

# CITY OF WESTLAKE



## AGENDA

### City Council Regular Meeting

Monday, December 06, 2021, at 6:30 PM

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

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

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

Members of the public may also participate in the meeting through electronic means and may access as follows:

1. Join the Webex meeting from your computer, tablet or smartphone at the following link:  
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Meeting ID: 2631 453 7321

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: 2631 453 7321

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Procedures for Public Comment are also provided via the City website:

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

### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O’Connor, Vice Mayor

Vacant – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

Donald J. Doody, Esq., Interim City Attorney

Nilsa Zacarias, Planning and Zoning Director

Suzanne Dombrowski, City Engineer

[TENTATIVE: SUBJECT TO REVISION]

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENTS AND REQUESTS**

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**CONSENT AGENDA**

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

- [A.](#) Minutes - City Council Workshop Meeting - 08.23.2021 - DRAFT
- [B.](#) Minutes - Regular City Council Meeting and Budget Hearing - 09.13.2021  
DRAFT
- [C.](#) Minutes - City Council Final Budget Hearing - 09.27.2021 DRAFT
- [D.](#) Financial Report - October 2021

**PRESENTATIONS/PROCLAMATIONS**

**PUBLIC HEARING**

- [A.](#) A Resolution for the Replat of Cresswind (Pod P) Phase III

**Submitted By:** Engineering

**RESOLUTION 2021-37**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING A REPLAT OF THE PLAT OF THE CRESSWIND PALM BEACH PHASE 3, PLAT BOOK 132, PAGES 120-126, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA. LYING IN SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**PUBLIC HEARING - QUASI JUDICIAL**

- A. SPM-2021-04:** Application from Christ Fellowship Church, Inc. for a **Site Plan Modification to allow a reduction of decorative pavers on the site entrance and update the building façade colors of the previously approved 38,155 sq. ft. Worship Center.** The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.

**Submitted By:** Planning and Zoning

**NEW BUSINESS**

- A.** Council Group (Seat) #1 Appointment

**Submitted By:** Administration

- B.** Housing Assistance Program - Update, Discussion and Direction

**Submitted By:** Vice Mayor O'Connor

**CITY COUNCIL COMMENTS**

- A. Councilwoman Katrina Long Robinson
- B. Councilwoman Kara Crump
- D. Vice Mayor JohnPaul O'Connor
- E. Mayor Roger Manning

**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): **January 10, 2022**



**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:** November 30, 2021

**File Attachments for Item:**

A. Minutes - City Council Workshop Meeting - 08.23.2021 - DRAFT

# CITY OF WESTLAKE



## MINUTES

### City Council Workshop

Monday, August 23, 2021, at 6:30 PM

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

In efforts to balance the need for the City of Westlake to function and conduct business during the COVID-19 pandemic, we will adhere to the recommended social/physical distancing (staying at least six feet away from each other) guidelines, per the Centers for Disease Control and Prevention (CDC) and Palm Beach County's directives. There will be limited seating available in the Westlake Community Center/City Council Chambers at 4005 Seminole Pratt Whitney Road. Therefore, preregistration will be required for in-person participation.

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#### **IN-PERSON ATTENDANCE (Preregistration Requested):**

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2. In-person attendance/participation will be based upon the order in which the preregistration requests are received by the City Clerk. For Public Hearing Quasi-Judicial meetings, precedence into the Council Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties.

## **VIRTUAL ATTENDANCE**

The City of Westlake will also utilize the video conferencing, online meeting software [Cisco Webex Meetings](#) to broadcast City Meetings and allow for public participation.

Participants may use the Webex platform from personal devices, to include cell phone, tablet, laptop, PC or MacBook. The option to call in and listen may also be utilized. Residents may opt to download the meeting applications from the [Apple](#) or [Google Play](#) stores based on your selected device.

The following link, specific to the City of Westlake, will display upcoming meetings and direct links to join:  
<https://cityofwestlake.my.webex.com>

Meeting ID: 132 685 0816

Meeting Password: hello

## **PHONE ATTENDANCE**

You may listen and participate from your phone by dialing 1-408-418-9388 and follow the prompts of entering the Meeting ID: 132 674 7705. Upon access to the meeting, please mute your device.

## **PUBLIC PARTICIPATION**

Residents will have the ability to participate and make comments in one of three ways:

1. Attending in person and completing the appropriate public comment card (available in chambers) prior to meeting.
2. Submitting an online public comment card up to **24 hours** prior to the scheduled Public Meeting. An online Public Comment Card may be retrieved and submitted on the City Website: <https://www.westlakegov.com/cityclerk/webform/public-comment-card>
3. Participants may request to speak during the designated time by utilizing the "Raise Hand" feature within the application at the designated time, and when acknowledged.

For additional information or assistance please contact the City Clerk prior to the meeting

### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O'Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

A Workshop meeting of the City Council of the City of Westlake was held on Monday, August 23, 2021, at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that a quorum was met, with Mayor Roger Manning, Vice Mayor JohnPaul O'Connor, Councilman Patric Paul, Councilwoman Kara Crump and Councilwoman Long-Robinson physically in attendance.

Ms. Burgess noted that City Manager, Kenneth Cassel, City Clerk, Zoie Burgess, Planning & Zoning Director, Nilsa Zacarias and Engineering Director, Suzanne Dombrowski, were all present.

Interim City Attorney, Donald Doody was present via Communications Media Technology and Ms. Burgess confirmed that Mr. Doody was able to hear and speak .

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

Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience that microphones are live. Ms. Burgess further explained that microphones will be muted; audience members have the ability to unmute themselves and anyone that has called in should mute their device. Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting.

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

### **CALL TO ORDER**

Mayor Manning called the City of Westlake City Council Budget Workshop of Monday, August 23, 2021, to order at 6:36 PM.

### **ROLL CALL**

Present and constituting a quorum:

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

Also, present:

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

### **PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

**WORKSHOP AGENDA**

A. Discussion for Proposed Code Language: Art in Public Places Program

**Submitted By:** Planning & Zoning

Mayor Manning introduced item and called for staff presentation.

Ms. Zacarias presented a PowerPoint presentation reviewing the proposed Ordinance and Program:

- Why A City Art Program?
- Examples of Municipal Art Programs
- Proposed Code Language and components to address the purpose, applicability, Art Acquisition Fund, program requirements, Enforcement and Advisory Board composition and requirements.

Council discussion regarding the composition of the advisory board and requirements of the members. Councilwoman Long Robinson noted that the requirement for members is strict with the language of having a degree. Councilman O'Connor agreed and suggested substituting degree for experience, noting there are various degrees of identifying art; those that appreciate it and those that create it. Further council discussion and clarification. Mayor Manning agreed that experience should be substituted but a clear definition of how many years should be identified.

Ms. Zacarias continued with presentation and the Proposed Code Language further identifying the standards for the artwork. Council discussion regarding the Maintenance and installation of art. Councilman Paul inquired of the responsibility for such maintenance. Mr. Doody inquired of Council's position of replacing artwork in the event it is destroyed, lost, or defaced and whether it would be the developer's responsibility. Further Council Discussion. Ms. Zacarias will further research how other programs have handled such situations.

Ms. Zacarias continued presentation addressing vertical construction costs and final remarks related to events and partnerships that present opportunities for the City.

B. Ordinance 2021-06: Chapter 8 Parking Regulations, Land Development Regulations

**Submitted By:** Engineering

**ORDINANCE NO. 2021-06**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING REGULATIONS FOR PARKING WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RESIDENTIAL AND COMMERCIAL PROPERTY PARKING STANDARDS; ALL OF WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED "PARKING REGULATIONS", PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item and called for staff presentation.

Ms. Dombrowski recognized and introduced the City's traffic consultant, Thuha Nguyen and presented PowerPoint presentation addressing the following:

- Purpose of Parking Chapter and ensuring adequate parking is provided to meet all uses in the City and address land development regulations to support multiple modes of transportation.

- History of Parking Chapter identifying that the current code was adopted February 10, 2020, and that the proposed amendments in the item before Council mainly addresses electric vehicles.
- Connection to Comprehensive Plan Objective TE 1.7 and promoting energy efficiency and greenhouse gas reduction strategies and the use of electric vehicles and low speed electric vehicles to meet this objective.
- Golf Cart Ordinance noting this was adopted October 2020 and explained that within the ordinance it identified roads and paths for such use. Ms. Dombrowski further explained that in the proposed parking ordinance it addresses the use of Golf Carts and low speed electric vehicles.
- How the City can support electric vehicles and low speed electric vehicles through regulations that require and/or encourage the use of electric vehicles and low speed electric vehicle charging stations and parking
- Benefits of the city providing electric vehicles and low speed electric vehicles charging stations and parking
- Summary of Chapter 8 Revisions, including the availability of charging stations in all multi-family and non-residential areas. Ms. Dombrowski also noted the revisions to the dimensional size of parking areas for low-speed electric vehicles and motorcycles.

Mr. Cassel noted that Council has been provided a copy of the redlined changes of the Ordinance.

Ms. Dombrowski continued presentation noting that revisions were made to allow spots required for drive-through to be both in the drive-through aisle and in a designated parking spot.

Ms. Dombrowski continued, identifying additional Chapter 8 Revisions. Council discussion and inquiry regarding the maximum and minimum spaces designated for parking of electric vehicles and low speed electric vehicles. Ms. Dombrowski noted that there needs to be more clarification in the identified definition.

Ms. Dombrowski continued presentation identifying the parking use for motorcycles and discussion on types of charging stations that can be made available.

Further Council discussion regarding infrastructure, cost to city and recouping any costs and any associated revenue.

C. Ordinance 2021-09: Chapter 7 Mobility Regulations, Land Development Regulations

**Submitted By:** Engineering

**ORDINANCE NO. 2021-09**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING MOBILITY PLANS WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING UTILIZATION OF PALM BEACH COUNTY'S TRAFFIC PERFORMANCE STANDARDS FOR MOTORIZED VEHICLES; PROVIDE FOR VEHICULAR LEVEL OF SERVICE STANDARDS; PROVIDES FOR TRAFFIC IMPACT STUDIES AND STATEMENTS; WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED 'MOBILITY', PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item and called for staff presentation.

Ms. Dombrowski presented PowerPoint presentation addressing the following:

- Purpose of Mobility (Article 7.1) to present the City's mobility standards and provide procedures for traffic analysis required for development applications.

- Definitions of common engineering terms used that will be utilized throughout the Chapter: Peak Hour, Level of Service, Link (or segments), Traffic Performance Standards(TPS) and the analysis process.
- Applicability (Article 7.2) as it applies to development orders or permitting to development land and applies to city roads and intersections.
- Traffic Studies (Article 7.3) and the necessary requirements and what studies shall address.
- Project Buildout Standards (Article 7.4) and as it applies to the level of service on City roads and intersections.
- Site-Related improvements (Article 7.5) giving the city the ability to review based on the traffic study and require developers implement site-related improvements – traffic signal, turn lane, roundabouts and stop signs.
- Mobility Fee (Article 7.6) noting that within 18 months of the City adopting ordinance, it shall undertake a Mobility Fee Study and determine if a mobility fee is to be established and it then would be applied to new development. Ms. Dombrowski further explained how the fee may be applied and what it covers.
- Role of Palm Beach County was identified.
- Ms. Dombrowski provided examples of some traffic reviews and requirements for a utility substation, pharmacy, and mixed-use development.

Council Discussion.

### **CITY COUNCIL COMMENTS**

A. Councilwoman Katrina Long Robinson

No Comments

B. Councilwoman Kara Crump

No Comments

C. Councilman Patric Paul

No Comments

D. Vice Mayor JohnPaul O'Connor

Vice Mayor O'Connor referenced the Building Department, noting that many contractors are coming into the City and stated that the building department should update the way contractors register and submit for their permit cards. Mr. Cassel stated that it is being handled Semi - manually, but it is currently being reviewed for the near future as the Building Department will be actively using a more advanced way for the contractors to submit.

E. Mayor Roger Manning

Mayor Manning thanked Councilwoman Long Robinson for pushing the Art in Public places Program

### **CITY ATTORNEY COMMENTS**

Mr. Doody thanked Council for the courtesy of allowing him to attend virtually and will work with staff



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## **CITY MANAGER COMMENTS**

No Comments

## **PUBLIC COMMENTS**

Mayor Manning called on Mr. Donaldson Hearing – Cotleur & Hearing - Mr. Hearing thanked staff on all the Ordinances presented and the effort of staff to create workable ordinances that are not burdensome to the developers.

Mayor Manning called for any public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting and gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Alicia Torres – 5847 Whippoorwill Circle – Ms. Torres inquired of who will propose he board and how many members will be on the board. Mr. Cassel confirmed that there will be five (5) members, wo (2) alternate members and a student member. Ms. Torres continued and inquired of the timing of the lights on Seminole Pratt Whitney Road, specifically turning east on Town Center Parkway. Mr. Cassel noted that he has been in touch with the County to work on timing, as well as considering the cost of converting the light to a flashing yellow. Ms. Torres continued regarding the charging station locations and if a fee above and beyond just the cost would be incurred. Mr. Hearing identified that most commercial property owners charge through a service with an initial free period and cost thereafter. He noted that some owners provide as a courtesy, but the initial infrastructure is costly, and a fee is associated. Ms. Torres continued, inquiring about the 60<sup>th</sup> street extension and it not being within the 5-year plan, but the county understands the importance to the City to get it to Golden Grove. Ms. Tara Duhy acknowledged question as they would expect them to as they would like to see it dedicated sooner than later, however there are other pressing demands.

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

There being no further comments, the next item followed.

## **ADJOURNMENT**

Mayor Manning adjourned the meeting at 8:14 PM.

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Zoie P. Burgess, City Clerk

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Roger Manning, Mayor

**File Attachments for Item:**

B. Minutes - Regular City Council Meeting and Budget Hearing - 09.13.2021 DRAFT

# CITY OF WESTLAKE



## MINUTES

### City Council Regular Meeting (First Budget Hearing)

Monday, September 13, 2021 at 6:30 PM

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

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

The instructions for preregistration attendance/participation and viewing of the meeting were noticed below:

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Meeting ID: 2630 086 5627

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### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O’Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

Donald J. Doody, Esq., Interim City Attorney

A regular meeting and first budget hearing of the City Council of the City of Westlake was held on Monday, September 13, 2021, at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

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

Ms. Burgess noted that City Manager Kenneth Cassel, City Clerk Zoie Burgess, Interim City Attorney James Cherof, Planning & Zoning Director Nilsa Zacarias and Engineering Director Suzanne Dombrowski were present and physically in attendance.

Ms. Burgess confirmed that virtual participants Denise Malone with NZ Consultants and Donaldson Hearing with Cotleur & Hearing was able to speak and hear.

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 Manning called the City of Westlake Regular City Council meeting of September 13, 2021, to order at 6:33 PM

### **ROLL CALL**

Present and constituting a quorum:

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

Also, present:

Kenneth Cassel, City Manager  
James Cherof, Interim City Attorney  
Zoie P. Burgess, CMC, City Clerk  
Suzanne Dombrowski, City Engineer  
Nilsa Zacarias, Planning & Zoning Director

**PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

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

Mayor Manning noted that there is one modification to the agenda. Under New Business, Item B. City Goals & Objectives Annual Workplan Update will be moved to the meeting of September 27, 2021.

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

**UPON ROLL CALL:**

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

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

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

*This section of the agenda allows for comments from the public to speak on any item not presented on the agenda. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, and prior to addressing the Council, state your name and address for the record.*

Mayor Manning inquired of any public comments.

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

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

Ms. Alicia Torres - 5847 Whippoorwill Circle – Commended Planning and Zoning and other staff for the completed 7-Eleven. Ms. Torres continued, acknowledging staff member, Carlos Mangual and Vice Mayor O'Connor in their efforts to clarify information regarding the non-ad valorem assessment.

Ms. Burgess gave the virtual participants an additional moment to comment. There being no further comments, the next item followed.

**CONSENT AGENDA**

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A. Approval of Meeting Minutes

1. August 2, 2021 - City Council Workshop Meeting Minutes - DRAFT
2. August 9, 2021 - City Council Regular Meeting Minutes - Draft

B. Approval of Finance Statement

1. Financial Report - July 2021

Mayor Manning introduced the Consent Agenda Items.

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

**UPON ROLL CALL:**

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

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

**PRESENTATIONS/PROCLAMATIONS**

There being none, the next item followed.

**FIRST BUDGET HEARING**

- A. Resolution 2021-29-Approval of Proposed Millage Rate for Fiscal Year 2022

**Submitted By:** Finance

**RESOLUTION 2021-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE PROPOSED AD VALOREM MILLAGE RATE FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021 AND ENDING ON SEPTEMBER 30, 2022.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Resolution 2021-29.

Mr. Cassel further discussed item, noting the proposed millage rate of 5.125 to continue to have a balanced budget.

Mayor Manning called for any council comments. Vice Mayor O'Connor noted that he is pleased to see the millage rate remain the same and looks forward to when it may be reduced.

Motion by Councilwoman Long-Robinson to adopt Resolution 2021-29, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

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

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

B. Resolution 2021-30-Approval of Tentative Budget for Fiscal Year 2022

**Submitted By:** Finance

**RESOLUTION 2021-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE TENTATIVE BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021 AND ENDING ON SEPTEMBER 30, 2022.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Resolution 2021-30.

Mr. Cassel further discussed item, noting the budget document is included in packet and included minor revisions to identify the change in revenue to be received from property taxes, the developer contribution, and a decrease in the City Attorney's budget. He also noted that administrative costs have slightly increased.

Council discussion and inquiry from Councilman Paul regarding outside legal services. Mr. Cassel explained the line item, noting that if funds are not used, they may be reallocated. Further council discussion and the outlook of future revenue with commercial building.

Motion by Vice Mayor O'Connor to approve Resolution 2021-30, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

Interim City Attorney for the record noted that the proposed millage of 5.125 mills is 18.4% of the roll-back rate of 4.3296 and the second and final public hearing will be September 27, 2021, at 6:30 PM in the Council Chambers.

**FIRST READING**

A. Ordinance 2021-06: Chapter 8 Parking Regulations, Land Development Regulations

**Submitted By:** Engineering

**ORDINANCE NO. 2021-06**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING REGULATIONS FOR PARKING WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RESIDENTIAL AND COMMERCIAL PROPERTY PARKING STANDARDS; ALL OF WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED "PARKING REGULATIONS", PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**



Mayor Manning introduced item, noting it was previously reviewed by the Local Planning Agency.

Ms. Burgess read into record, by title only, Ordinance 2021-06.

Mayor Manning called for questions or comments; there being none a motion was entertained.

Motion by Councilwoman Crump to adopt Ordinance 2021-06, seconded by Vice Mayor O'Connor

**UPON ROLL CALL:**

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

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

- B. Ordinance 2021-07 - Solid Waste and Recyclable Receptacles, Collection, and Storage Areas  
Minimum Requirements

**Submitted By:** Planning & Zoning

**ORDINANCE 2021-07**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING MINIMUM REQUIREMENTS FOR SOLID WASTE AND RECYCLABLE RECEPTACLE COLLECTION AND STORAGE AREAS, WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES ENTITLED "SOLID WASTE AND RECYCLABLE RECEPTACLES, COLLECTION, AND STORAGE AREAS"; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item and called for staff presentation.

Ms. Denise Malone with NZ consultants provided an overview of the Ordinance as it establishes minimum requirements for solid waste and recyclable receptacle collection and storage areas, noting that it includes provisions for general standards, access, location, maintenance, setbacks, security, screening, sizing, alternative compliance, retrofitting existing non-residential developments, dumpster enclosure details, compactors, and curbside pickup. Ms. Malone further explained that the minimum standards are currently being employed and provided during review; however, it is brought before council to officially put into the code.

Mayor Manning called for any questions, or comments. Council discussion and clarification on the intent of ordinance.

Motion by Vice Mayor O'Connor to approve Ordinance 2021-07, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

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

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

Ms. Burgess noted that the Ordinance was not read into record. Ms. Burgess read into record, by title only, Ordinance 2021-07.

Mr. Cherof confirmed that the motion did not need to be repeated.

C. Ordinance 2021-09: Chapter 7 Mobility Regulations, Land Development Regulations

**Submitted By:** Engineering

**ORDINANCE NO. 2021-09**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING MOBILITY PLANS WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING UTILIZATION OF PALM BEACH COUNTY'S TRAFFIC PERFORMANCE STANDARDS FOR MOTORIZED VEHICLES; PROVIDE FOR VEHICULAR LEVEL OF SERVICE STANDARDS; PROVIDES FOR TRAFFIC IMPACT STUDIES AND STATEMENTS; WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED 'MOBILITY', PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Ordinance 2021-09.

Mayor Manning called for any presentations or comments. Ms. Dombrowski confirmed there were no additional comments or presentations beyond what was presented at the Local Planning Agency meeting.

Motion by Councilwoman Long-Robinson to adopt Ordinance 2021-09, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

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

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

**PUBLIC HEARING - SECOND READING**

A. None

There being none, the next item followed.

**PUBLIC HEARING - QUASI JUDICIAL**

A. A Resolution for the Replat of Civic Tract C-2

**Submitted By:** Engineering

**RESOLUTION 2021-27**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING A REPLAT OF TRACT "C-2" OF THE PLAT OF WESTLAKE CIVIC TRACT C-2, PLAT BOOK 128, PAGES 33 AND 34, AND A REPLAT OF W.M.T.#1 AND O.S.T. 1 OF THE PLAT OF PERSIMMON BOULEVARD EAST - PLAT 1, PLAT BOOK 125, PAGES 106 AND 107, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA. LYING IN SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA., PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Resolution 2021-27

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

Mr. Donaldson Hearing of Coteleur & Hearing on behalf for the applicant, Minto PBLH, LLC presented a PowerPoint Presentation.

Ms. Tara Duhy of Lewis, Longman & Walker on behalf of Minto PBLH, LLC noted that they are working with Seminole Improvement district and the County to relocate the water main tract to make it a more usable space. She noted that comments were received by the county and provided to the city and made the suggested changes and look forward to completing the dedication.

Council discussion and inquiry regarding changes. Ms. Duhy explained there were Scriver's errors and technical revisions.

Mayor Manning called for comments from the audience. Ms. Burgess noted that no additional comments were noted.

Motion by Councilwoman Crump to adopt Resolution 2021-27, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

B. A Resolution for the Revised Plat of Orchards (Pod S) of Westlake Phase II

**Submitted By:** Engineering

**RESOLUTION 2021-28**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, HEREBY APPROVES A REPLAT OF TRACT "S", A PORTION OF OPEN SPACE TRACT #11, OPEN SPACE TRACT # 12 AND WATER MANAGEMENT TRACT #9, ORCHARDS OF WESTLAKE - PHASE I, PLAT BOOK 131, PAGES 192 THROUGH 210, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, WITHIN SECTIONS 5, 6, 7 AND 8, ALL IN TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA., PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess advised that this item requires disclosure of any Ex-Parte communications.

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

Ms. Burgess read into record, by title only, Resolution 2021-28.

Mr. Donaldson Hearing of Coteleur & Hearing on behalf for the applicant, Minto PBLH, LLC presented a PowerPoint Presentation.

Ms. Tara Duhy of Lewis, Longman & Walker on behalf of Minto PBLH, LLC provided additional updates for the continued development and sales for the Orchards.

Mayor Manning called for public comment. Ms. Burgess noted that no additional comments were not

Motion by Councilman Paul to approve Resolution 2021-28, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

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

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

**PUBLIC HEARING - RESOLUTION(S)**

- A. Resolution 2021- 31 Residential Solid Waste Services Special Assessment

**Submitted By:** Legal

**RESOLUTION 2021-31**

**A RESOLUTION OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES, IN THE CITY OF WESTLAKE, FLORIDA; APPROVING THE ASSESSMENT RATE FOR RESIDENTIAL SOLID WASTE SERVICES FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021; IMPOSING A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY OF WESTLAKE FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Resolution 2021-31.

Mr. Cherof noted that the provisions of the resolution are set forth in the whereas clauses and inquired if Council had additional comments. Mr. Cassel further explained this is the final step to add to the tax roll.

Mayor Manning called for any public comments. Ms. Burgess noted that no additional comments were received.

Motion by Councilwoman Crump to approve Resolution 2021-31, seconded by Vice Mayor O'Connor

**UPON ROLL CALL:**

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

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

**NEW BUSINESS**

- A. Election – County Canvassing Board

**Submitted By:** Administration

**RESOLUTION 2021-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, DELEGATING ALL CANVASSING DUTIES, AS DEFINED IN THE FLORIDA ELECTION CODE AND THE FLORIDA ADMINISTRATIVE CODE, TO THE COUNTY CANVASSING BOARD ESTABLISHED IN ACCORDANCE WITH SECTION 102.141, F.S., AUTHORIZING AND DESIGNATING THE CITY CLERK TO SERVE AS THE CITY’S OFFICIAL REPRESENTATIVE IN ALL TRANSACTIONS WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS IN RELATION TO MATTERS PERTAINING TO THE USE OF THE REGISTRATION BOOKS AND RECORDS NECESSARY FOR HOLDING MUNICIPAL ELECTIONS WITHIN THE CITY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Resolution 2021-26.

Mayor Manning called for any public comments. Ms. Burgess noted that no additional comments were received.

Motion by Councilwoman Long-Robinson to approve Resolution 2021-26, seconded by Vice Mayor O’Connor.

**UPON ROLL CALL:**

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

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

**B. City Goals & Objectives Annual Workplan Update**

Item moved to the meeting of September 27, 2021.

**CITY COUNCIL COMMENTS**

**A. Councilwoman Katrina Long-Robinson**

Thanked Mr. Cassel for meeting with Seminole Ridge High School principal regarding the construction partnership. Councilwoman Long-Robinson also noted that the HAPPY program appears to be improving.

**B. Councilwoman Kara Crump**

No Comments.

**C. Councilman Patric Paul**

No Comments.

**D. Vice Mayor JohnPaul O’Connor**

Noted he was pleased to see the update and progress from Florida Public Utilities. Vice Mayor O’Connor inquired to when Phase II would begin for Adventure Park. Mr. Cassel explained that permits have not been issued yet but expect the final site plan will come before Council in October.

Vice Mayor O'Connor noted his opportunity to visit the solar farm, attend the literacy coalition luncheon and the grand opening for the 7-Eleven.

E. Mayor Roger Manning

He thanked Vice Mayor O'Connor for attending the literacy coalition luncheon on his behalf and being present at the grand opening for the 7-Eleven.

**REPORT - STAFF**

A. Palm Beach County Sheriff's Office - Monthly Report: July

**Submitted By:** Captain Craig Turner

For Informational Purposes Only

B. Palm Beach County Fire Rescue - Monthly Report: July

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

For Informational Purposes Only

**REPORT - CITY ATTORNEY**

No additional updates or reports.

**REPORT - CITY MANAGER**

Mr. Cassel provided additional updates on Florida Public Utilities.

**PUBLIC COMMENTS - AGENDA ITEMS ONLY**

*This section of the agenda allows for comments from the public to speak on items only presented on the agenda. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk.*

Ms. Gines - 5975 Kingfisher Blvd. – Explained that she did have some confusion regarding the Seminole Improvement District non-ad valorem assessment and noticed that it increased and does not understand it and if it will increase each year. Mr. Cassel provided a general explanation of the assessment and noted that he will speak directly with her to review.

Ms. Tapiero - 5991 Whippoorwill Cir. – Commended staff and Council on progress and her excitement to live in Westlake. She further inquired to the increase in the assessment. Ms. Tapiero requested a copy of the current and previous year's budget. Mr. Cassel explained that the budget documents are available on the website.

Ms. Stewart – 15912 Hummingbird Ln. - She inquired to the increase in the assessment and would also like an explanation. Mr. Cassel explained the projections of calculating the assessments and offered to speak to residents individually to review their TRIM notices.

Ms. Burgess gave the virtual audience a moment to comment; noting no additional comments, the next item followed.

Mr. Cassel noted that any inquiries regarding Seminole Improvement District (SID) should be directed to SID, as he is unable to respond to SID-related questions at the dais in the capacity as the City Manager.

**ADJOURNMENT**

Mayor Manning adjourned meeting at 8:02 PM

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Zoie P. Burgess, City Clerk

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Roger Manning, Mayor

**File Attachments for Item:**

C. Minutes - City Council Final Budget Hearing - 09.27.2021 DRAFT



# CITY OF WESTLAKE



## MINUTES

**City Council Final Budget Hearing**  
Monday, September 27, 2021, at 6:30 PM

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

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

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

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

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses must preregister to attend/participate in a meeting by sending an email to City Clerk, Zoie Burgess at [zburgess@westlakegov.com](mailto:zburgess@westlakegov.com) or by phone at 561-530-5880 no later than one (1) business day prior to the meeting date (e.g. by 4:00 P.M. on a Friday, if the meeting is scheduled for that Monday, etc.)
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the City Clerk. For Public Hearing Quasi-Judicial meetings, precedence into the Council Chambers will be given to applicants, their representatives, and/or witnesses over all other preregistered parties.

### **COMMUNICATION MEDIA TECHNOLOGY – WEBEX:**

Members of the public participated in the meeting through electronic means and accessed with the following:

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

Meeting ID: 132 950 4464

Password: hello

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

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

Meeting ID: 132 950 4464

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

Procedures for Public Comment are also provided via the City website:

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

### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O’Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

Donald J. Doody, Esq., Interim City Attorney

A final budget hearing of the City Council of the City of Westlake was held on Monday, September 27, 2021, at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

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

Ms. Burgess noted that City Manager Kenneth Cassel, City Clerk Zoie Burgess, and Interim City Attorney, Donald Doody, were present and physically in attendance.

Planning & Zoning Director Nilsa Zacarias and Engineering Director Suzanne Dombrowski were present via communications media technology. Ms. Burgess confirmed that Ms. Dombrowski was able to speak and hear.

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 Manning called the City of Westlake Final Budget Hearing of September 27, 2021, to order at 6:32 PM.

### **ROLL CALL**

Present and constituting a quorum:

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

Also, present:

Kenneth Cassel, City Manager  
Jacob Horowitz, Esq., Interim City Attorney  
Zoie P. Burgess, CMC, City Clerk  
Suzanne Dombrowski, City Engineer – Communication Media Technology  
Nilsa Zacarias, Planning & Zoning Director - Communication Media Technology

**PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

Mr. Cassel noted that an item would need to be added to the Agenda regarding a Subordination Agreement for a previous HAPPY Program recipient, Dean and Ashley Medeiros - 5926 Buttonbush Dr. Mr. Cassel continued, explaining that legal has reviewed and requested it come before Council for approval.

Mr. Howrowitz directed Council to amended agenda and to accept the additional item as a part of the agenda.

Motion by Vice Mayor O'Connor to amend agenda with modification, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

**BUDGET PRESENTATION**

A. Fiscal Year 2022 Budget

Mr. Cassel introduced item identifying the first item for approval is the Adoption of the Final Ad Valorem Millage Rate of 5.125.

**PUBLIC HEARING**

A. Resolution 2021-32 - Adoption of Final Ad Valorem Millage Rate for Fiscal year 2022

**Submitted By:** Finance

**RESOLUTION 2021-32**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL AD VALOREM MILLAGE RATE TO BE LEVIED FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021, AND ENDING ON SEPTEMBER 30, 2022; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Horowitz noted the first item for Public Hearing and is the first resolution part of the TRIM Compliance in accordance with Florida Statute 200.065. Mr. Horowitz read into record Resolution 2021-32, by title only.

For the record, Mr. Horowitz stated the millage rate for the fiscal year 2022 is set at 5.125 mills, being 18.4% higher than the roll-back rate of 4.3296 mills.

Mayor Manning confirmed with Mr. Cassel that there have been no changes and called for any questions from Council. There being no comments, Mayor Manning opened item up for public comments.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Vice Mayor O'Connor to approve Resolution 2021-32, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

B. Resolution 2021-33 – Adoption of Final Budget for Fiscal Year 2022

**Submitted By:** Finance

**RESOLUTION 2021-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021, AND ENDING ON SEPTEMBER 30, 2022; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Horowitz introduced item and read into record Resolution 2021-33, by title only.

Mayor Manning called for Council discussion. Mr. Paul inquired why the leasing of building line item increased. Mr. Cassel explained it is in anticipation of services needing to be relocated and the possibility of leasing space. Mr. Paul continued, inquiring of what portion of the city lights is the responsibility of the city. Mr. Cassel explained the responsibility and can provide an accurate background.

Mayor Manning called for any additional comments from Council. There being no comments, Mayor Manning opened item up for public comments.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Councilwoman Crump to approve Resolution 2021-33, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

**C. SECOND READING** - Ordinance 2021-06: Chapter 8 Parking Regulations, Land Development Regulations (First Reading - September 13, 2021)

**Submitted By:** Engineering

**ORDINANCE NO. 2021-06**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING REGULATIONS FOR PARKING WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RESIDENTIAL AND COMMERCIAL PROPERTY PARKING STANDARDS; ALL OF WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED "PARKING REGULATIONS", PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item, noting second reading.

Mr. Horowitz read into record Ordinance 2021-06, by title only.

Mayor Manning noted that there were changes from first reading. Ms. Dombrowski noted the change since the September 13, 2021, first reading, identifying Table 8.6 was revised and clarified.

Mayor Manning called for Council comments. Vice Mayor O'Connor inquired if there were changes to low-speed vehicles. Ms. Dombrowski confirmed there were no changes, and it remains the same as previously presented September 13, 2021.

There being no further council comment, Mayor Manning opened for public comment.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Vice Mayor O'Connor to adopt Ordinance 2021-06, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

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

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

**D. SECOND READING** - Ordinance 2021-09: Chapter 7 Mobility Regulations, Land Development Regulations (First Reading - September 13, 2021)

**Submitted By:** Engineering

**ORDINANCE NO. 2021-09**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING MOBILITY PLANS WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING UTILIZATION OF PALM BEACH COUNTY'S TRAFFIC PERFORMANCE STANDARDS FOR MOTORIZED VEHICLES; PROVIDE FOR VEHICULAR LEVEL OF SERVICE STANDARDS; PROVIDES FOR TRAFFIC IMPACT STUDIES AND STATEMENTS; WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED 'MOBILITY', PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item, noting second reading.

Mr. Horowitz read into record Ordinance 2021-09, by title only.

Ms. Dombrowski noted there were no changes since the first reading at the September 13, 2021, council meeting.

Mayor Manning called for council comments. There being no comments, Mayor Manning called for public comment.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Councilwoman Crump to adopt Ordinance 2021-09, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

**NEW BUSINESS**

**A. Subordination Agreement - Dean and Ashley Medeiros - 5926 Buttonbush Dr.**

Mr. Cassel introduced the additional item, noting that the requestors are attempting the refinance. Mr. Cassel explained that all of the HAPPY loans are subordinate to the original mortgage loan and to refinance, a re-subordination agreement is necessary and noted it does not change the terms of the original agreement. Mr. Cassel advised council that a motion to enter into a subordination agreement with the Mortgagor is required.

Motion by Vice Mayor O'Connor to enter into a subordination agreement, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

**ADJOURNMENT**

Prior to adjournment, Councilman Paul requested that the appearance of City Hall be improved. Mr. Cassel explained that the building is scheduled to be pressure cleaned. Councilman Paul suggested that something be put in front of building. Mr. Cassel will look into options.

Vice Mayor O'Connor expressed his pleasure with Interim Legal Counsel and his excitement to see the massive decrease in the legal budget.

Vice Mayor O'Connor explained prior to running for council, he coined a couple of phrases, "Westlake Strong" and "Westlake Proud" and would like to officially adopt the phrases, as it embodies the sense of community within Westlake. Vice Mayor O'Connor inquired of counsel if it can be trademarked. Mr. Horowitz explained that there are certain indicia that is protected, noting the City Seal. He continued, explaining that social media has not caught up to such use, but noted there is no legal impediment to prevent such use, but suggests some formal action would be appropriate. Mr. Cassel confirmed staff will work with SA Nelson to put into use.

Mayor Manning adjourned meeting at 6:58 PM

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Zoie P. Burgess, City Clerk

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Roger Manning, Mayor



**File Attachments for Item:**

D. Financial Report - October 2021



## MEMORANDUM

**TO: Members of the City Council, City of Westlake**  
**FROM: Steven Fowler, Accountant; Trumaine Easy, Accounting Director**  
**CC: Ken Cassel, City Manager**  
**DATE: November 22, 2021**  
**SUBJECT: October Financial Report**

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Please find attached the October 2021 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 for October were approximately 2% of the annual budget. There were no collections on the FY2021 Ad Valorem Tax. 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 for October were approximately 7% of the annual budget.

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

- Total Revenues for October were approximately 24% of the annual budget, which is a result of a higher than anticipated rate of residential 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 for October were approximately 7% of the annual budget.
- Total Expenditures for October were approximately 10% of the annual budget.

# City of Westlake

## Financial Report

*October 31, 2021*



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**City of Westlake**

**Financial Statements**

**October 31, 2021**

**Balance Sheet**  
October 31, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<b><u>ASSETS</u></b>				
<b>Current Assets</b>				
Cash - Checking Account	\$ 1,846,954	\$ -	\$ -	\$ 1,846,954
Taxes Receivable	8,189	-	-	8,189
Assessments Receivable	47,122	-	-	47,122
Due From Other Funds	-	-	1,874,656	1,874,656
Investments:				
Money Market Account	888,281	2,215,866	-	3,104,147
Prepaid Items	529	-	-	529
Deposits	641	-	-	641
<b>Total Current Assets</b>	<b>2,791,716</b>	<b>2,215,866</b>	<b>1,874,656</b>	<b>6,882,238</b>
<b>Noncurrent Assets</b>				
Mortgages Receivable	-	405,722	-	405,722
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>405,722</b>	<b>-</b>	<b>405,722</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,791,716</b>	<b>\$ 2,621,588</b>	<b>\$ 1,874,656</b>	<b>\$ 7,287,960</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 36,648	\$ -	\$ 161,518	\$ 198,166
Accrued Expenses	64,297	-	29,400	93,697
DBPR surcharge	2,261	-	-	2,261
DCA surcharge	3,327	-	-	3,327
Impact Fees	232,706	-	-	232,706
Unearned Revenue	140,270	-	-	140,270
Due To Other Districts	5,198	-	-	5,198
Accrued Taxes Payable	2,726	-	-	2,726
Deferred Revenue-Developer Submittals (Minto)	-	-	100,483	100,483
Due To Other Funds	1,874,656	-	-	1,874,656
<b>TOTAL LIABILITIES</b>	<b>2,362,089</b>	<b>-</b>	<b>291,401</b>	<b>2,653,490</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	529	-	-	529
Deposits	641	-	-	641
<b>Restricted for:</b>				
Special Revenue	-	2,621,588	1,583,255	4,204,843
<b>Unassigned:</b>	428,457	-	-	428,457
<b>TOTAL FUND BALANCES</b>	<b>\$ 429,627</b>	<b>\$ 2,621,588</b>	<b>\$ 1,583,255</b>	<b>\$ 4,634,470</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,791,716</b>	<b>\$ 2,621,588</b>	<b>\$ 1,874,656</b>	<b>\$ 7,287,960</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2021

<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	\$ -	\$ -	\$ 113	\$ 113
Ad Valorem Taxes	1,838,592	-	-	-
Ad Valorem Taxes - Discounts	(73,544)	-	-	-
Discretionary Sales Surtaxes	69,700	5,808	-	(5,808)
FPL Franchise	110,300	9,192	16,333	7,141
Electricity	113,600	9,467	-	(9,467)
Water	41,500	3,458	-	(3,458)
Gas	34,600	2,883	-	(2,883)
Communication Services Taxes	36,200	3,017	3,055	38
Occupational Licenses	6,100	508	300	(208)
Building Permits	-	-	150	150
Building Permits - Admin Fee	62,100	5,175	9,096	3,921
State Revenue Sharing Proceeds	17,200	1,433	1,053	(380)
Administrative Fees	245,400	18,700	15,487	(3,213)
Other Public Safety Chrgs/Fees	2,400	200	-	(200)
Garbage/Solid Waste Revenue	29,100	2,425	12,771	10,346
Other Operating Revenues	5,400	450	1,330	880
Special Assmnts- Tax Collector	232,600	-	-	-
Special Assmnts- Discounts	(9,300)	-	-	-
Developer Contribution	930,152	-	-	-
Lien Search Fee	1,300	108	1,045	937
<b>TOTAL REVENUES</b>	<b>3,693,400</b>	<b>62,824</b>	<b>60,733</b>	<b>(2,091)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Legislative</u></b>				
Mayor/Council Stipend	110,400	9,200	23,400	(14,200)
FICA Taxes	8,400	700	1,790	(1,090)
ProfServ-Legislative Expense	24,000	2,000	-	2,000
Public Officials Insurance	4,400	4,400	3,125	1,275
Misc-Event Expense	63,800	-	654	(654)
Council Expenses	15,000	1,250	-	1,250
Dues, Licenses, Subscriptions	1,400	-	546	(546)
<b>Total Legislative</b>	<b>227,400</b>	<b>17,550</b>	<b>29,515</b>	<b>(11,965)</b>
<b><u>City Manager</u></b>				
Contracts-City Manager	251,900	20,992	20,992	-
Office Supplies	14,900	1,242	516	726
Dues, Licenses, Subscriptions	3,900	1,534	1,144	390
<b>Total City Manager</b>	<b>270,700</b>	<b>23,768</b>	<b>22,652</b>	<b>1,116</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2021

<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 Clerk</u></b>				
ProfServ-Web Site Maintenance	10,600	383	383	-
Contracts-City Clerk	206,000	17,167	17,167	-
Postage and Freight	1,000	83	108	(25)
Printing	19,400	1,617	-	1,617
Legal Advertising	31,200	2,600	982	1,618
Dues, Licenses, Subscriptions	10,000	1,062	1,104	(42)
<b>Total City Clerk</b>	<b>278,200</b>	<b>22,912</b>	<b>19,744</b>	<b>3,168</b>
<b><u>Finance</u></b>				
Auditing Services	5,300	-	-	-
Contracts-Finance	95,500	7,958	7,958	-
<b>Total Finance</b>	<b>100,800</b>	<b>7,958</b>	<b>7,958</b>	<b>-</b>
<b><u>Legal Counsel</u></b>				
ProfServ-Legal Services	275,000	22,917	25,732	(2,815)
<b>Total Legal Counsel</b>	<b>275,000</b>	<b>22,917</b>	<b>25,732</b>	<b>(2,815)</b>
<b><u>Other Administrative Services</u></b>				
ProfServ-Info Technology	195,100	16,258	9,825	6,433
ProfServ-Compliance Service	25,000	2,083	-	2,083
Contracts-Admin. Service	257,000	21,417	21,417	-
Misc-Public Relations	75,000	6,250	13,550	(7,300)
Misc-Assessment Collection Cost	2,300	-	-	-
General Government	90,000	7,500	-	7,500
Emergency Comm. Program	25,000	2,083	-	2,083
<b>Total Other Administrative Services</b>	<b>669,400</b>	<b>55,591</b>	<b>44,792</b>	<b>10,799</b>
<b><u>Facility Services</u></b>				
Telephone, Cable & Internet Service	13,200	1,100	1,320	(220)
Lease - Copier	16,000	1,333	1,333	-
Lease - Building	86,700	7,225	500	6,725
Insurance (Liab,Auto,Property)	4,500	4,500	5,745	(1,245)
Miscellaneous Services	1,200	100	107	(7)
Cleaning Services	36,500	3,042	3,581	(539)
Principal-Capital Lease	8,500	674	674	-
Interest-Capital Lease	1,700	178	178	-
<b>Total Facility Services</b>	<b>168,300</b>	<b>18,152</b>	<b>13,438</b>	<b>4,714</b>
<b><u>Community Services</u></b>				
Contracts-Solid Waste	248,600	20,717	27,015	(6,298)
Contracts-Sheriff	656,500	54,708	54,167	541
Electricity	98,600	8,217	7,491	726
R&M-Community Maintenance	27,500	2,292	2,292	-
Operating Supplies	6,100	-	-	-
<b>Total Community Services</b>	<b>1,037,300</b>	<b>85,934</b>	<b>90,965</b>	<b>(5,031)</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2021

<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>Capital Expenditures &amp; Projects</u></b>				
Capital Improvements	50,000	10,000	-	10,000
<b>Total Capital Expenditures &amp; Projects</b>	<b>50,000</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
<b><u>Other Fees and Charges</u></b>				
Misc-Contingency	151,400	12,617	485	12,132
<b>Total Other Fees and Charges</b>	<b>151,400</b>	<b>12,617</b>	<b>485</b>	<b>12,132</b>
<b><u>Reserves</u></b>				
1st Quarter Operating Reserves	264,900	22,075	-	22,075
Reserve - Buildings	200,000	16,667	-	16,667
<b>Total Reserves</b>	<b>464,900</b>	<b>38,742</b>	<b>-</b>	<b>38,742</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>3,693,400</b>	<b>316,141</b>	<b>255,281</b>	<b>60,860</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(253,317)	(194,548)	58,769
Net change in fund balance	\$ -	\$ (253,317)	\$ (194,548)	\$ 58,769
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>624,175</b>	<b>624,175</b>	<b>624,175</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 624,175</b>	<b>\$ 370,858</b>	<b>\$ 429,627</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2021

<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	\$ 3,800	\$ 317	\$ 276	\$ (41)
Donations	300,000	25,000	72,000	47,000
<b>TOTAL REVENUES</b>	<b>303,800</b>	<b>25,317</b>	<b>72,276</b>	<b>46,959</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Public Assistance</u></b>				
Misc-Admin Fee (%)	21,000	1,750	-	1,750
Assistance Program	282,800	23,567	-	23,567
<b>Total Public Assistance</b>	<b>303,800</b>	<b>25,317</b>	<b>-</b>	<b>25,317</b>
<b>TOTAL EXPENDITURES</b>	<b>303,800</b>	<b>25,317</b>	<b>-</b>	<b>25,317</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	72,276	72,276
Net change in fund balance	\$ -	\$ -	\$ 72,276	\$ 72,276
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>2,549,312</b>	<b>2,549,312</b>	<b>2,549,312</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,549,312</b>	<b>\$ 2,549,312</b>	<b>\$ 2,621,588</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2021

<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>				
Building Permits	\$ 1,561,100	\$ 130,092	\$ 154,275	\$ 24,183
Reinspection Fees	24,600	2,050	-	(2,050)
Building Permits - Surcharge	3,500	292	4,746	4,454
Other Building Permit Fees	30,000	2,500	7,200	4,700
Building Permits - Admin Fee	87,900	7,325	3,781	(3,544)
Engineering Permits	374,600	31,217	350	(30,867)
Planning & Zoning Permits	301,700	25,142	2,128	(23,014)
Developer Contribution	25,000	-	-	-
<b>TOTAL REVENUES</b>	<b>2,408,400</b>	<b>198,618</b>	<b>172,480</b>	<b>(26,138)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Comprehensive Planning</u></b>				
ProfServ-Engineering	352,600	29,383	29,400	(17)
ProfServ-Info Technology	170,900	14,242	-	14,242
ProfServ-Legal Services	-	-	6,053	(6,053)
ProfServ-Planning/Zoning Board	301,700	25,142	27,315	(2,173)
ProfServ-Consultants	22,000	1,833	-	1,833
ProfServ-Building Permits	1,258,200	104,850	160,568	(55,718)
Telephone, Cable & Internet Service	1,100	92	437	(345)
Lease - Copier	5,100	422	422	-
Lease - Building	43,400	3,617	-	3,617
Printing	1,800	150	-	150
Miscellaneous Services	-	-	187	(187)
Misc-Admin Fee (%)	224,400	18,700	9,435	9,265
Office Supplies	2,200	183	-	183
Capital Improvements	25,000	5,000	-	5,000
<b>Total Comprehensive Planning</b>	<b>2,408,400</b>	<b>203,614</b>	<b>233,817</b>	<b>(30,203)</b>
<b>TOTAL EXPENDITURES</b>	<b>2,408,400</b>	<b>203,614</b>	<b>233,817</b>	<b>(30,203)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(4,996)	(61,337)	(56,341)
Net change in fund balance	\$ -	\$ (4,996)	\$ (61,337)	\$ (56,341)
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>1,644,592</b>	<b>1,644,593</b>	<b>1,644,592</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,644,592</b>	<b>\$ 1,639,597</b>	<b>\$ 1,583,255</b>	

**City of Westlake**

**Supporting Schedules**

**October 31, 2021**

Cash and Investment Report

October 31, 2021

**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	\$1,846,954
Money Market	BankUnited	MMA	0.15%	\$888,281
		<b>Subtotal</b>		<b>\$2,735,235</b>

**SPECIAL REVENUE FUND**

Money Market	BankUnited	MMA	0.15%	\$2,215,866
		<b>Subtotal</b>		<b>\$2,215,866</b>
		<b>Total</b>		<b>\$4,951,101</b>

# City of Westlake

## Bank Reconciliation

Bank Account No. [REDACTED] Bank United GF  
 Statement No. 1021  
 Statement Date 10/31/2021

<b>G/L Balance (LCY)</b>	1,846,954.47	<b>Statement Balance</b>	1,863,419.69
<b>G/L Balance</b>	1,846,954.47	<b>Outstanding Deposits</b>	892.66
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	1,846,954.47	<b>Subtotal</b>	1,864,312.35
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	17,357.88
	<hr/>	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	1,846,954.47	<b>Ending Balance</b>	1,846,954.47
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference	
<b>Outstanding Checks</b>							
8/11/2021	Payment	[REDACTED]	KOLTER SIGNATURE HOMES, LLC IMPRES	300.00	0.00	300.00	
10/25/2021	Payment	[REDACTED]	AT&T MOBILTY	94.00	0.00	94.00	
10/25/2021	Payment	[REDACTED]	DEX IMAGING, INC	165.00	0.00	165.00	
10/25/2021	Payment	[REDACTED]	FED EX	33.14	0.00	33.14	
10/25/2021	Payment	[REDACTED]	FLORIDA VENDORS ASSOCIATION	550.00	0.00	550.00	
10/25/2021	Payment	[REDACTED]	GREATAMERICA FINANCIAL SERVICES CO	337.19	0.00	337.19	
10/25/2021	Payment	[REDACTED]	MILNER INC LEASE	1,125.26	0.00	1,125.26	
10/25/2021	Payment	[REDACTED]	S.A. NELSON	13,550.00	0.00	13,550.00	
10/26/2021	Payment	[REDACTED]	MILNER INC LEASE	1,117.20	0.00	1,117.20	
10/31/2021	Payment	DD658	Payment of Invoice 004920	86.09	0.00	86.09	
<b>Total Outstanding Checks.....</b>				<b>17,357.88</b>		<b>17,357.88</b>	
<b>Outstanding Deposits</b>							
10/28/2021		DEP02029	GP TRASH BIN PURCHASE	G/L Acc	100.00	0.00	100.00
10/29/2021		DEP02034	PERMITS	G/L Acc	692.66	0.00	692.66
10/29/2021		DEP02035	GP TRASH BIN PURCHASE	G/L Acc	50.00	0.00	50.00
10/30/2021		DEP02039	GP TRASH BIN PURCHASE	G/L Acc	50.00	0.00	50.00
<b>Total Outstanding Deposits.....</b>				<b>892.66</b>		<b>892.66</b>	

**File Attachments for Item:**

A. A Resolution for the Replat of Cresswind (Pod P) Phase III

**Submitted By:** Engineering

**RESOLUTION 2021-37**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING A REPLAT OF THE PLAT OF THE CRESSWIND PALM BEACH PHASE 3, PLAT BOOK 132, PAGES 120-126, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA. LYING IN SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		December 6, 2021	<b>Submitted By:</b> Engineering	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		A Resolution for the Replat of Cresswind (Pod P) Phase III		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to Approve		
<b>SUMMARY and/or JUSTIFICATION:</b>		The City of Westlake has the exclusive jurisdiction to approve the revised plat pursuant to Florida Statutes, §177.071. The application has been reviewed and approved by a Professional Surveyor and Mapper for the City of Westlake, and said Surveyor and Mapper has found the application to be consistent with the requirement under Florida Statutes, Chapter 177. The revised plat has been reviewed and approved by the City Engineer, Seminole Improvement District, and the City Attorney.		
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>
		<b>STAFF REPORT:</b>	X	<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>		Agenda Item Cover Sheet Resolution Staff Report, including: Exhibit A - Legal Description Exhibit B - Boundary Survey Exhibit C - Plat Approval Letter(s)		
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>	X	<b>ORDINANCE:</b>
<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>A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING A REPLAT OF THE PLAT OF THE CRESSWIND PALM BEACH PHASE 3, PLAT BOOK 132, PAGES 120-126, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA. LYING IN SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</b>		
<b>FISCAL IMPACT (if any):</b>				\$



**RESOLUTION 2021-37**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING A REPLAT OF THE PLAT OF THE CRESSWIND PALM BEACH PHASE 3, PLAT BOOK 132, PAGES 120-126, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA. LYING IN SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, KH Westlake, LLC, a Florida Limited Liability Company, as the Owner has requested approval for Lots 350, 351, and 352, Cresswind Palm Beach Phase 3, Being A Replat Of The Plat Of Cresswind Palm Beach Phase 3, Plat Book 132, Pages 120 Through 126, Public Records Of Palm Beach County, Florida. Lying In Section 6, Township 43 South, Range 41 East, City Of Westlake, Palm Beach County, Florida, containing approximately 0.3780 acres; and

**WHEREAS**, the City of Westlake has the exclusive jurisdiction to approve the plat and boundary survey pursuant to Florida Statutes, §177.071; and

**WHEREAS**, the application has been reviewed and approved by a Professional Surveyor and Mapper for the City of Westlake, and said Surveyor and Mapper has found the application to be consistent with the requirements under Florida Statutes, Chapter 177; and

**WHEREAS**, the Building staff, Engineering staff and Planning staff for the City of Westlake have reviewed the application, the final replat, and the collective staff has recommended approval; and

**WHEREAS**, after careful review and consideration, the collective staff has determined that this application has complied with the City's land development regulations and Florida law.

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

**Section 1:**     **Incorporation:** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2:**     **City Council Approval:** The City Council for the City of Westlake hereby approves the Cresswind Palm Beach Phase 3 Replat, containing approximately 0.3780 acres, and which is located in the City of Westlake, and in Palm Beach County, Florida.

**Section 3:**     **Recordation:** The applicant shall provide a certified copy of the recorded plat and the applicant shall cover the costs of recording the replat in the public records in and for Palm Beach County Florida.

**Section 4:** **Scrivener's Errors:** The City of Westlake intends that the Resolution can be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent can be corrected with the authorization of the City Manager and City Attorney without the need for public hearing.

**Section 5.** **Conflicts:** All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

**Section 6.** **Severability:** If any clause, section, or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

**Section 7:** **Effective Date:** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 6<sup>th</sup> day of December 2021.

**PUBLISHED** on this 26<sup>th</sup> day of November 2021 in the Palm Beach Post.

---

City of Westlake  
Roger Manning, Mayor

---

Zoie Burgess, City Clerk



**CITY OF WESTLAKE**  
**Engineering Department**  
4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470  
Phone: (561) 530-5880  
[www.westlakegov.com](http://www.westlakegov.com)

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## STAFF MEMORANDUM

**DATE:** 11/22/2021  
**PETITION NO.:** ENG-2021-21  
**DESCRIPTION:** Review of Cresswind Palm Beach (Pod P-1) Phase III Replat  
**APPLICANT:** Cotleur and Hearing  
**OWNER:** KH Westlake, LLC  
**REQUEST:** Owner is requesting approval of the Cresswind Palm Beach Phase III Replat

### Final Recommendation

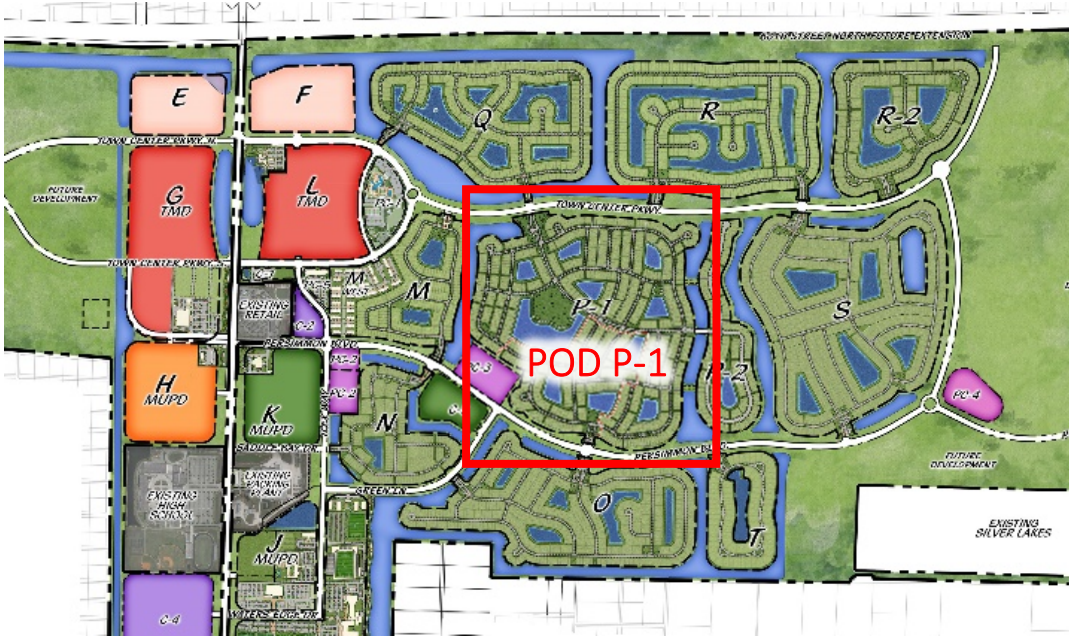
The Office of the City Engineer has reviewed the documents associated with the application referenced above and recommends approval by the Council. The revised plat was approved by the Seminole Improvement District's (SID) Engineering Department and Board on November 1, 2021.

### Discussion

The Owner (KH Westlake, LLC) is requesting approval of a minor modification to the previously approved Plat for Pod P-1 Phase 3 "Cresswind Palm Beach" located within the Westlake Traditional Town Development (TTD). An application for Final Subdivision Plan approval for Pod P Phase 1 was approved by the City of Westlake on December 28, 2018. A concurrent Plat for Pod P Phase 1 was approved by the City Council on January 9, 2019, via Resolution 2019-04. Subsequently, an application for Site Plan approval for Pod P-1 Phase 2 was approved administratively by the City of Westlake on May 7, 2020. On May 11, 2020, Resolution No. 2020-09 approved the Plat for Pod P Phase 2. An application for Site Plan approval for Pod P-1 Phase 3 was approved by the City of Westlake the following year, and on May 10, 2021, Resolution 2021-11, approved the Final plat for Cresswind Palm Beach, Phase 3 (Pod P-1 Phase 3).

Pod P-1 is situated in the central portion of the TTD, east of Seminole Pratt Whitney Road, south of Town Center Parkway, and north of Persimmon Boulevard. Pod P-1 has a Residential 2 land use designation and R-2 TTD/TND zoning designation and is approved for 195.14 acres and 651 single family detached homes, as described in the Final Master Plan. The subject request is for Phase 3 only and depicted in the graphics below. At this time, the applicant is making a change to the lot sizes within the Model Center, changing 3-40' lots to 2-60' lots. No other modifications are being made to the layout or design as previously approved. The previously submitted and approved Streetscape landscape plans have been revised to adjust trees per the lot change to avoid utility conflicts. Lot number 351 has been absorbed and, therefore, removed from the previously approved site plan and plat.

# Location Maps



**CRESSWIND**  
PALM BEACH



POD P1, PHASE 3



The Legal Description of the Plat can be found in Exhibit A, and replications of the plat topographical survey and plat can be found in Exhibits B and C.

## Review Criteria

Plats shall be prepared in accordance with the provisions of Chapter 177 F.S., as amended, and the City of Westlake Land Development Regulations. The plat was reviewed for clarity, legibility, and conformance with this statute and City requirements. The plat provides a graphic depiction of the legal description through geometric data. The data includes but is not limited to parcel, block, tract, right-of-way, street and associated names, easement, permanent reference monuments and permanent control points, and interior excepted parcels. Other requirements such as paper size, line work, layout of sheet and required content including the subdivision name, title, legal description, key map, vicinity map, north arrow, scale, and legend are verified in the Engineering Department review.

## Conclusion

(2) reviews of the revised plat occurred, which resulted in an acceptable plat. The review was done for compliance with Chapters 177, 5J-17, Florida Statutes, and the City of Westlake's codes and ordinances. All comments have been adequately addressed and the plat is in compliance. We therefore recommend that the plat be approved for recording.

Exhibit 'A'  
LEGAL DESCRIPTION  
Cresswind (Pod P-1) Phase III Replat

LOTS 350, 351 AND 352, CRESSWIND PALM BEACH PHASE 3, RECORDED IN PLAT BOOK 132, PAGES 120 THROUGH 126 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

LYING IN SECTION 6, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.

CONTAINING 16,464 SQUARE FEET OR 0.3780 ACRES, MORE OR LESS.

Exhibit 'B'  
TOPOGRAPHICAL SURVEY  
Cresswind (Pod P-1) Phase III Replat

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Exhibit 'C'  
PLAT  
Cresswind (Pod P-1) Phase III Replat

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# CRESSWIND PALM BEACH PHASE 3 REPLAT

BEING A REPLAT OF LOTS 350, 351 AND 352, CRESSWIND PALM BEACH PHASE 3,  
RECORDED IN PLAT BOOK 132, PAGES 120 THROUGH 126 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA,  
LYING IN SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST,  
CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.

THIS INSTRUMENT PREPARED BY  
DAVID P. LINDLEY  
OF  
**CAULFIELD & WHEELER, INC.**  
SURVEYORS — ENGINEERS — PLANNERS  
7900 GLADES ROAD, SUITE 100  
BOCA RATON, FLORIDA 33434 — (561)392-1991  
CERTIFICATE OF AUTHORIZATION NO. LB3591

## DEDICATION AND RESERVATIONS:

KNOW ALL MEN BY THESE PRESENTS THAT KH WESTLAKE, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AUTHORIZED TO DO BUSINESS IN FLORIDA, OWNER OF THE LANDS SHOWN HEREON AS CRESSWIND PALM BEACH PHASE 3 REPLAT, BEING A REPLAT OF LOTS 350, 351 AND 352, CRESSWIND PALM BEACH PHASE 3, RECORDED IN PLAT BOOK 132, PAGES 120 THROUGH 126 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 350, 351 AND 352, CRESSWIND PALM BEACH PHASE 3, RECORDED IN PLAT BOOK 132, PAGES 120 THROUGH 126 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

LYING IN SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.

CONTAINING 16,464 SQUARE FEET OR 0.3780 ACRES, MORE OR LESS.

IN WITNESS WHEREOF, THE ABOVE NAMED KH WESTLAKE, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AUTHORIZED TO DO BUSINESS IN FLORIDA, HAS CAUSED THESE PRESENTS TO BE SIGNED BY ITS MANAGER, THE KOLTER GROUP, LLC, A FLORIDA LIMITED LIABILITY COMPANY, MANAGER OF KH HOLDCO, LLC, A FLORIDA LIMITED LIABILITY COMPANY, MANAGER OF VK JV4, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AUTHORIZED TO DO BUSINESS IN FLORIDA, AND ITS COMPANY SEAL TO BE AFFIXED HERETO BY AND WITH THE AUTHORITY OF ITS MEMBERS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_.

BY: KH WESTLAKE, LLC  
A DELAWARE LIMITED LIABILITY COMPANY  
AUTHORIZED TO DO BUSINESS IN FLORIDA

BY: VK JV4, LLC  
A DELAWARE LIMITED LIABILITY COMPANY  
AUTHORIZED TO DO BUSINESS IN FLORIDA  
ITS MANAGER

BY: KH HOLDCO, LLC  
A FLORIDA LIMITED LIABILITY COMPANY  
ITS MANAGER

BY: THE KOLTER GROUP, LLC  
A FLORIDA LIMITED LIABILITY COMPANY  
ITS MANAGER

WITNESS: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

BY: \_\_\_\_\_

WITNESS: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

MANAGER

## ACKNOWLEDGEMENT:

STATE OF FLORIDA  
COUNTY OF PALM BEACH

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF [ ] PHYSICAL PRESENCE OR [ ] ONLINE NOTARIZATION, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_ BY \_\_\_\_\_ AS MANAGER OF THE KOLTER GROUP, LLC, A FLORIDA LIMITED LIABILITY COMPANY, MANAGER OF KH HOLDCO, LLC, A FLORIDA LIMITED LIABILITY COMPANY, MANAGER OF VK JV4, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AUTHORIZED TO DO BUSINESS IN FLORIDA, MANAGER OF KH WESTLAKE, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AUTHORIZED TO DO BUSINESS IN FLORIDA, ON BEHALF OF THE COMPANY, WHO IS [ ] PERSONALLY KNOWN TO ME OR HAS PRODUCED \_\_\_\_\_ AS IDENTIFICATION.

(SEAL)

NOTARY PUBLIC  
PRINT NAME \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_

## MORTGAGEE'S JOINDER AND CONSENT:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

THE UNDERSIGNED HEREBY CERTIFIES THAT IT IS THE HOLDER OF A MORTGAGE, UPON THE PROPERTY DESCRIBED HEREON AND DOES HEREBY JOIN IN AND CONSENT TO THE DEDICATION OF THE LAND DESCRIBED IN SAID DEDICATION BY THE OWNER THEREOF AND AGREES THAT ITS MORTGAGE WHICH IS RECORDED IN OFFICIAL RECORDS BOOK 31126, AT PAGE 486 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, SHALL BE SUBORDINATED TO THE DEDICATION SHOWN HEREON.

IN WITNESS WHEREOF, THE SAID COMPANY HAS CAUSED THESE PRESENTS TO BE SIGNED BY ITS SENIOR VICE PRESIDENT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_.

U.S. BANK NATIONAL ASSOCIATION  
D/B/A HOUSING CAPITAL COMPANY

WITNESS: \_\_\_\_\_

BY: THOMAS G. WALKER

PRINT NAME \_\_\_\_\_

SENIOR VICE PRESIDENT

WITNESS: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## ACKNOWLEDGEMENT:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

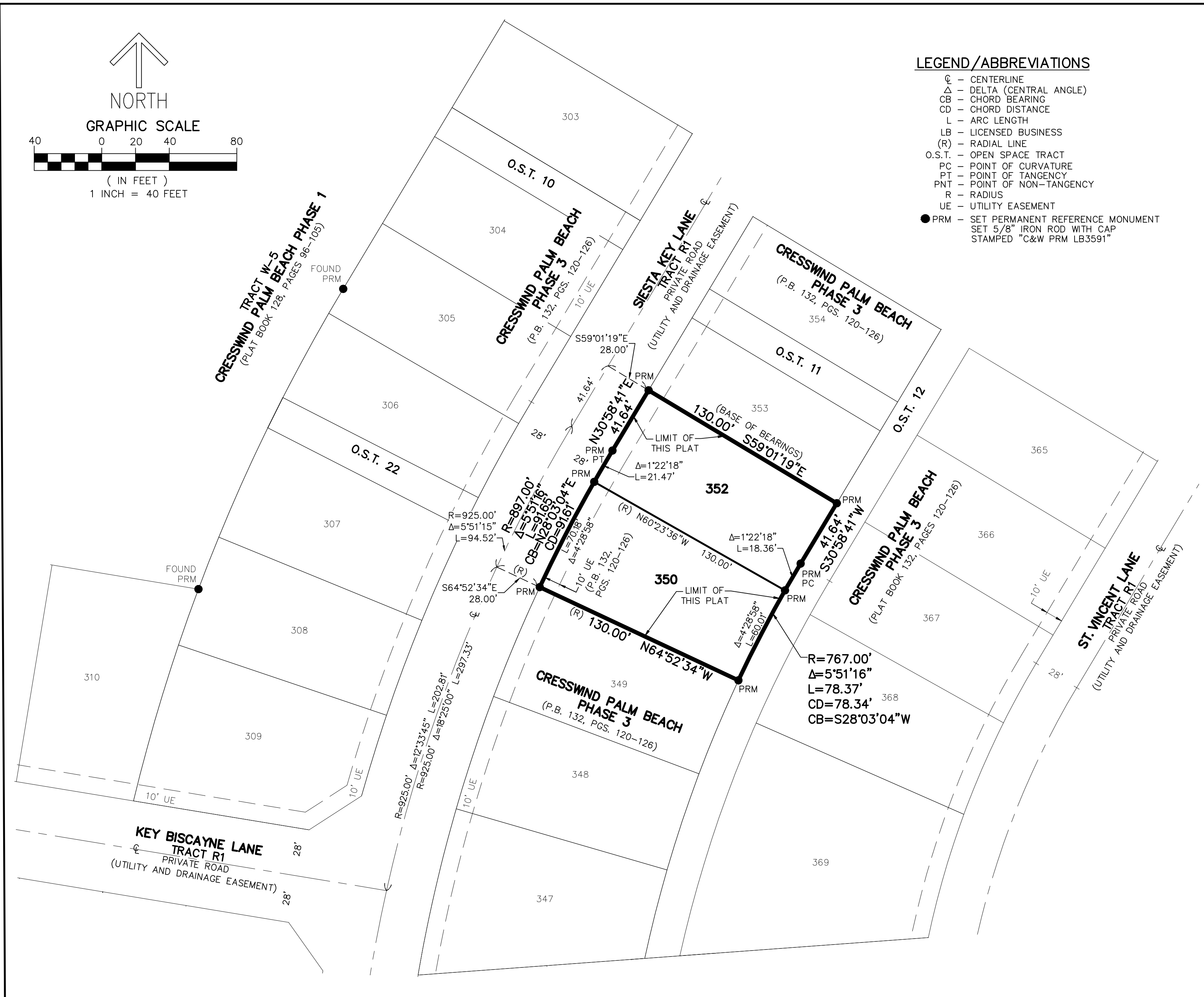
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF [ ] PHYSICAL PRESENCE OR [ ] ONLINE NOTARIZATION, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_ BY THOMAS G. WALKER AS SENIOR VICE PRESIDENT OF U.S. BANK NATIONAL ASSOCIATION, D/B/A HOUSING CAPITAL COMPANY, ON BEHALF OF THE COMPANY, WHO IS [ ] PERSONALLY KNOWN TO ME OR HAS PRODUCED \_\_\_\_\_ AS IDENTIFICATION.

WITNESS MY HAND AND OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_.

U.S. BANK NATIONAL ASSOCIATION

(SEAL)

NOTARY PUBLIC  
PRINT NAME \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_



## LEGEND/ABBREVIATIONS

- CL — CENTERLINE
- Δ — DELTA (CENTRAL ANGLE)
- CB — CHORD BEARING
- CD — CHORD DISTANCE
- L — ARC LENGTH
- LB — LICENSED BUSINESS
- (R) — RADIAL LINE
- O.S.T. — OPEN SPACE TRACT
- PC — POINT OF CURVATURE
- PT — POINT OF TANGENCY
- PNT — POINT OF NON-TANGENCY
- R — RADIUS
- UE — UTILITY EASEMENT
- PRM — SET PERMANENT REFERENCE MONUMENT  
SET 5/8" IRON ROD WITH CAP  
STAMPED "C&W PRM LB3591"

## TABULAR DATA

NAME	SQUARE FEET	ACRES
LOT 352	8,002	0.1837
LOT 350	8,462	0.1943
<b>TOTAL</b>	<b>16,464</b>	<b>0.3780</b>

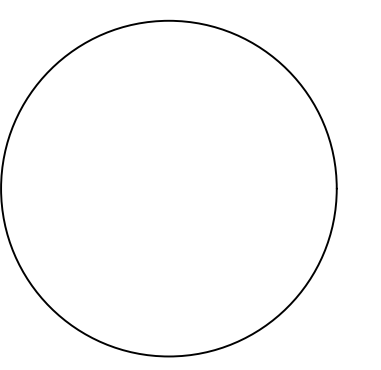
STATE OF FLORIDA  
COUNTY OF PALM BEACH  
THIS PLAT WAS FILED FOR  
RECORD AT \_\_\_\_\_ M.  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
A.D. 202\_\_ AND DULY RECORDED  
IN PLAT BOOK \_\_\_\_\_ ON  
PAGES \_\_\_\_\_ THROUGH \_\_\_\_\_

JOSEPH ABRUZZO,  
CLERK OF THE CIRCUIT COURT  
& COMPTROLLER

BY: \_\_\_\_\_  
DEPUTY CLERK

## SHEET 1 OF 1

CLERK OF THE CIRCUIT COURT  
& COMPTROLLER



## CITY OF WESTLAKE APPROVAL:

THIS CERTIFIES THAT THIS PLAT HAS BEEN ACCEPTED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE BY A RESOLUTION DULY ADOPTED BY THE CITY COUNCIL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_ IN ACCORDANCE WITH SEC. 177.071(2), F.S., AND HAS BEEN REVIEWED BY A PROFESSIONAL SURVEYOR AND MAPPER EMPLOYED BY THE CITY OF WESTLAKE IN ACCORDANCE WITH SECTION 177.081(1), F.S.

BY: \_\_\_\_\_  
KEN CASSEL  
CITY MANAGER

BY: \_\_\_\_\_  
ROGER MANNING  
CITY MAYOR

## TITLE CERTIFICATION:

STATE OF FLORIDA  
COUNTY OF PALM BEACH

I, TYRONE T. BONGARD, A DULY LICENSED ATTORNEY IN THE STATE OF FLORIDA DO HEREBY CERTIFY THAT I HAVE EXAMINED THE TITLE TO THE HEREON DESCRIBED PROPERTY; THAT I FIND THE TITLE TO THE PROPERTY IS VESTED IN KH WESTLAKE, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AUTHORIZED TO DO BUSINESS IN FLORIDA; THAT THE CURRENT TAXES HAVE BEEN PAID; AND THAT ALL PALM BEACH COUNTY SPECIAL ASSESSMENT ITEMS, AND ALL OTHER ITEMS HELD AGAINST SAID LANDS HAVE BEEN SATISFIED; THAT ALL MORTGAGES NOT SATISFIED OR RELEASED OF RECORD NOR OTHERWISE TERMINATED BY LAW ARE SHOWN HEREON; AND THAT THERE ARE ENCUMBRANCES OF RECORD BUT THOSE ENCUMBRANCES DO NOT PROHIBIT THE CREATION OF THE SUBDIVISION DEPICTED BY THIS PLAT.

DATED: \_\_\_\_\_  
TYRONE T. BONGARD  
GUNSTER YOAKLEY, P.A.  
ATTORNEYS AT LAW

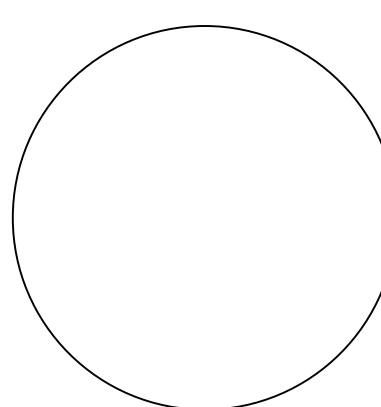
## SURVEYOR & MAPPER'S CERTIFICATE:

THIS IS TO CERTIFY THAT THE PLAT SHOWN HEREON IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION; THAT SAID SURVEY IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT PERMANENT REFERENCE MONUMENTS (P.R.M.'S) ACCORDING TO SECTION 177.091(9), F.S., HAVE BEEN PLACED AS REQUIRED BY LAW AND MONUMENTS ACCORDING TO SEC. 177.091(9), F.S., HAVE BEEN SET; AND, FURTHER, THAT THE SURVEY DATA COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 177, PART 1, FLORIDA STATUTES, AS AMENDED, AND THE ORDINANCES OF THE CITY OF WESTLAKE, FLORIDA.

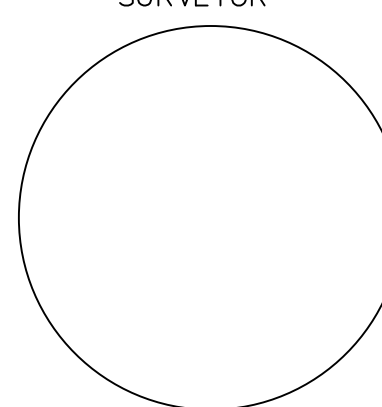
DATED: \_\_\_\_\_

DAVID P. LINDLEY  
PROFESSIONAL LAND SURVEYOR #5005  
STATE OF FLORIDA  
LB #3591

CITY OF  
WESTLAKE



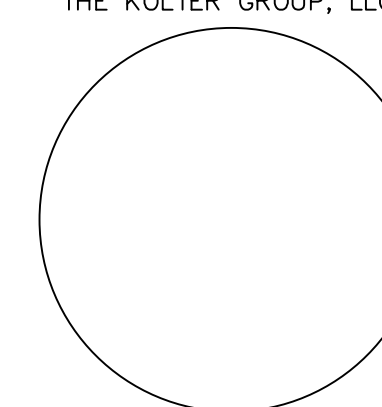
SURVEYOR



## SURVEYOR & MAPPER'S NOTES:

- IN THOSE CASES WHERE EASEMENTS OF DIFFERENT TYPES CROSS OR OTHERWISE COINCIDE, DRAINAGE EASEMENTS SHALL HAVE FIRST PRIORITY, UTILITY EASEMENTS SHALL HAVE SECOND PRIORITY, ACCESS EASEMENTS SHALL HAVE THIRD PRIORITY, AND ALL OTHER EASEMENTS SHALL BE SUBORDINATE TO THESE WITH THEIR PRIORITIES BEING DETERMINED BY USE RIGHTS GRANTED.
- BUILDING SETBACK LINES SHALL BE AS REQUIRED BY CURRENT CITY OF WESTLAKE ZONING REGULATIONS.
- NO BUILDING OR ANY KIND OF CONSTRUCTION OR TREES OR SHRUBS SHALL BE PLACED ON ANY EASEMENT WITHOUT PRIOR WRITTEN CONSENT OF ALL EASEMENT BENEFICIARIES AND ALL APPLICABLE CITY OF WESTLAKE AND SEMINOLE IMPROVEMENT DISTRICT APPROVALS OR PERMITS AS REQUIRED FOR SUCH ENCROACHMENTS. THERE WILL BE NO ABOVE GROUND ENCROACHMENTS WHERE LAKE MAINTENANCE EASEMENTS AND UTILITY EASEMENTS COINCIDE.
- BEARINGS SHOWN HEREON ARE BASED ON A RECORD PLAT BEARING OF S59°01'19"E ALONG THE NORTH LINE OF LOT 352, CRESSWIND PALM BEACH PHASE 3, AS RECORDED IN PLAT BOOK 132, PAGES 120 THROUGH 126 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, AND RELATIVE TO THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM OF 1983 (2007 ADJUSTMENT).
- LINE INTERSECTING CURVES ARE NON RADIAL UNLESS SHOWN OTHERWISE.
- "NOTICE" THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF PALM BEACH COUNTY.

THE KOLTER GROUP, LLC





## CITY OF WESTLAKE

### Engineering Department

4001 Seminole Pratt Whitney Road

Westlake, Florida 33470

Phone: (561) 530-5880

[www.westlakegov.com](http://www.westlakegov.com)

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<b>DATE:</b>	10/22/2021
<b>PETITION NUMBER:</b>	ENG-2021-21
<b>DESCRIPTION:</b>	Cresswind (Pod P) Phase 3 – Replat
<b>APPLICANT:</b>	Cotleur-Hearing
<b>OWNER:</b>	KH Westlake, LLC
<b>REQUEST:</b>	Plat Amendment Review
<b>LOCATION:</b>	Westlake, Florida
<b>STAFF REVIEW:</b>	<b>RECOMMENDATION OF APPROVAL</b>

This is the second review of this Plat. This review is done for compliance with Chapters 177, 5J-17, Florida Statutes, and the City of Westlake’s codes and ordinances. All comments have been adequately addressed. The Plat remains in compliance with Chapters 177, Florida Statutes, and the City of Westlake’s codes and ordinances. We therefore recommend that the plat be approved for recording.

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This letter has been prepared by the following individual, in association with their consultants and subconsultants:

Suzanne Dombrowski, P.E.  
Chen Moore and Associates  
Tel: 561.746.6900 x 1035  
Email: [sdombrowski@chenmoore.com](mailto:sdombrowski@chenmoore.com)

**File Attachments for Item:**

**A. SPM-2021-04:** Application from Christ Fellowship Church, Inc. **for a Site Plan Modification to allow a reduction of decorative pavers on the site entrance and update the building façade colors of the previously approved** 38,155 sq. ft. Worship Center. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.

**Submitted By:** Planning and Zoning



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		12/6/21	<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>SPM-2021-04:</b> Application from Christ Fellowship Church, Inc. for a Site Plan Modification to allow a reduction of decorative pavers on the site entrance and update the building façade colors of the previously approved 38,155 sq. ft. Worship Center. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Recommendation for approval of the Christ Fellowship Site Plan Modification			
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>The applicant is requesting approval of a Site Plan Modification to allow reduction of decorative pavers on the site entrance and update the building façade colors of the previously approved 38,155 sq. ft. Worship Center (Christ Fellowship Church) and a 25,000 sq. ft. Future Development.</p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Decrease the square feet of decorative pavers originally proposed off the entrance of Waters Edge Drive. Decorative pavers will remain at both east-west drive aisles and crosswalks as shown below.</li> <li>2. The applicant is proposing the following color changes:             <ol style="list-style-type: none"> <li>a. Light Gray - Grey Owl to Decorators White (Top of Wall)</li> <li>b. Medium Gray - Platinum to Light Gray - Grey Owl (Entire building façade)</li> <li>c. Dark Gray - Kendal Charcoal to Wrought Iron (Entryway and Canopy)</li> </ol> </li> <li>3. Removal of windows to block visibility into daycare rooms</li> </ol>			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>	X	<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>		Agenda Item Sheet Final Staff Report Application Justification Statement Site Plan Engineer's Narrative Previously Approved Color Elevations / Currently proposed color elevations			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE:</b>	

**IDENTIFY FULL  
RESOLUTION OR  
ORDINANCE TITLE**

*(if Item is not a  
Resolution or Ordinance,  
please erase all default  
text from this field's  
textbox and leave blank)*

**Please keep text  
indented.**

**FISCAL IMPACT** *(if any):*

\$



## City of Westlake

### Planning and Zoning Department – Staff Report

City Council Meeting 12/6/2021

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#### PETITION DESCRIPTION

**PETITION NUMBER:** SPM-2021-04 *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 allow a reduction of decorative pavers on the site entrance and update the building façade colors of the previously approved 38,155 sq. ft. Worship Center.

#### 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 25,00 sq. ft. future development structures. The subject parcel is located in Pod J adjacent to the site of the International Soccer Training Facility (ISTF). The original Site Plan application was heard and approved by City Council on December 9, 2019.

The applicant is requesting approval of a Site Plan Modification to allow reduction in the use of decorative pavers on the site entrance and update the building façade colors of the previously approved 38,155 sq. ft. Worship Center.

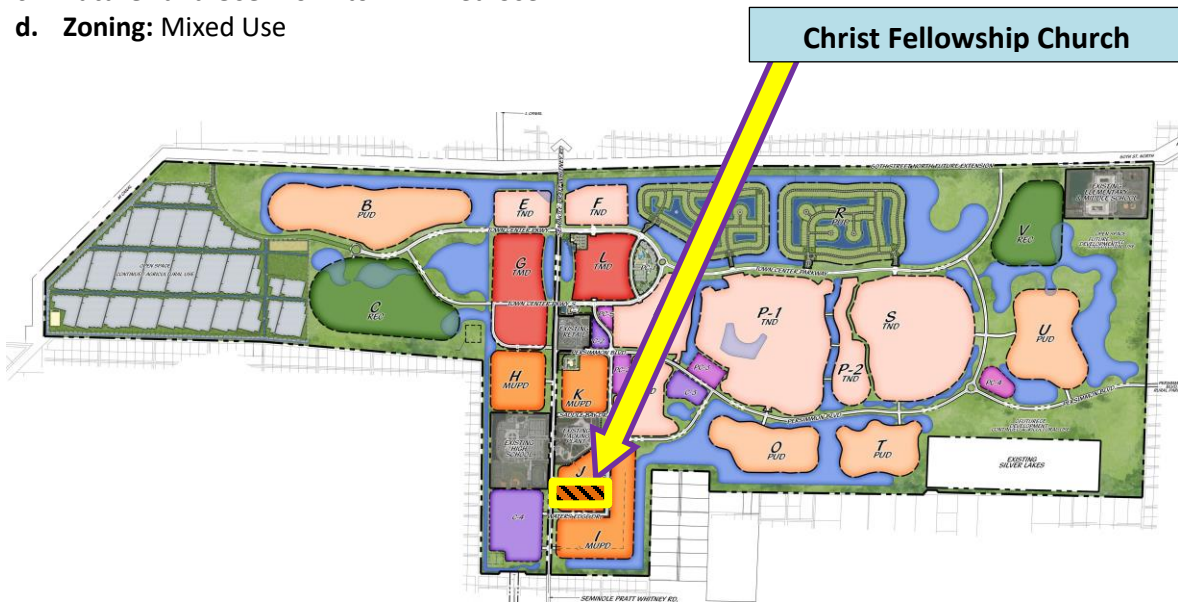
#### STAFF RECOMMENDATION

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>	Downtown Mixed Use	Mixed Use
<b>NORTH ISTF Facility</b>	Downtown Mixed Use	Mixed Use
<b>SOUTH ISTF Facility</b>	Downtown Mixed Use	Mixed Use
<b>EAST ISTF Facility</b>	Downtown Mixed Use	Mixed Use
<b>WEST Seminole Ridge High School</b>	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 adjacent to the site of the International Soccer Training Facility (ISTF). The original Site Plan application was heard and approved by City Council on December 9, 2019.

**Staff Analysis**

The applicant is requesting approval of a Site Plan Modification to allow reduction of decorative pavers on the site entrance and update the building façade colors of the previously approved 38,155 sq. ft. Worship Center (Christ Fellowship Church) and a 25,000 sq. ft. Future Development.

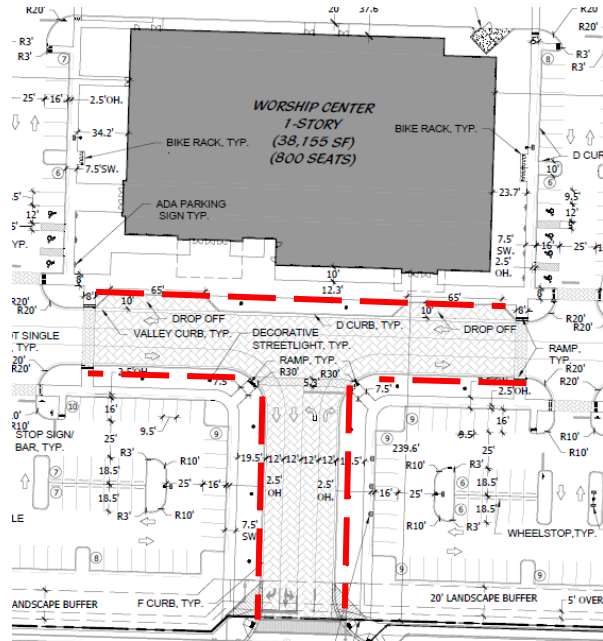
The applicant is requesting approval of a Site Plan Modification for a previously approved Christ Fellowship development heard by City Council on December 9, 2019. The subject site plan modifications include the following:

1. Decrease the square feet of decorative pavers originally proposed off the entrance of Waters Edge Drive. Decorative pavers will remain at both east-west drive aisles and crosswalks as shown below.
2. The applicant is proposing the following color changes:
  - a. Light Gray - Grey Owl to Decorators White (Top of Wall)
  - b. Medium Gray - Platinum to Light Gray - Grey Owl (Entire building façade)
  - c. Dark Gray - Kendal Charcoal to Wrought Iron (Entryway and Canopy)
3. Removal of windows to block visibility into daycare rooms

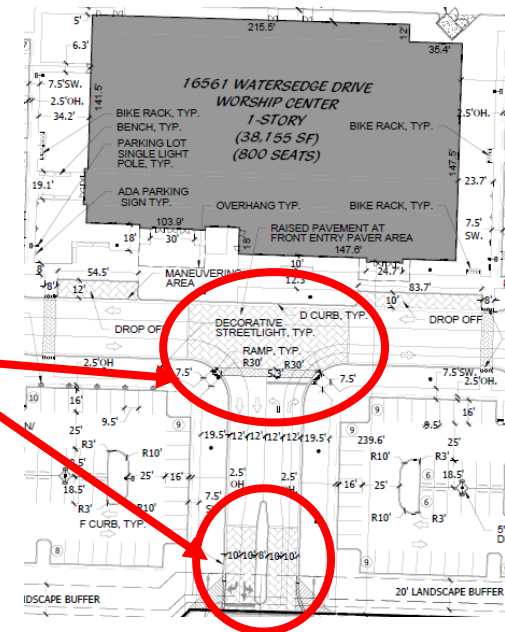
**1. Pavers**

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 pavers**

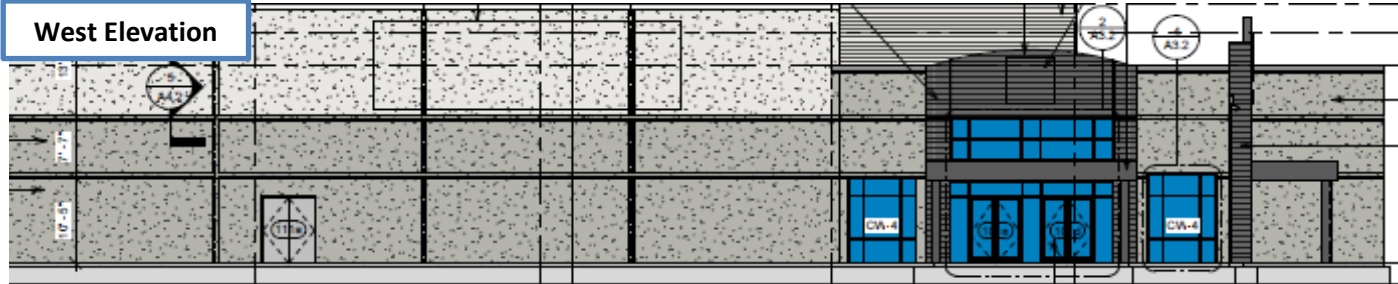
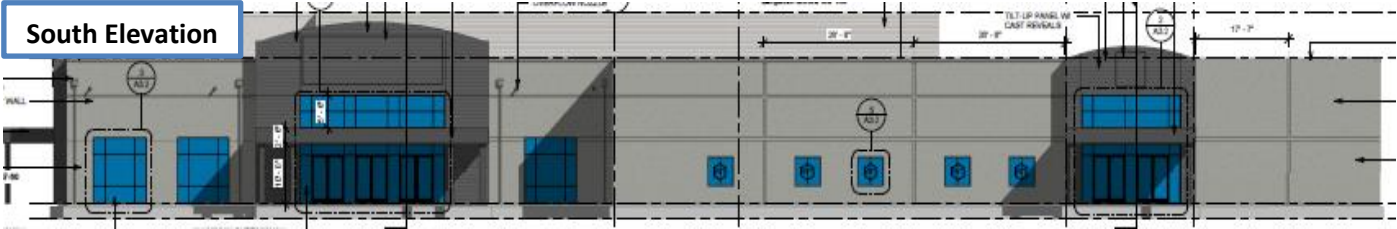


**Proposed Site Plan Modification reducing location of decorative pavers**





# Proposed Site Plan Modification



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-2021-04 will be heard by the City Council on December 6, 2021. 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.*





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

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

### ***Justification Statement***

August 10, 2021

#### **Introduction**

The subject application is a request for a minor site plan update to the previously approved the 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.

#### **Background**

The City of Westlake is located East and West of Seminole Pratt Whitney Blvd., South of 60<sup>th</sup> Street North, and North of 50<sup>th</sup> Street N, East of Mead Hill Drive, and 44<sup>th</sup> Street North, East of 190<sup>th</sup> Terrace North and West of 140<sup>th</sup> Avenue North. Per the newly adopted Comprehensive Plan, the 3,788.60-acre property has FLUA designations of R1, R2, DTMU, Civic, OS&R and SE Overlay. To provide consistency with the Development Order and existing zoning, the plan states the FLUA designation as Agricultural Enclave. The property is currently in active construction.

The City of Westlake is roughly co-extensive with Seminole Improvement District (SID), a legislatively created special district with the authority to provide public infrastructure and services and to operate district facilities. SID provides drainage, water, and wastewater services for the subject property, and owns a canal right-of-way and/or easement for access and drainage from the subject site running approximately four miles south to the C-51 Canal.

#### **Historic and Recent Planning and Zoning Entitlements**

On October 29, 2014, the property received approval from the Board of County Commissioners for a Comprehensive Plan Amendment (Ordinance 2014-030), Rezoning and Preliminary Master Plan (Resolution 2014-1646), and Requested Uses (Resolutions 2014-1647 and 1648).

Ordinance No. 2014-030 approved an amendment to the Comprehensive Plan for the site-specific Agricultural Enclave, including a Conceptual Master Plan and Implementing Principles. The Ordinance also made various text changes to the Plan related to the Agricultural Enclave Future Land Use. These Amendments were codified and are included as part of the Palm Beach County's Comprehensive Plan.

Resolution No. 2014-1646 approved the Zoning application for the Minto West Traditional Development District. The Resolution included rezoning the property from Agricultural Residential (AR) and Public Ownership (PO) Zoning Districts to the Traditional Town Development (TTD) Zoning District.

Resolution No. R-2014-1647 approved a Requested Use for a College or University to be located within the property.

Resolution No. R-2014-1648 approved a Requested Use for a Hotel to be located within the property.

The Board of County Commission approved a corrective resolution (No. R-2014-1892), which amended Engineering Condition E.9 of Resolution 2014-1646 to add "iii. Notwithstanding the foregoing, no connection of Persimmon Boulevard shall be made to 140th prior to the issuance of the 2700<sup>th</sup> dwelling unit permit."

On June 20, 2016, the City of Westlake became the 39th municipality in Palm Beach County.

On November 13, 2017, Resolution No. 2017-09 approved the final plat for Persimmon Boulevard East Plat 1.

On March 12, 2018, Ordinance No. 2017-05 approved the adoption of the City of Westlake Comprehensive Plan and Future Land Use Map.

On April 4, 2018, Resolution No. 2018-12 approved the final plat for Town Center Parkway South, Phase II.

On May 14, 2018, Resolution No. 2018-11 approved the final plat for Town Center Parkway Phase II.

On July 3, 2018, Resolution No. 2018-14 approved the amended final plat for Town Center Parkway South, Phase II.

On July 3, 2018, Resolution No. 2018-15 approved the final plat for Ilex Way Phase 1.



On September 10, 2018, Resolution No. 2018-16 approved the final plat for the Meadows of Westlake Phase 1.

On September 10, 2018, Resolution No. 2018-20 approved the final plat for Del Webb at Westlake. This application has been formally withdrawn.

On September 24, 2018, Resolution No. 2018-24 approved the final plat for the School Site C-3.

On September 24, 2018, Resolution No. 2018-25 approved the final plat for Persimmon Boulevard East, Plat 2.

On October 8, 2018, Resolution No. 2018-28 approved the final plat for Waters Edge Drive.

On December 14, 2018, the City of Westlake approved an amendment (MPA-2018-02) to the Final Master Plan, which allowed minor adjustments to the pod dwelling units of Pods M, O, P, S and to modify the pod acreages of Pods M, P, S, PC-2, and PC-3.

On January 14, 2019, Resolution No. 2019-01 approved the final plat for Ilex Way II.

On January 14, 2019, Resolution No. 2019-02 approved the final plat for Ilex Way III.

On January 14, 2019, Resolution No. 2019-03 approved the final Packing House plat.

On January 14, 2019, Resolution No. 2019-04 approved the final plat for Cresswind 'Pod P'.

On March 11, 2019, Resolution No. 2019-07 approved the final plat for Meadows of Westlake Phase II.

On March 11, 2019, Resolution No. 2019-08 approved the final plat for Westlake Civic Tract.

On March 20, 2019, The City of Westlake approved an amendment (MPA-2019-01) to the Final Master Plan, which allowed minor adjustments to the boundaries, acreages and dwelling unit allocation in Pods P, S, and N.

On April 8, 2019, Resolution No. 2019-10 approved the final plat for Sky Cove Phase 1A (Pod M).

On April 8, 2019, Resolution No. 2019-11 approved the final plat for Sky Cove Phase 1B (Pod M).

On July 8, 2019, Resolution No. 2019-12 approved the final plat for 7-Eleven Gas Station.

On July 8, 2019, Resolution No. 2019-15 approved the Site Plan for 7-Eleven Gas Station.

On July 8, 2019, Resolution No. 2019-16 approved the Requested Use for 7-Eleven Gas Station.

On August 12, 2019, Resolution 2019-18 approved the plat for Pod K.

On August 12, 2019, Resolution 2019-19 approved the plat amendment for Pod R (Meadows Phase 2).

On August 12, 2019, Resolution 2019-20 approved the plat for Kingfisher Boulevard.

On September 9, 2019, Ordinance 2019-6 adopted City Code Section “Signs.”

On September 9, 2019, Ordinance 2019-7 adopted City Code Section “Landscaping and Buffers.”

On September 23, 2019, Ordinance 2019-9 adopted City Code Section “Chapter 3: Zoning Districts and Standards.”

On February 10, 2020, Ordinance No. 2019-10 established Regulations for Parking within the City of Westlake.

On October 28, 2019, Resolution No. 2019-28 approved the Re-plat of Persimmon West.

On October 28, 2019, Resolution No. 2019-32 approved the Requested Use for ISTF.

On October 28, 2019, Resolution No. 2019-31 approved the Site Plan for ISTF Phase 1A.

On October 28, 2019, Resolution No. 2019-33 approved the ISTF Plat.

On October 28, 2019, Resolution No. 2019-35 approved the 7-Eleven 2.0 Requested Use.

On October 28, 2019, Resolution No. 2019- 34 approved the Site Plan for 7-Eleven 2.0.

On October 28, 2019, Resolution No. 2019-36 approved the Plat for Pod H.

On November 4, 2019, Resolution No. 2019-29 approved the Plat for Ilex Way Phase III.

On November 4, 2019, Ordinance 2019-12 approved Chapter 1 (Administration).

On November 4, 2019, Ordinance 2019-13 approved Chapter 2 (Land Development).

On November 4, 2019, Resolution 2019-38 approved the Plat for Christ Fellowship Church West Campus.

On December 9, 2019, Resolution No. 2019-39 approved the Site Plan for Christ Fellowship Church West Campus.

On December 9, 2019, Resolution No. 2019-40 approved the Site Plan for the International Soccer Training Facility Phase 1B (ISTF).

On May 11, 2020, Resolution No. 2020-09 approved the Plat for Cresswind Palm Beach Phase 2 (Pod P), A/K/A (Pod P-1).

On May 11, 2020, Resolution No. 2020-08 approved the final plat for Persimmon Boulevard East Plat 3.

On June 08, 2020, Resolution 2020-10 approved the Plat for Sky Cove Phase 1B (Pod M).

On June 08, 2020, Resolution 2020-12 approved the Plat for Groves of Westlake (Pod 0).

On June 08, 2020, Resolution 2020-13 approved the Plat for Tract PC-5 (PBC Tax Collector's and DMV offices)

On June 08, 2020, Resolution 2020-14 approved the Site Plan for the PBC Tax Collector's and DMV offices.

On July 13, 2020, Resolution 2020-16 approved the Site Plan for the Cresswind Palm Beach Amenity Center.

On July 13, 2020, Resolution 2020-11 approved the Final Plat for Green Lane.

On August 10, 2020, Resolution 2020-03 approved a Site Plan Amendment for 7-Eleven 1.0 .

On August 10, 2020, Resolution 2020-04 approved a Site Plan Amendment for 7-Eleven 2.0.

On August 10, 2020, Resolution 2020-05 approved the Final Plat for Persimmon Boulevard East Plat 4.

On August 10,2020, Resolution 2020-22 approved the Final Plat for Groves of Westlake Phase 2.

On September 14, 2020, Resolution 2020-26 approved the Final Plat for Pod T – Estates of Westlake.

On November 09, 2020, Resolution 2020-32 approved the Final Plat for the Westlake Plaza (Publix).

On November 09, 2020, Resolution 2020-33, approved the Master Site Plan for the Publix at Westlake Plaza.

On November 09, 2020, Resolution 2020-34, approved the Site Plan for the Publix Grocery Store, Drive through Pharmacy, Liquor Store , and 9,600 sf of Inline retail.

On November 12, 2020, the City of Westlake approved an amendment (MPA-2020-04) to the Final Master Plan, which allowed minor adjustments to the dwelling unit allocations and land area in Pods N, S, and U.

On December 14, 2020, Resolution 2020-36, approved the Final Plat for Sky Cove South, Phase 1A (Pod N).

On December 14, 2020, Resolution 2020-37, approved the Final Plat for Sky Cove South, Phase 1B (Pod N).

On December 14, 2020, Resolution 2020-38, approved the Master Sign Plan for 7-Eleven 1.0.

On December 14, 2020, Resolution 2020-39, approved the Master Sign Plan for the Publix at Westlake Plaza.

On December 15, the City of Westlake approved an amendment (MPA-2020-05) to the Final Master Plan, which allowed minor adjustments in Pod S.

On January 11, 2021, Resolution 2020-01, approved the Final Plat for Town Center Parkway South-West.

On January 11, 2021, Resolution 2020-02, approved the Final Plat for Pod G South-West.

On February 8, 2021, Resolution 2021-03, approved the Final Plat for Pod S - Phase I, Orchards of Westlake.

On March 8, 2021, Resolution 2021-06, approved the Final Plat for Pod M- 2 – Crossings of Westlake.

On March 8, 2021, Resolution 2021-07, approved the Final Plat for Pod S - Phase II, Orchards of Westlake.

On April 12, 2021, Resolution PZ-2021-01, approved a variance to Pod M-2 The Crossings of Westlake.

On May 10, 2021, Resolution 2021-04, Council approved a variance to Pod M-2 The Crossings of Westlake.

On May 10, 2021, Resolution 2021-11, approved the Final plat for Cresswind Palm Beach, Phase 3 (Pod P-1 Phase 3).

On June 14, 2021, Resolution 2021-08, approved the Amended Master Plan for Pod H, Westlake Landings.

On June 14, 2021, Resolution 2021-15, approved the Site Plan for Pod H – Self-Storage Facility on Parcel E in Pod H, Westlake Landings.

On June 14, 2021, Resolution 2021-16, approved the site plan modification for the Winn-Dixie grocery store in the Groves Market.

On June 14, 2021, Resolution 2021-17, approved the site plan modification for the Groves Market shopping center.

On July 14, Resolution 2021-18, approved the site plan for the Westlake Wellness and Fitness Trail.

On July 14, Resolution 2021-19, approved the master Sign Plan for Pod H, “Westlake Landings”.

On July 14, Resolution 2021-20, approved the master Sign Plan for the Pod H, Parcel E, Self-Storage facility.

On August 9, Resolution 2021-03, approved the Amended the master Sign Plan for 7-11 2.0.

On August 9, Resolution 2021-05, approved the site plan for Pod PC-1, Phase 2.

On August 9, Resolution 2021-25, approved the master Sign Plan for Grove Market.

**Subject Request**

The Applicant is requesting a minor update to their previously approved Christ Fellowship Church West Campus Site Plan located within the Westlake TTD. This site plan was approved on December 9, 2019, by Resolution 2019-39. Due to the circumstances of the COVID-19 pandemic, affecting the cost of building materials, the applicant has decreased the number of decorative pavers originally proposed to be used on the site. The new design maintains pavers off the entrance of Waters Edge Drive, along with pavers at the intersection. Pavers are also maintained at both the east-west drive aisles. All pedestrian crosswalks remain with decorative pavers. Given the previously proposed amount of pavers, far in excess of what most worship centers may use within their site’s design, the decrease proposed is a modest adjustment in an attempt to realize some construction cost savings.

In addition, the Applicant has updated the building façade colors and materials, and some of the windows. The color changes requested will confirm to the Christ Fellowship Church Wide Rebranding recently established. The east elevation windows are now sized to conform with Christ Fellowships Security plan, in that the newly designed windows will block visibility into the children’s rooms. (A copy of the previously approved elevations is being provided in this submittal package for your reference and comparison.)

The previously approved conceptual landscaping will not be affected and will remain consistently themed and Westlake centric. Landscape and Irrigation plans for permit have been separately submitted and under review.

**Future Development**

The Site Plan also provides future development areas that are currently unknown. Individual Site Plan approvals will be required for the development of these future buildings.

**Signage**

A separate master sign plan application package will be submitted in the near future.

**Conclusion**

The Applicant is requesting approval of this minor update to the Christ Fellowship Church West Campus Site Plan as presented. The Applicant will work closely with Staff to bring this application to completion as quickly as possible. The Applicant and the entire development team are available to answer any questions Staff might have and/or provide necessary information to supplement the information provided in the submittal.



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

**DEPARTMENTAL USE ONLY**  
 Ck. # \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Intake Date: \_\_\_\_\_  
 PROJECT #

**APPLICATION FOR SITE PLAN REVIEW**

**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 – Site Plan Amendment (SPM-2021-04)

**PROJECT ADDRESS:** 16561 Waters Edge Drive

**DESCRIPTION OF PROJECT:** Christ Fellowship Church West Campus

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**

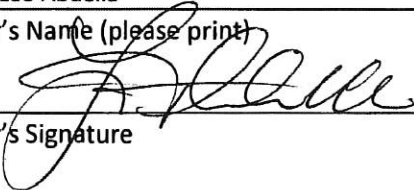
	Name of Business/ Subdivision	Land Use Designation	Zoning Designation	Existing Use(s)	Approved Use(s)
<b>NORTH</b>	Pod J	Downtown Mixed Use	MUPD	Vacant	Soccer Training Facility/School
<b>SOUTH</b>	Pod I - ISTF	Downtown Mixed Use	MUPD	Vacant	Soccer Training Facility/School
<b>EAST</b>	Pod I - ISTF	Downtown Mixed Use	MUPD	Vacant	Soccer Training Facility/School
<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  
 \_\_\_\_\_  
 Date

Donaldson E. Hearing  
 Applicant/Agent's Name (please print)  
  
 Applicant/Agent's Signature  
 \_\_\_\_\_  
 Date



**From:** [Donna Cesaro](#)  
**To:** [Donna Cesaro](#)  
**Subject:** FW: Christ Fellowship @ Westlake - Engineering Updates  
**Date:** Tuesday, August 10, 2021 2:59:15 PM  
**Attachments:** [image001.png](#)

---

**From:** David Baggett <[davidbaggett@edc-inc.com](mailto:davidbaggett@edc-inc.com)>  
**Sent:** Thursday, June 3, 2021 9:16 AM  
**To:** Donna Cesaro <[dcesaro@coteur-hearing.com](mailto:dcesaro@coteur-hearing.com)>; Don Hearing <[dhearing@coteur-hearing.com](mailto:dhearing@coteur-hearing.com)>; Leo Abdella <[leo.abdella@christfellowship.church](mailto:leo.abdella@christfellowship.church)>  
**Cc:** Matt Blackburn <[Matt.Blackburn@weitz.com](mailto:Matt.Blackburn@weitz.com)>; Gary Ducote <[gary@pipelineutilities.com](mailto:gary@pipelineutilities.com)>; Jessica Whitt <[jessicawhitt@edc-inc.com](mailto:jessicawhitt@edc-inc.com)>  
**Subject:** RE: Christ Fellowship @ Westlake

Donna, the changes were based on your site plan revisions as I used your base. Notable revisions are as follow...

- Limits of brick pavers in the parking lot were reduced as shown.
- Future development areas have been removed from the plans. These areas will be graded down to collect drainage. They will be sodded / landscape in the interim condition until and future development is pursued. Utility stubs for sewer service will be installed now. Water service is available via the Waters Edge and Ilex Right-of-Way.
- Finished floor and parking lot grades revised (lowered slightly, still remain above required minimum elevations per SFWMD Conceptual ERP permit).

I also replied on 5/18 that I don't believe my construction plans were ever reviewed with the initial submittals from 2019-20, just preliminary engineering plans.

Thank you

**David C. Baggett, P.E.**  
**Project Manager | Engineering Division**



**ENGINEERS** ♻️ **SURVEYORS** ♻️ **ENVIRONMENTAL**

10250 SW Village Parkway - Suite 201  
Port Saint Lucie, Florida 34987

**O:** 772.462.2455 ext 113

[DavidBaggett@EDC-Inc.com](mailto:DavidBaggett@EDC-Inc.com) | [www.EDC-Inc.com](http://www.EDC-Inc.com)

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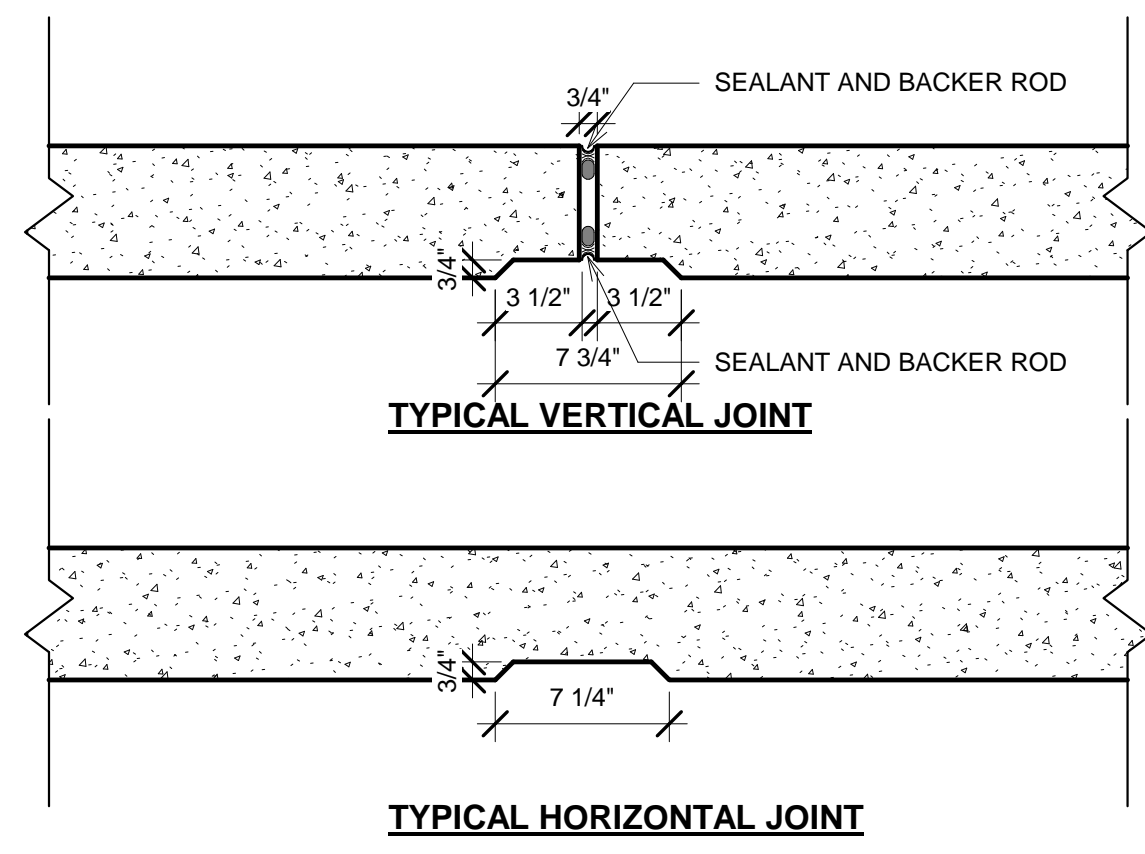
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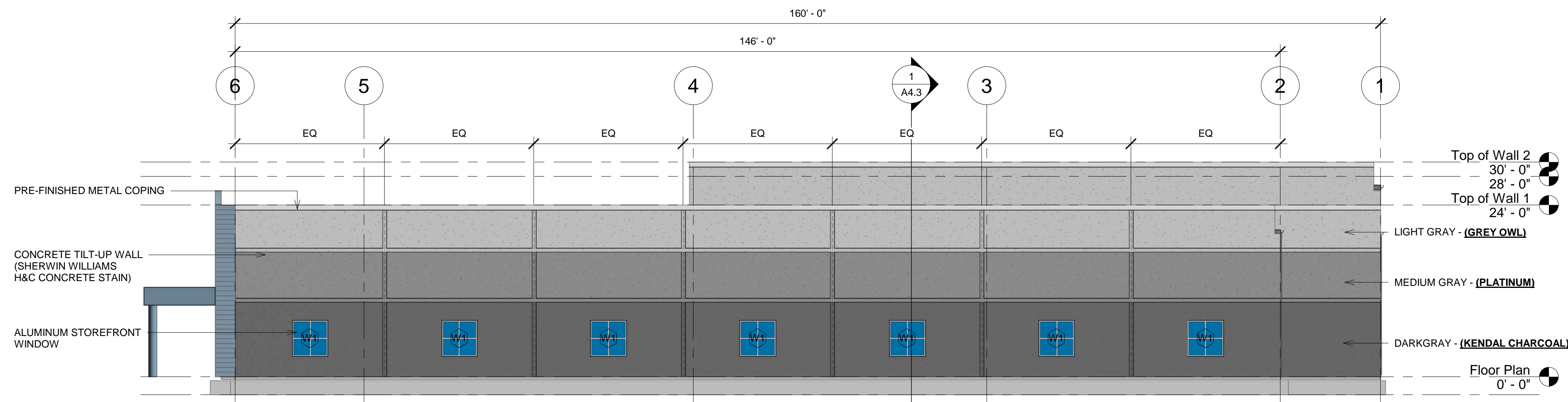
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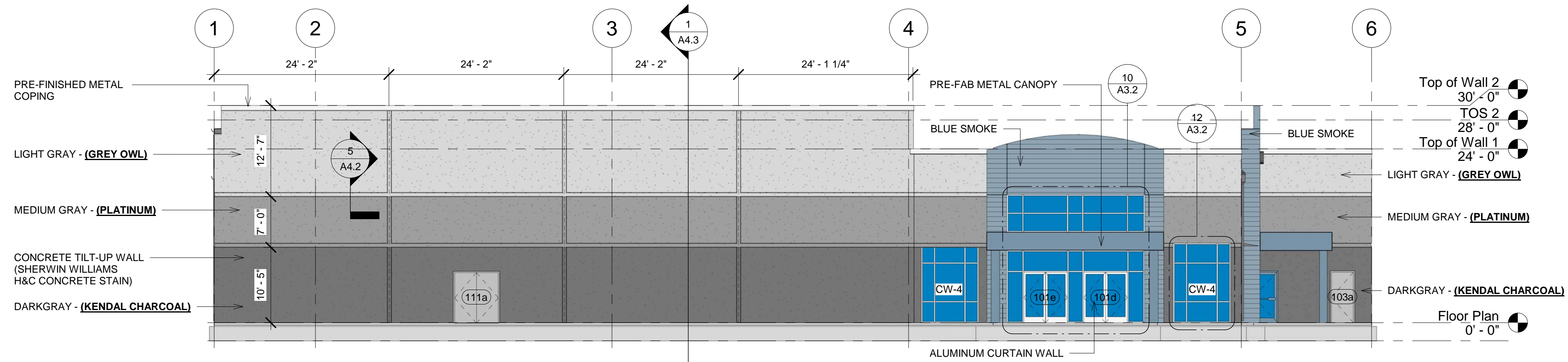
Previously Approved



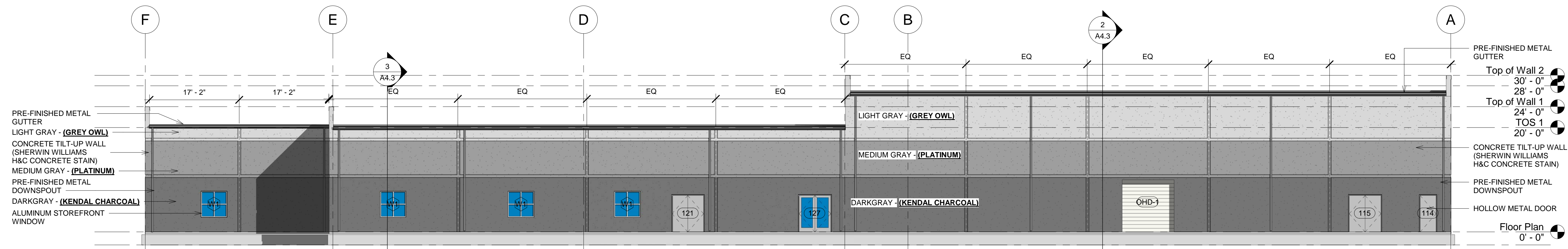
5 Concrete Tilt-Up Reveal  
 1 1/2" = 1'-0"



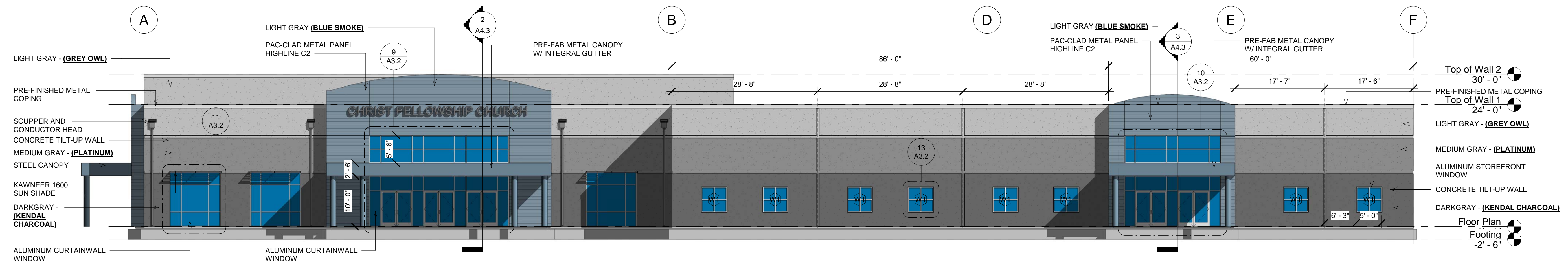
4 Elevation - Side 2  
 3/32" = 1'-0"



3 Elevation - Side 1  
 3/32" = 1'-0"



2 Elevation - Back  
 3/32" = 1'-0"



1 Elevation - Front  
 3/32" = 1'-0"

NOT FOR CONSTRUCTION

No.	Description	Date



PROJECT 29 ELEVEN

Christ Fellowship Church

Client Name  
 New 800 Seat Campus

Project Address  
 Westlake, Florida

Project Number  
 19-08

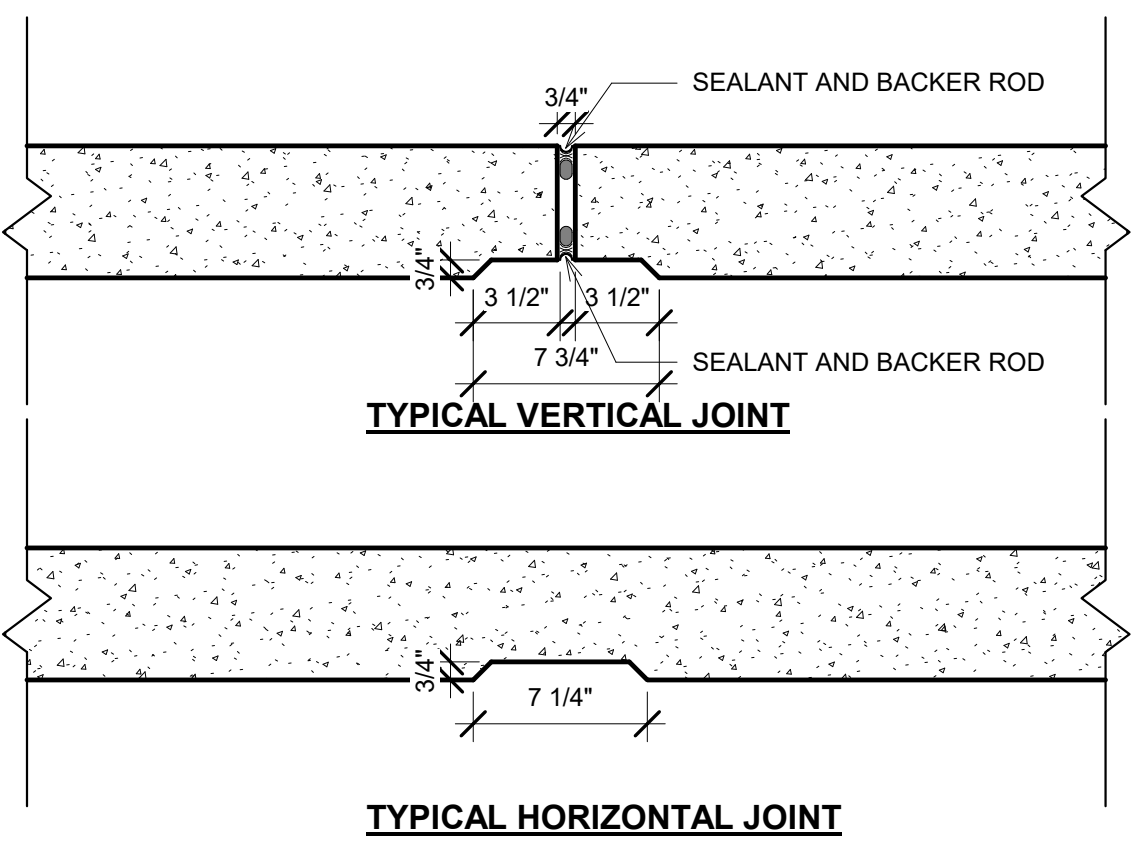
Date  
 09-27-19

Exterior Elevations

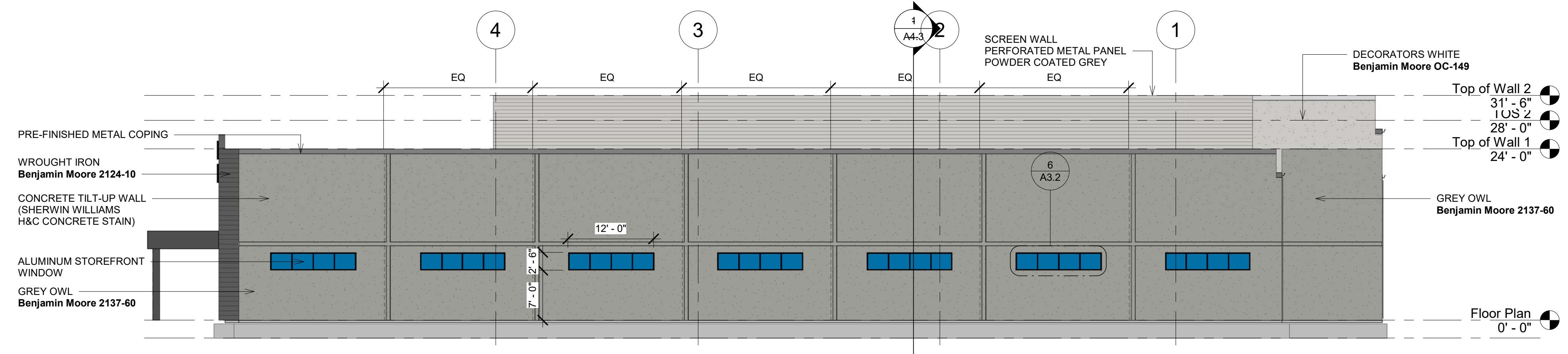
A4.2



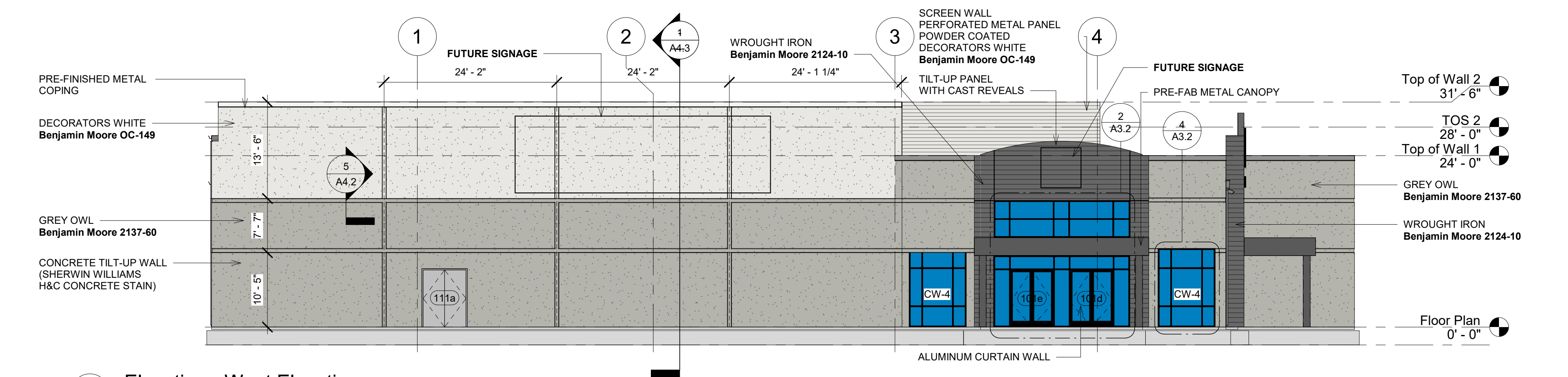
**Currently Proposed**



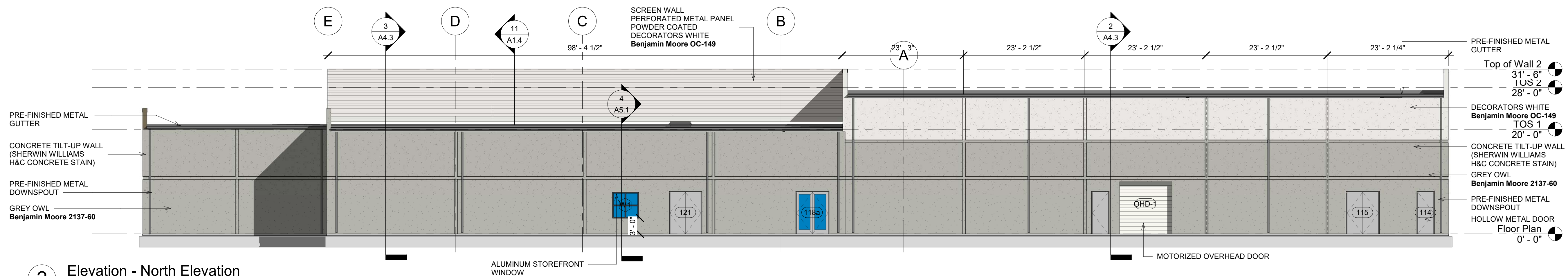
**5 Concrete Tilt-Up Reveal**  
 1 1/2" = 1'-0"



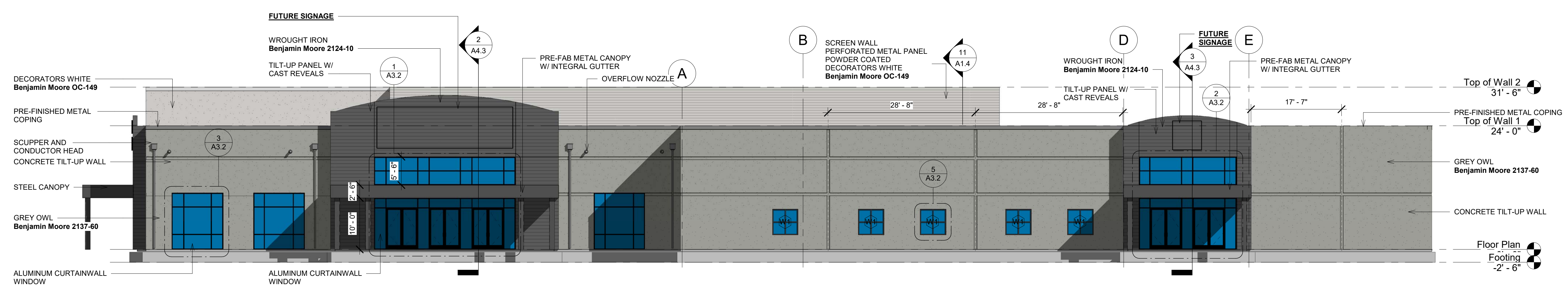
**4 Elevation - East Elevation**  
 3/32" = 1'-0"



**3 Elevation - West Elevation**  
 3/32" = 1'-0"

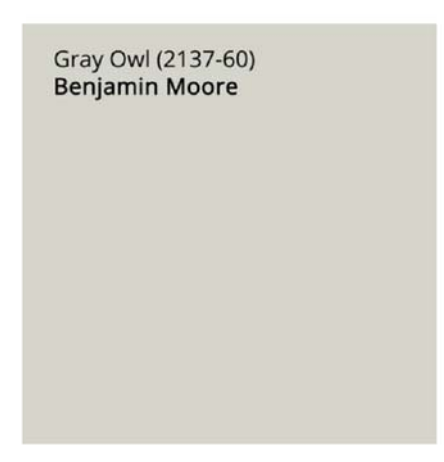


**2 Elevation - North Elevation**  
 3/32" = 1'-0"



**1 Elevation - South Elevation**  
 3/32" = 1'-0"

- ELEVATION NOTES**
- COLOR CHANGES ARE REQUESTED TO CONFORM TO CHRIST FELLOWSHIP CHURCH-WIDE REBRANDING.
  - EAST ELEVATION REQUEST TO CONFORM WITH CHRIST FELLOWSHIP CHURCH-WIDE SECURITY PLAN, PREVENTING EXTERIOR VISIBILITY INTO CHILDREN'S ROOMS.



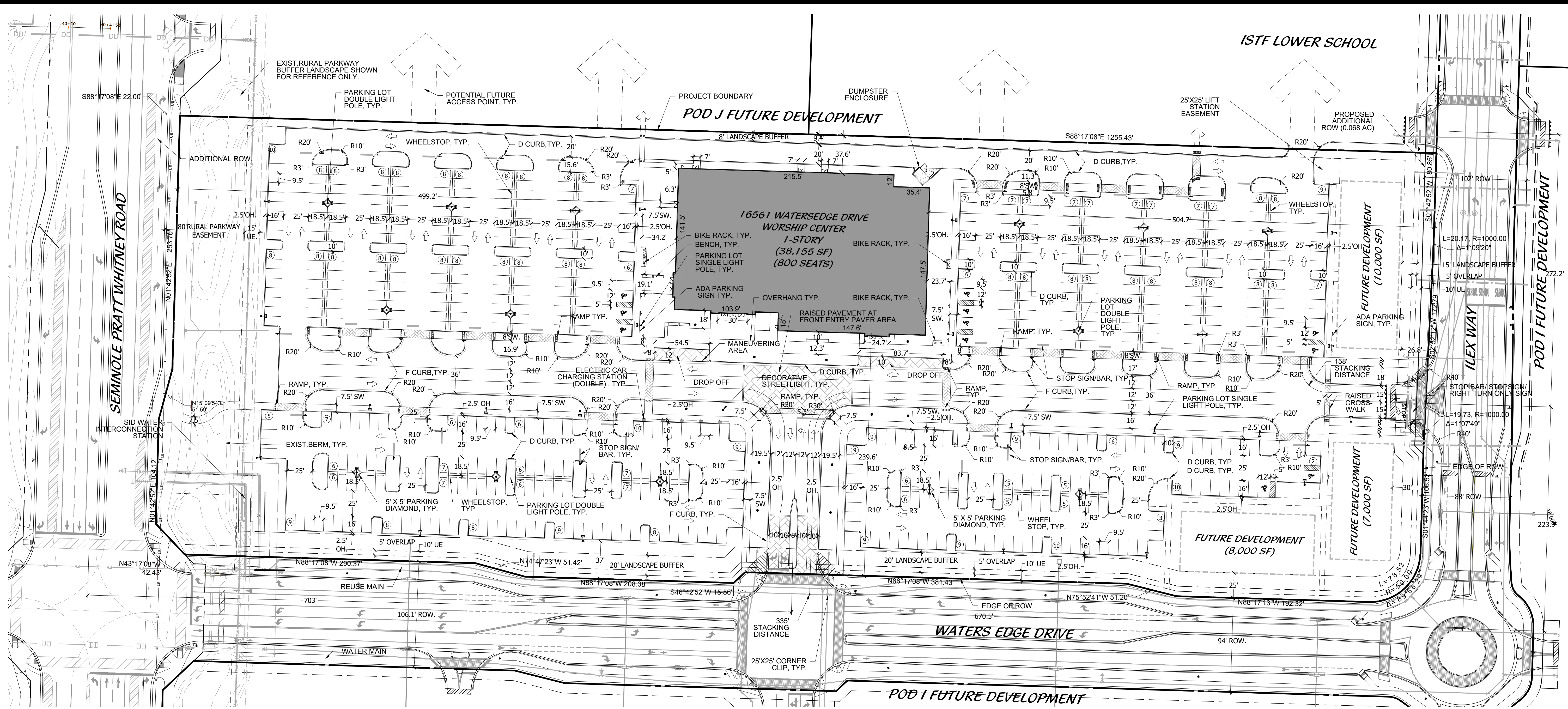
Revisions		
No.	Description	Date

08-09-21



Christ Fellowship Church  
 Client Name  
 New 800 Seat Campus  
 Project Address  
 Westlake, Florida  
 Project Number  
 19-08  
 Date  
 08-09-21  
 Exterior Elevations





**SITE DATA**

NAME OF APPLICATION	CHRIST FELLOWSHIP CHURCH WEST CAMPUS	
APPLICATION NUMBER	SPH-2021-04	
PROJECT NUMBER	CH 19-0202	
LAST BCC APPROVAL DATE	10/29/2014	
LAST CITY OF WL "MASTER PLAN" APPROVAL DATE	5/9/2019	
RESOLUTION NUMBERS	TDIR-2014-1646, R-2014-1647, R-2014-1648, ORDINANCE 2014-030	
TIER	RURAL * 1	
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	MUP/EDC (2014)	
PROPOSED USE	CHURCH/WORSHIP CENTER (2019)	

**CHRIST FELLOWSHIP CHURCH - POD J SITE DATA - 16561 WATERS EDGE DRIVE**

TRACT 1	566,305 SF	12.771 AC
<b>BUILDING DATA</b>		
WORSHIP CENTER (INCLUDES 5,000 SF OFFICE)	38,155 SF	
FUTURE DEVELOPMENT	25,000 SF	
<b>TOTAL BUILDING AREA</b>	<b>63,155 SF</b>	
NO OF FLOORS	1	
MAX BUILDING HEIGHT	30 FEET	
<b>PARKING DATA</b>		
WORSHIP CENTER (800 SEATS)	200	510
WORSHIP CENTER OFFICE (5,000 SF)	17	17
FUTURE DEVELOPMENT OFFICE/RETAIL (25,000 SF)	100 (TBD)	100 (TBD)
<b>TOTAL PARKING SPACES</b>	<b>317</b>	<b>627</b>
ELECTRIC CHARGE STATION (INCLUDED IN TOTAL)	0	10 (5 DOUBLE STATIONS)
HANDICAP (INCLUDED IN TOTAL)	0	11
BIKE PARKING (5% OF PARKING REQUIRED)	16	20 (4 STANDARD RACKS)
<b>AREA CALCULATIONS</b>	<b>SF</b>	<b>AC</b>
BUILDING LOT COVERAGE	64,655	1.484
AIR-CONDITIONED BUILDING FOOTPRINT	38,155	0.85%
CANOPY OVERHANG GREATER THAN 24IN	1,500	0.33%
FUTURE BUILDING AREAS	25,000	0.57%
VEHICULAR USE AREA	308,443	7.03%
SIDEWALKS & PLAZAS	32,854	0.75%
OPENSAPCE	152,353	3.49%
<b>TOTAL</b>	<b>566,305</b>	<b>12.771</b>
<b>SETBACKS</b>	<b>FEET</b>	<b>%</b>
FRONT(SOUTH)	239.6	11.02%
REAR(NORTH)	37.6	0.66%
SIDE(EAST)	504.7	0.23%
SIDE(WEST)	499.2	0.34%

NOTE: SITE PLAN BASED ON SURVEY PROPOSED BY GEOPONT SURVEYING, INC. SIGNED AND SEALED BY GARY RA GARON ON 09-24-19

**PROJECT TEAM**

<b>PROPERTY OWNER</b> CHRIST FELLOWSHIP CHURCH 5343 NORTHLAKE BOULEVARD PALM BEACH GARDENS, FLORIDA 33418 PHONE: 561-305-2255	<b>SURVEYOR</b> ENGINEERING DESIGN & CONSTRUCTION, INC. 10250 SW VILLAGE PARKWAY, SUITE 201 PORT ST. LUCIE, FLORIDA 34987 PHONE: 561-326-9698 PHONE: 772-462-2455
<b>SITE PLANNER</b> COTLEUR & HEARING 1934 COMMERCE LANE, SUITE 1 JUPITER, FLORIDA 33408 PHONE: 561-747-6336 FAX: 561-747-1377	<b>TRAFFIC ENGINEER</b> PINDER TROUTMAN CONSULTING, INC. 2005 VISTA PARKWAY, SUITE 111 WEST PALM BEACH, FLORIDA PHONE: 561-326-9698 FAX: 561-684-6336
<b>SEMINOLE IMPROVEMENT DISTRICT ENGINEER</b> FARNER BARLEY & ASSOCIATES, INC. 4450 NE 83RD ROAD WILDWOOD, FLORIDA 34785 PHONE: 352-748-3126 FAX: 352-748-0923	<b>ENVIRONMENTAL CONSULTANT</b> EW CONSULTANTS, INC. 1000 SE MONTEREY COMMONS BLVD, SUITE 208 STUART, FLORIDA 34996 PHONE: 772-287-8771 MOBILE: 772-485-1700
	<b>CIVIL ENGINEER</b> ENGINEERING DESIGN & CONSTRUCTION, INC. 10250 SW VILLAGE PARKWAY, SUITE 201 PORT ST. LUCIE, FLORIDA 34987 PHONE: 772-462-2455

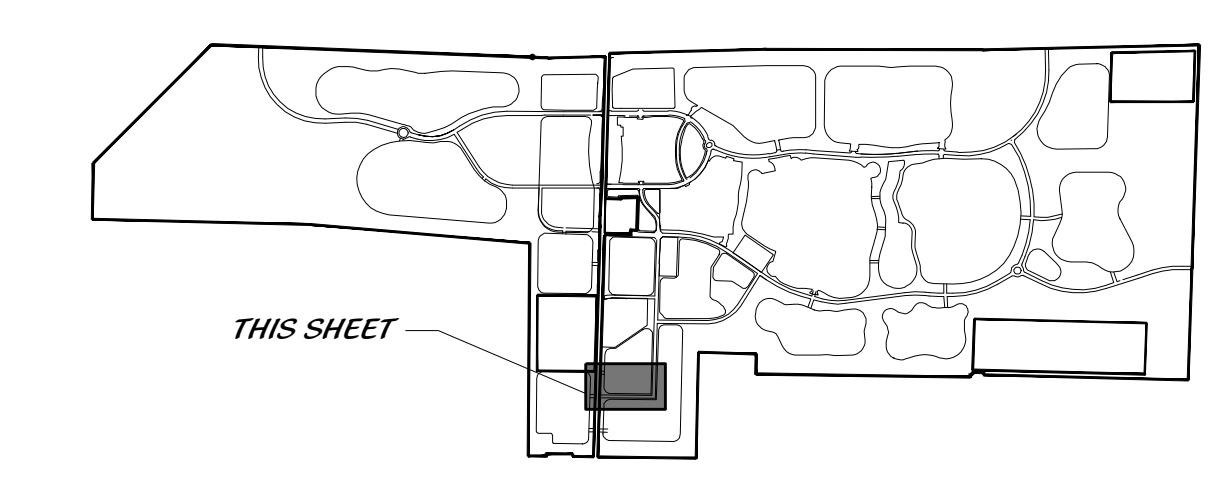
**LEGEND**

- SW : SIDEWALK
- ROW : RIGHT OF WAY
- TYP.: TYPICAL
- UE : UTILITY EASEMENT
- OH : OVERHANG PARKING
- EXIST.: EXISTING
- PROP.: PROPOSED

**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
	05-18-21

Scale: 1" = 50'  
0' 25' 50' 100'  
MAY 18, 2021 11:55:57 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.



**File Attachments for Item:**

A. Council Group (Seat) #1 Appointment

**Submitted By:** Administration

Pilar Valle Ron  
5986 Whippoorwill Cir.  
Westlake, Fl. 33470  
pilarvalleron@gmail.com  
1(305)-479-9339

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### **Objective:**

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Caring for patients with acute and chronic illnesses with love and compassion; facilitating discharge planning by listening to patient's needs; providing palliative care; and offering patient education; illness prevention services, and health maintenance care. Providing comprehensive care that considers the patient's social, emotional, cultural, and physical needs.

### **Skills and Qualifications:**

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#### Legal and Ethical Responsibilities:

- Demonstrate legal and ethical responsibilities.
- Maintain confidentiality of patient information.
- Follow industry policies and procedures affecting the health, safety and well-being of patients

#### Emergency care:

- Perform emergency measures, including C.P.R. (Basic Cardiac Life Support).

#### Physical Comfort and Safety Functions:

- Dedicated and compassionate clinician.
- Exceptional customer service and patient care.
- Keen clinical assessment and independent problem-solving skills.
- Providing care for medical/surgical patients utilizing the nursing process.
- Providing care for pre-operative patients utilizing the nursing process.
- Safe administration of medications.
- Perform aseptic and sterile techniques.
- Provide care for maternal/newborn patients utilizing the nursing process.
- Provide care for pediatric as well as geriatric patients utilizing the nursing process.
- Perform supervised management functions.
- Provide hospice care utilizing the nursing process.
- Phlebotomy using sterile techniques.
- Provide IV Therapy using the nursing process and sterile techniques.

### **Education, Licenses and Certificates:**

---

South University West Palm Beach  
BSN/RN

June 19, 2021

American Heart Association  
ACLS

July 12, 2021

Pilar Valle Ron  
5986 Whippoorwill Cir.  
Westlake, Fl. 33470  
pilarvalleron@gmail.com  
1(305)-479-9339

American Heart Association	Coconut Greek, Florida
BLS	Dec. 2020-2021
Atlantic Technical Center	Coconut Greek, Florida
Certificate of Completion Practical Nursing	Dec. 2012 - Dec. 2013
Atlantic Technical Center	Coconut Greek, Florida
Certificate of Hospice Care/ by Vitas	Oct. 2014
Atlantic Technical Center	Coconut Greek, Florida
Certificate of 30 hours in IV Therapy	Dec. 2013
Head Start,	Schools of Broward C.
Certificate of Hearing and Vision Screening	Aug. 2013
Camara de Comercio	Guayaquil, Ecuador
Bachelor's Degree in Business Administration and Finance	Jan. 2000
Mayo Medical Laboratories	Miami, Fl.
Record of Training	July 2014
Brookwood International Academy	Miami, Fl.
Certificate in Essential GCP	July 2014

### Languages:

---

Spanish  
English  
Portuguese

### Employment:

---

<b>Palm West Hospital</b>	<b>Loxahatchee, Fl. 33470</b>
Step Down ICU	<b>From Sept. 2021- present</b>
<b>NuVista/Addington Rehab Center</b>	<b>Wellington, Fl. 33414</b>
Floor Nurse	<b>From Dec. 2018 - present</b>
<b>Infectious Disease Infusion Center</b>	<b>Delray Beach, Fl. 33484</b>
ABT Infusion Nurse	<b>from May 2017- 2018</b>
Patient Care	
Wound Care Nurse	
<b>Dr. Nir Hus/ Dr. Eugenio Rodriguez</b>	<b>Delray Beach, Fl. 33484</b>
<b>Trauma Center / Surgery</b>	<b>from Nov. 2015- May 2018</b>
<b>Delray Medical Center</b>	
Surgical Nurse	
Surgical Coordinator	



Pilar Valle Ron  
5986 Whippoorwill Cir.  
Westlake, Fl. 33470  
pilarvalleron@gmail.com  
1(305)-479-9339

Wound Care Nurse  
Trauma Nurse

**All County Home Health**

Wound Care Nurse  
Infusion Nurse

**Avante Rehab Facility**

Wound Care Coordinator  
Floor Charge Nurse  
Floor Nurse

**Home Health / John Hanley**

Nurse  
Wound Care

**Lauderdale Lakes, 33319  
from Dec. 2017-2019**

**Boca Raton, Fl. 33433  
from Jan. 2014-Nov.2015**

**Boca Raton, Fl. 33433  
from Jun. 2013- Dec. 2014**

*References available upon request.*

Pilar Valle Ron  
5986 Whippoorwill Cir.  
Westlake, Fl. 33470  
pilarvalleron@gmail.com  
1(305)-479-9339

# Julian Martinez

**Julian Martinez** is an EMT, Paramedic, Driver Operator with Palm Beach County Fire Rescue. He has special Urban Search and Rescue training and is often among the first ones called to respond to natural disaster situations and other complex scenarios.

Julian is to be station at one of the counties 2 Special Operations units that respond to elevated level calls in all of Palm Beach County.

Born to Colombian immigrants and into a large family, Julian learned at an early age the importance of working hard and working together for the things you want to achieve.

Julian's dedication to family and the core values of teamwork led him to seek a career as a local firefighter, so he could meaningfully serve the community and the people he cares about.

Soon after becoming a firefighter, Julian became one of the first residents to purchase a home in Westlake after being drawn to the city's innovative community approach and family-centered vision.



Julian has seen Westlake grow since its inception and would like to help continue its success for future generations to enjoy. He is passionate about keeping Westlake safe and secure, bringing in more local amenities and job opportunities and continuing to incentivize healthy and sustainable lifestyles for residents.

## Contact Julian

**Phone:** (954) 410-7375

**Email:** [WestlakeMartinez@gmail.com](mailto:WestlakeMartinez@gmail.com)



**FRANK COSTOYA ARCHITECT, P.A.**

Architecture • Land Planning  
Member American Institute of Architects

600 N. Pine Island Road • Suite 110  
Lakeside Office Center  
Plantation, Florida 33324

November 24, 2021

Zoie P. Burgess, CMC  
City Clerk

City of Westlake  
4001 Seminole Pratt Whitney Road  
Westlake, FL 33470

RE: City of Westlake  
Vacant Council Seat No. 1

As per your email dated November 23, 2021, as requested please find attached the following documentation for your review and consideration of my appointment by City Council to Seat No. 1 through the 2024 election year:

1. Personal Biography
2. Professional Resume
3. Letters of Recommendation, Confirmations and Appointments

I will be present at the December 6, 2021, regular council meeting to introduce myself and present to the Mayor, Council Members, City Manager, and residents of the City of Westlake.

Please forward this cover letter and attachments to Council and City Manager as you deem necessary.

Thank you and everyone in the city in advance for this exciting opportunity and I look forward to being chosen to fill the vacant City Council Seat No. 1.

Have a happy, safe, and blessed Thanksgiving to all.

Sincerely,

**FRANK COSTOYA ARCHITECT, P.A.**

Francisco Costoya, Jr., R.A., AIA, NCARB  
Architect / President  
Board Member, State of Florida Board of Architecture & Interior Design

# *FRANCISCO “FRANK” COSTOYA, JR.*

## *Personal Biography*

---

Frank was born in Habana, Cuba in December 1959 and immigrated to the United States with his parents in May 1961. He attended elementary and middle school in Miami, Florida.

In 1972, his father purchased a business and moved the family to Plantation, Florida. He attended and graduated from Plantation High School in 1977. During his time in high school, he played Center on the football team, was on the wrestling team and played First base/Catcher for the baseball team.

He went on to study Architecture at the University of Miami, Coral Gables, Florida where he graduated with a Bachelor of Architecture in 1983.

The following year he married his high school sweetheart, Alba. They dated for 7 years and have been happily married for 37 years. They were blessed with three remarkable children: Jacqueline, 34 is an attorney and partner in a local law firm. Bianca, 32 is a resident of the City of Westlake and is a registered NICU nurse at Jupiter Medical Center and the youngest is Frankie, 29 who is a Software Engineer in Orlando.

Frank has been in private practice since 1991. He is presently the President of Frank Costoya Architect, P.A., an Architecture and Land Planning firm. He designs various project types in the public and private sector markets.

Throughout the years Frank has been on the Board of Directors of several Homeowner's Associations. They include Grand Oak Estates, a gated single-family community in Davie, Florida; Plantation Palms, a gated single-family community in Plantation, Florida; University Park, a commercial office park in Davie, Florida and most recently he served on the Board of the Jupiter Country Club condominium association.

In his spare time, he loves spending time with his grand-daughter Madison and playing dominoes with family and friends.

**PROFESSIONAL PROFILE:**

Mr. Costoya in his twenty eight years of practice has been actively involved in all facets of Architecture and Construction ranging from Programming, Due Diligence Studies, Land Planning, Design Development, Project Management, Value Engineering and Construction Management.

Mr. Costoya initiates and controls the design process for each project and maintains continual client contact assuring functional requirements, scheduling, budget and quality of design and construction are accomplished on all projects. He controls overall responsibility for coordination of architectural, structural and mechanical engineering disciplines along with code compliance and processing of projects for approvals.

His principal areas of expertise have been in the design and management of Community Land Planning, Mixed-Use Residential/Commercial, Educational, and Medical projects. Previous design projects include the Broward County Public Safety Complex, a Community Center for Cooper City, Fire Station No. 2 Davie, FL, City of Sunrise Public Safety Complex, Educational Research Center for Child Development at Florida Atlantic University, and the Exceptional Child Educational Center for the Palm Beach County School Board. He also prepared the analysis and development of the Master Plan including space and functional programs needed for the City of Sunrise Public Safety Complex.

Having designed and developed projects in both public and private sectors in the community, Mr. Costoya is well versed in the intricacies of contracts, assessing programming and marketing factors, and the processing and obtaining of governmental agencies approvals for development rights and building permitting approvals.

Presently at FCA he is managing the design and approval process of various high end custom residences and land planning over 100 acres of residential/mixed-use community developments including Washington Park Redevelopment in Hollywood, The Colonnades at University in Fort Lauderdale, Medallion Bay, a Mixed Use Development Project in Nigeria, Africa, The Miami-Dade College Freedom of Expression Plaza at the Inter-American Campus, and a 20,000 square foot Nightclub.



**EDUCATION:**

University of Miami  
 School of Architecture  
 Coral Gables, FL  
 Bachelor of Architecture – May 1983

**PROFESSIONAL LICENSING:**

<i>Registered Architect</i>	<i>Interior Designer (In-Active)</i>	<i>National Council of Architectural</i>	<i>American Institute</i>
State of Florida	State of Florida	<i>Registration Boards</i>	<i>of Architects</i>
License No. AR 0012198	License No. ID0003643	Certificate No. 70185	Member No.
			300-766-06

**PROFESSIONAL AFFILIATIONS:**

- Board Member at Board of Architecture and Interior Design, Governor Appointed, State of Florida
- Past Board Member/Chairman of Plantation Code Enforcement Board
- Member American Institute of Architects
- Member of U.S. Green Building Council
- University of Miami School of Architecture Alumni Association
- Member Construction Specifications Institute
- Member Urban Land Institute
- Sponsor of the Plantation Athletic Baseball League
- Past Associate Professor, Department of Construction, Florida Atlantic University
- Past Associate Professor, Department of Architecture, Broward College
  - Taught Design Theory, Contract Documents & Preparation course for general contractor state examination for licensing.
- Director, Board of Directors for Floridian Community Holdings, Inc./Owner Floridian Community Bank
- Trustee at Large for the Latin Chamber of Commerce of Broward County
- Past Chairman of Plantation Code Enforcement Board – Present Board Member
- Vice Chairman Cuban Americans for a Better Florida (CABF) PAC



**Certificate  
of  
Senate Confirmation**

I, Don Gaetz, President of the Senate of the State of Florida, do hereby certify, pursuant to section 114.05(1)(c), Florida Statutes, that the Florida Senate did this day, March 12, 2013, take up and consider the following appointment and did confirm same:

Francisco Costoya, Jr.

Board of Architecture and Interior Design

Per appointment by the Governor dated April 23, 2012, for a term ending October 31, 2014.



A handwritten signature in black ink, appearing to read "Don Gaetz", written over a horizontal line.

Don Gaetz  
President, The Florida Senate

Attest:

A handwritten signature in black ink, appearing to read "Debbie Brown", written over a horizontal line.

Debbie Brown  
Secretary, The Florida Senate



OFFICE OF THE TOWN ADMINISTRATOR

6591 Orange Drive • Davie, Florida 33314  
Ph: 954.797.1034 • Fx: 954.797.1182

[www.davie-fl.gov](http://www.davie-fl.gov)

July 13, 2020

Frank Costoya Architect, P.A.  
600 North Pine Island Road  
Suite 175  
Plantation, FL 33324

TOWN COUNCIL

Judy Paul  
MAYOR

Dear Mr. Costoya:

COUNCILMEMBERS

Bryan Caletka  
Councilmember  
District 1

Caryl Hattan  
Councilmember  
District 2

Susan Starkey  
Vice Mayor  
District 3

Marlon Luis  
Councilmember  
District 4

I hope my letter finds you well during these unprecedented times. The Town has had the opportunity to work in collaboration with your firm for our own initiatives, as well as, for private developments. On behalf of the Town, I want to express our appreciation for your design expertise and professionalism through each project.

On the public partnership side, the Town engaged your services most recently for the conceptual design for our most important project referred to as the Davie Farm Park. This Town project, consisting of over 80 acres, includes an educational center focusing on preserving Davie's agricultural history for future generations. The Park will encompass facilities and programs for education, special needs children and adults, research, nutrition, environmental, community gardens, a farmer's market, and equestrian facilities to name a few. Although we had the conceptual components in our vision, it took you and your team to correlate, recommend and design this historic project.

Regarding the private development, you have created what is being referred to as the "Downtown Davie Mile", through your representation of numerous business investors. It was just a few years ago that the Town's Downtown Community Redevelopment Area was void of activity. Your team has incorporated our unique western design theme into your projects and successfully introduced five new mixed-use projects with over 200,000 square feet of commercial space and retail and 150 units with a future taxable value of over \$250 million. This resurgence has been a springboard for development, property value increases and the balanced design had the foresight to consider surrounding areas with regards to safety, open space and visual corridors.

Just as important, your ability to work with a diverse group of elected officials and residents to present, address and resolve concerns was impressive. This coupled with your networking and professional history with other permitting governmental entities has begun the process of shifting us from concept to vertical construction. It continues to be a pleasure to work with Frank Costoya Architect, P.A.

Sincerely,

Richard J. Lemack  
Town Administrator





Frank Costoya  
Frank Costoya Architect, PA  
600 N. Pine Island Road, Suite 110  
Lakeside Office Center  
Plantation, FL 33324

**Re: Letter of recommendation**

Mr. Costoya's firm has provided architectural services to our development company for the last five years. Since working with the firm we have experienced top quality designs, thorough and permittable construction drawings, and project administration services have been excellent. The firm has designed and redesigned over 500 units of affordable housing for us. We recently did a rehabilitation and new construction project which compromised 200 multifamily units in which the firm designed and completed the construction drawing for us. The construction drawing was submitted to the City of Miami with very few comments. We received our permit ready letter in time for us to close our project within our deadline.

The firm's thorough approach, responsiveness to issues and comprehension of the projects as a whole, make this firm an excellent team member for any major project. Should you need additional clarification or information, please do not hesitate to contact me directly.

Sincerely,

Carol Gardner  
President



## CITY of HOLLYWOOD, FLORIDA

Department of Community & Economic Development  
2600 Hollywood Blvd. • P.O. Box 229045 • Hollywood, Florida 33022-9045  
Phone (954) 921-3271 Fax (954) 921-3390 • www.hollywoodfl.org

April 27, 2012

To Whom It May Concern

It has been a pleasure working with Mr. Frank Costoya, AIA for the past several months. Mr. Costoya worked with the City of Hollywood to develop the "Washington Park Villas" Project. The Washington Park Villas project is one of the most important affordable housing developments in the City because of its transformative qualities to one of our most low income communities. This project required great architectural skill to bring to life a grass roots community vision that would adhere to engineering realities, building code requirements, and various ordinance requirements unique to the City of Hollywood.

Thanks to Mr. Costoya's dedication and attention to detail, the project is well underway, proceeding ahead of schedule, and projected to be a community jewel.

Sincerely,

Anthony R. Grisby  
Community Development Program Administrator

**Our Mission:** We are dedicated to providing municipal services for our diverse community in an atmosphere of cooperation, courtesy and respect.  
We do this by ensuring all who live, work and play in the City of Hollywood enjoy a high quality of life.

"An Equal Opportunity and Service Provider Agency"

LAW OFFICES  
DOUMAR, ALLSWORTH, LAYSTROM,  
VOIGT, WACHS, ADAIR & DISHOWITZ, LLP

JOHN H. ADAIR, III, P.A.  
EMERSON ALLSWORTH, P.A.  
E. SCOTT ALLSWORTH, P.A.  
MARK E. ALLSWORTH, P.A.  
BENJAMIN R. DISHOWITZ, P.A.  
RAYMOND A. DOUMAR, P.A.\*  
† ALSO ADMITTED IN PENNSYLVANIA  
\* FORMERLY ADMITTED IN MICHIGAN

1177 SOUTHEAST THIRD AVENUE  
FORT LAUDERDALE, FLORIDA 33316-1109  
TELEPHONE (954) 762-3400  
TOLL FREE (866) 242-9488  
TELEFAX (954) 525-3423  
WEBSITE: SFLALAW.COM

C. WILLIAM LAYSTROM, JR., P.A.  
MATTHEW J. MYTYCH  
JOHN D. VOIGT, P.A.  
JEFFREY S. WACHS, P.A.†  
OF COUNSEL  
JOHN W. PERLOFF, P.A.  
JODIE SIEGEL, P.A.

July 16, 2020

Frank Costoya Architect, P.A.  
600 North Pine Island Road  
Suite 110  
Plantation, Florida 33324

Dear Frank,

I have had the opportunity to work with you and your firm for the last thirty years. I am pleased to provide my highest recommendation for your upcoming proposal to the City of Plantation. I also want to express my appreciation for your design expertise and professionalism through the many projects we have worked on over our years of friendship.

On the public service side, I have worked with you in Plantation during your years of service on the Plantation Code Enforcement Board. I also sat on the Board of Directors for the Davie Farm Park during the early years of design. The Town of Davie engaged your services most recently for the conceptual design for the Davie Farm Park. This Town project, consisting of over 80 acres, includes an educational center focusing on preserving Davie's agricultural history for future generations. The Park will encompass facilities and programs for education, special needs children and adults, research, nutrition, environmental, community gardens, a farmer's market, and equestrian facilities to name a few. Although members of my Board and the elected officials had the conceptual components in our vision, it took you and your team to coordinate, recommend and design this historic project.

In the private development area, you and I have created what is being referred to as the "Downtown Davie Mile", through our representation of numerous developers along Davie Road. The Town's Downtown Community Redevelopment Area was an older, run down commercial area that your vision was able to breathe new life into. Your team has incorporated the Town's western design theme into our projects and successfully introduced five new mixed-use projects with over 200,000 square feet of commercial space and retail and 150 units with a future taxable value of over \$250 million. This resurgence has been a springboard for development, property value increases and the balanced design had the foresight to consider surrounding areas with regards to safety, open space and visual corridors. Over the years we have also worked together on numerous development projects in the City of Plantation.

Your talent as an architect is unsurpassed but your ability to work with our development team and mixture of developers is an even more impressive feat. This coupled with your networking and professional history with other permitting governmental entities has begun the process of shifting us from concept to vertical construction. It continues to be my honor to work with you and your team at Frank Costoya Architect, P.A.

Yours truly,

*Bill Laystrom, Jr.*

C. WILLIAM LAYSTROM, JR.  
For the Firm

CWL:lv

State of Florida – Gov. Rick Scott      Francisco Costoya, Jr., R.A., A.I.A., NCARB  
Board of Architecture & Interior Design Reappointment 2015



**RICK SCOTT**  
GOVERNOR

March 27, 2015

Mr. Francisco Costoya Jr  
5230 South University Drive  
Suite 103  
Davie, Florida 33328

Dear Mr. Costoya:

One of my greatest priorities and responsibilities is the appointment of qualified and ethical individuals to boards and commissions throughout the state.

With this goal in mind, it is my pleasure to reappoint you to the Board of Architecture and Interior Design. Your reappointment is evidence of my utmost confidence in your ability to serve with excellence and distinction.

You will soon receive your qualifying papers from the Department of State. Please note that these papers will need to be filed before you are able to assume your position.

Congratulations and thank you for your willingness to serve the people of Florida.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Scott".

Rick Scott  
Governor

RS/cw

THE CAPITOL  
TALLAHASSEE, FLORIDA 32399 • (850) 488-2272



Eduardo J. Padrón  
President

December 12, 2016

Mr. Frank Costoya, Jr.  
Architect  
Frank Costoya Architects  
5230 S. University Dr., #103  
Davie, FL 33328

Dear Frank,

Allow me to take a moment and thank you for your efforts to protect human rights through the *Route to Human Rights* program. Your work is exceptional, and we are honored that you are a part of this mission that has significant meaning for so many in our community.

As you know, hatred, racism, and bigotry loom large in today's world. It is imperative that we raise awareness for and protect human rights through education and peaceful means. Certainly your work will provides us reason to pause, reflect, and promote equality.

I wish you all the best, and may you take great pride in your efforts to improve our corner of the world.

Sincerely,

A handwritten signature in blue ink that reads 'Eduardo J. Padrón'.

Eduardo J. Padrón

300 N.E. Second Avenue • Miami, Florida 33132-2296

305-237-3316 • Fax: 305-237-3109  
epadron@mdc.edu





**AIA Florida**

is pleased to confer this

Recognition of

**Frank Costoya, AIA**

as a

**Citizen Architect**

Class of 2013

WHEREAS, civically engaged architects serve their communities by applying their insights, talents, training, and experience to actively advocate and support initiatives that enhance the quality of life and future of the communities they serve; and

WHEREAS, Citizen Architects remain engaged with local, state, and federal issues, making time to contribute meaningfully, beyond self, to the community and the human condition; and

WHEREAS, Citizen Architects advocate for the broader purposes of architecture through civic participation, writing and publishing, by gaining appointment to boards and commissions, and through elective office at all levels of government; and

THEREFORE, the Florida Association of the American Institute of Architects commends all Citizen Architects for their dedication and service to their community, the profession, and our country with the hope that their good work will inspire and motivate other members to serve in the civic realm.

January 14, 2014



Nathan Butler, AIA  
2014 AIA Florida President

Dan Kirby, AIA, AICP, LEED AP  
2013 AIA Florida President

The  
Fort Lauderdale Chapter  
of the  
American Institute of Architects

On the recommendation of  
an independent jury and through its  
Board of Directors  
is pleased to confer this

Government Service Award

to

Frank Costoya, AIA

This award is given to an AIA Ft Lauderdale Architect who, by their interest, activity and concern for the profession of architecture, shall have advanced the cause of good design and planning, and/or contributed to the dignity and value of the architectural profession as an elected or appointed or employed government official/employee.

This 15th day of November, 2019



Peter Kosinski, AIA  
President



DESIGN

AWARDS

2019

AIA Fort Lauderdale  
A Chapter of The American Institute of Architects

The  
Fort Lauderdale Chapter  
of the  
American Institute of Architects

On the recommendation of  
An independent jury and through its  
Board of Directors  
Is pleased to confer this

Honor Award

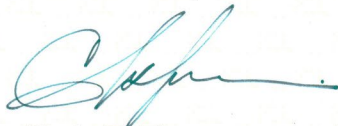
to

Frank Costoya Architect, P.A.

for the design of

Liberty Park  
Unbuilt Residential

This 18th day of October, 2014



Chris P. Zimmerman, AIA  
President



DESIGN

AWARDS

2014

AIA Fort Lauderdale  
A Chapter of The American Institute of Architects



**CITY OF WESTLAKE**

**RESOLUTION NO. 2021-38**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING \_\_\_\_\_ AS A CITY COUNCIL MEMBER OF THE CITY OF WESTLAKE TO FILL THE VACANCY CREATED BY THE RESIGNATION OF PATRIC PAUL; PROVIDING THAT THE INDIVIDUAL APPOINTED TO THE COUNCIL SHALL SERVE UNTIL THE CITY COUNCIL MEMBER ELECTED AT THE NEXT REGULARLY SCHEDULED CITY ELECTION, DETERMINED BY THE CITY COUNCIL TO BE MARCH 2024, IS SWORN INTO OFFICE; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Councilmember Patric Paul has tendered his resignation from the City Council effective November 1, 2021; and

**WHEREAS**, in accordance with Section 8(G)(4)(b) of the Charter of the City of Westlake (the "Charter"), the City Council shall fill the vacancy on the City Council by a majority vote of remaining members if the unexpired term is more than 2 years and 81 days prior to the expiration of the resigned Council member's term; and

**WHEREAS**, Section 8(G)(4)(b) of the City Charter requires that the City Council by majority vote of the remaining members choose a qualified successor to fill the vacancy created by the resignation of Patric Paul until the City Council Member at the next regularly scheduled City election, determined by the City Council to be March 2024, is sworn into office; and

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

**SECTION 1. RECITALS.** The foregoing "WHEREAS" clauses are 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 appoints \_\_\_\_\_ to the City Council to fill the vacancy of Seat 1 created by the resignation of Patric Paul and to serve until the City Council Member elected

at the next regularly scheduled City election, determined by the City Council to be March 2024, is sworn into office by the City Clerk.

**SECTION 3. CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4. 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 5. 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 \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City of Westlake  
Roger Manning, Mayor

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

\_\_\_\_\_  
Approved as to Form and Sufficiency  
Interim City Attorney