

CITY OF WESTLAKE



MINUTES

City Council Regular Meeting

Tuesday, December 02, 2025 at 6:00 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:

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

A regular meeting of the City Council of the City of Westlake was held on Tuesday, December 2, 2025, at 6:00 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2866 209 6417

Password: hello

2. Participants also dialed in using the following number:

United States Toll: +1-650-479-3208

Meeting ID: 2866 209 6417

CALL TO ORDER

Mayor O'Connor called the City of Westlake regular meeting of Tuesday, December 2, 2025, to order at 6:00 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:

Zoie P. Burgess, CMC, Acting City Manager
Donald J. Doody, Esq., City Attorney
Odet Izquierdo, Acting City Clerk

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.

Councilman Gleason made a motion to approve the agenda as presented. Seconded by Councilman Werner.

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).

PUBLIC COMMENTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

Vice Mayor Langowski made a presentation of a \$90 check raised through a fundraiser by the Education Advisory Board at Jabrewski's, highlighting the collaborative effort to support local elementary education. Dissatisfied with the modest amount raised, Mayor O'Connor demonstrated his commitment to education by offering to match the contribution, thus raising the total to \$180.

After this presentation, representatives from the Palm Beach County Sheriff's Office were called upon to deliver their report for November.

Following the Sheriff's report, Palm Beach County Fire Rescue provided their monthly report.

PRESENTATIONS/PROCLAMATIONS

No presentations or proclamations were scheduled.

CONSENT AGENDA

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

- A. Minutes_City Council Special Meeting - 10.27.2025 DRAFT
- B. Minutes_City Council Regular Meeting - 11.04.2025 DRAFT
- C. Monthly Financial Report – October

Councilman Werner requested that the November 4th meeting minutes be pulled from the consent agenda.

Mayor O'Connor called for a motion to approve the consent agenda with that item removed.

Motion by Councilman Gleason to approve the consent agenda with the November 4th minutes removed, seconded by Councilman Werner.

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. FIRST READING: Ordinance 2025-08 – EAR-Based Comprehensive Plan Update

Submitted By: Planning and Zoning

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, TRANSMITTING AN EAR-BASED AMENDMENT TO THE CITY OF WESTLAKE COMPREHENSIVE PLAN TO THE STATE LAND PLANNING AGENCY FOR STATE-COORDINATED REVIEW; AUTHORIZING TRANSMITTAL BY THE CITY TO THE STATE LAND PLANNING AGENCY (FLORIDA DEPARTMENT OF COMMERCE), AND ALL OTHER REQUIRED GOVERNMENTAL AGENCIES OR ENTITIES FOR THEIR REVIEW OF THE PROPOSED EAR-BASED AMENDMENT PURSUANT TO SECTION 163.3184(4), FLORIDA STATUTES (STATE-COORDINATED REVIEW PROCESS); DIRECTING THE APPROPRIATE CITY OFFICIALS TO TRANSMIT THE EAR-BASED AMENDMENT AND SUPPORTING MATERIAL TO THE STATE LAND PLANNING AGENCY (DEPARTMENT OF COMMERCE); PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the ordinance by title only.

City Planner Ms. Zacarias presented the comprehensive plan update, expressing her "elation" at its completion and gratitude to the council and Acting City Manager Ms. Burgess for their involvement from April onward.

Mr. Leon detailed the update was per Florida Statutes Section 163, following workshops on varied topics like land use, infrastructure, and legal elements, to align with state law's growth management requirements.

Acknowledging the 2025 plan aims to safeguard neighborhoods, expand housing and mixed-use areas, and support economic and recreational spaces. Post-transmittal, it will be reviewed by state agencies within 60 days and, barring objections, return for council adoption.

Motion by Vice Mayor Langowski to approve Ordinance 2025-08, seconded by Councilman Werner.

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. TRANSMITTAL (FIRST READING): Ordinance 2025-09 – 2025 10-Year Water Supply Facilities Work Plan

Submitted By: Planning and Zoning

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE COMPREHENSIVE PLAN TO APPROVE FOR TRANSMITTAL AND SUBSEQUENT ADOPTION BY REFERENCE AN UPDATED 10-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY SECTION 163.3177, FLORIDA STATUTES; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE CITY'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY FACILITIES WORK PLAN; PROVIDING FOR ADOPTION OF UPDATED

POLICIES WITHIN THE COMPREHENSIVE PLAN INFRASTRUCTURE ELEMENT; PROVIDING FOR TRANSMITTAL TO FLORIDACOMMERCE (THE STATE LAND PLANNING AGENCY); PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the ordinance by title only.

Mr. Leon acknowledged that this ordinance functions as an amendment to the water supply facilities work plan. He noted its incorporation into the recently authorized comprehensive plan update and reported no additional remarks on this addition.

Mayor O'Connor opened the public hearing and asked for public comments. Hearing none, he closed the public hearing.

Motion by Councilman Werner to approve Ordinance 2025-09, seconded by Councilman Gleason.

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).

C. FIRST READING: Ordinance 2025-10 – Chapter 101 & Chapter 111 Zoning Text Amendment (Recreation, Indoor Sport Court)

Submitted By: Planning and Zoning

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY OF WESTLAKE CODE OF ORDINANCES BY AMENDING CHAPTER 101, "GENERAL AND ADMINISTRATIVE PROVISIONS," TO REVISE SECTION 101-1, "DEFINITIONS AND ACRONYMS," TO ESTABLISH A DEFINITION FOR "RECREATION, INDOOR SPORT COURT"; AND AMENDING CHAPTER 111, "PARKING," TO REVISE SECTION 111-192, "GENERAL PROVISION," INCLUDING AMENDMENTS TO TABLE 111-192, "REQUIRED OFF-STREET PARKING SPACES," TO ESTABLISH PARKING REQUIREMENTS FOR RECREATION, INDOOR SPORT COURTS; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the ordinance by title only.

Mr. Leon explained this was a privately initiated text amendment establishing parking calculations for a new use category: "recreation indoor sport courts." The definition specifies indoor court-based sports such as pickleball, volleyball, and tennis. The parking requirement would be 4 spaces per court plus 1 space per employee. The applicant provided examples of similar parking calculations from other municipalities. Staff had no objections, and the Local Planning Agency recommended approval.

Mayor O'Connor opened the public hearing and asked for public comments. Hearing none, he closed the public hearing.

Council discussion explained the text amendment creates appropriate parking standards for sport courts to better reflect actual use and free spaces for other tenants, with discussion confirming the site is over-parked and adaptable for future uses, and Council expressing appreciation for James Business Park's investment in the City.

Motion by Councilman Gleason to approve Ordinance 2025-10, seconded by Councilman Werner.

ROLL CALL

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

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

NEW BUSINESS

A. **RESOLUTION 2025-35** - Approving and Authorizing the Acting City Manager to Execute an Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Auditing Services FY ended September 30, 2025.

Submitted By: Administration

RESOLUTION NO. 2025-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN ENGAGEMENT LETTER WITH BERGER, TOOMBS, ELAM, GAINES, AND FRANK FOR PROFESSIONAL AUDIT SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the ordinance by title only.

Ms. Burgess explained this was the annual engagement for auditing the city's financial statements for the year ending September 30, 2025. The services are based on time required and individuals assigned, plus direct expenses. She highlighted a \$5,000 increase in services this year.

Council discussion regarding the annual audit engagement for FY 2025, noting a \$5,000 increase due to city growth and added state requirements, with concerns raised about independence because the auditor is an Inframark preferred vendor, ultimately agreeing to proceed this year but seek competitive quotes for next year's audit.

Motion by Councilman Werner to approve Resolution 2025-35, seconded by Councilman Gleason.

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).

B. Education Advisory Board - Consideration and Appointment of one (1) Alternate Member

Submitted By: City Clerk's Office

RESOLUTION NO. 2025-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) ALTERNATE MEMBER TO SERVE ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the ordinance by title only.

Ms. Burgess explained the Education Advisory Board consists of five regular members and one alternate member, all serving one-year terms expiring April 30th. One vacant alternate position remained. Chad Lovett had applied and was present in the audience.

Vice Mayor Langowski, speaking for the Education Advisory Board, confirmed they met November 6th with Mr. Lovett attending. He had also met with Lovett twice individually and recommended his appointment.

Motion by Councilman Werner to approve Resolution 2025-36 appointing Chad Lovett, seconded by Vice Mayor Langowski

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).

C. Interlocal Agreement Between Seminole Improvement District and the City of Westlake for Field Service Support

Submitted By: Administration

Mayor O'Connor introduced the item.

Ms. Burgess presented a proposed interlocal agreement with Seminole Improvement District to provide personnel support for City special events. Council discussed the need to move forward for upcoming events and agreed the item could be approved subject to the Acting City Manager's approval and legal sufficiency review.

Motion by Vice Mayor Langowski to approve the Interlocal Agreement Between Seminole Improvement District and the City of Westlake for Field Service Support, seconded by Councilwoman Leonard.

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).

CITY COUNCIL COMMENTS

A. Councilwoman Charlotte Leonard discussed preparations for the upcoming Palm Beach County Days trip, as well as holiday wishes to everyone.

B. Councilman Gleason began by congratulating Mayor O'Connor and Vice Mayor Langowski on going unopposed for the upcoming elections. He thanked city staff for their hard work and extended holiday wishes to all.

C. Councilman Werner raised several items. First, he requested council support for the acting city manager to investigate establishing a finance committee of residents who could review receivables and payables monthly.

Second, he requested a council directed review of the development code to clean up internal contradictions and conflicts like those recently encountered with cabinet signs.

Third, he inquired about the RFP for city office space that former City Manager Mr. Cassel had issued months ago. He recalled being told there were no responses but wondered about current status. With some industrial space available he felt the city should explore options even if through direct negotiation rather than waiting for RFP responses. Council thanked Werner, who concluded with holiday wishes.

D. Vice Mayor Langowski presented two items. First, from the November 6th Education Advisory Board meeting, they discussed Mr. Lovett's proposal for a Westlake Night at Roger Dean Stadium where he works. The proposed date of April 18th would feature spirit night fundraising for Westlake with special pricing on hot dogs and hamburgers, opportunities for students to sing the national anthem, and possibly throw the first pitch.

Second, Vice Mayor Langowski distributed a recap of his attendance at the National League of Cities' City Summit as Westlake's representative. One key takeaway was the recommendation for municipalities to adopt formal travel policies for transparency and consistency. Ms. Burgess confirmed Westlake only has a simple reimbursement policy currently. Discussion ensued about what such a policy would entail, with Vice Mayor Langowski explaining it provides guidelines protecting the city while ensuring transparency. The City Attorney offered to draft a proposed travel policy for council consideration.

E. Mayor O'Connor reminded everyone about the Holiday Pop-Up on December 7th at noon in a new location. He encouraged attendance, noting 80 vendors, a snow globe photo opportunity with falling snow, and other exciting features. Since the council wouldn't meet again before the holidays, he wished everyone Happy Holidays, Hanukkah, and Christmas.

REPORT – STAFF

No additional staff reports beyond the first responders.

REPORT - CITY ATTORNEY

Mr. Doody had nothing to report other than wishing the Mayor and Council happy holidays and best wishes for the coming year.

REPORT - CITY MANAGER

Ms. Burgess provided several updates. First, the 2026 election would not occur as all three seats up for reelection (Seat 2 - Councilman Gleason, Seat 4 - Vice Mayor Langowski, and Mayor) ran unopposed, eliminating the need for a March 2026 municipal election.

Regarding the city manager recruitment, the position closed November 24th with 19 applications received. All applications were provided to FCCMA senior advisors for review. A public review of applications was tentatively scheduled for December 11th at City offices, where the advisors would meet publicly to review applications (not interview candidates). The meeting would be publicly noticed and available via WebEx. She anticipated presenting a shortlist to council in January, with council conducting one-on-one interviews in late January or early February.

For business updates, 28 new businesses (brick-and-mortar and home-based) joined Westlake this fiscal year. Recent additions include Fifth Third Bank and Carmela's Coffee, with Westlake Veterinary Urgent Care and

Chicken Salad Chick coming soon. Last month saw 104 permits issued and 24 Certificates of Occupancy granted.

Finally, applications were received for the HAPPY program position. She would begin reviewing applications and interviews, offering to bring top candidates to council for input.

Council discussed the HAPPY position hiring process, with differing views on the level of Council involvement versus City Manager authority. It was clarified by the City Attorney that the City Manager retains final hiring authority, but consensus was reached that Council will review top candidates and provide input before a final decision is made.

PUBLIC COMMENTS

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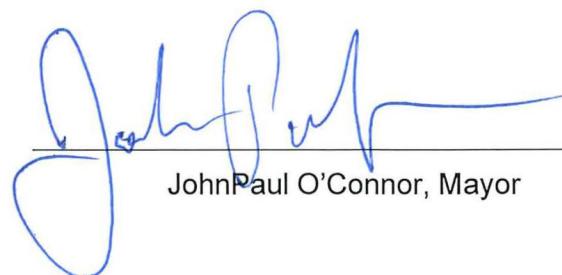
Public Comment – Alicia Torres – 5447 Whippoorwill Circle – Ms. Torres discussed the City's search for office space, noting that a well-connected local real estate agent was unaware of any RFP, raising concerns about missed communication, and suggested the former liquor store location as a potential City facility. Ms. Torres also expressed concern about pedestrian, scooter, and bicycle safety, recommending community education workshops similar to those she experienced in a university city, covering proper signals, visibility, and road etiquette, especially for children.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 7:09 PM.



Odet Izquierdo, Acting City Clerk



John Paul O'Connor, Mayor