

# CITY OF WESTLAKE



## MINUTES

### **Local Planning Agency Meeting**

Tuesday, April 01, 2025, at 5:30 PM

The Lodge at Westlake Adventure Park  
5490 Kingfisher Blvd.  
Westlake, Florida 33470

### **CITY COUNCIL:**

JohnPaul O'Connor, Mayor  
Greg Langowski, Vice Mayor  
Gary Werner, Council Member – Seat 1  
Erik Gleason, Council Member – Seat 2  
Charlotte Leonard, Council Member – Seat 3

### **CITY STAFF:**

Ken Cassel, City Manager  
Zoie P. Burgess, CMC, City Clerk  
Donald J. Doody, Esq., City Attorney  
Osniel Leon, AICP, Planning and Zoning  
Suzanne Dombrowski, P.E., ENV SP, Engineering

A Local Planning Agency meeting of the City Council of the City of Westlake was held on Tuesday, April 1, 2025, at 5:30 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also participated in the meeting through electronic means and accessed as follows:

1. Webex meeting from a computer, tablet or smartphone at the following link:  
<https://cityofwestlake.my.webex.com/>

Meeting ID: 2630 331 1783  
Password: hello

2. Participants also dialed in using the following number:

United States Toll: +1-650-479-3208  
Meeting ID: 2630 331 1783

### **CALL TO ORDER**

Mayor O'Connor called the Local Planning Agency meeting on Tuesday, April 1, 2025, to order at 5:32 PM.

### **ROLL CALL**

Present and constituting a quorum:

Councilman Gary Werner  
Councilman Erik Gleason  
Councilwoman Charlotte Leonard  
Vice Mayor Greg Langowski  
Mayor JohnPaul O'Connor

Also present:

Kenneth Cassel, City Manager  
Zoie P. Burgess, CMC City Clerk  
Osniel Leon, AICP, Principal Planner  
Donald Doody, Esq., City Attorney

### **PLEDGE OF ALLEGIANCE**

Mayor O'Connor led the Pledge of Allegiance.

### **ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA**

Mayor O'Connor called for any additions, deletions, or modifications to the agenda. There being none, Mayor O'Connor called for a motion to approve the agenda as presented.

Motion by Councilman Werner to approve the agenda as presented, seconded by Councilwoman Leonard.

**UPON ROLL CALL:**

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

With all in favor, motion carried without dissent (5-0).

**CONSENT AGENDA**

*This section of the agenda consists of routine or administrative items that require final approval by the Local Planning Agency and may be approved in its entirety by a single motion. There will be no discussion of these items unless an Agency Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.*

- A. Minutes\_Local Planning Agency Meeting - 09.03.2024 - DRAFT
- B. Minutes\_Local Planning Agency Meeting - 12.05.2023 DRAFT

Mayor O'Connor called for a motion to approve the consent agenda.

Motion by Vice Mayor Langowski to approve the consent agenda, seconded by Councilman Werner.

**UPON ROLL CALL:**

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

With all in favor, motion carried without dissent (5-0).

**PUBLIC HEARING**

- A. **LPA:** Ordinance 2025-02 – Site design guidelines for non-residential development.  
**Submitted By:** Planning and Zoning

**ORDINANCE 2025-02**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 101 OF THE CITY OF WESTLAKE, FLORIDA'S CODE OF ORDINANCES ENTITLED "GENERAL AND ADMINISTRATIVE PROVISIONS", BY SPECIFICALLY AMENDING SECTION 101-194 ENTITLED "APPLICATIONS" UNDER ARTICLE III ENTITLED "PROCEDURES"; PROVIDING FOR ADDITIONAL SITE DESIGN GUIDELINES FOR NON-RESIDENTIAL DEVELOPMENT IN THE MU DISTRICT, THE TOWN CENTER DISTRICT (TC) AND THE MEDICAL DISTRICT (MD); PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor O'Connor introduced the item

City Attorney read the item into record, by title only.



Planning & Zoning presentation by Osniel Leon, City Planner, on Ordinance 2025-02 site design guidelines for non-residential development – crosswalk pavers.

The Council and Mr. Leon discussed the implications of moving forward with a consistent approach to pavers.

Staff recommends approval.

Mayor O'Connor called for a motion.

Motion by Councilwoman Leonard to approve the LPA Ordinance 2025-02 site design guidelines for non-residential development, seconded by Councilman Gleason.

**UPON ROLL CALL:**

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

With all in favor, motion carried without dissent (5-0).

- B. LPA: Ordinance 2025-03 – Chapter 13 Text Amendment (Signs)**  
**Submitted By:** Planning and Zoning

**ORDINANCE NO. 2025-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 13 ENTITLED "SIGNS" OF THE CITY OF WESTLAKE'S CODE OF ORDINANCES; BY SPECIFICALLY AMENDING SECTION 113-8 ENTITLED "MASTER SIGN PLAN", SECTION 113-11 ENTITLED "PERMITTED SIGNS" AND SECTION 113-66 ENTITLED "PERMITTED TEMPORARY SIGNS"; PROVIDING FOR AN AMENDMENT TO NOTES AND REMARKS TO PROVIDE FOR A MAXIMUM NUMBER OF SIGNS AND FOR ADDITIONAL REQUIREMENTS RELATIVE TO GRAND OPENING /PROJECT OPENING AND NEW BUSINESS SIGNS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor O'Connor introduced the item.

City Attorney read the item into record by title only.

Mayor O'Connor called for presentations by Planning and Zoning.

Planning & Zoning presentation by Mr. Leon on Ordinance 2025-03, Chapter 113 sign code text amendment requiring all commercial development, multi-tenant buildings, and planned development located within the City to submit and obtain Council approval for a master sign plan. Mr. Leon noted that the previous plan was not clear.

Discussion of a plan for signs moving forward.

Mayor O'Connor called for a motion.

Motion by Councilman Werner to approve LPA Ordinance 2025-03 amending the text amendment for signs, seconded by Vice Mayor Langowski.

**UPON ROLL CALL:**

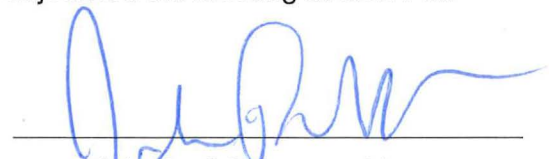
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES

With all in favor, motion carried without dissent (5-0).

Mayor O'Connor asked if there were any public comments.

**ADJOURNMENT**

There being no further business, Mayor O'Connor adjourned the meeting at 6:02 PM.

  
\_\_\_\_\_  
Zoie P. Burgess, City Clerk  
\_\_\_\_\_  
JohnPaul O'Connor, Mayor