

# CITY OF WESTLAKE



## MINUTES

### **Local Planning Agency Meeting** Monday, June 14, 2021, at 6:00 PM

In efforts to balance the need for the City of Westlake to function and conduct business during the COVID-19 pandemic, we will adhere to the recommended social/physical distancing (staying at least six feet away from each other) guidelines, per the Centers for Disease Control and Prevention (CDC) and Palm Beach County's directives. There will be limited seating available in the Council Chambers. Therefore, preregistration was required for in-person participation.

The instructions for preregistration attendance/participation and viewing of the meeting are outlined below:

#### **PREREGISTRATION FOR IN-PERSON ATTENDANCE:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses must preregister to attend/participate in a meeting by sending an email to City Clerk, Zoie Burgess at [zburgess@westlakegov.com](mailto:zburgess@westlakegov.com) or by phone at 561-560-5880 no later than one (1) business day prior to the meeting date (e.g. by 4:00 P.M. on a Friday, if the meeting is scheduled for that Monday, etc.)
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the City Clerk. For Public Hearing Quasi-Judicial meetings, precedence into the Council Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties.

#### **COMMUNICATIONS MEDIA TECHNOLOGY – WEBEX:**

Members of the public participated in this meeting through electronic means and accessed as follows:

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

Meeting ID: 132 296 9946

Password: hello

2. Participants may also dial in using your phone with any of the following number(s):

United States Toll: +1-408-418-9388

Meeting ID: 132 296 9946

For participants attending the meeting via WebEx, public comments will be accepted via an electronic comment card, at least 24 hours prior to the public meeting and also acknowledged during the meeting when participants utilize the "raise your hand" feature during the designated time.

Procedures for Public Comment were available via the City website:

<https://www.westlakegov.com/cityclerk/page/covid-19-public-meetings>

### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O'Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

Donald J. Doody, Esq., Interim City Attorney

Nilsa Zacarias, Planning and Zoning Director

Suzanne Dombrowski, City Engineer

A Local Planning Agency meeting of the City Council of the City of Westlake was held on Monday, June 14, 2021 at 6:00 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that Mayor Roger Manning, Vice Mayor JohnPaul O'Connor, Councilwoman Katrina Long-Robinson, Councilman Patric Paul, Councilwoman Kara Crump, are present physically.

Ms. Burgess noted that City Manager Kenneth Cassel, Interim City Attorney Donald J. Doody, Planning & Zoning Director, Nilsa Zacarias, and City Engineer Suzanne Dombrowski were present physically. City Clerk Zoie Burgess was present via communications media technology at City Hall, 4001 Seminole Pratt Whitney Road.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the Mayor and accepted at the appropriate times as indicated in the Agenda and those who wish to speak may use the "virtual" hand raise feature.

Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience that microphones are live.

Ms. Burgess further explained that microphones will be muted; audience members have the ability to unmute themselves and anyone that has called in should mute their device.

Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting. Ms. Burgess reminded Council Members physically present to utilize microphones.

### **CALL TO ORDER**

Mayor Manning called the Local Planning Agency meeting of June 14, 2021 to order at 6:02 PM.

### **ROLL CALL**

Present and constituting a quorum:

Councilwoman Katrina Long-Robinson  
Councilwoman Kara Crump  
Councilman Patric Paul  
Vice Mayor JohnPaul O'Connor  
Mayor Roger Manning

Also, present:

Kenneth Cassel, City Manager  
Donald J. Doody, Interim City Attorney  
Zoie P. Burgess, CMC, City Clerk (Via Communications Media Technology)  
Nilsa Zacarias, Planning and Zoning Director  
Suzanne Dombrowski, City Engineer

**PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

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

Mayor Manning called for any additions, deletions or modifications to the Agenda.

Motion by Vice Mayor O'Connor to approve Agenda, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES

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

**PUBLIC COMMENTS AND REQUESTS- (OPEN FORUM NON-AGENDA ITEMS)**

*This section of the agenda allows for comments from the public to speak on any item not presented on the agenda. 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 the Council, state your name and address for the record.*

Mayor Manning inquired of any public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

There being no comments, the next item followed.

**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 City Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.*

Mayor Manning introduced the Consent Agenda Item.

- A. September 14, 2020 - Local Planning Agency Meeting Minutes – DRAFT

Motion by Councilwoman Crump to approve Consent Agenda, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES

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

**PUBLIC HEARING**

- A. Article 5: Subdivision and Site Development Standards, Land Development Regulations - First Reading

**Submitted By:** Engineering

**ORDINANCE 2021-04**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING MANDATORY LAND DEVELOPMENT REGULATIONS WITHIN THE CITY OF WESTLAKE WHICH SHALL BE ENTITLED "LAND DEVELOPMENT REGULATIONS"; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR SUBDIVISION AND SITE DEVELOPMENT STANDARDS; PROVIDING FOR WAIVERS AND EXEMPTIONS; PROVIDING FOR CITY COUNCIL APPROVAL; PROVIDING FOR SITE DEVELOPMENT PERMITS; PROVIDING FOR REQUIRED IMPROVEMENTS; PROVIDING FOR DRIVEWAY AND ACCESS REQUIREMENTS; PROVIDING FOR MINIMUM DESIGN STANDARDS FOR LOCAL ROADS; PROVIDING FOR TIME OF COMPLETION OF REQUIRED IMPROVEMENTS;, PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item, Ordinance 2021-04 - Article 5: Subdivision and Site Development Standards, Land Development Regulations - First Reading

Ms. Burgess read into record, by title only, Ordinance 2021-04.

Mr. Cassel further explained item noting that here will be one minor change between first and second reading identifying that the drawings will be mentioned by reference in a book of standards.

Ms. Dombrowski advised that a staff memorandum has been provided and clarified the changes in Chapter 5 to clarify the roles and responsibilities of the City and Seminole Improvement District (SID) and to define all of the required improvements for infrastructure to meet the level of service established in the Comprehensive Plan.

Mayor Manning inquired if Engineering approves, and Ms. Dombrowski confirmed that staff approved.

Mayor Manning inquired of public comments.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Ms. Burgess noted there were no public comments.

Mayor Manning inquired of Council comments.

There, being no Council comment, Mr. Cassel advised that it will be a recommendation to Council for first reading.

Motion by Councilwoman Long-Robinson as a recommendation to Council for first reading of Ordinance 2021-04, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Councilwoman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES

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

B. Chapter 3 Additional Medical Uses as Permitted in the Mixed Use Zoning District

**Submitted By:** Planning & Zoning

**ORDINANCE 2021-03**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER THREE ENTITLED "ZONING DISTRICTS AND STANDARDS", TO INCLUDE PROVISIONS FOR ADDITIONAL MEDICAL USES AS PERMITTED USES WITHIN THE MIXED USE ZONING DISTRICT; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item, Ordinance 2021-03 - Chapter 3 Additional Medical Uses as Permitted in the Mixed Use Zoning District

Ms. Burgess read into record, by title only, Ordinance 2021-03.

Mayor Manning inquired of a presentation for this item.

Nilsa Zacarias, Director of Planning & Zoning advised that there is no presentation, however provided an explanation of the item.

Mayor Manning inquired of any public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Mayor Manning inquired of any Council comments.

Mayor Manning noted there were no Council comments.

Motion by Councilwoman Crump to make a recommendation to move forward with Ordinance 2021-03, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES

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

C. Amending Ordinance No. 2019-12 and Chapter 1 of the City's Code of Ordinances by Clarifying The Duties, Responsibilities and Composition of The Planning and Zoning Board.

**Submitted By:** Interim City Attorney

**ORDINANCE 2021-05**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE NO. 2019-12, ADOPTED OCTOBER 28, 2019; AMENDING CHAPTER 1 OF THE CITY'S CODE OF ORDINANCES BY CLARIFYING THE DUTIES, RESPONSIBILITIES AND COMPOSITION OF THE PLANNING AND ZONING BOARD; REPEALING ORDINANCE NO. 2016-3; REPEALING ORDINANCE NO. 2020-09, ADOPTED SEPTEMBER 14, 2020; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item, Amending Ordinance No. 2019-12 and Chapter 1 of the City's Code of Ordinances by Clarifying the Duties, Responsibilities and Composition of The Planning and Zoning Board.

Ms. Burgess read into record, by title only, Ordinance 2021-05.

Mayor Manning inquired if the City Attorney has any comments and Mr. Doody explained item and the reason for amending the Ordinance.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Mayor Manning inquired of any Council comments.

Vice Mayor O'Connor commented that he is glad that the ordinance is being clarified.

Motion by Vice Mayor O'Connor to recommend to Council Ordinance 2021-05, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES

Will all in favor, motion carries without dissent (5-0).

There being no further comments, the next item followed.

**ADJOURNMENT**

Mayor Manning thanked everyone that worked on the items.

Mayor Manning identified the next Regular Council meeting to follow and adjourned at 6:18 PM.

  
Zoie P. Burgess, City Clerk

  
Roger Manning, Mayor