

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: August 4, 2025

Staff Contact: Leslie Herring, City Administrator

Public Hearing: Consider text amendments to Chapter 16 of the Westwood City Code related to recodification process

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 publish 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 and affirmed in July 2025:

- 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 the [July 7, 2025 meeting packet, available via this link.](#) The only change from what was presented at that time is to the side yard setbacks established in 4.3.2, which are currently five foot (5') and will remain at that distance. Section 4.3.2 as attached to this staff report reflects the current code version for hearing and adoption.

STAFF RECOMMENDATION

The Planning Commission should conduct a public hearing on the text amendments to the zoning regulation as presented and make a recommendation to the City Council for consideration of adoption.

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 is beginning tonight as New Business, separate 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 recommend to the Westwood City Council the text amendments, as presented, to the Westwood zoning regulations, Article 16 of the Westwood City Code, to be adopted by ordinance.