

**City of Westwood, Kansas
Planning Commission Meeting
4700 Rainbow Boulevard
September 8, 2025 – 7:00 PM**

Commissioners Present: Clay Fulghum, Vice Chair
Ann Holliday
Samantha Kaiser
David Kelman
Emily Keyser
Chris Ledin
Scott McCracken
Mark Neibling

Commissioners Absent: Sarah Page, Chair

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

Call to Order

Vice Chair Clay Fulghum called the meeting to order at 7:00 PM on September 8, 2025.

Herring administered the Oath of Office to Chris Ledin and he took his seat at the dais. Fulghum welcomed Ledin and invited him to share a bit about himself with the Planning Commission.

Approval of Agenda and Meeting Minutes

Vice Chair Fulghum called for modifications or discussion of the September 8, 2025 Planning Commission meeting agenda and August 4, 2025 meeting minutes or a motion for approval. Commissioner Kaiser moved to approve the agenda and meeting minutes. Commissioner Holliday seconded. Motion passed unanimously.

Presentations

Receive presentation of 2025 Westwood Community Tree Inventory Report (Blaine Stroble, Northeast District Community Forester)

Herring presented the staff report in the meeting packet and introduced Blaine Stroble Northeast District Community Forester with the Kansas Forest Service. Stroble presented the report in the meeting packet and reviewed a draft management plan for the City's tree canopy.

Planning Commissioners asked several questions of Stroble about tree care and managing Westwood's canopy.

No action was requested of nor taken by the Planning Commission. The presentation was informational only; however, action on a tree management plan is expected in 2026 by the City Council in line with the established goals of the City Council Strategic Plan.

Public Hearings

None.

Old Business

None.

New Business

Conduct annual review of zoning regulations

Vice Chair Fulghum introduced the topic and Herring provided a staff report and noted that a focus group of builders and developers is planned for late September to inform the recommendations.

The conversation centered around the definitions section of the zoning regulations, with Planning Commissioners discussing benefits and drawbacks of modifying the definitions as presented. No action was taken but direction was given to staff to modify definitions and bring back edited versions.

Vice Chair Fulghum called for a short recess at 8:38 PM. The meeting resumed at 8:45 PM with all Planning Commissioners returned to their seats.

The Planning Commissioners continued around the definitions included in the meeting packet. No action was taken but direction was given to staff to modify definitions and bring back edited versions.

Conduct annual review of City Master (Comprehensive) Plan

Vice Chair Fulghum introduced the topic and invited Herring to present the staff report. Fulghum asked the Planning Commission if there are any changes requested. Commissioner Neibling asked whether the 2024 community survey results could be appended to the comp plan. Herring responded that any amendment to the comp plan would require – by statute – a public hearing process and formal adoption of changes but that it could be accomplished. Neibling asked whether the survey results on the City's website could just be linked to the City's 2017 Master Plan webpage. Herring noted that could be accomplished easily and immediately.

No action was taken following the Planning Commission's annual review of the comprehensive plan.

Conduct annual review of the City's five-year CIP to determine consistency with Westwood's comprehensive plan

Vice Chair Fulghum asked that Herring provide the staff report. Herring walked through the presentation slides included in the meeting packet and invited Public Works Director John Sullivan to describe the details of each of the 2026 planned streets projects.

Commissioner Kelman asked why 50th Ter. is included in the 2027 CIP projects list since it doesn't appear to need maintenance compared to other streets. Sullivan noted that the Stantec street condition inventory informed the order the streets should be addressed but that he's not committed to anything more than crack seal until he evaluates the road condition next year to determine what treatment should be performed in 2027, if any.

Motion made by Commissioner Neibling to find the 2026 – 2030 CIP in conformance with the City's adopted Comprehensive Plan. Commissioner Kelman seconded. Motion passed unanimously.

Announcements/Planning Commissioner Comments

None.

Staff Reports*Administrative Report (City Administrator Leslie Herring)*

Herring didn't provide a staff report but invited questions from Planning Commissioners. None asked.

Public Works Report (Public Works Director John Sullivan)

Sullivan didn't provide a staff report but invited questions from Planning Commissioners. None asked.

Adjournment

Motion by Commissioner Neibling to adjourn the meeting. Second by Commissioner McCracken. Motion passed unanimously. The meeting adjourned at 9:11 PM.

APPROVED: _____

Sarah Page, Chair

ATTEST: _____

Leslie Herring, Secretary