

# CITY OF WESTLAKE



## MINUTES

### Planning and Zoning Board Meeting

Monday, April 12, 2021 at 6:00 PM

Westlake Council Chambers  
4005 Seminole Pratt Whitney Road  
Westlake, Florida 33470

This meeting shall take place at the **Westlake Community Center/City Council Chambers located at 4005 Seminole Pratt Whitney Road, Westlake, Florida, 33470 and publicly viewed Via Communications Media Technology.**

Members of the public may 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: 132 823 9517

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: 132 823 9517

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 provided via the City website:

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

### BOARD:

Roger Manning, Chair  
Katrina Long Robinson, Vice Chair  
Patric Paul, Board Member  
Kara Crump, Board Member  
JohnPaul O'Connor, Board Member  
Francisco Costoya, Jr., Alternate Board Member

### CITY STAFF:

Ken Cassel, City Manager  
Pam E. Booker, City Attorney  
Nilsa Zacarias, Planning & Zoning Director  
Zoie P. Burgess, City Clerk

A Planning and Zoning Board meeting of the Board of the City of Westlake was held on Monday, April 12, 2021 at 6:00 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that Chair Roger Manning, Vice Chair Katrina Long-Robinson, Board Member JohnPaul O'Connor were present physically. Board Member Kara Crump was present via communications technology and Board Member Patric Paul was absent. *[arrived 6:18 PM]*.

Ms. Burgess noted that Planning & Zoning Director Nilsa Zacarias, City Manager Kenneth Cassel and City Attorney Pam Booker, City Engineer Suzanne Dombrowski and City Clerk Zoie Burgess were present physically.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the Chair 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 disruption or being inappropriate will be removed from the meeting.

Ms. Burgess reminded Council Members physically present to utilize microphones for a clear record of the proceeding.

### **CALL TO ORDER**

Mayor Manning called the City of Westlake Regular City Council meeting of April 12, 2021, to order at 6:04 PM.

### **ROLL CALL**

Present and constituting a quorum

Board Member JohnPaul O'Connor  
Board Member Kara Crump  
Board Member Patric Paul - *Absent*  
Vice Chair Katrina Long-Robinson  
Chair Roger Manning

Also, present:

Kenneth Cassel, City Manager  
Pam E. Booker, Esq. City Attorney  
Zoie P. Burgess, CMC, City Clerk  
Nilsa Zacarias, Planning & Zoning Director  
Suzanne Dombrowski, City Engineer

## **PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

## **Oath of Office**

A. Francisco Costoya, Jr., Alternate Board Member

Mayor Manning introduced the item.

Ms. Burgess swore in Alternate Board Member Francisco Costoya, Jr.

Mayor Manning thanked Mr. Costoya for serving.

Board Member O'Connor informed the Board that there is a vacant seat and that Mr. Costoya can serve as an alternate for this evening's meeting.

## **APPROVAL OF AGENDA**

Mayor Manning introduced approval of the agenda.

Motion by Vice Chair Long-Robinson to Approve the Agenda, seconded by Board Member O'Connor.

### **Upon Roll Call:**

Board Member Crump	YES
Board Member O'Connor	YES
Vice Chair Long- Robinson	YES
Chair Manning	YES
Alternate Board Member Costoya, Jr.	YES

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

## **APPROVAL OF MINUTES**

A. July 8, 2019 - Planning and Zoning Meeting Minutes – DRAFT

Mayor Manning introduced the approval of minutes and asked why they were only now being presented for approval.

Mr. Cassel responded that the last meeting for Planning and Zoning was over a year ago.

Motion by Vice Chair Long-Robinson to Approve Meeting Minutes, seconded by Alternate Board Member Costoya, Jr.

### **Upon Roll Call:**

Alternate Board Member Costoya, Jr.	YES
Board Member Crump	YES
Board Member O'Connor	YES
Vice Chair Long- Robinson	YES
Chair Manning	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 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 Board, state your name and address for the record.*

Ms. Burgess asked Tara Duhy if she would like to speak.

Tara Duhy of Lewis Longman & Walker, P.A. responded no and stated that she is available to answer any questions related to the application.

Ms. Burgess noted that no public comment cards were 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 their name and address.

There being no further comments, the next item followed.

## **NEW BUSINESS**

- A. VAR-2021-01 Variance Application - Pod M2 - Crossings of Westlake. 130 attached single family townhomes in the R-2 Zoning District.

**Submitted By:** Gina Lawrence / Planning & Zoning

### **RESOLUTION PZ 2021-01**

**A RESOLUTION OF THE PLANNING AND ZONING BOARD FOR THE CITY OF WESTLAKE, FLORIDA, RELATING TO A VARIANCE REQUEST FROM THE APPLICANT MINTO PBLH, LLC FOR THE CROSSINGS OF WESTLAKE (POD M-2), A ONE-HUNDRED-THIRTY (130) UNIT TOWNHOME PROJECT, LOCATED AT 5075 SEMINOLE PRATT WHITNEY ROAD, SAID VARIANCE APPROVAL WILL ALLOW EIGHTY PERCENT (80%) DEAD END STREETS, WHERE THE CITY'S INTERIM UNIFIED LAND DEVELOPMENT CODE, ARTICLE 3, SECTION 2.A.2(a), ALLOWS A MAXIMUM OF TWENTY PERCENT DEAD END STREETS (20%); IN THE CITY OF WESTLAKE, PALM BEACH COUNTY FLORIDA, PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Manning introduced item, VAR-2021-01 Variance Application - Pod M2 - Crossings of Westlake. 130 attached single family townhomes in the R-2 Zoning District.

Nilsa Zacarias, Planning & Zoning Director, presented a PowerPoint presentation on the Crossings

M-2 Pod Variance Application VAR-2021-01. She noted that on March 8, 2021, the Crossing Plat received conditional approval from the City Council. She provided an overview of the Background, Site Information, Typical Lot Layout, Architectural Elevation, Pedestrian Network, Street Design and Variance Request. She referenced Chapter 2, Section 2: Special Applications, and noted that the applicant completed the required property posting, mailed notices to property owners within 300 feet of the subject site, and confirmed that the legal advertisement was published in the Palm Beach Post.

Donaldson Hearing of Coteleur & Hearing, speaking on behalf of Minto, presented a PowerPoint presentation regarding the POD M-2 Variance Crossing of Westlake. He identified the location and explained that Minto is proposing three architectural styles for townhomes: Urban Transition Modern Bermudan, and Coastal Contemporary. He displayed the conceptual floor plans and noted that the townhomes will be 30 feet wide, each featuring a two-car garage and designed to promote walkability.

He stated that Minto is requesting approval of the variance and noted that the City Staff, City Engineering, and the Fire Department are all recommending approval.

Board Member O'Connor inquired about street parking.

Mr. Hearing stated that on-street parking will be throughout the community and noted the landscape and decorative pavers as a unique feature.

Board Member Paul inquired about the total parking spaces.

Mr. Hearing advised that while not having the exact number, there are approximately 20 parking spaces throughout the community. The spaces are 23 feet long and can accommodate a small car, small vehicle or pickup truck.

Board Member Paul inquired whether parking would fall under the Master Homeowner Association (HOA) who regulates the HOA.

Mr. Hearing responded yes and stated that an HOA will be established with separate guidelines for the use of parking and open spaces.

Further Council discussion

Board Member O'Connor inquired about the golf cart gate.

Mr. Hearing advised that each homeowner has a key fob to access the gate.

Board Member O'Connor inquired about the price point for the family homes.

Mr. Hearing noted that the price will be lower, as this is an attached product. While it is difficult to provide an exact figure, the goal is to offer a more affordable option.

Board Member O'Connor inquired on the stucco materials being used for the walls in the units.

Mr. Hearing responded that block walls will be used if he is not mistaken.

Board Member Paul inquired about delivery vehicles entering the community and how to avoid damaging things in the homeowner's driveways.

Mr. Hearing advised that the alley paths are wide and said that close attention was given to the turning radius. This Pod design meets all requirements of Palm Beach County and the Fire Department; it has also been used in Pembroke Pines with dead ends and worked well.

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

Board Member O'Connor made a motion to approve VAR -2021-01, seconded by Vice Chair Long-Robinson.

#### **UPON ROLL CALL:**

Board Member O'Connor	YES
Vice Chair Long-Robinson	YES
Chair Manning	YES
Board Member Paul	YES
Board Member Crump	YES

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

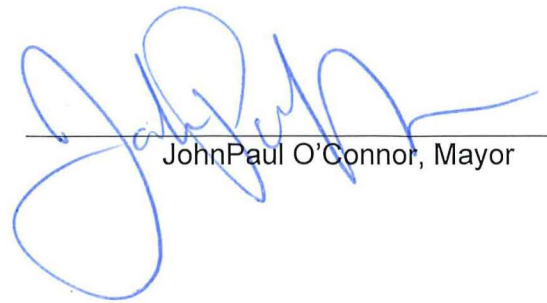
**ADJOURNMENT**

Chair Manning welcomed Mr. Costoya, Jr. to the Board and acknowledged that he is looking forward to working with him.

Chair Manning adjourned the meeting at 6:55 PM.



Zoie P. Burgess, CMC City Clerk



JohnPaul O'Connor, Mayor