

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: August 31, 2026

Staff Contact: Katherine Carttar, City Administrator

Agenda Item: Conduct annual review of City Master (Comprehensive) Plan

BACKGROUND

K.S.A. 12-747 (linked here) requires that City Planning Commissions in Kansas review or reconsider the City's Master (Comprehensive) Plan annually to determine whether the plan should be amended.

The Westwood Master Plan is available on the City's website and by clicking this link: <https://www.westwoodks.org/westwood-master-plan>. Section 1.6 of the Master Plan sets forth guidance for monitoring plan progress as follows:

INTRODUCTION

SECTION 1.6

MONITORING PLAN PROGRESS

Elected officials along with members of the Westwood community are responsible for the achievement of the goals, objectives, strategies, and land use policies outlined in this report. The future of Westwood is dependent on active community engagement and follow-through on these recommendations.

PLAN REVIEW

A review of the plan elements should be conducted annually to describe accomplishments and identify any changes in priorities or land use policies.

According to Kansas state statutes, "At least once each year, the planning commission shall review or reconsider the plan or any part thereof and may propose amendments, extensions or additions to the same. The procedure for the adoption of any such amendment, extension or addition to any plan or part thereof shall be the same as that required for the adoption of the original plan or part thereof."¹

In addition to the annual reviews, it is recommended that a reconsideration of the entire Comprehensive Plan occur every five to seven years. The City, in conjunction with the Planning Commission and any other stakeholders involved in implementation, can spearhead the updates. It will be beneficial to re-engage those groups involved with this plan's development from time to time.

¹ K.S.A. 12-747

STAFF COMMENTS/RECOMMENDATION

Relating to statutory compliance, the Planning Commission should review the Master Plan and note whether any amendments should be discussed for consideration. Should amendments be desired, K.S.A. 12-747 sets forth the process for amending the document.

Relating to the guidance within the City's Master Plan to conduct an annual review of accomplishments and to identify changes in priorities or land use policy, the Plan identifies the following sections to be the focus of such review:

- Community Goals in Section 2.4 ([linked here](#)),
- Land Use Policies in Section 4.4 ([linked here](#)), and
- Strategies and Desired Outcomes (objectives) throughout Section 4.5 ([linked here](#)).

Suggested Motion:

No action required.