

# CITY OF WESTLAKE



## AGENDA

### **City Council Regular Meeting**

Tuesday, May 02, 2023 at 6:00 PM

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

### **CITY COUNCIL:**

JohnPaul O'Connor, Mayor  
Greg Langowski, Vice Mayor  
Pilar Valle Ron, Council Member – Seat 1  
Julian Martinez, Council Member – Seat 2  
Charlotte Leonard, Council Member – Seat 3

### **CITY STAFF:**

Ken Cassel, City Manager  
Zoie P. Burgess, CMC, City Clerk  
Donald J. Doody, Esq., City Attorney  
Nilsa Zacarias, AICP, Planning and Zoning Director  
Suzanne Dombrowski, P.E., ENV SP, City Engineer

[TENTATIVE: SUBJECT TO REVISION]

**This is a Public Meeting and members of the public may attend in-person; however, the option to attend and participate via Communications Media Technology is available via the Cisco WebEx Platform and may be 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: 2632 888 9851

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: 2632 888 9851

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>

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENTS AND REQUESTS**

*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 or unmute your device, and prior to addressing Council, state your name and address for the record.*

**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.** Monthly Financial Report - March
- B.** Minutes\_City Council and Seminole Improvement District Joint Workshop - 04.26.2023 DRAFT

**PRESENTATIONS/PROCLAMATIONS**

**PUBLIC HEARING**

- A.** **MSP-2023-06:** The applicant is requesting approval of a Site Plan Modification to the previously approved 38,155 sq. ft. Worship Center. The applicant is requesting striped crosswalks in the parking isles rather than decorative pavers, the addition of 18 crash bollards at the west and south building entrances and change the dumpster gates materials from hardi-plank siding metal to wood. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.

**Submitted By:** Planning and Zoning

- B.** **FIRST READING:** Ordinance 2023-02 – Comprehensive Plan Amendment “Capital Improvements Element Updates”

**Submitted By:** Planning and Zoning

**ORDINANCE NO. 2023-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY’S COMPREHENSIVE PLAN TO UPDATE THE FIVE-YEAR COMMUNITY INVESTMENT PROGRAM INCLUDED WITHIN THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

**NEW BUSINESS**

- A.** Urban County Qualification Process FY 2024-2026 - Renewal of Interlocal Cooperation Agreement Amendment

**Submitted By:** Administration

**RESOLUTION NO. 2023-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY COUNCIL MEMBER TO EXECUTE AMENDMENT 001 TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF WESTLAKE AND PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**CITY COUNCIL COMMENTS**

- A. Councilwoman Charlotte Leonard
- B. Councilman Julian Martinez
- C. Councilwoman Pilar Valle Ron
- D. Vice Mayor Greg Langowski
- E. Mayor JohnPaul O'Connor

**REPORT - STAFF**

**REPORT - CITY ATTORNEY**

**REPORT - CITY MANAGER**

**PUBLIC COMMENTS AND REQUESTS**

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**ADJOURNMENT**

Next Meeting (Subject to Change or be Cancelled): **June 6, 2023**



**NOTICE:** If a person, firm or corporation decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, you will need a record of the proceedings, and you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript). The City of Westlake does not prepare or provide such verbatim record.

In accordance with the Americans with Disabilities Act, persons who need an accommodation in order to attend or participate in this meeting should contact the City Clerk at (561) 530-5880 at least three (3) business days prior to the meeting in order to request such assistance.

**AGENDA POSTED:** April 28, 2023

**File Attachments for Item:**

A. Monthly Financial Report - March



## MEMORANDUM

**TO: Members of the City Council, City of Westlake**  
**FROM: Steven Fowler, Accountant; Andre McAden, Director of Accounting**  
**CC: Ken Cassel, City Manager**  
**DATE: April 18, 2023**  
**SUBJECT: March Financial Report**

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Please find attached the March 2023 financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. An overview of the City's funds is provided below. Should you have any questions or require additional information, please contact me at [Steven.Fowler@inframark.com](mailto:Steven.Fowler@inframark.com).

### **General Fund**

- Total Revenues through March were approximately 78% of the annual budget. Collections of the FY2023 Ad Valorem Tax and Special Assessments were approximately 97% and 97%, respectively. The annual budget includes revenue from a funding agreement with the Developer. The Developer is invoiced quarterly for any year-to-date excess of actual expenditures over actual revenue.
- Total Expenditures through March were approximately 32% of the annual budget.

### **Special Revenue Fund – Housing Assistance Program**

- Total Revenues through March were approximately 151% of the annual budget, which was a result of a higher than anticipated rate of construction. A donation of \$1,500 per Single Family Residence building permit is paid into the Housing Assistance Program.

### **Special Revenue Fund – Comprehensive Planning Services**

- Total Revenues through March were approximately 37% of the annual budget.
- Total Expenditures through March were approximately 56% of the annual budget.

# City of Westlake

## Financial Report

*March 31, 2023*



**City of Westlake**

**Financial Statements**

**March 31, 2023**

**Balance Sheet**  
March 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM</b>	<b>SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>				
<b>Current Assets</b>				
Cash - Checking Account	\$ 4,075,318	\$ -	\$ -	\$ 4,075,318
Assessments Receivable	42,553	-	-	42,553
Due From Other Funds	-	-	1,609,053	1,609,053
Investments:				
Money Market Account	1,573,466	3,352,828	-	4,926,294
Deposits	666	-	-	666
<b>Total Current Assets</b>	<b>5,692,003</b>	<b>3,352,828</b>	<b>1,609,053</b>	<b>10,653,884</b>
<b>Noncurrent Assets</b>				
Mortgages Receivable	-	626,297	-	626,297
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>626,297</b>	<b>-</b>	<b>626,297</b>
<b>TOTAL ASSETS</b>	<b>\$ 5,692,003</b>	<b>\$ 3,979,125</b>	<b>\$ 1,609,053</b>	<b>\$ 11,280,181</b>
<b><u>LIABILITIES</u></b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 94,529	\$ -	\$ 248,954	\$ 343,483
Accrued Expenses	2,600	-	58,603	61,203
DBPR surcharge	3,794	-	-	3,794
DCA surcharge	5,512	-	-	5,512
Impact Fees	203,390	-	-	203,390
Unearned Revenue	251,977	-	-	251,977
Due To Other Districts	5,726	-	-	5,726
Deferred Revenue-Developer Submittals (Minto)	-	-	112,629	112,629
Due To Other Funds	1,609,053	-	-	1,609,053
<b>Total Current Liabilities</b>	<b>2,176,581</b>	<b>-</b>	<b>420,186</b>	<b>2,596,767</b>
<b>Long-Term Liabilities</b>				
Deferred Inflow of Resources	42,553	-	-	42,553
<b>Total Long-Term Liabilities</b>	<b>42,553</b>	<b>-</b>	<b>-</b>	<b>42,553</b>
<b>TOTAL LIABILITIES</b>	<b>2,219,134</b>	<b>-</b>	<b>420,186</b>	<b>2,639,320</b>

**Balance Sheet**  
March 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Deposits	666	-	-	666
<b>Restricted for:</b>				
Special Revenue	-	3,979,125	1,188,867	5,167,992
<b>Unassigned:</b>	3,472,203	-	-	3,472,203
<b>TOTAL FUND BALANCES</b>	<b>\$ 3,472,869</b>	<b>\$ 3,979,125</b>	<b>\$ 1,188,867</b>	<b>\$ 8,640,861</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 5,692,003</b>	<b>\$ 3,979,125</b>	<b>\$ 1,609,053</b>	<b>\$ 11,280,181</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 23,119	\$ 23,119
Ad Valorem Taxes	3,126,601	3,126,601	3,020,291	(106,310)
Ad Valorem Taxes - Prior Years	-	-	1,308	1,308
Ad Valorem Taxes - Discounts	(125,064)	(125,064)	(119,794)	5,270
FPL Franchise	119,700	59,850	150,612	90,762
Solid Waste	15,200	7,600	8,788	1,188
Electricity	116,000	58,000	138,189	80,189
Water	58,700	29,350	32,932	3,582
Gas	75,200	37,600	32,208	(5,392)
Communication Services Taxes	53,200	26,600	48,354	21,754
Occupational Licenses	6,100	3,050	22,158	19,108
Building Permits - Admin Fee	77,100	38,550	43,709	5,159
General Government	-	-	1,132	1,132
State Revenue Sharing Proceeds	24,200	12,100	10,917	(1,183)
Alcoholic Beverage License	1,900	950	24	(926)
Shared Rev - Other Local Units	1,000	500	-	(500)
Administrative Fees	13,000	6,500	-	(6,500)
Other Public Safety Chrgs/Fees	2,400	1,200	3,356	2,156
Garbage/Solid Waste Revenue	250,600	125,300	73,552	(51,748)
Other Operating Revenues	5,400	2,700	7,370	4,670
Special Events	-	-	9,000	9,000
Event Sponsors	-	-	7,152	7,152
Judgements and Fines	-	-	542	542
Interest - Tax Collector	-	-	152	152
Special Assmnts- Tax Collector	358,326	358,326	348,287	(10,039)
Special Assmnts- Delinquent	-	-	281	281
Special Assmnts- Discounts	(14,300)	(14,300)	(13,011)	1,289
Developer Contribution	776,737	194,184	-	(194,184)
Lien Search Fee	1,300	650	5,890	5,240
<b>TOTAL REVENUES</b>	<b>4,943,300</b>	<b>3,950,247</b>	<b>3,856,518</b>	<b>(93,729)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Legislative</u></b>				
Mayor/Council Stipend	60,000	30,000	30,000	-
FICA Taxes	4,600	2,300	2,295	5
ProfServ-Legislative Expense	24,000	12,000	-	12,000
Telephone, Cable & Internet Service	1,900	950	1,710	(760)
Public Officials Insurance	3,800	3,800	3,500	300
Misc-Event Expense	193,300	30,000	38,217	(8,217)
Council Expenses	30,000	15,000	22,698	(7,698)
Dues, Licenses, Subscriptions	3,000	3,000	1,273	1,727
<b>Total Legislative</b>	<b>320,600</b>	<b>97,050</b>	<b>99,693</b>	<b>(2,643)</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<b><u>City Manager</u></b>				
Contracts-City Manager	213,600	106,800	106,800	-
Office Supplies	14,900	7,450	2,119	5,331
Dues, Licenses, Subscriptions	2,700	1,432	1,421	11
<b>Total City Manager</b>	<b>231,200</b>	<b>115,682</b>	<b>110,340</b>	<b>5,342</b>
<b><u>City Clerk</u></b>				
ProfServ-Web Site Maintenance	8,200	4,100	2,300	1,800
Contracts-City Clerk	212,200	106,100	106,100	-
Postage and Freight	1,500	750	201	549
Printing	14,800	7,400	21	7,379
Legal Advertising	31,200	15,600	8,972	6,628
Miscellaneous Services	1,300	650	100	550
Office Supplies	1,100	550	-	550
Dues, Licenses, Subscriptions	15,500	2,307	12,255	(9,948)
<b>Total City Clerk</b>	<b>285,800</b>	<b>137,457</b>	<b>129,949</b>	<b>7,508</b>
<b><u>Finance</u></b>				
Auditing Services	5,300	-	-	-
Contracts-Finance	83,100	41,550	41,550	-
<b>Total Finance</b>	<b>88,400</b>	<b>41,550</b>	<b>41,550</b>	<b>-</b>
<b><u>Legal Counsel</u></b>				
ProfServ-Legal Services	85,400	42,700	26,195	16,505
<b>Total Legal Counsel</b>	<b>85,400</b>	<b>42,700</b>	<b>26,195</b>	<b>16,505</b>
<b><u>Other Administrative Services</u></b>				
ProfServ-Info Technology	202,000	101,000	86,281	14,719
Contracts-Admin. Service	280,900	140,450	139,078	1,372
Misc-Public Relations	60,000	30,000	-	30,000
Misc-Assessment Collection Cost	3,600	3,600	3,163	437
General Government	90,000	45,000	-	45,000
<b>Total Other Administrative Services</b>	<b>636,500</b>	<b>320,050</b>	<b>228,522</b>	<b>91,528</b>
<b><u>Facility Services</u></b>				
Telephone, Cable & Internet Service	15,900	7,950	7,653	297
Lease - Copier	32,600	16,300	2,478	13,822
Lease - Building	86,700	43,350	-	43,350
Insurance (Liab,Auto,Property)	6,900	6,900	6,781	119
Miscellaneous Services	1,700	850	882	(32)
Cleaning Services	24,200	12,100	12,708	(608)
Principal-Capital Lease	9,500	4,606	9,020	(4,414)
Interest-Capital Lease	700	477	501	(24)
<b>Total Facility Services</b>	<b>178,200</b>	<b>92,533</b>	<b>40,023</b>	<b>52,510</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<b><u>Community Services</u></b>				
Contracts-Solid Waste	578,500	289,250	364,390	(75,140)
Contracts-Sheriff	954,900	457,044	416,303	40,741
Electricity	134,800	67,400	61,459	5,941
R&M-Community Maintenance	28,300	14,150	14,150	-
Operating Supplies	30,800	15,400	29,120	(13,720)
Roadway Services	22,400	11,200	5,187	6,013
<b>Total Community Services</b>	<b>1,749,700</b>	<b>854,444</b>	<b>890,609</b>	<b>(36,165)</b>
<b><u>Capital Expenditures &amp; Projects</u></b>				
Capital Improvements	50,000	50,000	-	50,000
<b>Total Capital Expenditures &amp; Projects</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b><u>Reserves</u></b>				
Misc-Contingency	178,800	89,400	8,185	81,215
1st Quarter Operating Reserves	938,700	469,350	-	469,350
Reserve - Buildings	200,000	100,000	-	100,000
<b>Total Reserves</b>	<b>1,317,500</b>	<b>658,750</b>	<b>8,185</b>	<b>650,565</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>4,943,300</b>	<b>2,410,216</b>	<b>1,575,066</b>	<b>835,150</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	1,540,031	2,281,452	741,421
Net change in fund balance	\$ -	\$ 1,540,031	\$ 2,281,452	\$ 741,421
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>1,191,417</b>	<b>1,191,417</b>	<b>1,191,417</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,191,417</b>	<b>\$ 2,731,448</b>	<b>\$ 3,472,869</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 4,800	\$ 2,400	\$ 50,352	\$ 47,952
Donations	300,000	150,000	410,160	260,160
<b>TOTAL REVENUES</b>	<b>304,800</b>	<b>152,400</b>	<b>460,512</b>	<b>308,112</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Public Assistance</u></b>				
Misc-Admin Fee (%)	21,000	10,500	4,858	5,642
Assistance Program	283,800	141,900	-	141,900
<b>Total Public Assistance</b>	<b>304,800</b>	<b>152,400</b>	<b>4,858</b>	<b>147,542</b>
<b>TOTAL EXPENDITURES</b>	<b>304,800</b>	<b>152,400</b>	<b>4,858</b>	<b>147,542</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	455,654	455,654
Net change in fund balance	\$ -	\$ -	\$ 455,654	\$ 455,654
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>3,523,471</b>	<b>3,523,471</b>	<b>3,523,471</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 3,523,471</b>	<b>\$ 3,523,471</b>	<b>\$ 3,979,125</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Building Permits	\$ 1,820,900	\$ 910,450	\$ 534,227	\$ (376,223)
Reinspection Fees	-	-	3,550	3,550
Building Permits - Surcharge	16,700	8,350	5,036	(3,314)
Other Building Permit Fees	30,000	15,000	46,370	31,370
Building Permits - Admin Fee	109,100	54,550	61,851	7,301
Engineering Permits	374,600	187,300	307,742	120,442
Planning & Zoning Permits	299,600	149,800	22,306	(127,494)
Other Miscellaneous Revenues	-	-	1,000	1,000
<b>TOTAL REVENUES</b>	<b>2,650,900</b>	<b>1,325,450</b>	<b>982,082</b>	<b>(343,368)</b>
<b>EXPENDITURES</b>				
<b>Comprehensive Planning</b>				
ProfServ-Engineering	352,600	176,300	148,753	27,547
ProfServ-Info Technology	170,900	85,450	37,844	47,606
ProfServ-Legal Services	118,700	59,350	24,728	34,622
ProfServ-Planning/Zoning Board	299,600	149,800	155,679	(5,879)
ProfServ-Compliance Service	100,000	50,000	95,040	(45,040)
ProfServ-Consultants	22,000	11,000	-	11,000
ProfServ-Building Permits	1,395,700	697,850	956,305	(258,455)
Outside Legal Services	1,800	900	-	900
Telephone, Cable & Internet Service	4,700	2,350	2,449	(99)
Lease - Copier	5,800	2,900	2,483	417
Lease - Building	43,400	21,700	-	21,700
Printing	2,200	1,100	145	955
Miscellaneous Services	-	-	301	(301)
Misc-Admin Fee (%)	113,200	56,600	56,600	-
Office Supplies	4,500	2,250	241	2,009
Cleaning Services	15,800	7,900	8,125	(225)
<b>Total Comprehensive Planning</b>	<b>2,650,900</b>	<b>1,325,450</b>	<b>1,488,693</b>	<b>(163,243)</b>
<b>TOTAL EXPENDITURES</b>	<b>2,650,900</b>	<b>1,325,450</b>	<b>1,488,693</b>	<b>(163,243)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	(506,611)	(506,611)
Net change in fund balance	\$ -	\$ -	\$ (506,611)	\$ (506,611)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>1,695,478</b>	<b>1,695,477</b>	<b>1,695,478</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,695,478</b>	<b>\$ 1,695,477</b>	<b>\$ 1,188,867</b>	

# **City of Westlake**

## **Supporting Schedules**

**March 31, 2023**

Cash and Investment Report

March 31, 2023

**GENERAL FUND**

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	BankUnited	Checking Account	n/a	\$4,075,318
Money Market	BankUnited	MMA	4.50%	\$1,573,466
		<b>Subtotal</b>		<b>\$5,648,784</b>

**SPECIAL REVENUE FUND**

Money Market	BankUnited	MMA	4.50%	\$671,615
Money Market	Valley Bank	Checking Account	4.25%	\$2,681,213
		<b>Subtotal</b>		<b>\$3,352,828</b>
		<b>Total</b>		<b>\$9,001,611</b>

**File Attachments for Item:**

B. Minutes\_City Council and Seminole Improvement District Joint Workshop - 04.26.2023  
DRAFT

# CITY OF WESTLAKE



## MINUTES

### City of Westlake and Seminole Improvement District Joint Workshop

Wednesday, April 26, 2023, at 5:00 PM

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

#### **CITY COUNCIL:**

JohnPaul O'Connor, Mayor  
Greg Langowski, Vice Mayor  
Pilar Valle Ron, Council Member – Seat 1  
Julian Martinez, Council Member – Seat 2  
Charlotte Leonard, Council Member – Seat 3

#### **CITY STAFF:**

Ken Cassel, City Manager  
Zoie P. Burgess, CMC, City Clerk  
Donald J. Doody, Esq., City Attorney  
Nilsa Zacarias, AICP, Planning and Zoning Director  
Suzanne Dombrowski, PE, ENV SP, City Engineer



A joint workshop meeting of the City Council of the City of Westlake and the Board of Supervisors for Seminole Improvement District was held on Wednesday, April 26, 2023, at 5:00 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road. Members of the public also participated in the meeting through electronic means and accessed as follows:

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

Meeting ID: 2632 684 4907  
Password: hello

2. Participants also dialed in using phone with the following number:

United States Toll: +1-408-418-9388  
Meeting ID: 2632 684 4907

As a preliminary matter, Ms. Burgess noted that council members are present physically constituting a quorum.

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 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 O'Connor called the City of Westlake and Seminole Regular City Council meeting of Wednesday, April 26, 2023, to order at 5:01 p.m.

### **ROLL CALL**

Present and constituting a quorum:

Councilwoman Charlotte Leonard  
Councilman Julian Martinez  
Councilwoman Pilar Valle Ron  
Vice Mayor Greg Langowski  
Mayor John Paul O'Connor

District President Scott Massey  
District Vice President Zane Beard  
District Secretary Leolani Gevers

Also present:

Kenneth Cassel, City Manager  
Donald J. Doody, Esq., City Attorney  
Zoie Burgess, City Clerk  
Suzanne Dombrowski, P.E., ENV SP, City Engineer

Robert Diffenderfer, Esq., District Attorney  
Ryan Wheeler, P.E., LEED AP

## **PLEDGE OF ALLEGIANCE**

Mayor O'Connor led the Pledge of Allegiance.

## **WORKSHOP AGENDA**

### A. Proposed Park Discussion - Programming, Conceptual Design & Layout

Mr. Cassel introduced and outlined the purpose of the meeting and what is hoped to be accomplished.

Mr. Hearing of Coteleur & Hearing – Presented a PowerPoint Presentation providing an overview of each of the 5 concepts and the slight variations in design including, but not limited to, various athletic courts, the number of courts, amphitheater stage location and temporary parking. Mr. Hearing further expressed the need for feedback from the Council and Board on the various arrangements and what would be wanted in terms of phasing the project.

Council discussion on the concepts and suggested layouts.

Additional Council and Board discussion on the following:

- Pavilion facilities
- Size of children's area
- Cost
- Walking path and size
- Future Community Center
- Office Facilities

## **CITY COUNCIL COMMENTS**

No further comment.

## **DISTRICT BOARD COMMENTS**

No further comment.

## **PUBLIC COMMENTS**

Chris Harris – 14576 71<sup>st</sup> Place North Loxahatchee – Introduction of company Breakthrough Athletic League. A non-profit organization offering youth sports, which is currently leasing space from Seminole Ridge Highschool and Western Pines Elementary. He also noted they are the exclusive provider for NFL flag football, and it is their second season. He noted there are close to 350 kids, including many from Westlake and was encouraged by residents to speak at the meeting considering the multi-purpose fields being proposed, and in hopes of working with City to grow sports in Westlake and host events. He noted May 20<sup>th</sup> is an upcoming Superbowl event for their current flag football season and would like to extend the invitation to see what they do and expressed his hope to work with the city in the future.

## **ADJOURNMENT**

There being no further business, Mayor O'Connor adjourned the meeting at 6:00 PM.

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Zoie P. Burgess, City Clerk

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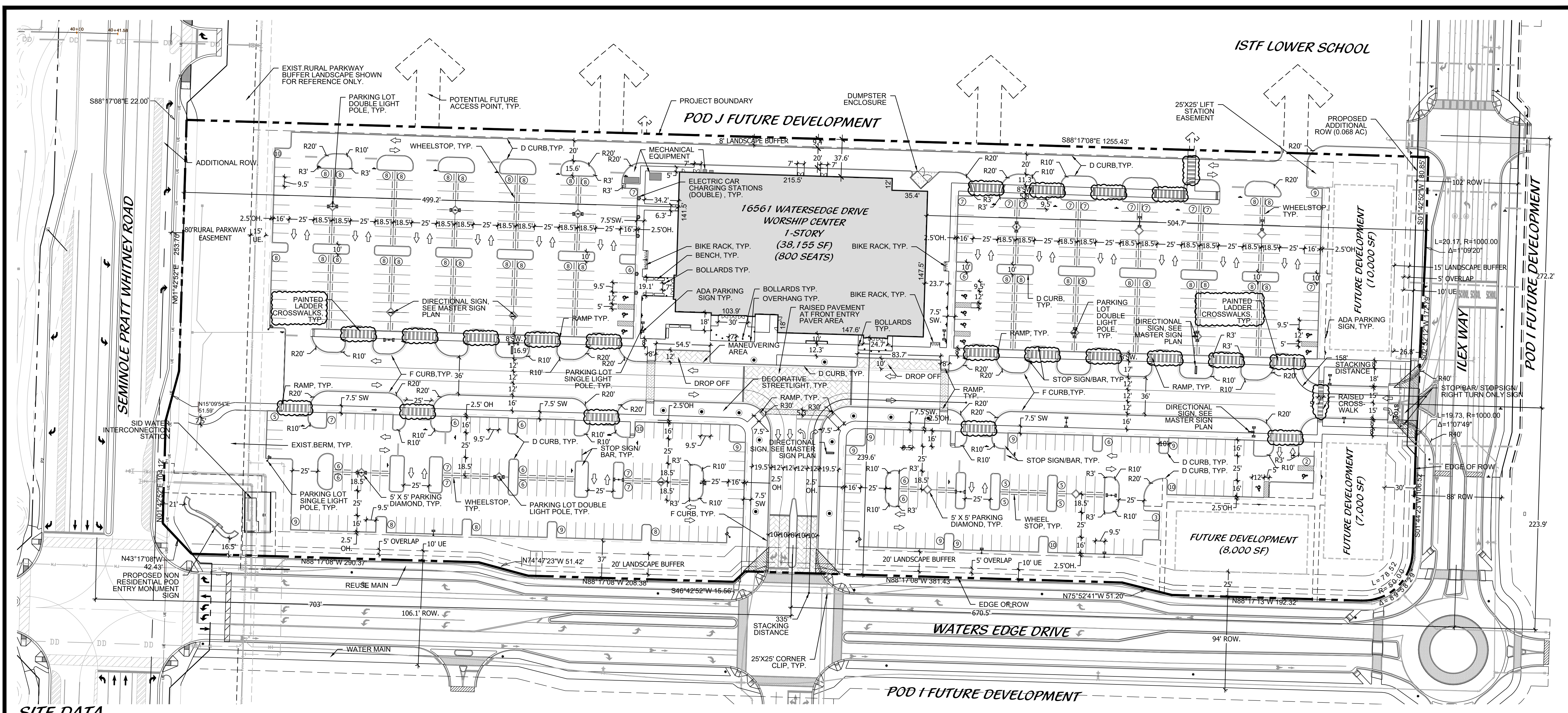
JohnPaul O'Connor, Mayor

**File Attachments for Item:**

**A. MSP-2023-06:** The applicant is requesting approval of a Site Plan Modification to the previously approved 38,155 sq. ft. Worship Center. The applicant is requesting striped crosswalks in the parking isles rather than decorative pavers, the addition of 18 crash bollards at the west and south building entrances and change the dumpster gates materials from hardi-plank siding metal to wood. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.

**Submitted By:** Planning and Zoning





**SITE DATA**

NAME OF APPLICATION	CHRIST FELLOWSHIP CHURCH WEST CAMPUS		
APPLICATION NUMBER	SP18-2021-04		
PROJECT NUMBER	CH 19-0202		
LAST BCC APPROVAL DATE	10/29/2014		
LAST CITY OF WEST PALM BEACH MASTER PLAN APPROVAL DATE	5/8/2019		
PETITION NUMBER	SP18-2021-04		
RESOLUTION NUMBERS	T19-R-2014-1646, R-2014-1647, R-2014-1648, ORDINANCE 2014-030		
TIER	RURAL*		
FUTURE LAND USE DESIGNATION	DOWNTOWN MIXED USE		
EXISTING ZONING DISTRICT	MIXED USE		
OVERLAY	AGRICULTURAL ENCLAVE OVERLAY		
SECTION/TOWNSHIP/RANGE	12/43/40		
PROPERTY CONTROL NUMBER(S)	77-40-43-12-00-000-1010		
EXISTING USE	VACANT AGRICULTURE/UTILITY		
APPROVED USE	MUPDEDC (2014)		
PROPOSED USE	CHURCH WORSHIP CENTER (2019)		
<b>CHRIST FELLOWSHIP CHURCH - POD J SITE DATA - 16561 WATERS EDGE DRIVE</b>			
TRACT 1	558,305 SF	12,771 AC	
<b>BUILDING DATA</b>			
WORSHIP CENTER (INCLUDES 5,000 SF OFFICE)	38,155 SF		
FUTURE DEVELOPMENT	25,000 SF		
TOTAL BUILDING AREA	63,155 SF		
NO OF FLOORS	1		
MAX BUILDING HEIGHT	30 FEET		
<b>PARKING DATA</b>			
REQ(SPACES)	PROV(SPACES)		
WORSHIP CENTER (800 SEATS)	200	510	
WORSHIP CENTER OFFICE (5,000 SF)	17		
FUTURE DEVELOPMENT OFFICE/RETAIL (25,000 SF)	100 (TBD)	100 (TBD)	
TOTAL PARKING SPACES	317	628	
ELECTRIC CHARGE STATION (INCLUDED IN TOTAL)	0	10 (6 DOUBLE STATIONS)	
HANDICAP (INCLUDED IN TOTAL)	0	9	
BIKE PARKING (5% OF PARKING REQUIRED)	16	20 (4 STANDARD PACKS)	
<b>AREA CALCULATIONS</b>			
	SF	AC	%
BUILDING LOT COVERAGE	64,655	1.484	11.62%
AIR CONDITIONED BUILDING FOOTPRINT	38,155	0.816	6.86%
CANOPY OVERHANG GREATER THAN 34IN	1,600	0.034	0.27%
FUTURE BUILDING AREA	25,000	0.574	4.49%
VEHICULAR USE AREA	306,443	7.035	55.09%
SIDEWALKS & PLAZAS	32,854	0.754	5.91%
OPENSOURCE	152,353	3.498	27.39%
TOTAL	558,305	12,771	100.00%
<b>SETBACKS</b>			
	FEET		
FRONT(SOUTH)	239.6		
REAR(NORTH)	37.6		
SIDE(EAST)	504.7		
SIDE(WEST)	499.2		

NOTE: SITE PLAN BASED ON SURVEY PROPOSED BY GEOPORT SURVEYING, INC. SIGNED AND SEALED BY GARY RAGAN ON 06-24-19

**PROJECT TEAM**

**PROPERTY OWNER**  
CHRIST FELLOWSHIP CHURCH  
5343 NORTHLAKE BOULEVARD  
PALM BEACH GARDENS, FLORIDA 33418  
PHONE: 561-306-2265

**SURVEYOR**  
ENGINEERING DESIGN & CONSTRUCTION, INC.  
10250 SW VILLAGE PARKWAY, SUITE 201  
PORT ST. LUCIE, FLORIDA 34987  
PHONE: 561-206-8698  
FAX: 561-684-6336

**TRAFFIC ENGINEER**  
PINDER TROUTMAN CONSULTING, INC.  
2005 VISTA PARKWAY, SUITE 111  
WEST PALM BEACH, FLORIDA  
PHONE: 561-206-8698  
FAX: 561-684-6336

**ENVIRONMENTAL CONSULTANT**  
EW CONSULTANTS, INC.  
1000 SE MONTEREY COMMONS BLVD, SUITE 208  
STUART, FLORIDA 34996  
PHONE: 772-287-8771  
MOBILE: 772-485-1700

**CIVIL ENGINEER**  
ENGINEERING DESIGN & CONSTRUCTION, INC.  
10250 SW VILLAGE PARKWAY, SUITE 201  
PORT ST. LUCIE, FLORIDA 34987  
PHONE: 772-462-2465

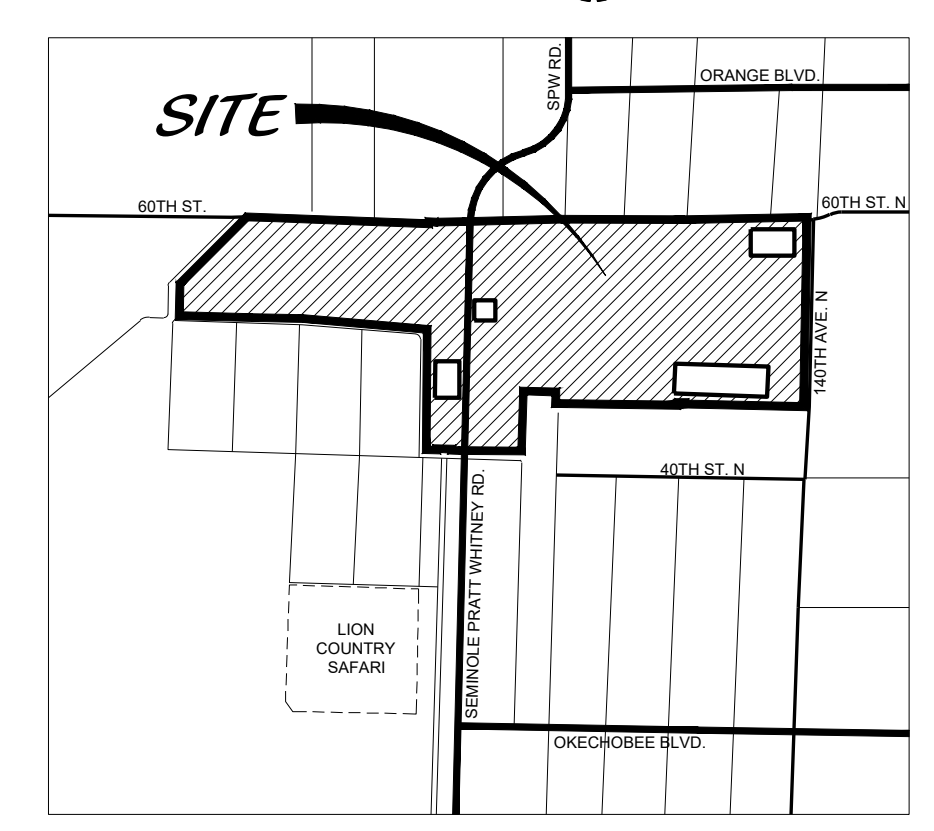
**SITE PLANNER**  
COTLEUR & HEARING  
1934 COMMERCE LANE, SUITE 1  
JUPITER, FLORIDA 33458  
PHONE: 561-747-6336  
FAX: 561-747-1377

**SEMINOLE IMPROVEMENT DISTRICT ENGINEER**  
FARNER BARLEY & ASSOCIATES, INC.  
4450 NE 83RD ROAD  
WILDWOOD, FLORIDA 34785  
PHONE: 352-748-3126  
FAX: 352-748-8823

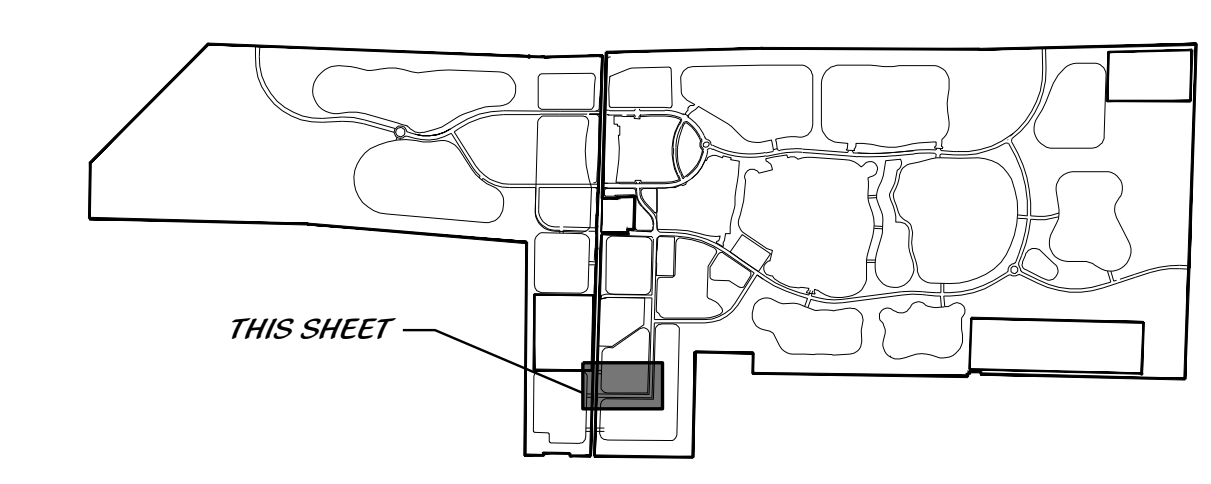
**LEGEND**

- SW : SIDEWALK
- ROW : RIGHT OF WAY
- TYP.: TYPICAL
- UE : UTILITY EASEMENT
- OH : OVERHANG PARKING
- EXIST.: EXISTING
- PROP.: PROPOSED
- : ADA SIGN
- : STOP SIGN
- ◐ : DO NOT ENTER
- ◑ : DIRECTIONAL SIGN
- ◒ : DIRECTIONAL SIGN

**LOCATION MAP**



**KEY MAP**



**APPROVAL STAMP**



NOTE 1: APPLICANT SHALL APPLY FOR A MASTER SIGNAGE PLAN AT A SEPARATE DATE.

NOTE 2: SITE PLAN REVIEW AND APPROVAL SHALL BE REQUIRED PRIOR TO THE DEVELOPMENT OF THE FUTURE DEVELOPMENT PARCELS SHOWN ON THE SITE PLAN.

**Cotleur & Hearing**  
Landscape Architects  
Land Planners  
Environmental Consultants  
1934 Commerce Lane  
Suite 1  
Jupiter, Florida 33458  
561.747.6336 • Fax 747.1377  
www.cotleurhearing.com  
Lic# LC-C000239

**MINTO WESTLAKE**  
**Christ Fellowship-Pod J**  
SITE PLAN  
City of Westlake, Florida

DESIGNED	DEH
DRAWN	MCR
APPROVED	DEH
JOB NUMBER	19-0202
DATE	09-24-19
REVISIONS	10-18-19
	11-08-19
	11-21-19
	04-02-21
	08-10-21
	03-24-23

Scale: 1" = 50'

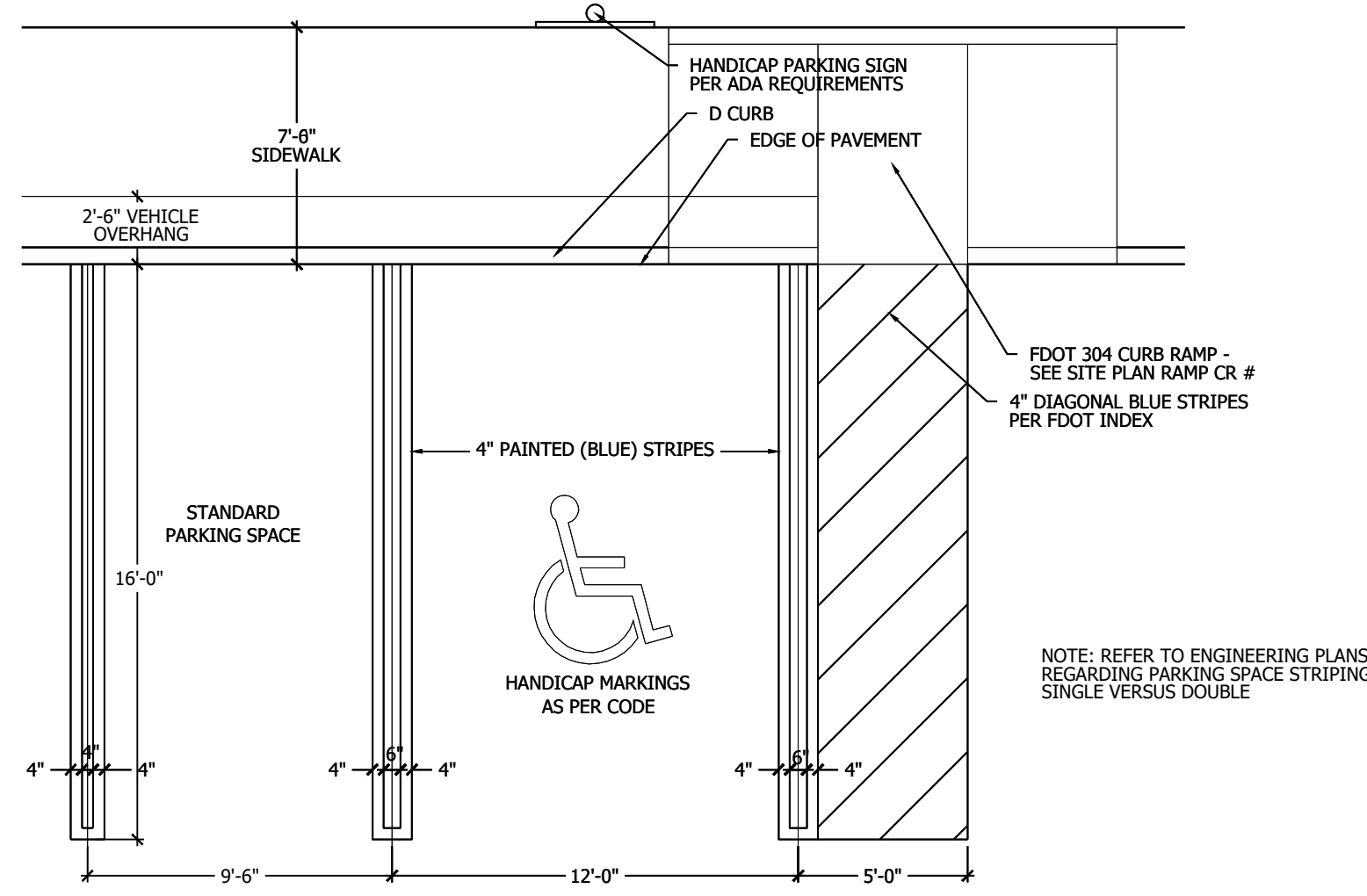
April 14, 2023 9:31:35 a.m.  
Drawing: 190202 BASE.DWG

SHEET 1 of 1  
© COTLEUR & HEARING, INC.  
These drawings are the property of the architect and are not to be used for extensions or on other projects except by agreement in writing with the architect. Immediately report any discrepancies to the architect.



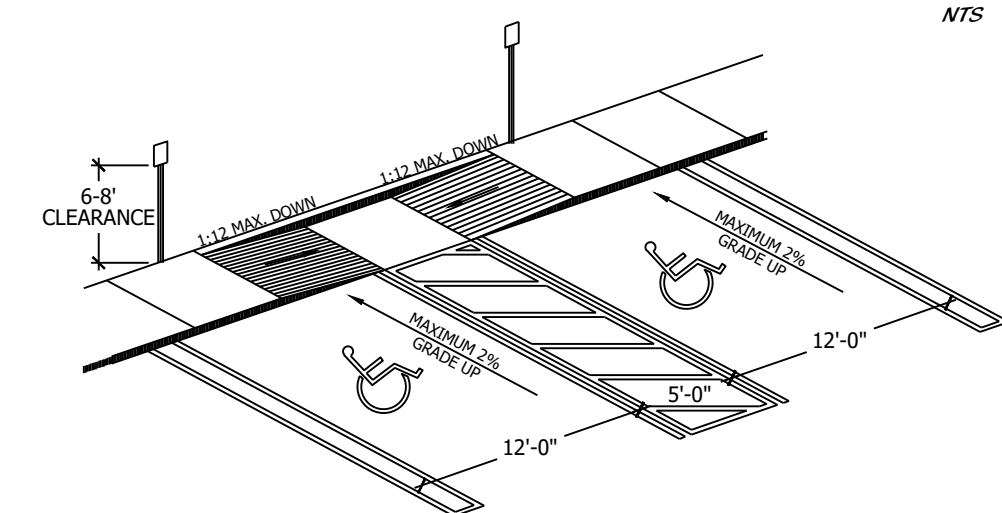
**STANDARD AND HANDICAP PARKING DETAIL**

NTS



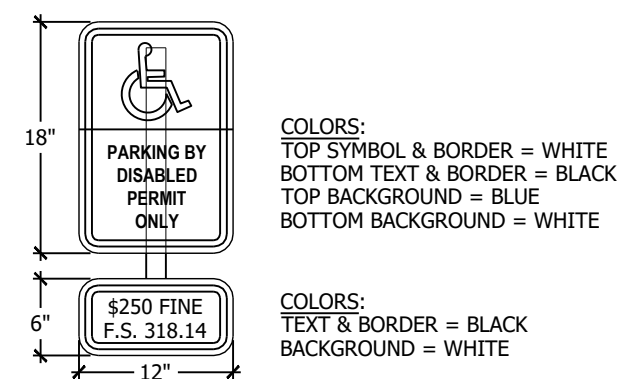
**HANDICAP RAMP DETAIL**

NTS



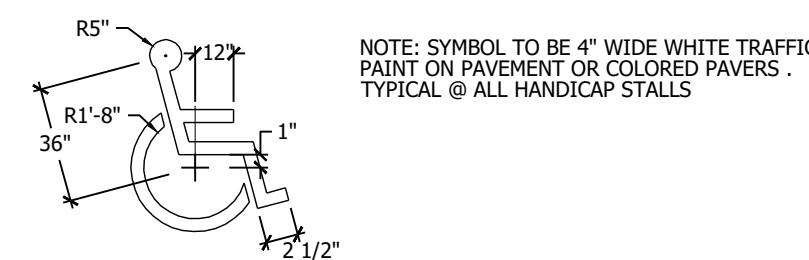
**HANDICAP SIGN DETAIL**

NTS



**HANDICAP SYMBOL DETAIL**

NTS



**CAR CHARGING STATION**

(OR EQUAL)

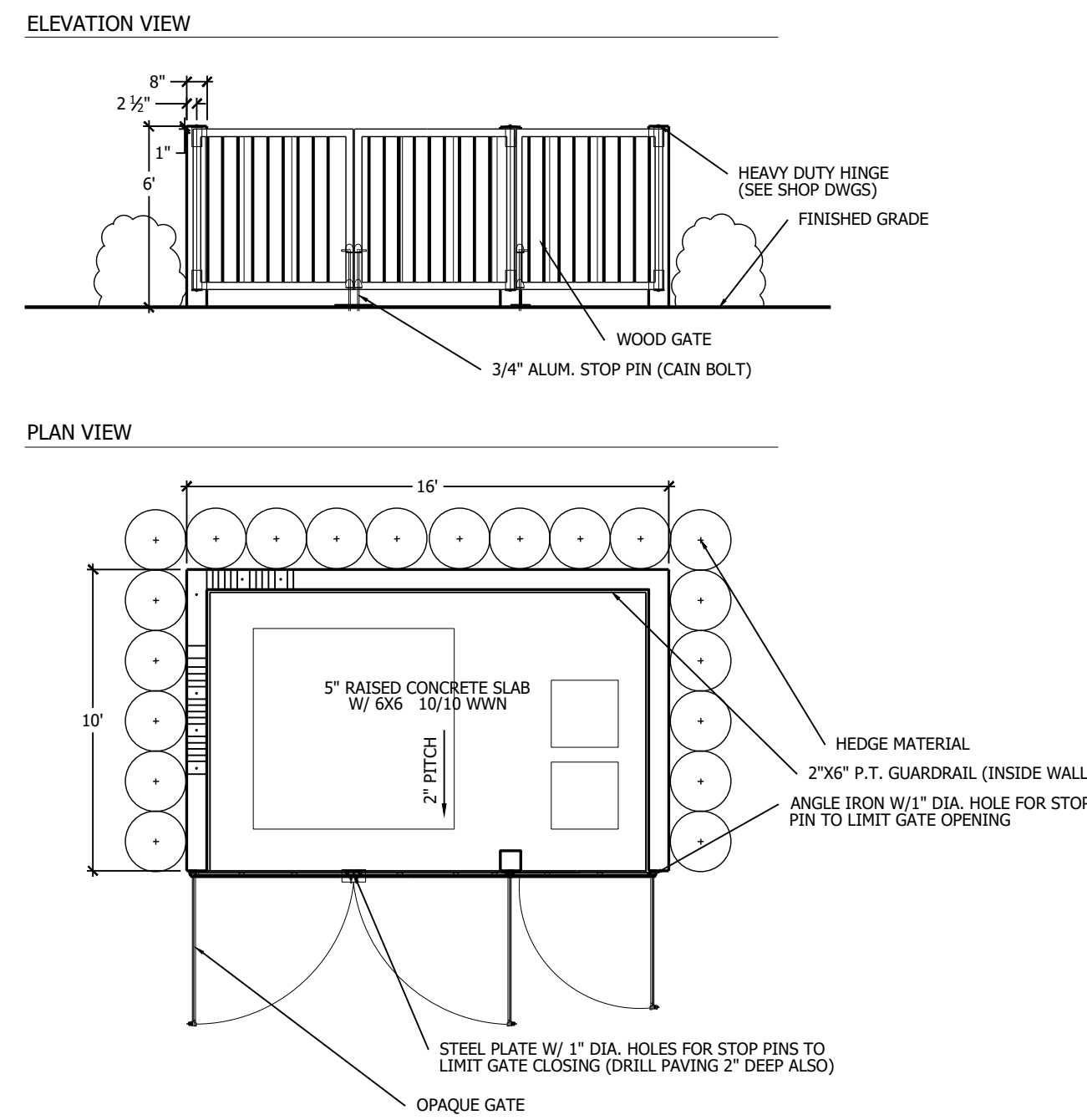
NTS



WWW.LEVITON.COM  
 PRODUCT #Q 1478  
 MANUFACTURE: LEVITON  
 CHARGING: DUAL  
 TYPE: DUAL MOUNT EV SERIES PEDESTAL SYSTEM  
 OR APPROVED BY LANDSCAPE ARCHITECT  
 INSTALL PER MANUFACTURERS RECOMMENDATIONS

**DUMPSTER DETAIL**

NTS



**BENCH DETAIL**

NTS

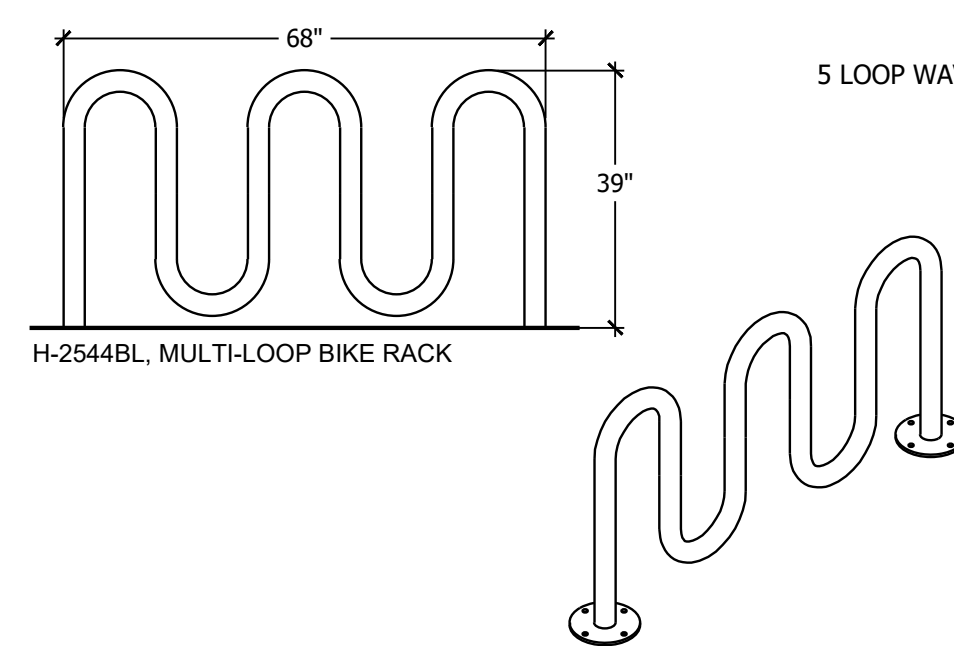


WWW.ULINE.COM  
 MODEL NO. H-3019  
 COURTYARD BENCH WITHOUT BACK 6'  
 COLOR - BLACK

**BIKE RACK DETAIL (5 SPACES PER RACK)**

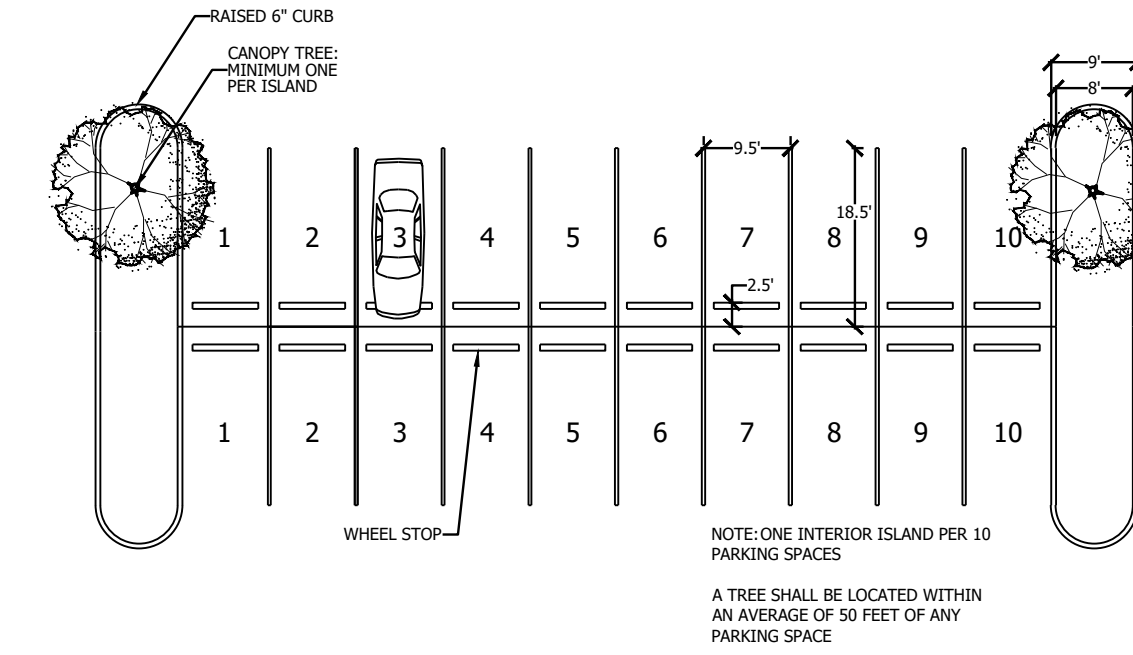
ULINE

NTS



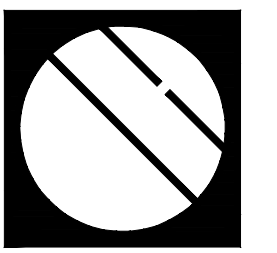
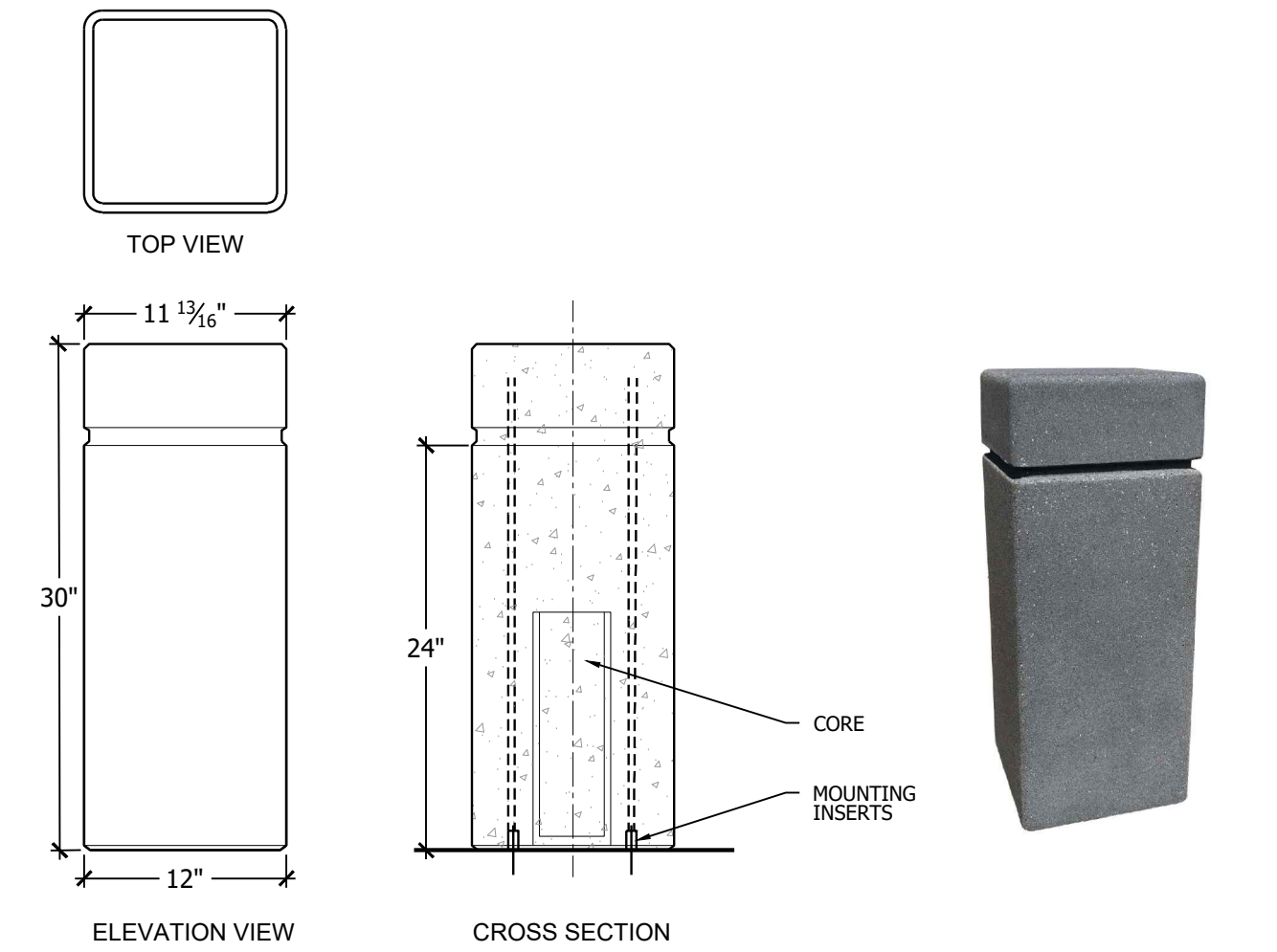
**HEAD TO HEAD PARKING DETAIL**

NTS



**BOLLARD DETAIL**

NTS



**Cotleur & Hearing**

Landscape Architects  
 Land Planners  
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 Lic# LC-C000239

MINTO WESTLAKE  
**Christ Fellowship-Pod J**  
 REGULATING PLAN  
 City of Westlake, Florida

DESIGNED	DEH
DRAWN	RS
APPROVED	DEH
JOB NUMBER	19-0202
DATE	09-24-19
REVISIONS	11-08-19
	11-19-19
	03-21-23
	03-28-23
	04-14-23

APPROVAL STAMP

April 14, 2023 9:37:28 a.m.  
 Drawing: 190202 REG.OWG



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		5/2/2023		<b>Submitted By:</b> Planning and Zoning	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		<b>MSP-2023-06:</b> The applicant is requesting approval of a Site Plan Modification to the previously approved 38,155 sq. ft. Worship Center. The applicant is requesting striped crosswalks in the parking isles rather than decorative pavers, the addition of 18 crash bollards at the west and south building entrances and change the dumpster gates materials from hardi-plank siding metal to wood. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to Approve SPM-2023-06 Christ Fellowship Site Plan Modification.			
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>The previously approved Christ Fellowship Worship Center is a one (1) story building, 38,155 sq. ft. facility with 800 seats. The site also included an additional 25,000 sq. ft. future development structures. The subject parcel is located in Pod J. The original Site Plan application was heard and approved by the City Council on December 9, 2019.</p> <p>On December 6, 2021, the City Council approved a Site Plan Modification to allow reduction in the use of decorative pavers on the site entrance and update the building façade colors. On April 11, 2022, the City Council approved a Master Signage Plan, which has been subsequently modified on February 7, 2023.</p> <p>The subject site received a Temporary Certificate of Occupancy (TCO) on April 4, 2023, which has been extended to May 4, 2023. The subject proposed site plan modifications originated from a Zoning Site Inspection report dated March 2, 2023.</p> <p>The applicant is requesting approval of a Site Plan Modification to allow (1) striped crosswalks in the parking isles rather than decorative pavers (previously approved by City Council), (2) the addition of 18 crash bollards at the west and south building entrances; and, (3) change the dumpster gates materials from hardi-plank siding metal to wood.</p>			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
		<b>EXHIBIT(S):</b>		<b>OTHER:</b>	
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Sheet Final Staff Report Application Justification Statement Christ Fellowship Site Plan			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE:</b>	

<p><b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b>  <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>  <b><u>Please keep text indented.</u></b></p>	
<p><b>FISCAL IMPACT</b> <i>(if any):</i></p>	<p></p>

\$





**CITY OF WESTLAKE**  
**Planning and Zoning Department**  
 4001 Seminole Pratt Whitney Road  
 Westlake, Florida 33470  
 Phone: (561) 530-5880  
 www.westlakegov.com

<b>DEPARTMENTAL USE ONLY</b>	
Ck. #	_____
Fee:	_____
Intake Date:	_____
<b>PROJECT #</b>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

## APPLICATION FOR SITE PLAN MODIFICATION

**PLANNING & ZONING BOARD**

Meeting Date: \_\_\_\_\_

**CITY COUNCIL**

Meeting Date: \_\_\_\_\_

**INSTRUCTIONS TO APPLICANTS:**

1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide all required documents as shown on the attached checklist. If not applicable, indicate with N/A.

*The Planning & Zoning Board meets the second Monday of the month at 6:00 p.m., as needed in the City Council Chambers, 4005 Seminole Pratt Whitney Road. The applicant will be informed in writing of their scheduled meeting date. After review and recommendation by the Planning & Zoning Board, applications will be heard by the City Council. The City Council meets on the second Monday of the month at 6:30 p.m., in the City Council Chambers.*

**I. PROJECT DESCRIPTION & APPLICANT INFORMATION**

**PROJECT NAME:** Christ Fellowship - Westlake

**PROJECT ADDRESS:** 16561 Waters Edge Drive

**DESCRIPTION OF PROJECT:** SPM-2023-06-Amend previously approved site plan

Property Control Number (PCN), list additional on a separate sheet: 77-40-43-12-00-000-1010

Estimated project cost: TBD

**Property Owner(s) of Record (Developer)** Christ Fellowship Church

Address: 5343 Northlake Boulevard, Palm Beach Gardens

Phone No.: 561-308-2255 Fax No.: \_\_\_\_\_ E-mail Address: leo.abdella@christfellowship.church

**Agent (if other than owner complete consent section on page 3):**

Name: Cotleur & Hearing

Address: 1934 Commerce Lane, Suite 1

Phone No.: 561-747-6336 Fax No.: \_\_\_\_\_ E-mail Address: dhearing@cotleur-hearing.com

**II. LAND USE & ZONING**

A) ZONING MAP DESIGNATION Mixed Use B) FUTURE LAND USE MAP DESIGNATION Downtown Mixed Use  
 C) Existing Use(s) Vacant/Agriculture/Utility  
 D) Proposed Use(s), as applicable Approved Use - Church/Worship Center

**III. ADJACENT PROPERTIES**

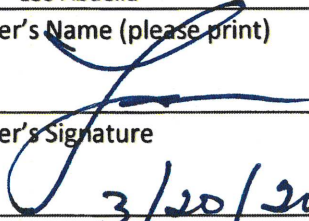
	Name of Business/ Subdivision	Land Use Designation	Zoning Designation	Existing Use(s)	Approved Use(s)
<b>NORTH</b>	Pod J	Downtown Mixed Use	MUPD	Vacant	Vacant
<b>SOUTH</b>	Pod I	Downtown Mixed Use	MUPD	Vacant	Vacant
<b>EAST</b>	Pod I	Downtown Mixed Use	MUPD	Vacant	Vacant
<b>WEST</b>	Parcel C-4	Open Space/Recreation	OPEN SPACE/REC	Vacant	Vacant

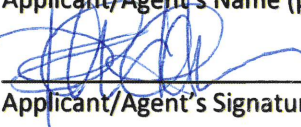
**V. OWNER/APPLICANT ACKNOWLEDGEMENT AND CONSENT**

**Consent statement (to be completed if owner is using an agent)**

I/we, the owners, hereby give consent to Cotleur & Hearing to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application.

By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the City of Westlake, Florida, Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

Leo Abdella  
 Owner's Name (please print)  
  
 Owner's Signature  
3/20/2023  
 Date

Donaldson E. Hearing  
 Applicant/Agent's Name (please print)  
  
 Applicant/Agent's Signature  
3-23-23  
 Date

## ***Christ Fellowship Church West Campus***

### ***Site Plan Modification***

#### ***Justification Statement***

March 27, 2023

#### **Introduction**

The subject application is a request for minor site plan updates to the previously approved Christ Fellowship Church West Campus site located within the Westlake Traditional Town Development (TTD). The affected portion of land is approximately 12.771 acres located on the southern portion of the TTD on the east side of Seminole Pratt Whitney Road. This project spans a portion of Pod J, adjacent to Waters Edge Drive. The approved, and platted, Worship Center is a 1-story, 38,155 SF building with 800 seats, situated in the southern, central portion of the City, east of Seminole Pratt Whitney Road, and adjacent to Waters Edge Drive and Ilex Way. The Worship Center has an assigned address of 16561 Waters Edge Drive, Westlake, FL. Construction has been completed and the site is currently operating under a Temporary Certificate of Occupancy through the end of this March.

#### **Subject Request**

The Applicant is requesting a minor amendment to their approved site plan. The project is substantially complete and is known as Christ Fellowship Church West Campus in Westlake. Since the site plan was approved in 2019, substantial inflationary cost increases and supply chain issues lead to decisions in the field that attempted to reign in overages for the church. As such, the applicant is now requesting some minor amendments such as, the approval of striped crosswalks in the parking aisles rather than pavers. The appropriate striping of the 3 missing ADA spaces in the east parking lot will be added. Other beneficial changes requested include the addition of 18 crash bollards at the west and south building entrances. The dumpster gates have also been replaced with a more aesthetically pleasing design, complimentary to the building's architecture. The recently approved wayfinding signs and final light pole locations have been added to the site plan for consistency. The location of mechanical equipment at the northeast and rear of the building have also been added to the site plan.

#### **Conclusion**

The Applicant is requesting approval of the above noted updates to the Christ Fellowship Church West Campus Site Plan as presented.



TEMPORARY CERTIFICATE OF OCCUPANCY CONTRACT

City of Westlake Building Department  
4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470  
Phone: (561) 530-5880 [www.westlakegov.com](http://www.westlakegov.com)

Code Edition: 2020 Florida Building Code, 7<sup>th</sup> Edition

Permit Number: Master Permit Build-2021-12-578

I, Stephen P Austin, legal owner or owner's designee of the below listed property do hereby request permission to occupy the structure described as Christ Fellowship Westlake known as a Religious Building - Church/Synagogue, located at 16561 Waters Edge Dr, Westlake, Florida 33470 for the term of thirty (30) days prior to the correction of the following listed issues which have been found deficient based upon inspection by the Building Department. Note: Any life safety deficiencies shall be corrected; inspected; and accepted prior to all occupancy requests.

Outstanding Issues/ Conditions: See Exhibit "A"

I understand that this Temporary Certificate of Occupancy may be revoked; conditional occupancy prohibited; and electrical power to the premises ordered disconnected at any time by the Building Department, if it is determined I have failed to abide by any of the specific conditions associated with this Temporary Certificate of Occupancy, or have created, or allowed any significant life safety violations to exist during the life of this Temporary Certificate of Occupancy. I understand and agree to hold the City of Westlake; it's Building Department; it's officers; agents; and employees harmless for any damages that I may incur as a result of this Temporary Certificate of Occupancy being revoked; conditional occupancy prohibited and/or electrical power to the premises ordered disconnected by the City. I also understand and agree that any surety held by the City may be forfeit if the deficiencies listed are not corrected in accordance with the specific terms of this Temporary Certificate of Occupancy.

Stephen P. Austin

Owner or Designee Signature

STEPHEN P. AUSTIN 4/4/2023

Owner or Designee Name (Please Print) and Date

STATE OF FLORIDA

The foregoing instrument was acknowledged before me this day April 4<sup>th</sup>, 2023 by

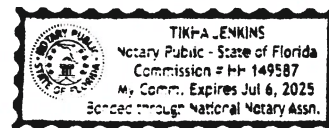
Stephen P. Austin who is personally known to me or who has produced

N/A as identification and who did/did not take an oath.

Tikha Jenkins  
(Signature of person taking acknowledgement)

Tikha Jenkins

(Name of officer taking acknowledgement typed, printed, or stamped.)



SEAL

[Handwritten Signature]  
Contractor Signature

Matt Blackburn, 4/4/23  
Contractor Name (Please Print) and Date

STATE OF FLORIDA

The foregoing instrument was acknowledged before me this day April 4, 2023 by Matt Blackburn, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

Irene M. Donner  
(Signature of person taking acknowledgement)



Irene M. Donner  
(Name of officer taking acknowledgement typed, printed or stamped.)

SEAL

Exhibit "A"

TEMPORARY CERTIFICATE OF OCCUPANCY CONTRACT

Outstanding Issues/Specific Conditions

1. Final building inspection for CO
2. Planning and Zoning final approval for CO – please review P&Z comments regarding changes needed to match approved site plan and master sign plan.
3. Engineering final approval for CO – need confirmation regarding the elevation certificate, that the building is still in fact within an AE zone, or if the building has been removed by a previous map change, then the elevation certificate needs to be updated to reflect that information.
4. Palm Beach County Fire-Rescue final approval for CO
5. Seminole Improvement District final approval for CO – must tie into and take over grass and irrigation along the north side of Waters Edge Drive.

Duration of TCO: 30 days, extended for an additional 30 days

Expiration Date of TCO: May 4<sup>th</sup>, 2023

Owner/Designee Initial: SA

Contractor Initial: MB

**TEMPORARY CERTIFICATE OF OCCUPANCY**

**City of Westlake Building Department  
4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470  
Phone: (561) 530-5880 [www.westlakegov.com](http://www.westlakegov.com)**

**Code Edition: 2020 Florida Building Code, 7<sup>th</sup> Edition**

Permit Number: **Master Permit Build-2021-12-578** Application Date: **10/22/2021** Issued: **12/20/2021**

Described as: **Religious Building - Church/Synagogue** located at 16561 Waters Edge Dr Westlake, FL 33470

Owner: **Christ Fellowship Church, Inc**  
5343 Northlake Blvd  
Palm Beach Gardens, FL 33418

Company/Contractor: **The Weitz Company**

Occupancy Group: **Mixed Use/Assembly** Other Agency Regulations May Establish More Stringent Limitations on Occupancy

Note: Building plans showing the nature of the occupancy permitted, the number of persons for each area when limited by law and allowable floor loads at the time of construction are available for review from City of Westlake files. For buildings and structures in flood hazard areas, documentation of the as-built lowest floor elevation has been provided and is retained in the records of the building department.

**Conditions:**

- 1. Final inspections as noted on TCO contract**
- 2. Closing/final documents as noted on contract in order to obtain CO approvals from all departments**

**Duration of TCO: 30 days, extended for an additional 30 days**

**Expiration Date of TCO: 5/4/2023**

To the best of my knowledge and belief, the components inspected under my authority to date have been completed in conformance with the approved plans and the applicable codes.



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Durrani Guy, CBO/CFM  
Building Code Administrator, City of Westlake

4/5/2023



## City of Westlake

### Planning and Zoning Department – Staff Report

City Council Meeting 5/2/2023

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#### PETITION DESCRIPTION

**PETITION NUMBER:** SPM-2023-06 *Christ Fellowship Church West Campus Site Plan Modification*  
**OWNER:** Christ Fellowship Church, Inc.  
**APPLICANT:** Cotleur & Hearing  
**ADDRESS:** 16561 Waters Edge Drive  
**PCN:** 77-40-43-12-00-000-1010

**REQUEST:** The applicant is requesting approval of a Site Plan Modification to the previously approved 38,155 sq. ft. Worship Center. The applicant is requesting striped crosswalks in the parking isles rather than decorative pavers, the addition of 18 crash bollards at the west and south building entrances and change the dumpster gates materials from hardi-plank siding metal to wood.

#### SUMMARY

The previously approved Christ Fellowship Worship Center is a one (1) story building, 38,155 sq. ft. facility with 800 seats. The site also included an additional 25,000 sq. ft. future development structures. The subject parcel is located in Pod J. The original Site Plan application was heard and approved by the City Council on December 9, 2019.

On December 6, 2021, the City Council approved a Site Plan Modification to allow reduction in the use of decorative pavers on the site entrance and update the building façade colors. On April 11, 2022, the City Council approved a Master Signage Plan, which has been subsequently modified on February 7, 2023.

The subject site received a Temporary Certificate of Occupancy (TCO) on April 4, 2023, which has been extended to May 4, 2023. The subject proposed site plan modifications originated from a Zoning Site Inspection report dated March 2, 2023.

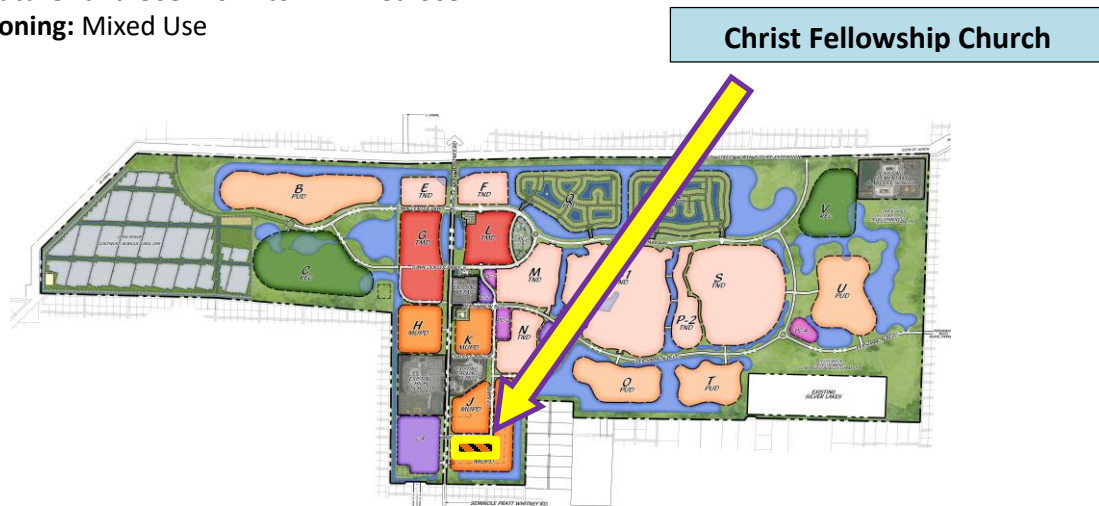
The applicant is requesting approval of a Site Plan Modification to allow (1) striped crosswalks in the parking isles rather than decorative pavers (previously approved by City Council), (2) the addition of 18 crash bollards at the west and south building entrances; and, (3) change the dumpster gates materials from hardi-plank siding metal to wood. *Please see enclosed photos of existing conditions.*

#### STAFF RECOMMENDATION

Based upon the facts and findings contained herein, the **Planning and Zoning and Engineering Departments** recommend approval of the subject application.

**1. PETITION FACTS**

- a. **Total Site Acres:** 12.771 acres
- b. **Subject Application:** 38,155 sq. ft. Worship Center and additional 25,000 sq. ft. of Future Development.
- c. **Future Land Use:** Downtown Mixed Use
- d. **Zoning:** Mixed Use



	<b>FUTURE LAND USE</b>	<b>ZONING</b>
<b>SUBJECT PROPERTY</b>	<b>Downtown Mixed Use</b>	<b>Mixed Use</b>
<b>NORTH</b> ISTF Facility	Downtown Mixed Use	Mixed Use
<b>SOUTH</b> ISTF Facility	Downtown Mixed Use	Mixed Use
<b>EAST</b> ISTF Facility	Downtown Mixed Use	Mixed Use
<b>WEST</b> Seminole Ridge High School	Downtown Mixed Use	Civic

**BACKGROUND**

The previously approved Christ Fellowship Worship Center is a one (1) story building, 38,155 sq. ft. facility with 800 seats. The site also included an additional 25,000 sq. ft. future development structures. The subject parcel is located in Pod J. The original Site Plan application was heard and approved by City Council on December 9, 2019.

On December 6, 2021, the City Council approved a Site Plan Modification to allow reduction in the use of decorative pavers on the site entrance and update the building façade colors. On April 11, 2022, the City Council approved a Master Signage Plan, which has been subsequently modified on February 7, 2023.

The subject site received a Temporary Certificate of Occupancy (TCO) on April 4, 2023, which has been extended to May 4, 2023. The subject proposed site plan modifications originated from a Zoning Site Inspection report dated March 2, 2023.



## STAFF ANALYSIS

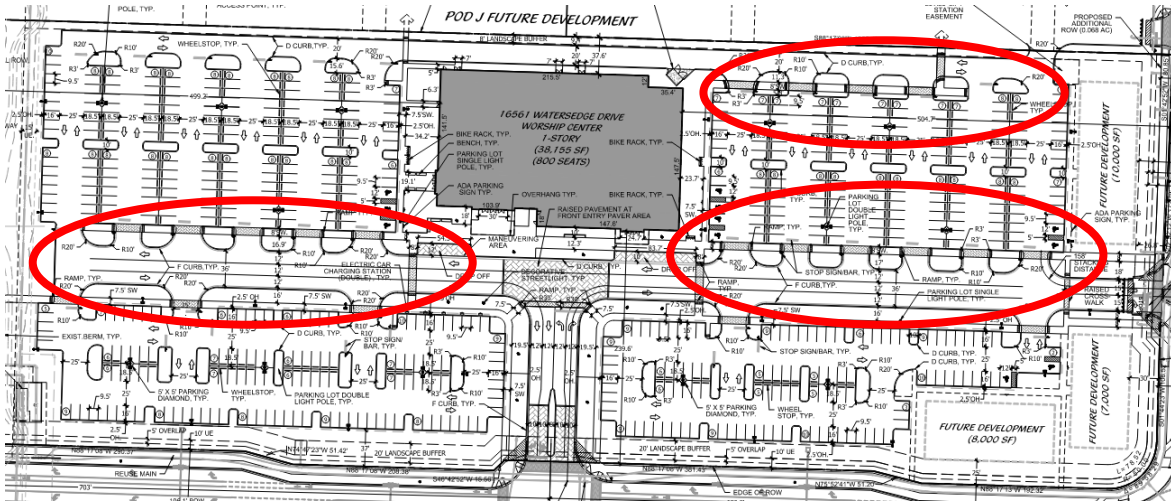
The applicant is requesting approval of a Site Plan Modification for a previously approved Christ Fellowship development heard by City Council on December 9, 2019. The subject site plan modifications include the following:

1. Striped crosswalks rather than decorative pavers where originally proposed at crosswalks between parking isles.
2. Add 18 crash bollards at the west and south building entrances.
3. Replace the dumpster gate material from hardi-plank siding metal to wood.

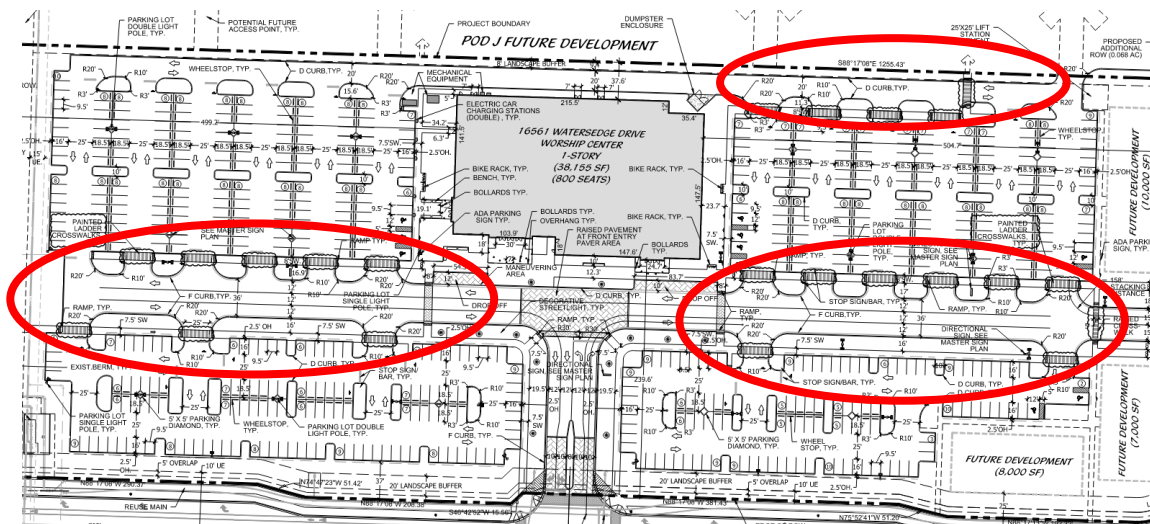
### 1. Pavers

The following graphics indicate the location of the proposed decorative pavers on the entrance of the property and frontage of Worship Center.

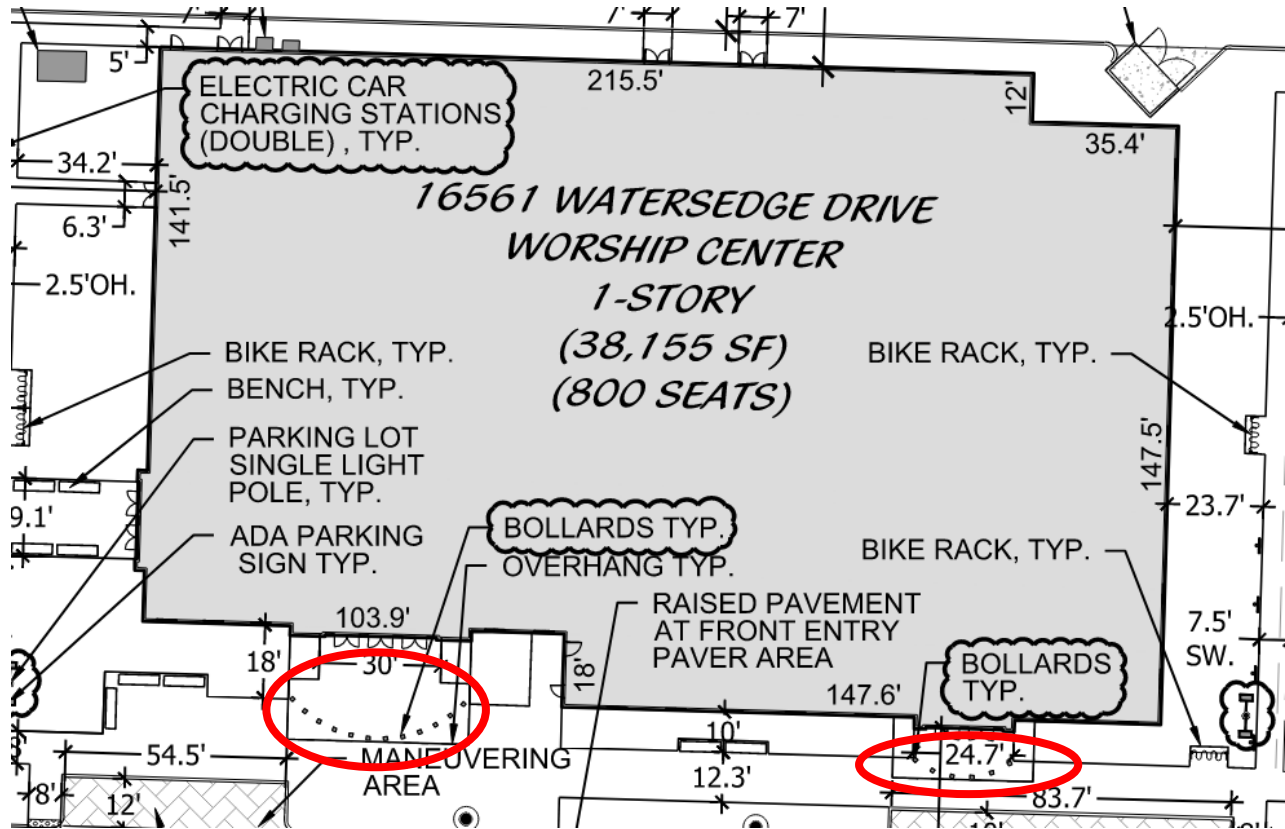
Previously approved Site Plan detailing location of decorative crosswalk pavers



Proposed Site Plan Modification replacing pavers with painted ladder crosswalks



2. Add 18 crash bollards at the west and south building entrances.



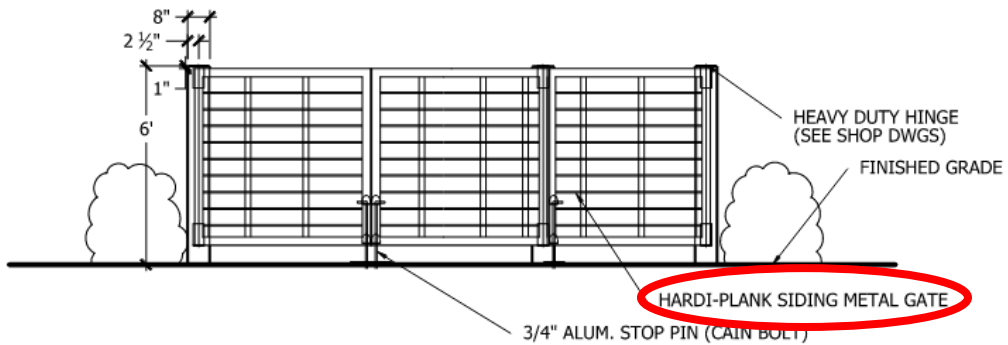
3. Change the dumpster gate materials from hardi-plank siding metal to wood.

Previously approved  
dumpster details

## DUMPSTER DETAIL

NTS

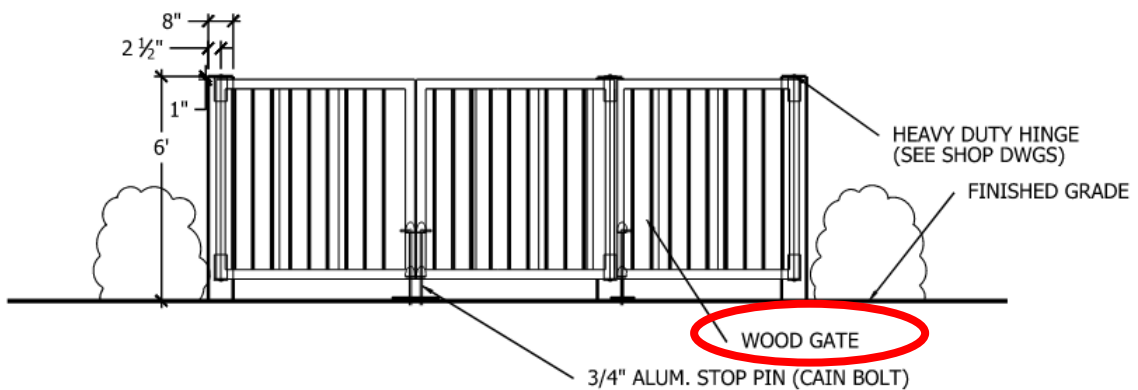
ELEVATION VIEW



Proposed dumpster details

## DUMPSTER DETAIL

ELEVATION VIEW



The following table presents compliance with zoning code of the previously approved Christ Fellowship development heard by City Council on December 9, 2021, and has not changed.

REQUIRED BY CODE		PROPOSED	COMMENTS
<b>Setbacks</b>			
<b>Front Yard</b>	Main Structure: 20'	Worship Center: 239.6'	In compliance
<b>Rear Yard</b>	Main Structure: 10'	Worship Center: 37.6'	In compliance
<b>Side Yard - East</b>	Main Structure: 10'	Worship Center: 504.7'	In compliance
<b>Side Yard - West</b>	Main Structure: 10'	Worship Center: 499.2'	In compliance
<b>Lot Coverage</b>	Max Lot Coverage: 35%	Worship Center: 7.1%	In compliance
<b>Building Height</b>	Max. building height is 120 ft., except: within 100 ft. of the R-1 District is 50 ft. Within 100 ft. of the R-2 District is 70 ft.	Worship Center: 30' <i>Future Development will be proposed at a later time</i>	In compliance
<b>Sidewalks</b>	Pedestrian walkways must be a minimum of 5 ft. wide	Worship Center: 7.5'	In compliance

**Landscape, Drainage, Traffic**

The site plan modifications in this application do not affect the drainage, traffic and landscape components that were previously approved

**Fire Safety**

The site plan modification was reviewed by Mr. Wesley Jolin, IAAI-CFI, Fire Safety Specialist, from Palm Beach County Fire Rescue.

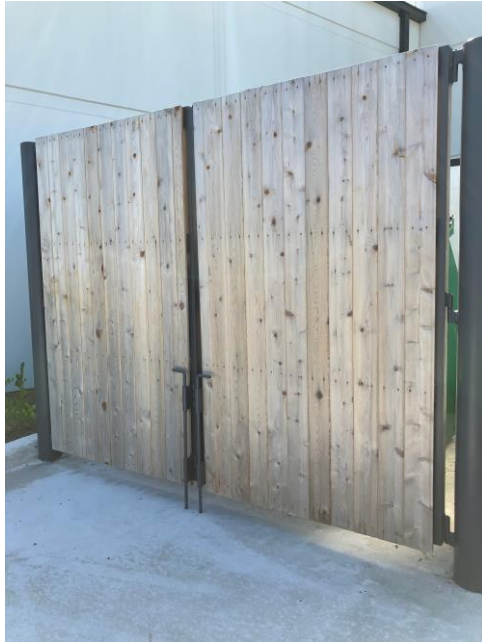
**FINAL REMARKS**

SPM-2023-06 will be heard by the City Council on May 2, 2023. The public hearing was advertised in compliance with the City’s code. The subject application was reviewed by the City of Westlake staff (Planning and Zoning, Engineering), Seminole Improvement District (SID) and Palm Beach County Fire Rescue.

*Based upon the facts and findings contained herein, the Planning and Zoning and Engineering Department recommends approval of the subject application with no conditions.*



Site Existing Photos





**File Attachments for Item:**

**B. FIRST READING:** Ordinance 2023-02 – Comprehensive Plan Amendment “Capital Improvements Element Updates”

**Submitted By:** Planning and Zoning

**ORDINANCE NO. 2023-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY’S COMPREHENSIVE PLAN TO UPDATE THE FIVE-YEAR COMMUNITY INVESTMENT PROGRAM INCLUDED WITHIN THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**





# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		5/2/2023	<b>Submitted By:</b> Planning and Zoning	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		<b>FIRST READING:</b> Ordinance 2023-02 – Comprehensive Plan Amendment “Capital Improvements Element Updates”		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to approved first reading of Ordinance 2023-02 Comprehensive Plan Amendment “Capital Improvements Element Updates”		
<b>SUMMARY and/or JUSTIFICATION:</b>		This Ordinance amends the City’s Comprehensive Plan to update the Five-Year Community Investment Program included within the Capital Improvements Element of the Comprehensive Plan.		
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>		<b>BUDGET:</b>	
	<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
	<b>EXHIBIT(S):</b>	X	<b>OTHER:</b>	
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Exhibit A: Ordinance 2023-02: Comprehensive Plan Amendment “Capital Improvements Element Updates”		
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE: 2023-02</b> X
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field’s textbox and leave blank) <b><u>Please keep text indented.</u></b></i>		<b>ORDINANCE NO. 2023-02</b>  <b>AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY’S COMPREHENSIVE PLAN TO UPDATE THE FIVE-YEAR COMMUNITY INVESTMENT PROGRAM INCLUDED WITHIN THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.</b>		
<b>FISCAL IMPACT (if any):</b>				\$



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**ORDINANCE NO. 2023-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY’S COMPREHENSIVE PLAN TO UPDATE THE FIVE-YEAR COMMUNITY INVESTMENT PROGRAM INCLUDED WITHIN THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Westlake, Florida (City), has adopted a Comprehensive Plan pursuant to Chapter 163, Part II, Florida Statutes, formerly known as the Local Government Comprehensive Planning and Development Act and now known as the Growth Policy Act (the Act); and,

**WHEREAS**, the Florida Department of Community Affairs, now known as the Department of Economic Opportunity, previously determined that the City’s Comprehensive Plan was in compliance with the Local Government Comprehensive Planning and Development Act; and,

**WHEREAS**, the Florida Legislature has amended the Act such that local governments are no longer required to adopt a plan amendment to update the Capital Improvements Element of their comprehensive plans and to transmit them to the state land planning agency; and

**WHEREAS**, the City Council has considered this ordinance for adoption to update the Capital Improvement Element of the City’s Comprehensive Plan as set forth in attached **Exhibit “A”**; and

**WHEREAS**, the Westlake City Council has conducted the required public hearings in accordance with Florida Statutes to adopt this Ordinance.

1 **NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY FOR THE CITY OF**  
2 **WESTLAKE, FLORIDA, AS FOLLOWS:**

3  
4 **SECTION 1. Recitals.** The foregoing recitals are confirmed, adopted and  
5 incorporated herein and made a part hereof by this reference.

6 **SECTION 2.** Ordinance No. 2017-05 of the City of Westlake, entitled  
7 "Comprehensive Plan of the City of Westlake," is hereby amended as set forth in the  
8 attached Exhibit "A", which is incorporated herein.

9  
10 **SECTION 3. Codification.** It is the intention of the City Council of the City of  
11 Westlake that the provisions of this Ordinance shall become and be made a part of the Code  
12 of Ordinances of the City of Westlake, Florida, and that the Sections of this Ordinance may  
13 be renumbered, re-lettered and the word "Ordinance" may be changed to "Section,"  
14 "Article" or such other word or phrase in order to accomplish such intention.

15  
16 **SECTION 4. Conflicts.** All ordinances or parts of ordinances, resolutions or  
17 parts of resolutions which are in conflict herewith, are hereby repealed to the extent of  
18 such conflict.

19  
20 **SECTION 5. Severability.** Should the provisions of this ordinance be declared to be  
21 severable and if any section, sentence, clause or phrase of this ordinance shall for any  
22 reason be held to be invalid or unconstitutional, such decision shall not affect the validity  
23 of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall  
24 remain in effect, it being the legislative intent that this ordinance shall remain  
25 notwithstanding the invalidity of any part.

26  
27 **SECTION 6.** Effective Date. This ordinance shall be effective upon adoption on  
28 second reading.

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1<sup>st</sup> Reading \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_

1  
2 **PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on first reading.  
3 **PUBLISHED** on this \_\_\_\_ day of \_\_\_\_\_, 2023 in the Palm Beach Post.  
4 **PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on second reading.

5  
6 \_\_\_\_\_  
7 City of Westlake  
8 John Paul O'Connor, Mayor

8 **ATTEST:**  
9 \_\_\_\_\_  
10 Zoie Burgess, City Clerk

11  
12 **APPROVED AS TO LEGAL FORM:**

13  
14 \_\_\_\_\_  
15 **OFFICE OF THE CITY ATTORNEY**  
16  
17  
18

## Exhibit A

### Wastewater

Project Description	Priority	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total Funding Amount	Funding Source*
Saddle Bay Drive	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Persimmon Phase 4a (to roundabout)	High	\$ 200,164.00	\$ -	\$ -	\$ -	\$ -	\$ 200,164.00	Developer / Bonds
Persimmon Phase 4b	High	\$ -	\$ -	\$ -	\$ 174,700.00	\$ -	\$ 174,700.00	Developer / Bonds
Town Center Parkway E5	High	\$ 70,652.00	\$ -	\$ -	\$ -	\$ -	\$ 70,652.00	Developer / Bonds
River Bend	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Town Center Parkway SW	High	\$ -	\$ -	\$ 69,912.00	\$ -	\$ -	\$ 69,912.00	Developer / Bonds
Community Park	High	\$ -	\$ 910,000.00	\$ -	\$ -	\$ -	\$ 910,000.00	Bonds
Stormwater Management Lakes - Woodlands	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel V	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel U	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Reverse Tank and System	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Reclaim West Interconnection Loop	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Seminole Improvement District Complex	High	\$ 435,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	\$ 555,000.00	Bonds
Adjustment of Pod V Water Main interconnection out to 140th	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bond
Fitness Trail	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer/Bond
<b>TOTAL</b>		\$ 705,816.00	\$ 1,030,000.00	\$ 69,912.00	\$ 174,700.00	\$ -	\$ 1,980,428.00	-

## Stormwater Drainage

Project Description	Priority	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total Funding Amount	Funding Source*
Saddle Bay Drive	High	\$ -	\$ -	\$ -	\$ -	\$ 157,640.00	\$ 157,640.00	Developer / Bonds
Persimmon Phase 4a (to roundabout)	High	\$ 433,124.00	\$ -	\$ -	\$ -	\$ -	\$ 433,124.00	Developer / Bonds
Persimmon Phase 4b	High	\$ -	\$ -	\$ -	\$ 1,174,000.00	\$ -	\$ 1,174,000.00	Developer / Bonds
Town Center Parkway E5	High	\$ 483,350.00	\$ -	\$ -	\$ -	\$ -	\$ 483,350.00	Developer / Bonds
River Bend	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Town Center Parkway SW	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Community Park	High	\$ 250,000.00	\$ 265,000.00	\$ -	\$ -	\$ -	\$ 515,000.00	Bonds
Stormwater Management Lakes - Woodlands	High	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00	Developer / Bonds
Stormwater Management Lakes – Parcel V	High	\$ 4,438,896.00	\$ -	\$ -	\$ -	\$ -	\$ 4,438,896.00	Developer / Bonds
Stormwater Management Lakes – Parcel U	High	\$ -	\$ -	\$ 6,182,600.00	\$ -	\$ -	\$ 6,182,600.00	Developer / Bonds
Reverse Tank and System	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Reclaim West Interconnection Loop	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Seminole Improvement District Complex	High	\$ 380,000.00	\$ 95,000.00	\$ -	\$ -	\$ -	\$ 475,000.00	Bonds
Adjustment of Pod V Water Main interconnection out to 140th	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bond
Fitness Trail	High	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	Developer/Bond
<b>TOTAL</b>		\$ 6,610,370.00	\$ 360,000.00	\$ 6,182,600.00	\$ 1,174,000.00	\$ 157,640.00	\$ 14,484,610.00	-

## Roads

Project Description	Priority	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total Funding Amount	Funding Source*
Saddle Bay Drive	High	\$ -	\$ -	\$ -	\$ -	\$ 458,290.00	\$ 458,290.00	Developer / Bonds
Persimmon Phase 4a (to roundabout)	High	\$ -	\$ 967,678.00	\$ -	\$ -	\$ -	\$ 967,678.00	Developer / Bonds
Persimmon Phase 4b	High	\$ -	\$ -	\$ -	\$ 771,800.00	\$ 771,800.00	\$ 1,543,600.00	Developer / Bonds
Town Center Parkway E5	High	\$ -	\$ 592,000.00	\$ -	\$ -	\$ -	\$ 592,000.00	Developer / Bonds
River Bend	High	\$ 1,146,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,146,200.00	Developer / Bonds
Town Center Parkway SW	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Community Park	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Stomwater Management Lakes - Woodlands	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel V	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stomwater Management Lakes – Parcel U	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Reverse Tank and System	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Reclaim West Interconnection Loop	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Seminole Improvement District Complex	High	\$ 750,000.00	\$ 280,000.00	\$ -	\$ -	\$ -	\$ 1,030,000.00	Bonds
Adjustment of Pod V Water Main interconnection out to 140th	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bond
Fitness Trail	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer/Bond
<b>TOTAL</b>		\$ 1,896,200.00	\$ 1,839,678.00	\$ -	\$ 771,800.00	\$ 1,230,090.00	\$ 5,737,768.00	-

## Reuse

Project Description	Priority	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total Funding Amount	Funding Source*
Saddle Bay Drive	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Persimmon Phase 4a (to roundabout)	High	\$ 253,256.00	\$ -	\$ -	\$ -	\$ -	\$ 253,256.00	Developer / Bonds
Persimmon Phase 4b	High	\$ -	\$ -	\$ -	\$ 262,100.00	\$ -	\$ 262,100.00	Developer / Bonds
Town Center Parkway E5	High	\$ -	\$ 123,050.00	\$ -	\$ -	\$ -	\$ 123,050.00	Developer / Bonds
River Bend	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Town Center Parkway SW	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Community Park	High	\$ 290,000.00	\$ 140,000.00	\$ -	\$ -	\$ -	\$ 430,000.00	Bonds
Stormwater Management Lakes - Woodlands	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel V	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel U	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Reverse Tank and System	High	\$ 3,500,000.00	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 5,000,000.00	Bonds
Reclaim West Interconnection Loop	High	\$ 800,000.00	\$ -	\$ -	\$ -	\$ -	\$ 800,000.00	Bonds
Seminole Improvement District Complex	High	\$ 325,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 400,000.00	Bonds
Adjustment of Pod V Water Main interconnection out to 140th	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bond
Fitness Trail	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer/Bond
<b>TOTAL</b>		\$ 5,168,256.00	\$ 1,838,050.00	\$ -	\$ 262,100.00	\$ -	\$ 7,268,406.00	-

## Portable Water

Project Description	Priority	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total Funding Amount	Funding Source*
Saddle Bay Drive	High	\$ -	\$ -	\$ -	\$ -	\$ 182,730.00	\$ 182,730.00	Developer / Bonds
Persimmon Phase 4a (to roundabout)	High	\$ 392,902.00	\$ -	\$ -	\$ -	\$ -	\$ 392,902.00	Developer / Bonds
Persimmon Phase 4b	High	\$ -	\$ -	\$ -	\$ 718,800.00	\$ -	\$ 718,800.00	Developer / Bonds
Town Center Parkway E5	High	\$ 131,460.00	\$ -	\$ -	\$ -	\$ -	\$ 131,460.00	Developer / Bonds
River Bend	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Town Center Parkway SW	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Community Park	High	\$ 350,000.00	\$ 520,000.00	\$ -	\$ -	\$ -	\$ 870,000.00	Bonds
Stomwater Management Lakes - Woodlands	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel V	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel U	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Reverse Tank and System	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Reclaim West Interconnection Loop	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Seminole Improvement District Complex	High	\$ 490,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 640,000.00	Bonds
Adjustment of Pod V Water Main interconnection out to 140th	High	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	Bond
Fitness Trail	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer/Bond
<b>TOTAL</b>		\$ 1,464,362.00	\$ 670,000.00	\$ -	\$ 718,800.00	\$ 182,730.00	\$ 3,035,892.00	-



## Parks

Project Description	Priority	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total Funding Amount	Funding Source*
Saddle Bay Drive	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Persimmon Phase 4a (to roundabout)	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Persimmon Phase 4b	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Town Center Parkway E5	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
River Bend	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Town Center Parkway SW	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Community Park	High	\$ 450,000.00	\$ 1,250,000.00	\$ 850,000.00	\$ -	\$ -	\$ 2,550,000.00	Bonds
Stormwater Management Lakes - Woodlands	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel V	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel U	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Reverse Tank and System	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Reclaim West Interconnection Loop	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Seminole Improvement District Complex	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Adjustment of Pod V Water Main interconnection out to 140th	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bonds
Fitness Trail	High	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000.00	Developer /Bonds
<b>TOTAL</b>		\$ 1,450,000.00	\$ 1,250,000.00	\$ 850,000.00	\$ -	\$ -	\$ 3,550,000.00	-

## Design and Permitting

Project Description	Priority	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total Funding Amount	Funding Source*
Saddle Bay Drive	High	\$ -	\$ -	\$ -	\$ -	\$ 198,000.00	\$ 198,000.00	Developer / Bonds
Persimmon Phase 4a (to roundabout)	High	\$ 268,343.00	\$ -	\$ -	\$ -	\$ -	\$ 268,343.00	Developer / Bonds
Persimmon Phase 4b	High	\$ -	\$ -	\$ -	\$ 502,163.00	\$ -	\$ 502,163.00	Developer / Bonds
Town Center Parkway E5	High	\$ 205,032.00	\$ -	\$ -	\$ -	\$ -	\$ 205,032.00	Developer / Bonds
River Bend	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Town Center Parkway SW	High	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -	\$ 350,000.00	Developer / Bonds
Community Park	High	\$ 110,000.00	\$ 80,000.00	\$ 35,000.00	\$ -	\$ -	\$ 225,000.00	Bonds
Stormwater Management Lakes - Woodlands	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel V	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Stormwater Management Lakes – Parcel U	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer / Bonds
Reuse Tank and System	High	\$ 120,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 155,000.00	Bonds
Reclaim West Interconnection Loop	High	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	Bonds
Seminole Improvement District Complex	High	\$ 85,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 105,000.00	Bonds
Adjustment of Pod V Water Main interconnection out to 140th	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Bond
Fitness Trail	High	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Developer/Bond
<b>TOTAL</b>		\$ 813,375.00	\$ 135,000.00	\$ 385,000.00	\$ 502,163.00	\$ 198,000.00	\$ 2,033,538.00	-

**File Attachments for Item:**

A. Urban County Qualification Process FY 2024-2026 - Renewal of Interlocal Cooperation Agreement Amendment

**Submitted By:** Administration

**RESOLUTION NO. 2023-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY COUNCIL MEMBER TO EXECUTE AMENDMENT 001 TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF WESTLAKE AND PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**



April 20, 2023

Kenneth Cassel, City Manager  
City of Westlake  
4001 Seminole Pratt Whitney Road  
Westlake, FL 33470

RE: Urban County Qualification Process FYs 2024 - 2026

Dear Mr. Cassel:

On October 6, 2020, the Board of County Commissioners (BCC) executed an interlocal cooperation agreement (R2020-1519) with the Village of Tequesta as part of the Urban County Qualification Process for Federal Fiscal Years 2021-2023. Under this Agreement, the Village of Tequesta agreed to participate with the County in the creation of the Urban County Program jurisdiction for the receipt of federal community development funds from the U.S. Department of Housing and Urban Development (HUD).

The Agreement states, "*The agreement shall be automatically renewed at the end of the qualification period and at the end of each subsequent qualification period unless either party provides a written notice in which it elects to not participate in a new qualification period.*" The current three year qualifying period will expire on September 30, 2024 and will require your renewal to cover the October 1, 2024 to September 30, 2027 time period.

In order to continue participation in the Urban County Program and renew the Agreement, please execute the enclosed four (4) copies of the amendment to our interlocal cooperation agreement, and return them to HED no later than May 19, 2023. This is necessary because HUD has amended one of the clauses in the original agreement to promote adherence to regulations pertaining to non-discrimination in HUD programs or activities receiving Federal Financial Assistance.

In addition, please provide written confirmation of your continued participation in the Urban County Program utilizing the enclosed letter template. Please send your letter to the PBC Department of Housing and Economic Development, and also to HUD's Miami Field Office addressed as follows:

Lisa Johnson, Director  
Community Planning & Development Division  
U.S. Department of Housing and Urban Development  
909 SE 1st Avenue, Room 500  
Miami, FL 33131

**Department of  
Housing & Economic  
Development**

Strategic Planning Division

100 Australian Avenue - Suite 500

West Palm Beach, FL 33406

(561) 233-3600

[www.pbcgov.com/hed](http://www.pbcgov.com/hed)

**Palm Beach County  
Board of County  
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*



Please contact Sheila Brown, Senior Planner, at (561) 233-3688 or [sabrown@pbcgov.org](mailto:sabrown@pbcgov.org), if you have any questions concerning this letter.

Sincerely,

A handwritten signature in blue ink that reads "Jonathan Brown".

Jonathan B. Brown, Director  
Department of Housing and Economic Development

Enclosures

CC: Zoie Burgess, City Clerk, City of Westlake  
Sherry Howard, Deputy Director, PBC HED  
Carlos Serrano, SPO Director, PBC HED

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CITY OF WESTLAKE  
RESOLUTION NO. 2023-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA,  
APPROVING AND AUTHORIZING THE PROPER CITY COUNCIL MEMBER TO EXECUTE  
AMENDMENT 001 TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN THE  
CITY OF WESTLAKE AND PALM BEACH COUNTY, FLORIDA; PROVIDING FOR  
CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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WHEREAS, the City Council deems it to be in the best interests of the City to approve and authorize the proper City Council Member to execute Amendment 001 to the Interlocal Cooperation Agreement between the City of Westlake and Palm Beach County, Florida;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA:**

SECTION 1. The foregoing "WHEREAS" clause is hereby ratified and confirmed by the City Council and incorporated herein by this reference.

SECTION 2. The City Council of the City of Westlake, Florida, hereby approves and authorizes the proper City Council Member to execute Amendment 001 to the Interlocal Cooperation Agreement between the City of Westlake and Palm Beach County, Florida. A copy of the Amendment is attached hereto as Exhibit "A".

SECTION 3. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

SECTION 4. Conflicts. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5. Severability. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

SECTION 6. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 2<sup>nd</sup> day of May 2023.

\_\_\_\_\_  
City of Westlake  
JohnPaul O'Connor, Mayor

\_\_\_\_\_  
Zoie Burgess, City Clerk

**AMENDMENT 001 TO THE AGREEMENT WITH CITY OF WESTLAKE**

**Amendment 001**, effective as of \_\_\_\_\_, by and between **Palm Beach County** (County), and the **City of Westlake** (Municipality).

WITNESSETH:

**WHEREAS**, Palm Beach County entered into an Interlocal Cooperation Agreement (R2020-1519) (the "Agreement") with the Municipality on October 6, 2020, to formalize the Municipality's participation in the urban county qualification process for Federal Fiscal Years 2021- 2023; and

**WHEREAS**, the Agreement is automatically renewed every three years at the end of the qualification period and is now due for renewal; and

**WHEREAS**, HUD has expressed in its most recent Instructions for Urban County Participation in Community Development Block Grant (CDBG) Program for FY 2024-2026 that all interlocal agreements should contain specific language; and

**WHEREAS**, the Agreements between Palm Beach County and the municipalities participating in the urban county program did not contain this specific language; and

**WHEREAS**, both parties desire to amend the Agreement to comply with HUD's requirements.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, and various other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Agreement.

**A. DELETE THE FOLLOWING CLAUSE 11:**

The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification.

**B. REPLACE DELETED CLAUSE WITH REVISED CLAUSE 11:**

The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR part 1, the Fair Housing Act, and the implementing regulations at 24 CFR part 100, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR part 146, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any

activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification. The Municipality agrees to sign the assurances and certifications in the HUD 424-B.

IN WITNESS HEREOF, the Municipality and the County have caused this Amendment 001 to be executed on the date first written above:

(MUNICIPAL SEAL BELOW)

**CITY OF WESTLAKE, a  
municipality duly organized and existing by  
virtue of the laws of the State of Florida**

ATTEST:

By: \_\_\_\_\_  
JohnPaul O'Connor, Mayor

By: \_\_\_\_\_  
Zoie P. Burgess, City Clerk

By: \_\_\_\_\_  
Kenneth Cassel, City Manager

(COUNTY SEAL BELOW)

**PALM BEACH COUNTY, FLORIDA, a  
Political Subdivision of the State of Florida**

**BOARD OF COUNTY COMMISSIONERS**

ATTEST: JOSEPH ABRUZZO,  
Clerk of the Circuit Court & Comptroller

By: \_\_\_\_\_  
Gregg K. Weiss, Mayor

By: \_\_\_\_\_  
Deputy Clerk

Document No.: \_\_\_\_\_

Approved as to Form and  
Legal Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Economic Sustainability

By: \_\_\_\_\_  
Howard J. Falcon, III,  
Chief Assistant County Attorney

By: \_\_\_\_\_  
Sherry Howard  
Deputy Director