval.

Announcements/Planning Commissioner Comments

None.

Staff Reports

Administrative Report (City Administrator Katherine Carttar)

Administrator Carttar announced the City has been awarded a significant grant (up to \$3 million) by Variety KC to redesign and reconstruct Joe D Dennis Park.

Public Works Department Report (Public Works Director John Sullivan)

Director Sullivan provided project updates on the 47th and Rainbow intersection (under construction and will be open by Sept 25), 50th & 51st (water and gas complete, road construction begins after Sept 14), and 47th Place (project delayed until next year).

Adjournment

Motion by Commissioner Fulghum to adjourn the Planning Commission meeting. Second by Commissioner Long. Motion passed unanimously. The meeting adjourned at 7:52 PM.

Call to Order

Chair Neibling called the Board of Zoning Appeals meeting to order at 7:53 PM on August 31, 2026.

Public Hearings – BOARD OF ZONING APPEALS

- A. **BZA-2026-03:** Consider application of David and Shannon Kelman for a variance from Westwood Zoning Ordinance Article 4.3.10 (B) to allow the driveway of a house with a single car garage to exceed the prescribed maximum depth of 18 feet on property located at 3001 West 50th Terrace, Westwood, Kansas 66205.
 - Chair Neibling opened the public hearing.
 - Applicant Shannon Kelman testified that the house is too close to the property line to expand the garage, the original driveway is overly narrow, the request is less impervious surface than is allowed but in a slightly different configuration.
 - No additional public testimony
 - Commissioner Neibling closed the public hearing.
 - Commissioners discussed the variance request in terms of the five factors required to be satisfied by state statute for variance request to be approved.
 - Commission agreed that request satisfies all five factors.
 1. Unique – the home's location on the lot
 2. No adverse effect on adjacent property owners
 3. Unnecessary hardship – the setback, reasonable use of cars by a family, overnight parking restriction
 4. No concerns with impervious surface – request remains less impervious surface than is allowed on a driveway by code

- Reduction of harm – Neighbor is uphill, driveway extension will not result in adverse runoff
- Commissioner Ledin motioned to approve the variance request BZA-2026-03. Commissioner Long seconded. Unanimous approval.

Adjournment - BOARD OF ZONING APPEALS

Motion by Commissioner Holliday to adjourn the Board of Zoning Appeals meeting. Second by Commissioner Ledin. Motion passed unanimously. The meeting adjourned at 8:14 PM.

APPROVED: _____
Mark Neibling, Chair

ATTEST: _____
Katherine Carttar, Secretary