

COUNCIL ACTION FORM

Meeting Date: July 10, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Review recodified city code and consider setting for adoption by ordinance

Background/Description of Item

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/Recommendation

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 City Council in March and April 2024 and by Planning Commission in July 2024 relating only to Chapter 16 re: zoning regulations:

General

- Fees have been separated out from the City Code and included in a master fee schedule, adopted by the City Council and reviewed annually
- Code has been updated generally to reflect current organizational structure

Chapter 1: Administration

- No notable changes

Chapter 2: Animal Control and Regulation

- Discontinuation of pet licensing program; continuation of pet vaccination requirement

Chapter 3: Beverages

- No notable changes

Chapter 4: Buildings and Construction

- Chapter to be updated at least every six years when new code sets are adopted. Chapter last revised in 2021 and 2022 with adoption of 2018 ICC code set; set to be updated again in Fall 2025 with adoption of 2024 ICC code set.

Chapter 5: Business Regulations

- Remove requirement that City-licensed massage therapists carry a City-issued ID card
- Reflect City's participation in County-administered tow rotation system

Chapter 6: Elections

- No notable changes

Chapter 7: Fire

- No notable changes

Chapter 8: Health & Welfare

- Except native grasses as approved on lists maintained by the county or the county's extension office from nuisance definition
- Allow compost systems, so long as maintained in the back yard
- Allow the City to remove trees on public or private property if it's deemed to be hazardous, not only if it meets the definition of dead or diseased
- Add requirement that refuse bins be placed in such a way as to avoid impeding pedestrian or vehicle traffic
- Add requirement that at least one off-street parking space per property is required for occupied dwellings
- Increase clearance of trees over streets from 12 to 14 feet (requirement remains 8 feet over sidewalks)

Chapter 9: Municipal Court

- Allow remote/virtual court appearances under certain conditions

Chapter 10: Police

- Change fee structure for repeated false alarms, requiring police personnel response

Chapter 11: Public Offenses

- No notable changes

Chapter 12: Public Property

- Remove process for allowing camping on public grounds

Chapter 13: Public Rights-of-Way

- No notable changes

Chapter 14: Traffic

- Whereas two-hour on-street parking is currently permitted overnight, prohibit on-street parking completely between midnight and 6 AM. This change will allow the Police Department to enforce the heretofore effective prohibition of overnight parking currently in place. (Notably, the City's restrictions on overnight parking have been in place since 1953.)

Chapter 15:

- No notable changes

Chapter 16: Zoning

- Cleaning up 4.3.12 to be consistent with RV parking regulations in 14-217, which also covers this topic

A clean version of the draft for adoption is included in this July 2025 meeting packet. To view the tracked changes from Spring 2024, which were used by CivicPlus to build the recodification in tonight's meeting packet, [click here for Chapters 1-7 and 9](#) and [click here for Chapters 8 and 10-16](#).

At its regular meeting on July 7, 2025, the Planning Commission reviewed Chapter 16 and directed staff to schedule a public hearing on August 4, 2025 to formally consider the edits and prepare this chapter – as well as all other chapters of the City Code – for adoption by City Ordinance by the Governing Body. The City Council should review the recodified City Code as presented in the meeting packet. Once the Governing Body is satisfied with the document, City staff will prepare it for adoption following the August 4th public hearing on text amendments to Chapter 16, which could occur as early as the August 14th City Council meeting. [Click here for the recodified Chapter 16, reviewed and advanced by the Planning Commission on July 7, 2025.](#)

Please note that there is stated interest from the Planning Commission to make more substantive changes to the zoning ordinance relative to recent cases and matters, and 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 which amendments it would like to recommend for consideration.

Budget Impact

None

Suggested Motion

I move to direct staff to prepare the ordinance adopting the recodified City Code, subject to the holding of a public hearing on text amendments to Chapter 16 – zoning regulations – of such Code.