

# CITY OF WESTLAKE



## MINUTES

**City Council Regular Meeting**  
Monday, June 14, 2021 at 6:30 PM

Westlake Council Chambers, 4005  
Seminole Pratt Whitney Road Westlake,  
Florida 33470 | Via Communications Media

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 will be 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 may also participate in the meeting through electronic means and may access 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 are also provided 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

A Regular meeting of the City Council of the City of Westlake was held on Monday, June 14, 2021 at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

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

Ms. Burgess noted that City Manager Kenneth Cassel, Interim City Attorney Donald J. Doody, Planning & Zoning Director, Nilsa Zacarias, 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 can 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 City of Westlake Regular City Council meeting of June 14, 2021 to order at 6:32 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  
Suzanne Dombrowski, City Engineer  
Nilsa Zacarias, Planning & Zoning Director

### **PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.



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

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

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

**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.

**Alicia Torres - 5847 Whippoorwill Circle-** Ms. Torres inquired on Seminole Improvement District's (SID) emergency number for water issues; how residents can communicate with SID for inquires during regular working hours for immediate issues; and why water quality varies if everyone receives it from the same supply.

Mr. Cassel advised that SID and the City are two separate government entities. He advised that there is information on SID's website that residents may use for contact. He further explained the phone system and options to select when calling in. He explained how water quality is checked, tested, and sampled on a quarterly basis. He noted that SID is within the water parameter limits and identified SID's responsibilities

Vice Mayor O'Connor inquired if SID would test water for residents if there were issues within the home.

Mr. Cassel explained SID's responsibilities and the residents' responsibilities.

Councilman Paul commented that it is not acceptable that residents are not able to get a hold of anyone in the City or SID for issues.

Mr. Cassel explained the phone tree system for emergencies. He mentioned that SID will be instituting an on-call answering service in the next 10 days. He said that SID will look at ways to improve communications.

Mayor Manning inquired on emergency alert text messages.

Mr. Cassel responded that SID could work with the City on pushing out emergency notifications.



Vice Mayor O'Connor inquired on an app for the City.

Mr. Cassel said that the City is working on it. He further explained what impacts the variations in water supply.

There being no further 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. Approval of Meeting Minutes**

1. April 26, 2021 - City Council Workshop Meeting Minutes - DRAFT
2. May 10, 2021 - Regular City Council Meeting Minutes - DRAFT

#### **B. Approval Finance Statement**

1. Financial Report - April 2021

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

#### **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).

### **PRESENTATIONS/PROCLAMATIONS**

#### **A. Proclamation – Pride Month**

**Submitted By:** Administration/Councilmember Long-Robinson

Mayor Manning introduced the item and noted that it was submitted by Councilwoman Long-Robinson.

Mayor Manning read the proclamation on the record.

#### **B. Universal Health Services Update**

**Presented By:** Pam Tahan, Chief Executive Officer

Mayor Manning introduced Pam Tahan, Chief Executive Officer Universal Health Services.

Ms. Pam Tahan, Chief Executive Officer, Universal Health Services introduced herself and staff Luz Jordan, Manager of Emergency, and JohnMark Ashley, Chief Financial Officer. Ms. Tahan presented a PowerPoint presentation regarding staff, services offered, awards, and accreditation.

Ms. Luz Jordan, Emergency Manager further discussed Community Outreach events, facility tours and health screenings. She noted that the facility held two events for COVID-19 along with vaccination clinics.

Ms. Tahan noted the continued expansion of Westlake and the request for feedback on what the community and City would like to see.

Mayor Manning inquired of Council questions.

Councilwoman Long-Robinson thanked Ms. Tahan for the presentation. She inquired on communication and marketing for Westlake.

Ms. Tahan responded how communication and marketing is being done.

Councilwoman Long-Robinson inquired to how COVID-19 testing and vaccinations were communicated to the community.

Ms. Tahan advised that staff worked with Mr. Carter, and the HOA.

Councilwoman Long-Robinson inquired on development for 2022.

Ms. Tahan responded that they would like to start as soon as possible.

Council discussion on the Westlake development and communication with the City.

Ms. Tahan responded to Council inquires.

Mr. Cassel requested that Ms. Tahan include the City Manager and City Clerk for communications with Council and the City's social media and website.

Further Council discussion and inquiries.

Ms. Tahan responded to Council inquires.

There being no further comments, the next item followed.

C. Back & Beyond Campaign

**Presented By:** S.A. Nelson

Mayor Manning introduced Back & Beyond Campaign S.A. Nelson & Associates

Sophia Nelson, Chief Executive Officer, introduced Charisma Kendrick-Adams to present the PowerPoint presentation Back & Beyond Campaign

Charisma Kendrick-Adams – S.A. Nelson & Associates presented Back & Beyond Campaign, Timeline and Delivery Channels and explained the next steps.

Mr. Cassel said that the City will make sure that the release is taken care of.

Council Discussion and Mayor Manning inquired on a motion to move forward with the video.

Mr. Cassel explained the next steps with S.A. Nelson and the projects that are upcoming.

Mayor Manning inquired if Council wants to hold a workshop.

Further Council Discussion.

Motion by Vice Mayor O'Connor to approve the video presented by S.A. Nelson Back & Beyond Cam, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilman 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).

**PUBLIC HEARING - FIRST READING**

- A. FIRST READING:** An Ordinance to be known as the "Noise Ordinance", Chapter 23 Nuisances, Code of Ordinances

**Submitted By:** Planning & Zoning

**ORDINANCE 2021-01**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA TO INCLUDE A SECTION TO BE KNOWN AS THE "NUISANCE ORDINANCE"; PROVIDING FOR DEFINITIONS; PROVIDING FOR NOISE RESTRICTIONS; PROVIDING FOR EXEMPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR REPEAL OF CONFLICTING LAWS; PROVIDING FOR SEVERABILITY OF INVALID PROVISIONS; PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item for first reading, An Ordinance to be known as the "Noise Ordinance", Chapter 23 Nuisances, Code of Ordinances

Ms. Burgess read into record, by title only, Ordinance 2021-01.

Mr. Cassel explained the reason for the revised ordinance.

Vice Mayor O'Connor noted the reason for the prior comments and said that he recommends this ordinance for approval.

Mayor Manning inquired if Planning & Zoning had any additions.

Ms. Zacarias advised that staff had been coordinating with Ms. Rossmell on this item.

Kathryn Rossmell of Lewis, Longman & Walker on behalf of Minto PBLH, LLC thanked staff for their coordination.

Councilman Paul commented that he is not clear on noise levels and inquired how the noise is measured.

Mr. Cassel read Table 1. Allowable Exterior Sound Levels per Sound Zone (Sound Standards) from the Ordinance and explained how the noise levels are measured.

Council discussion on measurements and decibel levels.

Mayor Manning inquired of Council questions.

Mayor Manning noted this item is first reading.

Motion by Councilwoman Crump to adopt Ordinance 2021-01 on first reading, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	NO

Motion carried, with dissent (4-1, Councilman Paul dissenting).

Mayor Manning inquired on second reading.

Mr. Cassel responded July 12th.

- B. FIRST READING:** Ordinance amending Ordinance 2017-7 to authorize a Residential Solid Waste Services Special Assessment

**Submitted By:** Interim City Attorney



**ORDINANCE 2021-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, TO AMEND ORDINANCE 2017-7 "SOLID WASTE COLLECTION" TO AUTHORIZE AND PROVIDE FOR THE LEVY AND COLLECTION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT RELATED TO THOSE SERVICES WITHIN CITY OF WESTLAKE; AMENDING DEFINITIONS IN ORDINANCE 2017-7 AND PROVIDING FOR ADDITIONAL DEFINITIONS AND FINDINGS RELATING TO THE SPECIAL ASSESSMENT; CREATING A NEW SECTION 10A TO ORDINANCE 2017-7, ENTITLED "RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT," AND SUBSECTIONS 10A-1 THROUGH 10A-19, AUTHORIZING THE IMPOSITION AND COLLECTION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL AND FOR CORRECTING ERRORS AND OMISSIONS; PROVIDING THAT RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY UPON ADOPTION OF THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL; ESTABLISHING PROCEDURES AND METHODS FOR THE COLLECTION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENTS; ESTABLISHING THE PRIORITY OF THE LIEN OVER PRIOR RECORDED LIENS OR MORTGAGES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item for first reading, Ordinance amending Ordinance 2017-7 to authorize a Residential Solid Waste Services Special Assessment

Ms. Burgess read into record, by title only, Ordinance 2021-02.

Mayor Manning inquired of comments.

Mr. Doody advised that the Mr. Cassel requested Counsel to review Ordinance and explained the amendments made.

Mayor Manning inquired if any items adopted by Council was inappropriate.

Mr. Doody advised that it was not.

Mayor Manning called for any questions.

Mr. Cassel advised that the circumstances at the time of adoption of Ordinance 2017-17 reflected what the City was and had to be. He said that as the City continues to grow and change items will need to be modified.

Mr. Doody followed up on Mr. Cassel's point and advised that as the City progresses, amendments of existing ordinances is a standard practice and should not be taken as any indication of a miss step. This ordinance is being used as the foundation.

Vice Mayor O'Connor inquired if this is one of the last steps to adding the trash to the tax roll.

Mr. Cassel responded that it was and explained the next steps for the tax roll.

Mr. Cassel mentioned that Ms. Rossmell has spoken with him before and noted that there is one thing that needs to be clarified between first and second reading. The assessments are on those single-family residents that already have Certificate of Occupancy (CO) and not just platted, the City is not collecting trash or garbage from anything that does not have a CO; it will be effective at the CO.

Ms. Rossmell commented that they want to make sure that there will be no assessments on vacant lots and there is a minor change that can govern this.

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.

Ms. Torres inquired if comments are for items on the agenda.

Ms. Burgess advised that comments are for this item.

Motion by Vice Mayor O'Connor to adopt Ordinance 2021-02, 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

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

Mayor Manning mentioned that he does not believe that he inquired of public comments for the prior Ordinance 2021-01.

Mayor Manning inquired of public comments for Ordinance 2021-01.

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.

**Alicia Torres - 5847 Whippoorwill Circle-** Ms. Torres asked for clarification on the 92-maximum decibel.

Vice Mayor O'Connor said that the use level varies.

Mr. Cassel read Table 1. Allowable Exterior Sound Levels per Sound Zone (Sound Standards) from the ordinance. He said that Table 1 and Table 2 lay out the levels for the community.

Mayor Manning inquired on additional comments.

Ms. Burgess advised that there were no additional comments.

**C. FIRST READING: Ordinance 2021-03 - 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 for first reading ,Ordinance 2021-03 - Chapter 3 Additional Medical Uses as Permitted in the Mixed Use Zoning District

Mayor Manning advised that Ordinance 2021-03 was heard at the Local Planning Agency meeting this evening.

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

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 Council comments.

Motion by Councilwoman Crump to adopt Ordinance 2021-03, 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).

**D. FIRST READING:** Article 5: Subdivision and Site Development Standards, Land Development Regulations - First Reading

**Submitted By:** Engineering

**ORDINANCE NO. 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 on first reading, Article 5: Subdivision and Site Development Standards, Land Development Regulations - First Reading

Mayor Manning advised that the item was heard at the Local Planning Agency Meeting.

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

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 Council Comments.

Motion by Councilwoman Crump to adopt Ordinance 2021-04, 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).

- E. **FIRST READING:** Amending Ordinance 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 on first reading, Amending Ordinance 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

Mayor Manning mentioned that the Ordinance was heard at the Local Planning Agency Meeting.

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

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 Council comments.

Mayor Manning no Council comments.

Motion by Vice Mayor O'Connor to adopt Ordinance 2021-05, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Councilman 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).

**PUBLIC HEARING - SECOND READING**

There being no Public Hearing - Second Reading, the next item followed.

**PUBLIC HEARING - QUASI JUDICIAL**

- A. A Resolution for the Pod H "Landings" Master Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-08**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SITE PLAN AMENDMENT FOR WESTLAKE LANDINGS, CONTAINING A CONVENIENCE STORE WITH A GAS STATION ON PARCEL A1; FAST FOOD RESTAURANT WITH DRIVE THROUGH ON PARCEL A2; RETAIL AND FAST FOOD RESTAURANT WITH DRIVE THROUGH ON PARCEL B1; RETAIL AND FAST FOOD RESTAURANT WITH DRIVE THROUGH ON PARCEL B2; FAST FOOD RESTAURANT WITH DRIVE THROUGH ON PARCEL C1; FAST FOOD RESTAURANT WITH DRIVE THROUGH ON PARCEL C2; SELF SERVICE STORAGE ON PARCEL E; COMMERCIAL RECREATION ON PARCEL F AND OFFICE AND LIGHT INDUSTRIAL ON PARCEL G, LOCATED AT 16860 PERSIMMON BOULEVARD WEST IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced the item.

Mayor Manning inquired on public comments.

Mr. Doody advised the City Clerk will need to swear in participants for the Quasi-Judicial proceedings.

Ms. Burgess swore in all participants that will be speaking on this item.

Ms. Zacarias presented a PowerPoint Presentation Pod H Westlake "Landings" Master Site Plan. She advised that the Site Plan has been reviewed by Wesley Jolin with the Palm Beach County Fire Rescue (PBCFR), the City Engineer and Seminole Improvement District (SID) have reviewed the drainage; and City Engineer has reviewed Traffic. She advised that staff is recommending with two conditions of approval.

Donaldson Hearing, of Coteleur & Hearing on behalf of applicant Minto PBLH, LLC., presented a PowerPoint. He advised that they agree with staff's recommendation for approval and pointed out that all the uses proposed are fully consistent with compliance in the Comprehensive Plan and the permitted uses as defined by the Land Development Regulations subject to site plan review approvals.

Tara Duhy of Lewis, Longman & Walker on behalf of Minto PBLH, LLC asked that the application materials submitted be made part of the record.

Mayor Manning inquired of Council questions.

Vice Mayor O'Connor inquired on Phase II construction; the plan to mitigate construction traffic; and asked if there will be temporary egress and ingress entrances away from the main roads.

Mr. Hearing noted that the City can anticipate construction on Persimmon West where there is no development now. There will be multiple access points along Persimmon and noted that there is only one point of access on Seminole Pratt Whitney Road and Persimmon. He mentioned that it is likely that construction for Publix and the parcels will happen; and the land development will happen simultaneously.

Vice Mayor O'Connor inquired of Mr. Hearing if the construction traffic will have a great effect on traffic for the residents.

Mr. Hearing responded that it should be no greater than the construction traffic that serves the communities that are growing.

Vice Mayor O'Connor inquired of golf cart access.

Mr. Hearing mentioned that the access points of the multimodal pathways are a full 12 foot wide and explained how the paths were brought in. He said that Council will be able to see this once presented.

Mayor Manning inquired on further questions.

Ms. Burgess read into record, by title only, Resolution 2021-08.

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.

**Alicia Torres 5847 Whipporwill Circle** - Ms. Torres inquired about the East to West exits and if there will be a light or yield type of crossover.

Mr. Hearing responded that a channelized intersection exists currently, and there is an ability to turn left if driving northbound; he noted that there is a signalized intersection at Persimmon Boulevard and identified the other available intersections.

Mayor Manning inquired on additional questions.

Ms. Burgess asked Ms. Torres if she had any additional questions.

Ms. Torres responded no.

Mayor Manning inquired of Council and audience comments.

Mr. Cassel reminded Council that there is a Master Property Owners Associations (MPOA) that all the parcels belong to.

Motion by Vice Mayor O'Connor to approve Resolution 2021-08, seconded by Councilwoman Crump.

**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).

B. A Resolution for the Pod H Pinnacle Self Storage Site Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-15**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN FOR AN APPROXIMATELY 107,290 SQUARE FOOT SELF SERVICE STORAGE; AND APPROXIMATELY HALF-ACRE OUTDOOR AREA FOR STORAGE OF BOATS AND RECREATIONAL VEHICLES LOCATED IN THE WESTLAKE LANDINGS PLAZA ON PARCEL H AT 4701 SEMINOLE PRATT WHITNEY ROAD IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Due to a client conflict, the Interim City Counsel, Mr. Doody, recused himself and stepped down from dais. Attorney Pamala Ryan sat in for the Agenda item. Mr. Cassel provided further explanation for the recusal of duties.

Mayor Manning introduced the item.

Ms. Burgess read into record, by title only, Resolution 2021-15.

Ms. Ryan advised that participants need to be sworn in.

Ms. Burgess swore in all participants that will be speaking on this item.

Ms. Zacarias presented a PowerPoint presentation Self Storage at Westlake Landing's (Pod H) Site Plan Review. She advised that the application does not include signage as it will come in a separate application.



Mr. Hearing presented a Powerpoint presentation "Pod H" Westlake Landings Parcel E - Self Service Facility. He mentioned that Chris Perry, Owner/Developer of Pinnacle Self Storage and Kenneth Carlson, Project Architect are in attendance. He commented that this is a great driver for business and mentioned that these types of facilities have a great tax revenue and place very little burden on services. He advised that the sign plan will come before Council in July or August.

Mayor Manning inquired on Council comments.

Vice Mayor O'Connor inquired on landscaping in front of the main building.

Mr. Hearing advised that there is 80 feet of buffer with a three (3) to five (5) foot berm that will not be seen.

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.

Ms. Burgess advised that Sam B. inquired of the proposed access hours.

Mr. Hearing responded that a final determination has not been made, but there are office hours and access via keypad.

Motion by Councilwoman Long-Robinson to approve Resolution 2021-15, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

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

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

C. A Resolution for the Winn-Dixie Site Plan Modification

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-16**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN MODIFICATION FOR AN APPROXIMATELY 49,610 SQUARE FOOT WINN-DIXIE GROCERY STORE AND AN APPROXIMATELY 2,535 SQUARE FOOT LIQUOR STORE LOCATED IN THE GROVE MARKET SHOPPING CENTER AT 5042 SEMINOLE PRATT WHITNEY ROAD IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced the item.

Ms. Burgess swore in all participants that will be speaking on this item.

Ms. Burgess read into record, by title only, Resolution 2021-16.

Ms. Zacarias presented a PowerPoint presentation for the Winn-Dixie Site Plan Modification. She advised that Planning & Zoning and Engineering recommends approval of the subject application and there are no conditions of approval.

Ms. Rebecca K. Wright, Applicant of Southeastern Grocers, LLC presented the proposed Site Plan, discussed parking, and demolition of the exterior. She advised that the Fire Department has given full approval and mentioned that 130 new jobs will be added.

Mr. John Ziebarth, Lead Architect of Cuhaci & Peterson Architects showed renderings of the Winn-Dixie Fixture Plan, Retail Exterior Material Specifications, and Exterior Material Specifications.

Council inquired of square footage, landscaping, and parking lot.

Ms. Wright responded to Council questions.

Councilwoman Long-Robinson thanked the presenters for giving Winn-Dixie a face lift in Westlake. She advised that the residents and surrounding areas will be given an option. She mentioned the Construction Academy at Seminole High School and inquired if conversations have been had regarding apprenticeship or internship for students to help construct Winn-Dixie.

Councilman Long-Robinson requested Mr. Cassel to set up a meeting between the principal and Ms. Wright to discuss.

Ms. Wright said that she will work with Southeastern Grocers and commented that it is a good opportunity for the students.

Vice Mayor O'Connor inquired if the prototype will be different from the other Winn-Dixies.

Ms. Wright responded this is the first opportunity for a clean slate; this will be a brand-new store that is more systems based moving Winn Dixie into the 2020's.

Mr. Ziebarth said that this is a curve-in refresh with a new décor package to meet the needs of a modern society that we live in.

Vice Mayor O'Connor inquired of the products.

Ms. Wright advised that she cannot speak to this for certainty, but she does know that they are looking to tie it all together.

Mayor Manning thanked the presenters.

Mr. Cassel inquired if standby generation systems will be part of this project.

Ms. Wright advised that generators will be on site and said that there will be an automatic transfer switch as well as quick connection.

Mr. Cassel advised that natural gas will be available.

Ms. Wright said that she will have a conversation with the contractor for generators and have him get in contact with Mr. Cassel.

Mayor Manning inquired of public comments.

**Alicia Torres -5847 Whipoorwill Circle-** Ms. Torres inquired if there are any provisions for curb side pick options in the new prototype.

Ms. Wright responded yes, the store will have dedicated pick-up spaces that are being tested.

Councilman Paul inquired if there are provisions for electric cars.

Ms. Zacarias responded that there will be a proposed Ordinance before Council in July for parking.

Motion by Vice Mayor O'Connor to approve Resolution 2021-16, 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).



D. A Resolution for the Grove Market Site Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-17**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN MODIFICATION FOR EXTERIOR ARCHITECTURAL FAÇADE FOR GROVE MARKET SHOPPING CENTER LOCATED AT 5060 SEMINOLE PRATT WHITNEY ROAD IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess swore in all participants speaking on this item.

Ms. Burgess read into record, by title only, Resolution 2021-17.

Ms. Zacarias presented a PowerPoint presentation for the Grove Market Shopping Center Site Plan Modification. She advised that signage is not included in this application that will come before Council in a separate application. She advised that it is paramount to update the parking area as it needs to be updated to the standards of the ADA provisions. Planning and Zoning and Engineering Departments recommends approval.

Rob Spiak, Crossman & Company on behalf of 5060 Loxahatchee Retail, LLC advised that the application before Council is to get the aesthetics for review, comment, and approval. He mentioned that a master sign plan; update of the master site plan; and mentioned the improvements being made the landlord. He said that an ADA report is prepared for the facility and it will be submitted in June for the August meeting.

Mayor Manning inquired on the coordination timeframe.

Mr. Spiak responded Winn-Dixie is planning to open in November. He said they are willing to move as quickly as the City wants in efforts to have completed.

Mayor Manning identified his concern of getting plans together and submitted by November, noting that he would have liked to have seen the site plans prior to this item.

Mr. Spiak said that the plans will be submitted June 25th.

Mayor Manning advised that there is no Council meeting on June 25<sup>th</sup>.

Mr. Cassel explained the submittal date to have items into staff is June 25<sup>th</sup> for August.

Mayor Manning said three (3) months is very aggressive and he would like for the comments to be addressed.

Mr. Michael Narula, 5060 Loxahatchee Retail, LLC advised that they have been working closely with Planning and Zoning and Mr. Cassel. He said that all of the resources have been coordinated to make sure that they are ready to begin once the permits are issued.

Mayor Manning identified further concerns and asked Mr. Cassel what happens if there is no approval at the August meeting.

Mr. Cassel advised that it leave the external of the parking lot the way that it is. There is no trigger that he can recall that requires for the landscaping to be updated totally; the parking would remain in its current state.

Mr. Narula advised that there are no plans to do a reconfiguration of the parking lot, but noted that they are going to improve what is existing and address some minor ADA deficiencies that are in the report.

Mayor Manning inquired of Council comments.

Vice Mayor O'Connor commented that he loves the plan and inquired if there will be a name change as the City is no longer Loxahatchee.



Mr. Narula said they will bring some suggestions before Council.

Councilman Paul inquired of outdoor space for vendors to utilize.

Ms. Narula responded that it was suggested, and the vendors did not want to do this. He noted the vendors that have outdoor spacing, and he advised that there is an area near the old Fire station that he would like to use for outdoor space. They are happy to address any other issues later and he identified the main goal before Council.

Councilwoman Long-Robinson commented that she would have like to have seen some images of what the parking would look like.

Mr. Cassel advised that as soon as the item is submitted it will be submitted for Council review; a thorough staff review will be done to make sure that the item complies.

Further Council Comments.

Mr. Narula responded to Council comments.

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.

**Alicia Torres -5847 Whippoorwill Circle-** Ms. Torres inquired if the outer parcel on the corner off of Persimmon and Seminole Pratt Whitney will be for lease or will it be dedicated in the new plan. She asked if the old Fire Station is part of Grove Market if so, what will happen to it.

Mr. Narula responded that the outer parcel is not controlled by 5060 Loxahatchee Retail, LLC. The former Fire station is part of the shopping center and we are actively seeking new tenants.

Mayor Manning inquired on further Public comments.

Motion by Vice Mayor O'Connor to approve Resolution 2021-17, seconded by Councilwoman Crump.

**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).

**NEW BUSINESS**

- A. Agreement for Enforcement of the Traffic Control Jurisdiction Laws of the State between the City of Westlake and The Meadows of Westlake Homeowners Association, Inc.

**Submitted By:** Administration

Mayor Manning introduced item, An Agreement for Enforcement of the Traffic Control Jurisdiction Laws of the State between the City of Westlake and The Meadows of Westlake Homeowners Association, Inc.

Mr. Cassel explained the reason for the item before Council. He advised that the next two items are the same: one for Meadows and the other for Sky Cove. He said that staff is working with Cresswind to start their agreement; he mentioned that the agreement for the Groves will be before Council as people are starting to close there.

Mayor Manning inquired if the speed indicator sign is working.

Mr. Cassel responded that it is working. He mentioned that Palm Beach Sheriff Office (PBSO) is also monitoring and enforcing traffic issues on Town Center Parkway.

Mr. Cassel responded that this is a motion to approve the agreement between the traffic enforcement between the Meadows and City of Westlake.

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

**UPON ROLL CALL:**

Councilman 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. Agreement for Enforcement of the Traffic Control Jurisdiction Laws of the State between the City of Westlake and Sky Cove Homeowners Association, Inc.

**Submitted By:** Administration

Mayor Manning introduced item, an Agreement for Enforcement of the Traffic Control Jurisdiction Laws of the State between the City of Westlake and Sky Cove Homeowners Association, Inc.

Motion by Councilwoman Crump to enter into an agreement with Sky Cove and the City of Westlake, seconded by Vice Mayor O'Connor.

**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).

Vice Mayor O'Connor inquired on the agreement for the Hammocks Homeowners Association (HOA).

Mr. Cassel responded that it must come from the HOA itself.

Councilwoman Crump advised that the HOA has been turned over.

Vice Mayor O'Connor advised that he check on it.

- C. Fiscal Year 2020 Audited Financial Report

**Submitted By:** Finance

Mayor Manning introduced the item.

Mr. Cassel advised that there are no findings in the audit and the motion is to accept the audit.

Mayor Manning inquired on questions.

Motion by Councilwoman Long-Robinson to accept the audit, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

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

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

**CITY COUNCIL COMMENTS**

A. Councilwoman Katrina Long-Robinson

Councilwoman Long-Robinson commented that she would like for staff to talk about the Ordinance for Art in Public Places as it highlights diversity and inclusion. She noted a follow up Ms. Tahan's presentation for Wellington Regional and advised that she would like the record to show approval for the FDE, so that Council may understand what was communicated. Councilwoman Long-Robinson noted that what was communicated tonight was not what was communicated to Council. She would like to know the total number of acres sold.

Mr. Cassel advised that the record can be pulled.

Mayor Manning said that he agrees and commented thanks for bringing it up.

B. Councilwoman Kara Crump

No Comment.

C. Councilman Patric Paul

No Comment.

D. Vice Mayor JohnPaul O'Connor

Vice Mayor O'Connor mentioned the notice of grant funding by the Florida League of Cities. He was going to lobby for a Fourth of July fireworks display. He said that it takes a lot of planning and if Council agreed he would like for staff to budget for it.

Mr. Cassel said that he will make sure that there is a line item in the budget for fireworks. Staff will work at other ways to fund such as contributions and maybe partnerships etc.

Vice Mayor O'Connor inquired on traffic shift for the culverts and if it could be completed at night.

Mr. Cassel responded that the due to the type of work it can not be done at night. He mentioned that the next lane shift will ease up some of the traffic and noted the lanes will be done. He said that there will be three (3) total traffic shifts.

Vice Mayor O'Connor inquired on the project.

Mr. Cassel responded that it has been moving fast; it noted that it was projected to be 120-160 days and construction is on target.

Vice Mayor O'Connor thanked everyone and wished everyone a Happy Fourth of July.



E. Mayor Roger Manning

Mayor Manning commented that it is going on (5) years and the City does not have a City Hall. He said that he will reach out to Mr. Carter again to meet and he will follow up with Mr. Cassel.

Mr. Cassel said that he has some alternatives that he has been working on as well. He advised that he is working on two or three different places to lease space and noted there are coming out of the ground very shortly that potential lease space or lease purchase. He mentioned that he has been in discussions with various individuals to secure a home.

Mayor Manning said that this needs to be remedied one way or another. He appreciates the work that Mr. Cassel is doing.

**REPORT - STAFF**

A. Palm Beach County Fire Rescue Office - Monthly Report: May

**Submitted By:** Anthony Tozzi, District Chief

For Informational Purposes Only

Mayor Manning introduced the item.

Anthony Tozzi, District Chief provided updates. He said he hopes everyone has a healthy and safe month.

B. Palm Beach County Sheriff's Office - Monthly Report: May

**Submitted By:** Captain Craig Turner

For Informational Purposes Only

Mayor Manning introduced the item.

**REPORT - CITY ATTORNEY**

Mayor Manning thanked the Interim City Attorney for being here and his appreciation for the weekly reports.

Mr. Doody said that it is a pleasure to be here and meet everyone. He is glad to be part of the growing process.

**REPORT - CITY MANAGER**

Mr. Cassel said that the preliminary budget will be brought before Council at the July meeting and the millage rate will be set first. He will present a follow up from the planning process that Inframark is working on for 2022/2023. He further provided an update on development and noted the number of houses being closed.

**PUBLIC COMMENTS - AGENDA ITEMS ONLY**

*This section of the agenda allows for comments from the public to speak on items only 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.*

Mayor Manning called for any public comments.

Mayor Manning noted the excitement of what is going on in the City and that it is promising to see developers wanting to develop within the City.

Mr. Cassel noted that he was thrilled that the Building Department worked with Winn-Dixie to issue the demolition permit.

Mayor Manning mentioned his ride around in the City before the meeting. He noted the 80-130 jobs that will come from the development.

Ms. Burgess noted that Luis Park inquired on the cost of the video created by S.A. Nelson.

Mr. Cassel said that he will check what was approved for the first agreement and get back with the amount.

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.

**Alicia Torres - 5847 Whippoorwill Circle-** Ms. Torres commented that she agrees with Mayor Manning that this is the best fun she has had in the last year. She commented that she is shocked by the presentation by Ms. Tahan saying that Westlake's land was dedicated to Medical Office Space. She inquired what is medical office space and if this is strictly medical office space. She inquired on the current City Hall situation and asked if the paint can be scraped off; and what will happen to buildings once there is a real City Hall.

Mr. Cassel responded that the buildings are occupied by SID and leased from Minto. He said that he will speak with them regarding the exterior. He advised what will happen to the building and mentioned that SID is working on new facilities next to the sub station adjacent to the County's refueling site.


Mr. Torres requested for clarification for the Wellington Regional Medical Center medical office space.

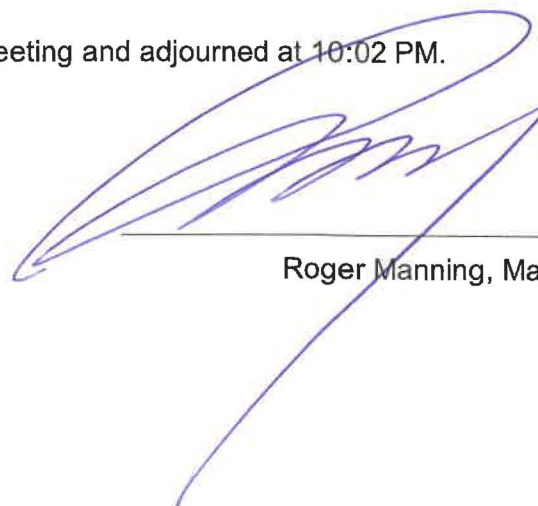
Mr. Cassel responded he does not know, but staff will go back and look at the record to see what played out as the original vision and go back and push for the fulfillment of the vision that was sold to the City.

There being no further comments, the next item followed.

### **ADJOURNMENT**

Mayor Manning identified the next Regular Council Meeting and adjourned at 10:02 PM.

  
Zoie P. Burgess, City Clerk

  
Roger Manning, Mayor