

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: February 5, 2024

Staff Contact: Leslie Herring, City Administrator

Discussion Item – 2024 Issues of General Interest and Training Needs and Requests

Background

In the two (2) years since a majority of the Westwood Planning Commission held a facilitated retreat in November 2021 around the Commission's purpose, roles, goals, and behaviors, the Planning Commission has developed a work plan at the beginning of each year in alignment with the actions identified in the consensus outcomes from that work. Those items are excerpted from the Retreat Summary and provided below for convenient reference.



11/14/21 RETREAT SUMMARY



CONSENSUS OUTCOMES

In addition to discussing the purpose and roles, significant discussion took place around information flows, board norms, orientation of new members and training of commissioners. These discussions yielded the following work items:

ACTIONS IDENTIFIED	WHO	WHEN
1. Provide annual training for roles and legal issues for PC	David Waters	TBD
2. Joint City Council / Planning Commission work session	David Waters	Jan. 2022
3. PC to hold work sessions re: "issues of general interest" in order to ensure that all members have the same information	Sarah Page	Feb. 2022 at "Agenda setting" session
4. Develop board norms	Kevin Breer	Feb. 2022
5. Develop Planning Commission orientation	Sarah Page	Dec. 2021
6. Training needs and requests (each commissioner to bring suggestions for training)	Sarah Page	Feb. 2022 at "Agenda setting" session

Item Nos. 3 and 6 are the topic of today's discussion; however, Item Nos. 4 and 6 may be discussed as a new Planning Commission is expected to be appointed to fill the seat Commission Weaver is vacating at the expiration of his second term in February 2024.

Staff Comments/Recommendations

Comments

In alignment with the consensus outcomes of the facilitated process, Planning Commission Chair Sarah Page and City Administrator Leslie Herring recommended an annual work plan in 2022, which has been used since that time and is provided below. This framework includes calendaring action items required

of the Planning Commission by State statute and/or the Planning Commission's Bylaws. It also includes annual, predictable opportunities for Planning Commissioners to more deeply engage with planning and zoning in Westwood.

The Planning Commission should review and consider the following 2024 work plan.

Recommended 2024 Work Plan Outline for Planning Commission Consideration

January 8th

- Creation/discussion of work plan and calendar for the year, including modifications to annual standing calendar and also introduction of study topics for presentations at meetings by regional guests and topics for continued education of Planning Commission members)
- Secure confirmation of term renewal or non-renewal for Planning Commissioners whose term is expiring effective the last day of February (Commissioners Breer, Neibling, and Weaver are up for reappointment in 2024)

February 5th

- Approval of work plan and calendar for the year
- GUEST PRESENTATION: Compressed Earthen Blocks (CEBs) Housing Project (Godfrey Riddle, Civic Saint)

March 4th

- Appointment/reappointment of Planning Commissioners
- GUEST PRESENTATION: Mid-America Regional Council (MARC) regional efforts on housing (Katie Killen, Housing Program Manager; Josh Akers, Research Manager)

April 1st

- Annual legalities training (i.e. ethics, [KOMA/KORA](#), responsibilities set-out by State statute ([K.S.A. Chapter 12 Article 7](#)), City Code ([Westwood Municipal Code Chapter 16](#)), and [Planning Commission bylaws](#))
- GUEST PRESENTATION: Mid-America Regional Council (MARC) regional efforts on environmental sustainability (Tom Jacobs)

May 6th

- Election of officers (Chair, Vice-Chair, and Secretary), [per Article 3 Section 1 of the bylaws](#)
- GUEST PRESENTATION: Contain the Rain and Heartland Tree Alliance programs (Bridging the Gap staff)
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

June 3rd

- Review of the Planning Commission bylaws, [per Article 6 Section 4 of the bylaws](#); determine if any revisions are appropriate
- GUEST PRESENTATION: Water supply and infrastructure continuity planning (WaterOne staff)
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

July 1st

- Review of the Zoning Ordinance draft prepared for recodification as part of the City's greater process to recodify all chapters of the City Code (moving to a searchable, digital version of Code vs. current static pdf format)
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

August 5th

- Consideration of the City's next five-year CIP being recommended to the Governing Body for adoption
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

September 9th

- Introduction of zoning ordinance text amendments and/or comp plan changes by Planning Commissioners, City Council members, and/or City staff
- INDEPENDENT STUDY TOPIC PRESENTATION: _____

October 7th

- Annual joint work session between Planning Commission and Governing Body to discuss topics of joint interest, concern, etc. (possibly meeting would be preceded by updated professional photos of Planning Commission, City Council, and City staff and followed by joint annual off-site social mixer)

November 4th

- Second work session on amendments/changes introduced in September; set for public hearing in December
- Determination of any updates to the City's zoning map
- Adoption of the next year's application and review schedule

December 2nd

- Hold public hearing on amendments/changes introduced in September