

**City of Westwood, Kansas
Planning Commission Meeting
4700 Rainbow Boulevard
July 7, 2025 – 7:00 PM**

Commissioners Present: Clay Fulghum, Vice Chair
Ann Holliday
David Kelman
Emily Keyser
Scott McCracken
Mark Neibling
Sarah Page, Chair

Commissioners Absent: Kevin Breer
Samantha Kaiser

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

Call to Order

Chair Sarah Page called the meeting to order at 7:00 PM on July 7, 2025.

Approval of Agenda and Meeting Minutes

Chair Page called for modifications or discussion of the July 7, 2025 Planning Commission meeting agenda and May 5, 2025 meeting minutes or a motion for approval. Commissioner Kelman moved to approve the agenda and meeting minutes. Commissioner Neibling seconded. Motion passed unanimously.

Public Hearings

Chair Page shared written comments during this time from Susan Minto, 2511 W. 47th Ter., who expresses a desire that Westwood amend its zoning regulations to be “more form based”. Chair Page indicated that staff is creating a process for the Planning Commission to review the zoning regulations in response to provisions that keep coming to Planning Commission for public hearing and determinations.

Presentations – None.

Old Business

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

Chair Page asked that City Administrator Herring provide the staff report. City Administrator Herring presented the report included in the meeting packet.

Commissioner Neibling asked how frequently recodification should happen. Herring responded with uncertainty as to best practices related to frequency but noted that recodification likely should occur on a cadence since part of the benefit is to not conflict with state and federal laws adopted since the previous recodification.

Commissioner Neibling noted that the Planning Commission recognizes their intent to review and revise the zoning regulations based on conflicts or questions that have come up in recent public hearings for waivers, but that since that process can and will happen separately in short order, he feels comfortable moving ahead with opening a public hearing at this time to complete recodification.

Commissioner Neibling moved to direct the Secretary to publish notice of public hearing for August 4, 2025 to consider amendments to the City's zoning ordinance. Second by Fulghum. Motion passed unanimously.

New Business

Annual review of the Planning Commission bylaws, per Article 6 Section 4 of the bylaws

Chair Page asked that City Administrator Herring provide the staff report. City Administrator Herring presented the report included in the meeting packet.

Chair Page asked whether there are any amendments recommended by staff or the Planning Commission. None were offered.

Commissioner Fulghum moved to approve the Planning Commission Bylaws following this July 2025 annual review of the Bylaws, in accordance with the provisions of same. Second by Commissioner Kelman. Motion passed unanimously.

Announcements/Planning Commissioner Comments

Chair Holliday congratulated Herring on completing the recodification effort and acknowledged the time and effort that process takes.

Staff Reports

Administrative Report (City Administrator Leslie Herring)

Herring shared that Planning Commissioners would each receive an email invitation from her to engage in a special project on topics related to interest areas expressed by Planning Commissioners in the past. Planning Commissioners would serve ad hoc in most cases and would be used to guide City administrative work to ensure it meets policy objectives.

- W. 47th Place Complete Streets stakeholder group (Commissioner Kaiser)
- 2024 ICC Building Code adoption (Commissioner Neibling)
- 2025 zoning regulation text amendment recommendation development (accepting expressions of interest from the Body)
- Tree canopy management plan creation (Commissioner Kelman)
- Westwood View RFP Review Committee (Commissioners Fulghum and Holliday)
- Traffic calming on residential streets, Practical Road Safety Assessment (PRSA) (Commissioner Kaiser)

Herring invited questions from Planning Commissioners. Commissioner Neibling asked who is the ultimate decision maker on traffic calming recommendations. Herring responded that for demonstration/pilot traffic calming measures, she – with support and guidance from Public Works Director Sullivan and Police Chief Mansell – would likely be the decision maker. Any permanent improvements needing funded from the Capital Improvement Plan would come to the Planning Commission for review and a finding that they are consistent with the City's comprehensive plan before being adopted by the City Council and implemented. Herring reiterated that any measures under her

leadership would be vetted with the Planning Commission, City Council, and stakeholders living near the measures, which is the role of the Practical Road Safety Assessment (PRSA) facilitated by the State of Kansas.

Public Works Report (Public Works Director John Sullivan)

Sullivan shared that the Mission Rd. Complete Street project is behind due to utility work but should still be on track for full completion by the contract date of October 15 (17), 2025.

Sullivan also shared updates on the following upcoming streets projects:

- the scheduled replacement of the 47th St. & Rainbow intersection (2026)
- the scheduled Complete Streets redesign of 47th Pl. (between Rainbow & State Line) (2026)
- the staff recommendation that repair and replacement of 50th St. from Mission to Belinder be completed in 2026; staff recommended that 50th St. from Belinder to Rainbow wait until the former Westwood View property redevelops and to conduct that work in concert or after.

Commissioner Neibling asked about the method for funding the City's CIP and inquired into the level of drawing down the City's reserve funds to pay for projects and referenced the potential need to increase the mill levy (property taxes) to fund projects. Herring stated that each year, the City Council approves transfers from the City's General Fund to the Capital Improvement Fund (which funds the Capital Improvement Plan). The preliminary FY 2026 budget draws the General Fund reserve balance down to about 22% whereas the target set by the City's financial policy is 30%.

Commissioner Neibling suggested City communications be clear and strong to notify residents that there is a funding challenge; he doesn't believe the general public understands the current funding issues the City faces because projects keep getting done at the expense of drawing down reserves. He cautions that method of funding the CIP is unsustainable because reserves are finite.

Commissioner McCracken asked about the City's exploration of alternate revenue sources so as not to put too much pressure on property taxes. Herring and Sullivan provided an overview of funding sources contributing to the CIP outside of property taxes.

Chair Page encouraged residents attending the meeting to keep themselves informed and to pay attention to conversations happening at City Council meetings. She noted that these issues aren't new.

Adjournment

Motion by Commissioner Holliday to adjourn the meeting. Second by Commissioner Kelman. Motion passed unanimously. The meeting adjourned at 7:48 PM.

APPROVED: _____

Sarah Page, Chair

ATTEST: _____

Leslie Herring, Secretary