

CITY OF WESTLAKE



AGENDA

City Council Regular Meeting
Monday, April 11, 2022 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.

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

PREREGISTRATION FOR IN-PERSON ATTENDANCE:

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses must preregister to attend/participate in a meeting by sending an email to City Clerk, Zoie Burgess at zburgess@westlakegov.com 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.

COMMUNICATIONS MEDIA TECHNOLOGY – WEBEX:

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

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

Meeting ID: 2630 547 0723

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: 2630 547 0723

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

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

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

CITY COUNCIL:

JohnPaul O’Connor, Mayor

Vacant, Vice Mayor

Pilar Valle Ron, Council Member – Seat 1

Julian Martinez, Council Member – Seat 2

Greg Langowski, Council Member – Seat 4

CITY STAFF:

Ken Cassel, City Manager

Zoie P. Burgess, CMC, 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

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing Council, state your name and address for the record.

CONSENT AGENDA

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

- [A.](#) Financial Report - February 2022
- [B.](#) Minutes - Regular City Council Meeting - 11.08.2021 (Reconvened 11.21.2021)
- [C.](#) Minutes - Regular City Council Meeting - 12.06.2021

PUBLIC HEARING

- [A.](#) Second Reading and Adoption of Ordinance 2022-01 - Private Property Rights Element

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING AN AMENDMENT TO ITS COMPREHENSIVE DEVELOPMENT PLAN IN ACCORDANCE WITH THE MANDATES SET FORTH IN SECTION 163.3184, FLORIDA STATUTES, TO ADD AND ADOPT A PRIVATE PROPERTY RIGHTS ELEMENT; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY, AND PROVIDING AN EFFECTIVE DATE.

Submitted By: Planning & Zoning

PUBLIC HEARING - QUASI JUDICIAL

- [A.](#) **MSP-2021-07:** Application of Christ Fellowship Church for a Master Signage Plan for one (1) story, 38,155 square foot Worship Center. Pursuant to Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes nine (9) waivers for Principal Tenant Wall Signs. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.

Submitted By: Planning and Zoning

NEW BUSINESS

- A. Discussion of applying HAPPY program cap to Federal Housing Administration (FHA) limits and VA standards
- [B.](#) Appointment Request - Palm Beach County Transportation Planning Agency - Technical Advisory Committee (TAC)
- C. Council Group #3 Vacancy & Appointment
- D. Agreement for Professional Services - Legal

CITY COUNCIL COMMENTS

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

REPORT - STAFF

- [A.](#) Palm Beach County Sherriff's Office - District 18 Annual Report
- [B.](#) Palm Beach County Sheriff's Office - Monthly Report: March 2022

REPORT - CITY ATTORNEY

REPORT - CITY MANAGER

PUBLIC COMMENTS AND REQUESTS

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ADJOURNMENT

Next Meeting(s) (Subject to Change or be Cancelled):

City Council Workshop Meeting - April 19, 2022
City Council Regular Meeting - May 9, 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: April 5, 2022

File Attachments for Item:

A. Financial Report - February 2022



MEMORANDUM

TO: Members of the City Council, City of Westlake
FROM: Steven Fowler, Accountant
CC: Ken Cassel, City Manager
DATE: March 21, 2022
SUBJECT: February Financial Report

Please find attached the February 2022 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.

General Fund

- Total Revenues through February were approximately 63% of the annual budget, including collections of the FY2022 Ad Valorem Tax of approximately 96%. The annual budget includes revenue from a funding agreement with the Developer. The Developer is invoiced quarterly for any year-to-date excess of actual expenditures over actual revenue.
- Total Expenditures through February were approximately 31% of the annual budget.

Special Revenue Fund – Housing Assistance Program

- Total Revenues through February were approximately 127% 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 through February were approximately 47% of the annual budget.
- Total Expenditures through February were approximately 40% of the annual budget.

City of Westlake

Financial Report

February 28, 2022



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City of Westlake

Financial Statements

February 28, 2022

Balance Sheet
February 28, 2022

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<u>ASSETS</u>				
Current Assets				
Cash - Checking Account	\$ 2,656,333	\$ -	\$ -	\$ 2,656,333
Assessments Receivable	46,364	-	-	46,364
Due from Vendor	23,496	-	-	23,496
Due From Other Funds	-	-	2,097,648	2,097,648
Investments:				
Money Market Account	1,860,515	2,384,901	-	4,245,416
Deposits	666	-	-	666
Total Current Assets	4,587,374	2,384,901	2,097,648	9,069,923
Noncurrent Assets				
Mortgages Receivable	-	545,722	-	545,722
Total Noncurrent Assets	-	545,722	-	545,722
TOTAL ASSETS	\$ 4,587,374	\$ 2,930,623	\$ 2,097,648	\$ 9,615,645
<u>LIABILITIES</u>				
Current Liabilities				
Accounts Payable	\$ 147,975	\$ -	\$ 178,105	\$ 326,080
Accrued Expenses	5,000	-	49,209	54,209
DBPR surcharge	5,838	-	-	5,838
DCA surcharge	8,629	-	-	8,629
Impact Fees	402,433	-	-	402,433
Unearned Revenue	137,843	-	-	137,843
Due To Other Districts	8,575	-	510	9,085
Deferred Revenue-Developer Submittals (Minto)	-	-	50,937	50,937
Due To Other Funds	2,097,648	-	-	2,097,648
Total Current Liabilities	2,813,941	-	278,761	3,092,702
TOTAL LIABILITIES	2,813,941	-	278,761	3,092,702

Balance Sheet
February 28, 2022

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Deposits	641	-	-	641
Restricted for:				
Special Revenue	-	2,930,623	1,818,887	4,749,510
Unassigned:	1,772,792	-	-	1,772,792
TOTAL FUND BALANCES	\$ 1,773,433	\$ 2,930,623	\$ 1,818,887	\$ 6,522,943
TOTAL LIABILITIES & FUND BALANCE	\$ 4,587,374	\$ 2,930,623	\$ 2,097,648	\$ 9,615,645

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2022

<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>
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 548	\$ 548
Ad Valorem Taxes	1,838,592	1,788,753	1,758,889	(29,864)
Ad Valorem Taxes - Discounts	(73,544)	(73,544)	(69,602)	3,942
Discretionary Sales Surtaxes	69,700	29,042	-	(29,042)
FPL Franchise	110,300	45,958	77,796	31,838
Solid Waste	-	-	4,709	4,709
Electricity	113,600	47,333	63,431	16,098
Water	41,500	17,292	14,793	(2,499)
Gas	34,600	14,417	11,564	(2,853)
Communication Services Taxes	36,200	15,083	15,898	815
Occupational Licenses	6,100	2,542	9,385	6,843
Building Permits - Admin Fee	62,100	25,875	40,624	14,749
Licenses, Fees & Permits	-	-	600	600
State Revenue Sharing Proceeds	17,200	7,167	5,265	(1,902)
Shared Rev - Other Local Units	-	-	251	251
Administrative Fees	245,400	98,750	81,200	(17,550)
Other Public Safety Chrgs/Fees	2,400	1,000	2,025	1,025
Garbage/Solid Waste Revenue	29,100	12,125	79,674	67,549
Penalties	-	-	9,000	9,000
Other Operating Revenues	5,400	2,250	6,379	4,129
Judgements and Fines	-	-	151	151
Special Assmnts- Tax Collector	232,600	225,828	207,258	(18,570)
Special Assmnts- Discounts	(9,300)	(9,300)	(1,288)	8,012
Developer Contribution	930,152	141,305	-	(141,305)
Lien Search Fee	1,300	542	3,563	3,021
TOTAL REVENUES	3,693,400	2,392,418	2,322,113	(70,305)
<u>EXPENDITURES</u>				
<u>Legislative</u>				
Mayor/Council Stipend	110,400	46,000	58,500	(12,500)
FICA Taxes	8,400	3,500	4,475	(975)
ProfServ-Legislative Expense	24,000	10,000	-	10,000
Public Officials Insurance	4,400	4,400	3,125	1,275
Misc-Election Fee	-	-	600	(600)
Misc-Event Expense	63,800	31,900	654	31,246
Council Expenses	15,000	6,250	6,786	(536)
Dues, Licenses, Subscriptions	1,400	1,400	896	504
Total Legislative	227,400	103,450	75,036	28,414
<u>City Manager</u>				
Contracts-City Manager	251,900	104,958	104,958	-
Office Supplies	14,900	6,208	2,256	3,952
Dues, Licenses, Subscriptions	3,900	1,966	1,519	447
Cap Outlay - Equipment	-	-	1,855	(1,855)
Total City Manager	270,700	113,132	110,588	2,544

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2022

<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>
<u>City Clerk</u>				
ProfServ-Web Site Maintenance	10,600	4,017	4,017	-
Contracts-City Clerk	206,000	85,833	85,833	-
Postage and Freight	1,000	417	386	31
Printing	19,400	8,083	1,692	6,391
Legal Advertising	31,200	13,000	7,842	5,158
Dues, Licenses, Subscriptions	10,000	2,040	1,679	361
Total City Clerk	278,200	113,390	101,449	11,941
<u>Finance</u>				
Auditing Services	5,300	-	-	-
Contracts-Finance	95,500	39,792	39,792	-
Total Finance	100,800	39,792	39,792	-
<u>Legal Counsel</u>				
ProfServ-Legal Services	275,000	114,583	54,880	59,703
Total Legal Counsel	275,000	114,583	54,880	59,703
<u>Other Administrative Services</u>				
ProfServ-Info Technology	195,100	81,292	74,849	6,443
ProfServ-Compliance Service	25,000	10,417	-	10,417
Contracts-Admin. Service	257,000	107,083	107,083	-
Misc-Public Relations	75,000	31,250	21,600	9,650
Misc-Assessment Collection Cost	2,300	2,233	733	1,500
General Government	90,000	37,500	25,635	11,865
Emergency Comm. Program	25,000	10,417	-	10,417
Total Other Administrative Services	669,400	280,192	229,900	50,292
<u>Facility Services</u>				
Telephone, Cable & Internet Service	13,200	5,500	6,433	(933)
Lease - Copier	16,000	6,667	6,583	84
Lease - Building	86,700	36,125	500	35,625
Insurance (Liab,Auto,Property)	4,500	4,500	5,745	(1,245)
Miscellaneous Services	1,200	500	1,218	(718)
Cleaning Services	36,500	15,208	8,727	6,481
Principal-Capital Lease	8,500	3,430	2,732	698
Interest-Capital Lease	1,700	820	673	147
Total Facility Services	168,300	72,750	32,611	40,139
<u>Community Services</u>				
Contracts-Solid Waste	248,600	103,583	168,619	(65,036)
Contracts-Sheriff	656,500	273,542	270,835	2,707
Electricity	98,600	41,083	42,380	(1,297)
R&M-Community Maintenance	27,500	11,458	11,458	-
Operating Supplies	6,100	1,525	-	1,525
Total Community Services	1,037,300	431,191	493,292	(62,101)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2022

<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>
<u>Capital Expenditures & Projects</u>				
Capital Improvements	50,000	50,000	-	50,000
Total Capital Expenditures & Projects	50,000	50,000	-	50,000
<u>Other Fees and Charges</u>				
Misc-Contingency	151,400	63,083	3,029	60,054
Total Other Fees and Charges	151,400	63,083	3,029	60,054
<u>Reserves</u>				
1st Quarter Operating Reserves	264,900	110,375	-	110,375
Reserve - Buildings	200,000	83,333	-	83,333
Total Reserves	464,900	193,708	-	193,708
TOTAL EXPENDITURES & RESERVES	3,693,400	1,575,271	1,140,577	434,694
Excess (deficiency) of revenues Over (under) expenditures	-	817,147	1,181,536	364,389
Net change in fund balance	\$ -	\$ 817,147	\$ 1,181,536	\$ 364,389
FUND BALANCE, BEGINNING (OCT 1, 2021)	591,897	591,897	591,897	
FUND BALANCE, ENDING	\$ 591,897	\$ 1,409,044	\$ 1,773,433	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2022

<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>
<u>REVENUES</u>				
Interest - Investments	\$ 3,800	\$ 1,583	\$ 1,409	\$ (174)
Donations	300,000	125,000	383,000	258,000
TOTAL REVENUES	303,800	126,583	384,409	257,826
<u>EXPENDITURES</u>				
<u>Public Assistance</u>				
Misc-Admin Fee (%)	21,000	8,750	3,098	5,652
Assistance Program	282,800	117,833	-	117,833
Total Public Assistance	303,800	126,583	3,098	123,485
TOTAL EXPENDITURES	303,800	126,583	3,098	123,485
Excess (deficiency) of revenues Over (under) expenditures	-	-	381,311	381,311
Net change in fund balance	\$ -	\$ -	\$ 381,311	\$ 381,311
FUND BALANCE, BEGINNING (OCT 1, 2021)	2,549,312	2,549,312	2,549,312	
FUND BALANCE, ENDING	\$ 2,549,312	\$ 2,549,312	\$ 2,930,623	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Building Permits	\$ 1,561,100	\$ 650,458	\$ 987,705	\$ 337,247
Reinspection Fees	24,600	10,250	2,550	(7,700)
Building Permits - Surcharge	3,500	1,458	2,717	1,259
Other Building Permit Fees	30,000	12,500	27,050	14,550
Building Permits - Admin Fee	87,900	36,625	63,241	26,616
Engineering Permits	374,600	156,083	28,714	(127,369)
Planning & Zoning Permits	301,700	125,708	15,963	(109,745)
Developer Contribution	25,000	6,250	-	(6,250)
TOTAL REVENUES	2,408,400	999,332	1,127,940	128,608
EXPENDITURES				
Comprehensive Planning				
ProfServ-Engineering	352,600	146,917	135,209	11,708
ProfServ-Info Technology	170,900	71,208	55,673	15,535
ProfServ-Legal Services	-	-	30,928	(30,928)
ProfServ-Planning/Zoning Board	301,700	125,708	119,131	6,577
ProfServ-Consultants	22,000	9,167	-	9,167
ProfServ-Building Permits	1,258,200	524,250	558,101	(33,851)
Outside Legal Services	-	-	875	(875)
Telephone, Cable & Internet Service	1,100	458	2,018	(1,560)
Lease - Copier	5,100	2,125	2,177	(52)
Lease - Building	43,400	18,083	-	18,083
Printing	1,800	750	173	577
Miscellaneous Services	-	-	1,308	(1,308)
Misc-Admin Fee (%)	224,400	93,500	47,174	46,326
Office Supplies	2,200	917	1,308	(391)
Cleaning Services	-	-	6,600	(6,600)
Capital Improvements	25,000	25,000	-	25,000
Total Comprehensive Planning	2,408,400	1,018,083	960,675	57,408
TOTAL EXPENDITURES	2,408,400	1,018,083	960,675	57,408
Excess (deficiency) of revenues				
Over (under) expenditures	-	(18,751)	167,265	186,016
Net change in fund balance	\$ -	\$ (18,751)	\$ 167,265	\$ 186,016
FUND BALANCE, BEGINNING (OCT 1, 2021)	1,651,622	1,651,623	1,651,622	
FUND BALANCE, ENDING	\$ 1,651,622	\$ 1,632,872	\$ 1,818,887	

City of Westlake

Supporting Schedules

February 28, 2022

Cash and Investment Report

February 28, 2022

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	\$2,656,333
Money Market	BankUnited	MMA	0.15%	\$1,860,515
		Subtotal		\$4,516,849

SPECIAL REVENUE FUND

Money Market	BankUnited	MMA	0.15%	\$2,384,901
		Subtotal		\$2,384,901
		Total		\$6,901,750

File Attachments for Item:

B. Minutes - Regular City Council Meeting - 11.08.2021 (Reconvened 11.21.2021)

CITY OF WESTLAKE



MINUTES - DRAFT

City Council Regular Meeting

Monday, November 08, 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 was limited seating available in the Council Chambers and preregistration was requested for in-person participation.

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CITY COUNCIL:

Roger Manning, Mayor

JohnPaul O’Connor, Vice Mayor

Seat 1 - VACANT

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., City Attorney

Nilsa Zacarias, Planning & Zoning Director

Suzanne Dombrowski, Engineering Director

A regular meeting of the City Council of the City of Westlake was held on Monday, November 8, 2021, at 6:30 PM., or thereafter at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that Mayor Roger Manning, Vice Mayor JohnPaul O'Connor, Councilwoman Kara Crump and Councilwoman Katrina Long-Robinson were present physically constituting a quorum. Councilman Patric Paul resigned from Board November 1, 2021.

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. Ms. Burgess noted that there are audio troubles.

CALL TO ORDER

Mayor Manning called the City of Westlake Regular City Council meeting of November 8, 2021, to order at 6:57 PM.

ROLL CALL

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

Also, present:

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

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Manning called for any additions, deletions, or modifications to the agenda. There being none, Mayor Manning called for a Motion.

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

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

PUBLIC COMMENTS AND REQUESTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing Council, state your name and address for the record.

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 – Advised council that current audio is non-existent noting that the City Clerk can be heard, but Council cannot be heard and inquired if the recording playback will be available after the meeting. Ms. Burgess confirmed that there are audio troubles and there will be a recording the following day.

There being no further comments, the next item followed.

CONSENT AGENDA

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

A. Financial Report - September 2021

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

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

PRESENTATIONS/PROCLAMATIONS

A. CareerSource Palm Beach County

Presented By: Charles Duval, Associate Vice President

Mr. Duval presented a PowerPoint Presentation discussing the resources provided by CareerSource Palm Beach County.

Due to continued technical difficulties Council recessed for at 7:15 for 5 minutes. Council reconvened at 7:20. Mayor Manning informed the audience that Council would need to recess and reconvene at a later date. Council confirmed meeting will resume November 22, 2021, at 6:30 PM.

Motion by Vice Mayor O'Connor to recess and reconvene November 22, 2021, at 6:30 PM, seconded by Councilwoman Long- Robinson.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

Mayor Manning Recessed Meeting at 7:26 PM to reconvene November 22, 2021, at 6:30 PM.

**City Council Regular Meeting
(Reconvened from November 8, 2021)
Monday, November 22, 2021, at 6:30 PM**

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

Meeting ID: 2634 649 5726

Password: hello

The November 8, 2022, regular meeting of the City Council of the City of Westlake was reconvened on Monday, November 22, 2021, at 6:30 PM., or thereafter at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

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

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

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

Ms. Burgess further explained that microphones will be muted; audience members can unmute themselves and anyone that has called in should mute their device and 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. Ms. Burgess noted that there are audio troubles

CALL TO ORDER

Mayor Manning reconvened the City of Westlake Regular City Council meeting of November 8, 2021, to order at 6:32 PM.

ROLL CALL

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

Also, present:

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

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

Mayor Manning noted that since the last meeting there is an addition to the agenda and called for a motion to add.

Motion made by Vice Mayor O'Connor to amend agenda adding the supplemental agenda items to meeting, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

PUBLIC COMMENTS AND REQUESTS

Mayor Manning inquired of any public comments.

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

There being no comments, Mayor Manning introduced the supplemental agenda.

PUBLIC HEARING

- A. RESOLUTION 2021-35 – Re-adoption of Final Millage Rate for Fiscal Year 2022

Submitted By: Finance

RESOLUTION 2021-35

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, READOPTING, IN COMPLIANCE WITH SECTION 200.065(13), F.S., 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. Doody read into record, by title only, Resolution 2021-35.

Mr. Cassel further explained that this item is to re-adopt the budget accounting for the additional revenue received and the need to readvertise and reopen to public hearing.

Mayor Manning opened for public hearing calling for comment. Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address. There being no comments, Mayor Manning called for Council Comments.

Motion made by Councilwoman Crump to approve Resolution 2021-35, seconded by Councilwoman Long-Robinson.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- B. RESOLUTION 2021-36 – Re-adoption of Final Budget for Fiscal Year 2022

Submitted By: Finance

RESOLUTION 2021-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, READOPTING, IN COMPLIANCE WITH SECTION 200.065(13), F.S., 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. Doody read into record, by title only, Resolution 2021-36.

Mayor Manning opened for public hearing calling for public comment. Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address. There being no comments, Mayor Manning called for Council Comments.

Motion made by Councilwoman Long-Robinson to approve Resolution 2021-36, seconded by Vice Mayor O'Connor.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

Mayor Manning noted that concludes the items introduced for the supplemental agenda.

PUBLIC HEARING - QUASI JUDICIAL

- A. SPM-2021-06:** Application of Minto PBLH, LLC for a **Site Plan Modification** to upgrade an approximately 107,290 square foot self service storage facility, and a .71 acres outdoor area for storage of boats and recreational vehicles. The application includes adding 108 sq. ft. public restrooms on the southeast corner of building 5, removing six parking spaces to accommodate a loading area, removing decorative pavers on building 1, and revising sidewalks and walkways. The subject application is located in Westlake Landings commercial plaza on Pod H, Parcel E at **4701 Seminole Pratt Whitney Road**, Westlake, Florida, 33470.

Submitted By: Planning and Zoning

Due to Counsel conflict, Mr. Doody stepped down, allowing Pamala Ryan, Esq. to oversee item.

Ms. Zacarias presented a PowerPoint Presentation and noting both Planning and Zoning and Engineering recommend approval of the subject application.

Mr. Hearing on behalf of applicant presented brief comments and had complementary presentation available.

Motion made by Vice Mayor O'Connor, seconded by Councilwoman Long-Robinson.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- B. MPA-2021-02:** Application of Minto PBLH, LLC for a **Master Site Plan Amendment** to Westlake Landings Commercial Plaza on a 50.826 acres in Pod H. The application includes eliminating the lot lines between Parcels B-1 and B-2, and between Parcels C and D; and, subdividing the property by metes and bounds. The subject application is located at 16860 Persimmon Boulevard West, Westlake, Florida, 33470.

Submitted By: Planning and Zoning

Mayor Manning introduced item. Mr. Doody, having returned to Dais, swore-in witnesses to provide testimony.

Ms. Zacarias presented a PowerPoint Presentation noting both Planning and Zoning and Engineering recommend approval of the subject application with no conditions.

Mr. Hearing on behalf of applicant presented brief comments and had complementary presentation available.

Motion made by Councilwoman Crump, seconded by Vice Mayor O'Connor.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- C. SPR-2021-06:** Application of Minto PBLH, LLC for a **Site Plan Review** for an approximately 9,450 Square Feet building with four (4) retail stores and one (1) restaurant known as **North Building**; and, an approximately 7,065 Square Feet building with two (2) retail stores and one (1) fast food restaurant with drive through known as **South Building**. Totalling approximately 16,515 Square Feet and located in a 3.5 acres site at **Parcel B** within Shoppes of Westlake Landings commercial plaza in Pod H. The subject North Building application is located at 4951 Seminole Pratt Whitney Road, Westlake, Florida, 33470. The subject South Building application is located at 4901 Seminole Pratt Whitney Road, Westlake, Florida, 33470.

Submitted By: Planning and Zoning

Mayor Manning introduced item. Mr. Doody, swore-in witnesses to provide testimony.

Ms. Zacarias presented a PowerPoint Presentation noting, subject application does not include signage and both Planning and Zoning and Engineering recommend approval of the subject application with one condition of approval:

1. Declaration of Unity of Control for parking must be executed and recorded prior to Building Permit being issued by the City.

Mr. Hearing on behalf of applicant presented brief comments and had complementary presentation available.

Mr. Doody confirmed with applicant agreement of condition.

Mayor Manning opened public hearing, calling for public comments.

Motion made by Vice Mayor O'Connor, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- D. SPR-2021-07:** Application of Minto PBLH, LLC for a **Site Plan Review** for an approximately 2,525 Square Feet coffee shop with drive through known as Starbucks; an approximately 2,200 Square Feet fast food restaurant with drive through known as KFC; and an approximately 2,040 Square Feet fast food restaurant with drive through known as Taco Bell. Totaling approximately 6,765 Square Feet and located in a 3.68 acres site at **Parcel C** within Shoppes of Westlake Landings commercial plaza in Pod H. The subject Starbucks application is located at 4801 Seminole Pratt Whitney Road, Westlake, Florida, 33470. The subject KFC application is located at 4775 Seminole Pratt Whitney Road, Westlake, Florida, 33470. The subject Taco Bell application is located at 4751 Seminole Pratt Whitney Road, Westlake, Florida, 33470.

Submitted By: Planning and Zoning

Mayor Manning introduced item. Mr. Doody, swore-in witnesses to provide testimony.

Ms. Zacarias presented a PowerPoint Presentation noting, subject application does not include signage and both Planning and Zoning and Engineering recommend approval of the subject application with one condition of approval:

1. Declaration of Unity of Control for parking must be executed and recorded prior to Building Permit being issued by the City.

Mr. Hearing on behalf of applicant presented PowerPoint Presentation.

Mr. Doody confirmed with applicant agreement of condition.

Mayor Manning opened public hearing, calling for public comments.

Motion made by Councilwoman Long-Robinson, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- E. SPR-2021-09:** Application of Minto PBLH, LLC for a **Site Plan Review** of a 14.435 acre indoor and outdoor recreation facility known as, "Adrenaline World" within Pod H, Parcel F at Westlake Landings. The application includes a 92,773 sq. ft. main building, a 564 sq. ft. maintenance shed, a 576 sq. ft. restroom area, and outdoor amenities. The subject application is located at 16604 Town Center Pkwy North, Westlake, Florida, 33470.

Submitted By: Planning and Zoning

Planning & Zoning Representative Osniel Leon, presented a PowerPoint presentation and noted Planning and Zoning and Engineering departments recommend approval of the subject application.

Mr. Hearing on behalf of applicant presented PowerPoint Presentation.

Mayor Manning opened public hearing, calling for public comments.

Motion made by Vice Mayor O'Connor, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

Mayor Manning closed the section of the Agenda for the Quasi-Judicial Hearings.

PUBLIC HEARING

A. FIRST READING: Ordinance 2021-11 – Mobile Food Trucks

Submitted By: Planning & Zoning

ORDINANCE NO. 2021-11

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING REQUIREMENTS FOR MOBILE FOOD TRUCKS WHICH SHALL BECOME PART OF THE CITY'S CODE OF ORDINANCES ENTITLED "MOBILE FOOD TRUCKS"; PROVIDING FOR DEFINITIONS; PROVIDING FOR REQUIREMENTS FOR ALL MOBILE FOOD TRUCKS; PROVIDING FOR THE REGULATIONS RELATIVE TO CONDUCTING BUSINESS; PROVIDING PARKING AND STORAGE OF INACTIVE FOOD TRUCKS; PROVIDING FOR WASTE DISPOSAL; PROVIDING FOR LOCATIONS BY ZONING DISTRICT; PROVIDING FOR VIOLATIONS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Due to several additional revisions, it was recommended to be heard at a later date.

Motion to table allowing for additional revisions made by Vice Mayor O'Connor, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- B. SECOND READING:** ORDINANCE NO. 2021-12 - Amending Chapter 24, Art in Public Places (First Reading October 11, 2021)

Submitted By: Planning and Zoning

ORDINANCE NO. 2021-12

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 24 OF THE CITY'S CODE OF ORDINANCES ENTITLED "ART IN PUBLIC PLACES"; PROVIDING FOR DEFINITIONS; PROVIDING FOR EXEMPTION FOR RESIDENTIAL DEVELOPMENT AND TEMPORARY STRUCTURES; PROVIDING FOR THE APPOINTMENT BY CITY COUNCIL TO THE PUBLIC PLACES ADVISORY BOARD; PROVIDING FOR THE REPAIR OR REPLACEMENT FOR DAMAGED OR DESTROYED ARTWORK; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced item. Mr. Doody read into record, by title only, Ordinance 2021-12.

Motion made by Councilwoman Long-Robinson, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

NEW BUSINESS

- A. Happy Program-Subordination Agreement Maikel Morales and Dulcinea Jimenez

Submitted By: Administration

Mr. Cassel introduced item.

Motion made by Vice Mayor O'Connor, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- B. Discussion and Action - City Council Vacancy - Group 1

Submitted By: Administration

Mayor Manning introduced item. Mr. Doody further explained item and the need to fill Group 1 Vacancy, left by Patric Paul, further explaining his previous correspondence to council in the interpretation of the charter and the ability to fill the vacant council seat.

Motion made by Vice Mayor O'Connor to interpret charter to appoint vacant seat, carrying out term until next regular election in 2024, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

Council addressed and discussed how the appointment will take place. Council consensus to select filling seat from the three candidates that have already qualified for the upcoming 2022 election. Council further confirmed that candidates will be given the opportunity at the December regular meeting to discuss qualifications and further a candidate will be selected.

Motion made by Vice Mayor O'Connor to fill vacant seat from the three qualified candidates, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

CITY COUNCIL COMMENTS

- A. Councilwoman Katrina Long Robinson – Thanked staff and council for the continued support and adoption of the Art in Public Places Program.
- B. Councilwoman Kara Crump – Congratulated Vice Mayor O'Connor for being unopposed and upcoming appointment as Mayor.
- C. Seat 1 - Vacant
- D. Vice Mayor JohnPaul O'Connor – Thanked colleagues and provided an updated on current conversations to building a City Hall
- E. Mayor Roger Manning – Thanked staff and council.

REPORT – STAFF

Mr. Cassel introduced the new Fire Rescue District Chief, Phillip Olavarria.

REPORT - CITY ATTORNEY

Mr. Doody had no further comments; only to wish all a Happy Thanksgiving.

REPORT - CITY MANAGER

Mr. Cassel provided brief updates on the upcoming 4th of July city celebration, Christ Fellowship and informed Council that the Florida Public Utilities tank farms had been removed.

PUBLIC COMMENTS AND REQUESTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing Council, state your name and address for the record.

There being no comments, the next item followed.

ADJOURNMENT

There being no further business, Mayor Manning adjourned the meeting at 8:41 PM.

Zoie P. Burgess, City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

C. Minutes - Regular City Council Meeting - 12.06.2021

CITY OF WESTLAKE



MINUTES

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 was limited seating available in the Council Chambers and preregistration was requested 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 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.

COMMUNICATIONS MEDIA TECHNOLOGY – WEBEX:

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

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

Meeting ID: 2631 453 7321

Password: hello

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

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

Meeting ID: 2631 453 7321

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

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

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

CITY COUNCIL:

Roger Manning, Mayor

JohnPaul O’Connor, Vice Mayor

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., City Attorney

Nilsa Zacarias, Planning & Zoning Director

Suzanne Dombrowski, Engineering Director

A regular meeting of the City Council of the City of Westlake was held on Monday, December 6, 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, Councilwoman Kara Crump and Councilwoman Katrina Long-Robinson were present physically constituting a quorum.

Ms. Burgess confirmed staff present and any speakers and presenters attending electronic media technology were capable of seeing and speaking in efforts to participate.

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 December 6, 2021, to order at 6:31 PM.

ROLL CALL

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

Also, present:

Kenneth Cassel, City Manager
Donald J. Doody, Interim City Attorney
Zoie P. Burgess, CMC, City Clerk
Nilsa Zacarias, Planning & Zoning Director
Suzanne Dombrowski, Engineering Director

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Manning called for any additions, deletions, or modifications to the agenda. There being none, Mayor Manning called for a Motion.

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

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

PUBLIC COMMENTS AND REQUESTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing Council, state your name and address for the record.

Mayor Manning called for public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting and gave the virtual audience a moment to comment. There being no comments, the next item followed.

CONSENT AGENDA

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

- 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

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

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

PRESENTATIONS/PROCLAMATIONS

There being no presentations, the next item followed.

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.

Mayor Manning introduced item. Mr. Doody, by title only, read Resolution 2021-37 into record.

Mr. Hearing of Cotleur & Hearing, on behalf of applicant presented a PowerPoint Presentation.

Mayor Manning confirmed with staff for approval.

Motion by Vice Mayor O'Connor to approve Resolution 2021-37, seconded by Councilwoman Long-Robinson.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

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

Mayor Manning introduced item, noting Quasi-Judicial Hearing. Mr. Doody swore in witnesses providing testimony.

Ms. Zacarias presented a PowerPoint Presentation and noting both Planning and Zoning and Engineering recommend approval of the subject application. Ms. Zacarias noted that zoning requirements are not being modified. Ms. Zacarias also noted that there are no noted conditions of approval; however, in 2019 when council approved the initial application, Resolution 2019-39 that provided three conditions of approvals that must be met.

Mr. Hearing of Cotleur & Hearing, on behalf of applicant provided brief comments and noted they are in agreement with previous conditions.

Mayor Manning opened public hearing and called for comments. Ms. Burgess noted that no comment cards were received but 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 SPM 2021-04, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

NEW BUSINESS

A. Council Group (Seat) #1 Appointment

Submitted By: Administration

Mayor Manning introduced item and invited each of the three candidates to speak, allowing seven minutes for each.

Upon each individual presentation, council questions and discussion.

Final Council discussion and selection of Pilar Valle Ron.

Motion by Vice Mayor O'Connor to appoint Pilar Valle Ron, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

Mr. Doody, by title only, read Resolution 2021-38 into record for formal appointment.

RESOLUTION 2021-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING PILAR VALLE RON 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.

Motion by Vice Mayor O'Connor to adopt Resolution 2021-38, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

B. Housing Assistance Program - Update, Discussion and Direction

Submitted By: Vice Mayor O'Connor

Vice Mayor O'Connor introduced item in efforts to reform the HAPPY program and specifically bring it into compliance with Federal Housing Administration guidelines and raise the limits to assist homebuyers an opportunity to qualify. Vice Mayor O'Connor noted that there are no specific guidelines for military or veteran applicants and would like to direct staff to support any honorably discharged veteran or military personnel to be eligible for housing assistance.

Mr. Doody acknowledged that Council consensus is clear for staff to proceed. Mr. Cassel explained that a motion would be needed if program limits are to be raised. Mr. Cassel acknowledged that staff would be bringing back to Council other programs, and programs specifically to include veterans.

Further Council discussion to increase funding guidelines for the current program.

Motion by Vice Mayor O'Connor to raise cap to \$425,000.00, seconded by Councilwoman Long-Robinson.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

CITY COUNCIL COMMENTS

A. Councilwoman Katrina Long Robinson – Requested a city table be purchased for the Mayor's Ball on February 25, 2022 which is in honor of first responders.

Addressed the need to have a representative on the Palm Beach Transportation Planning Agency Board and encouraged staff to work to have representation.

B. Councilwoman Kara Crump – Thanked Council and wished all happy holidays.

D. Vice Mayor JohnPaul O'Connor – Thanked Council and support especially for the housing assistance

E. Mayor Roger Manning – Thanked City Manager and City Attorney.

REPORT – STAFF

No staff report.

REPORT - CITY ATTORNEY

Thanked the Council and wished all happy holidays and a productive new year.

REPORT - CITY MANAGER

Mr. Cassel wished to diffuse a rumor that Cresswinds has their own water treatment systems, noting it to be false.

Mr. Cassel provided an update regarding the culvert at Sycamore noting it has been completed.

PUBLIC COMMENTS AND REQUESTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing Council, state your name and address for the record.

Ani Tapiero – 5591 Whippoorwill – Provided comments regarding the applicants for council, noting that Mr. Martinez and Ms. Valle Ron are amazing people, and the city will be greatly served by Ms. Valle Ron and encouraged Mr. Costoya to continue to serve our community and thanked all of council for the amazing job they do.

ADJOURNMENT

There being no further business, Mayor Manning adjourned meeting at 8:06 PM

Zoie P. Burgess, City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

A. Second Reading and Adoption of Ordinance 2022-01 - Private Property Rights Element

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING AN AMENDMENT TO ITS COMPREHENSIVE DEVELOPMENT PLAN IN ACCORDANCE WITH THE MANDATES SET FORTH IN SECTION 163.3184, FLORIDA STATUTES, TO ADD AND ADOPT A PRIVATE PROPERTY RIGHTS ELEMENT; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY, AND PROVIDING AN EFFECTIVE DATE.

Submitted By: Planning & Zoning



Meeting Agenda Item Coversheet

MEETING DATE:		4/11/2022	Submitted By: Planning & Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		SECOND READING & ADOPTION OF ORDINANCE NO. 2022-01: AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING AN AMENDMENT TO ITS COMPREHENSIVE DEVELOPMENT PLAN IN ACCORDANCE WITH THE MANDATES SET FORTH IN SECTION 163.3184, <u>FLORIDA STATUTES</u> , TO ADD AND ADOPT A PRIVATE PROPERTY RIGHTS ELEMENT; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY, AND PROVIDING AN EFFECTIVE DATE.		
STAFF RECOMMENDATION: (MOTION READY)		Motion to adopt Ordinance 2022-01 – Comprehensive Plan Text Amendment to add and adopt a Private Property Rights Element.		
SUMMARY and/or JUSTIFICATION:		The proposed City-initiated text amendment would revise the Comprehensive Plan to meet legislative requirements in House Bill 59 – Growth Management. House Bill 59 modified Chapter 163.3177, Florida Statutes to require a Property Rights Element as an additional required Element in local government comprehensive plans. The proposed Element is included in Attachment A.		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):	X	OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Ordinance 2022-01 New Comprehensive Plan Element "Private Property Rights Element"			
SELECT, if applicable	RESOLUTION:		ORDINANCE: 2022-01	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <u>Please keep text indented.</u></i>				
FISCAL IMPACT (if any):				\$

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING AN AMENDMENT TO ITS COMPREHENSIVE DEVELOPMENT PLAN IN ACCORDANCE WITH THE MANDATES SET FORTH IN SECTION 163.3184, FLORIDA STATUTES, TO ADD AND ADOPT A PRIVATE PROPERTY RIGHTS ELEMENT; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State Legislature of the State of Florida has mandated that all municipalities adopt comprehensive plans to regulate development and planning with regard to land within their corporate limits; and

WHEREAS, the State Legislature of the State of Florida has also mandated that all municipalities shall include in their Comprehensive Development Plans a property rights element to ensure that private property rights are considered in local decision-making; and

WHEREAS, all amendments to the Comprehensive Development Plan must be adopted in accordance with detailed procedures which must be strictly followed; and

WHEREAS, the City of Westlake, Florida, has carefully prepared an amendment to its Comprehensive Development Plan in order to add a Property Rights Element; and

WHEREAS, the City of Westlake has held all duly required public hearings; both prior to submission of the proposed amendments of the plan to the State Department of Economic Opportunity and after the proposed amendment of the plan was returned to the City of Westlake, in accordance with Chapter 163.3184, Florida Statutes; and

WHEREAS, the City Council desires to adopt certain amendments to its current Comprehensive Development Plan to guide and control the future development of the City, and to preserve, promote and protect the public health, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, THAT:

Section 1. The City of Westlake Comprehensive Development Plan is hereby amended to add a “Private Property Rights Element”, as follows:

CHAPTER 10

PRIVATE PROPERTY RIGHTS ELEMENT

- Goal PPR 1.0.0** Ensure private property rights are considered in local decision-making to respect judicially acknowledged and constitutionally protected private property rights and with respect for people’s rights to participate in decisions that affect their lives and property.
- Objective PPR 1.1.0** Private property rights shall be considered in local decision-making based upon the following policies.
- Policy PPR 1.1.1** Property owners shall have the right to physically possess and control their interests in the property, including easements, leases, or mineral rights.
- Policy PPR 1.1.2** Property owners shall have the right to use, maintain, develop, and improve their property for personal use or the use of any other person, subject to state law and local ordinances.
- Policy PPR 1.1.3** Property owners shall have the right to privacy and to exclude others from the property to protect the owner’s possessions and property.
- Policy PPR 1.1.4** Property owners shall have the right to dispose of their property through sale or gift.
- Objective PPR 2.1.0** Decision-making will be transparent, reliable, and predictable so that all people may participate in decisions that affect their lives and property.
- Policy PPR 2.1.1** All development applications, including comprehensive plan amendments, shall be made available for public review and an affected person/party shall be provided equal opportunity for participation of in all associated hearings.

Section 2. A copy of the Comprehensive Development Plan, as amended, is on file in the office of the City Clerk, City of Westlake, Florida.

Section 3. The City of Westlake is hereby directed to transmit within ten (10) working days after adoption one (1) paper copy and two (2) electronic PDF format copies of the amendment to the current Comprehensive Development Plan to the State Land Planning Agency, along with one copy to any other agency or unit of local government that timely provided comments in accordance with Section 163.3184(3)(c)2, Florida Statutes.

Section 4. Each and every other section and subsection of the City of Westlake Comprehensive Development Plan shall remain in full force and effect as previously adopted.

Section 5. All Ordinances or parts of Ordinances in conflict be and the same are hereby repealed.

Section 6. Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

Section 7. Specific authority is hereby given to codify this Ordinance and make it part of the City's Comprehensive Development Plan.

Section 8. This plan amendment shall not become effective until 31 days after the State Land Planning Agency notifies the City that the plan amendment is complete. If timely challenged, this amendment does not become effective until the State Land Planning Agency or Administration Commission enters a final order determining the adopted amendment to be in compliance in accordance with Section 163.3184(3)(c)4, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective.

Section 9. **Effective Date:** This ordinance shall be effective upon adoption on second reading.

City of Westlake
JohnPaul O'Connor, Mayor

Zoie Burgess, City Clerk

APPROVED AS TO LEGAL FORM:

OFFICE OF THE INTERIM CITY ATTORNEY

File Attachments for Item:

A. MSP-2021-07: Application of Christ Fellowship Church for a Master Signage Plan for one (1) story, 38,155 square foot Worship Center. Pursuant to Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes nine (9) waivers for Principal Tenant Wall Signs. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.

Submitted By: Planning and Zoning



Meeting Agenda Item Coversheet

MEETING DATE:		4/11/22	Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		MSP-2021-07: Application of Christ Fellowship Church for a Master Signage Plan for one (1) story, 38,155 square foot Worship Center. Pursuant to Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes nine (9) waivers for Principal Tenant Wall Signs. The subject application is located at 16561 Waters Edge Drive, Westlake, Florida, 33470.		
STAFF RECOMMENDATION: (MOTION READY)		Motion to Approve MSP-2021-07 Christ Fellowship Master Signage Plan		
SUMMARY and/or JUSTIFICATION:		<p>The previously approved Christ Fellowship Worship Center is a one (1) story building, 38,155 sq. ft. facility with 800 seats. The site also included an additional 25,00 sq. ft. future development structures. The subject parcel is located in Pod J adjacent to the site of the International Soccer Training Facility (ISTF).</p> <p>The applicant is requesting approval for a Master Signage Plan per Chapter 6. Sign. Section 6.9 Master Sign Plan. The subject application includes one (1) monument sign and four (4) walls signs; one (1) wall sign on each the east and west elevation, and two (2) wall signs on the south elevation. The applicant is requesting a total of nine (9) waivers for the Principal Tenant Wall signs</p>		
SELECT, if applicable	AGREEMENT:			BUDGET:
	STAFF REPORT:		X	PROCLAMATION:
	EXHIBIT(S):		X	OTHER:
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Sheet Final Staff Report Application Justification Statement Christ Fellowship Exterior Signage Exterior Signage		
SELECT, if applicable		RESOLUTION:		ORDINANCE:
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is not a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <u>Please keep text indented.</u>				
FISCAL IMPACT (if any):				\$



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 #	<input type="text"/>

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

PROJECT ADDRESS: 16561 Waters Edge Drive

DESCRIPTION OF PROJECT: Christ Fellowship Church West Campus - Master Sign Plan

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

Estimated project cost: TBD

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

Address: 5343 Northlake Boulevard, Palm Beach Gardens

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

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

Name: Cotleur & Hearing

Address: 1934 Commerce Lane, Suite 1

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

II. LAND USE & ZONING

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

III. ADJACENT PROPERTIES

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

V. OWNER/APPLICANT ACKNOWLEDGEMENT AND CONSENT

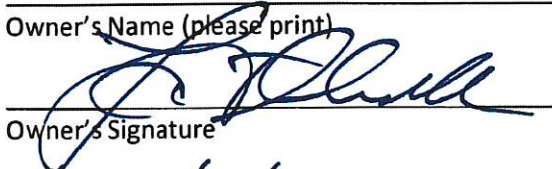
Consent statement (to be completed if owner is using an agent)

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)



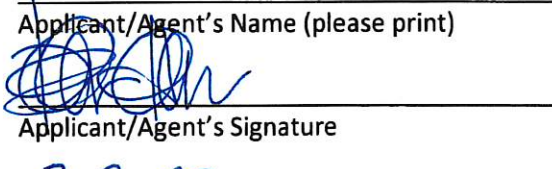
 Owner's Signature

2/2/22

 Date

Donaldson E. Hearing

 Applicant/Agent's Name (please print)



 Applicant/Agent's Signature

2-2-22

 Date

***Christ Fellowship Church
West Campus
Master Sign Plan
Justification Statement***

~~February 8, 2022~~

Revised March 08, 2022

Introduction

The subject application is a request for a master sign plan for the previously approved Christ Fellowship Church West Campus site located within the Westlake Traditional Town Development (TTD), Pod J. 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

Pod J is part of Minto's vested development on its property within the City of Westlake located East and West of Seminole Pratt Whitney Blvd., South of 60th Street North, and North of 50th Street N, East of Mead Hill Drive, and 44th Street North, East of 190th Terrace North and West of 140th Avenue North. Per the City's Comprehensive Plan, the Woodlands site lies within the R1 and R2 Future Land Use designation and the R1 and R-2 Zoning districts.

Historic and Recent Planning and Zoning Entitlements

Prior to the City's incorporation, Palm Beach County issued several Development Orders to Minto permitting development on Minto's property that is now within the City of Westlake. Specifically, the County approved Resolution 2014-1646 (as later amended by 2014-1892) rezoning the Westlake Property, and Resolutions 2014-1647 and 2014-1648 approving Hotel and College/University as requested uses on the Westlake Property. At that same time, Palm Beach County revised its Comprehensive Plan and Unified Land Development Code ("ULDC") to facilitate development of the Westlake Property pursuant to Ordinances 2014-030 and 2014-031. At the same time, to address the County's traffic concurrency requirements related to the approved density and intensity, Minto entered into a Proportionate Fair Share Agreement with Palm Beach County dated October 29, 2014.

Subsequent to incorporation, Minto proceeded with the development of its property pursuant to the County Development Orders and the Interim Code. The City has adopted its own Comprehensive Plan and implementing land development regulations. Furthermore, most of the conditions of approval contained in the County development orders have either been completed or are superseded by the City’s Comprehensive Plan, Land Development Regulations and state law. As a result, on December 01, 2021, Minto notified the City of Westlake of its intention to hereinafter proceed under § 163.3167(5) to complete development of its density and intensity vested by the Proportionate Fair Share Agreement and state law, pursuant to the City’s Comprehensive Plan and Land Development Regulations.

Subject Request

The Applicant is requesting approval of a master sign plan 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. An amendment to the site plan was subsequently approved by Development Order on December 06, 2021.

The Applicant is proposing one monument sign to be located on the southwest corner of Seminole Pratt Whitney Road and Waters Edge Drive. There are four (4) total wall signs on the building proposed; one (1) each on the east and west elevation and two (2) on the south elevation. The south elevation is the front of the building, facing Waters Edge Drive, although substantially set back from this ROW (239.6’feet).

One of the two south elevation signs will be 6’ high and consist of 3 lines (1 message) “Christ Fellowship Church”, positioned to the right of the CF Logo, which will also be 6’ high. This sign is located over the main entrance of the building. The total copy area of this sign is approximately 106sf, exceeding the 90sf code requirement for Principal Tenant Wall Signs, by approximately 16sf. **(Refer to the “Waiver Table” below for a summary of waivers being requested for this sign).**

The second south elevation wall sign will be located over a separate secondary entrance, “Christ Fellowship kids”. This sign will be 29sf in copy area, which is well below the 90sf code requirement, noted above, by 61sf. **The overall copy area of both signs combined totals 135sf, resulting in a waiver request for approval of the additional 45sf of copy area.** As mentioned earlier, the setback of this building from Waters Edge Drive is substantial at 239.6 feet, at a minimum. The increase in copy area size is warranted for adequate identification and way finding from the ROW, as if this was a multi-tenant building.

The west elevation of the building proposes only one (1) wall sign on the entire 141.5 feet of this elevations area. In addition, this elevation is set back almost 500 feet from the ROW of Seminole Pratt Whitney. These conditions call for a larger, more visible sign. A 7.2” high sign consisting of 3 lines (1 message) “Christ Fellowship Church” positioned to the right of the CF

Logo, which will also be 7.2” high is proposed. The total copy area of this sign consists of 144.37 sf, exceeding the 90sf code allowance by approximately 54sf. **The applicant is requesting a waiver for the sign height and increased copy area. (Refer to the Waiver Table below).**

The east elevation of the building also proposes only one (1) wall sign on the entire 147.5 feet of this elevations area. In addition, this elevation is set back just over 500 feet from the ROW of Ilex Way. The Applicant is proposing 5’ high sign consisting of 3 lines (1 message) “Christ Fellowship Church” positioned to the right of the CF Logo, which will also be 5’ high. The total copy area of this sign consists of approximately 71 sf and is well under the 90sf code allowance by approximately 19sf. **The applicant is requesting a waiver for the sign height. (Refer to the Waiver Table below).**

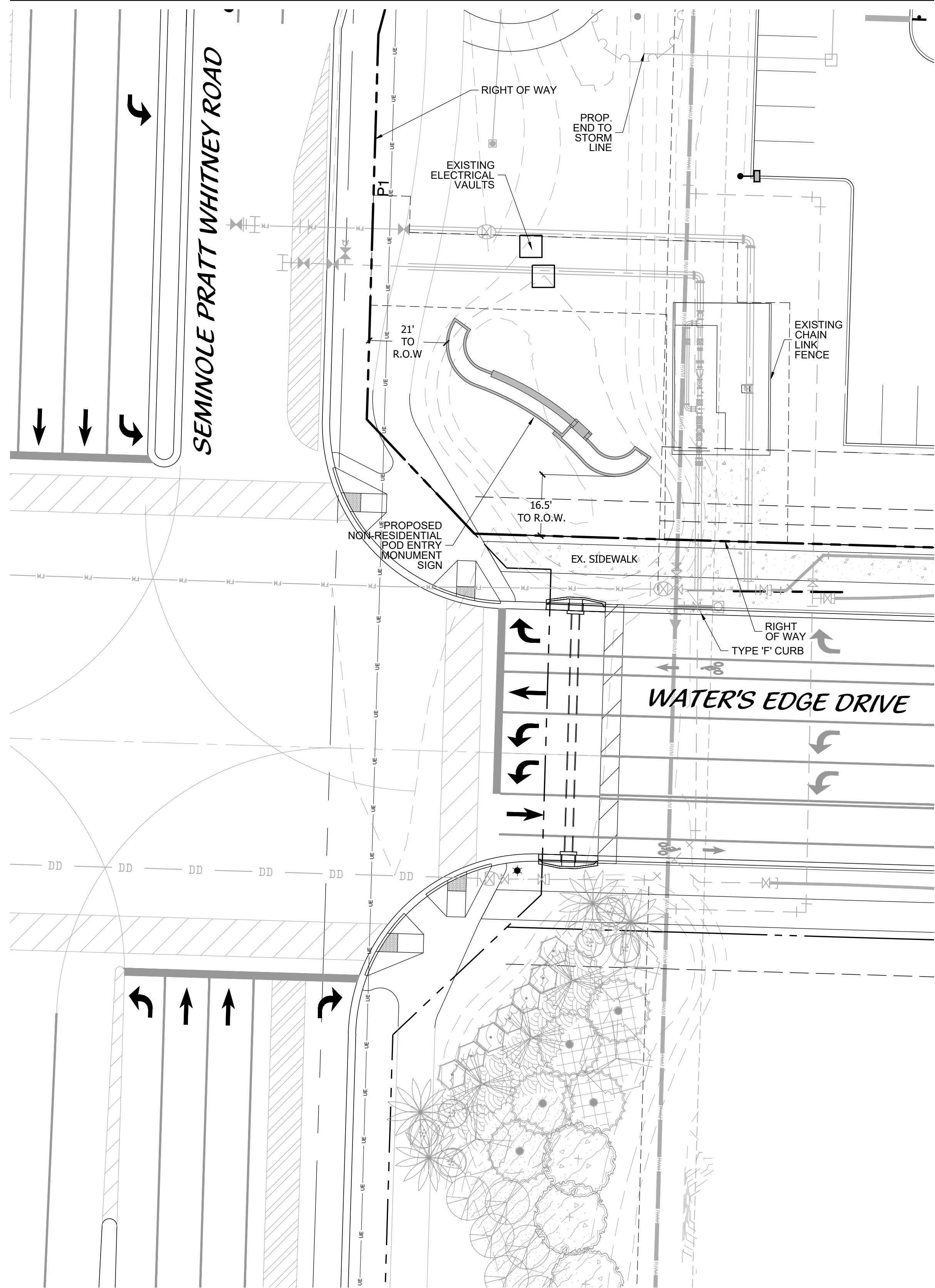
Conclusion

The Applicant is requesting approval of this master sign plan to the Christ Fellowship Church West Campus Master Sign Plan as presented, with three (3) waiver requests as described above. A color sign plan booklet is included detailing each sign and their location as identified. 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.

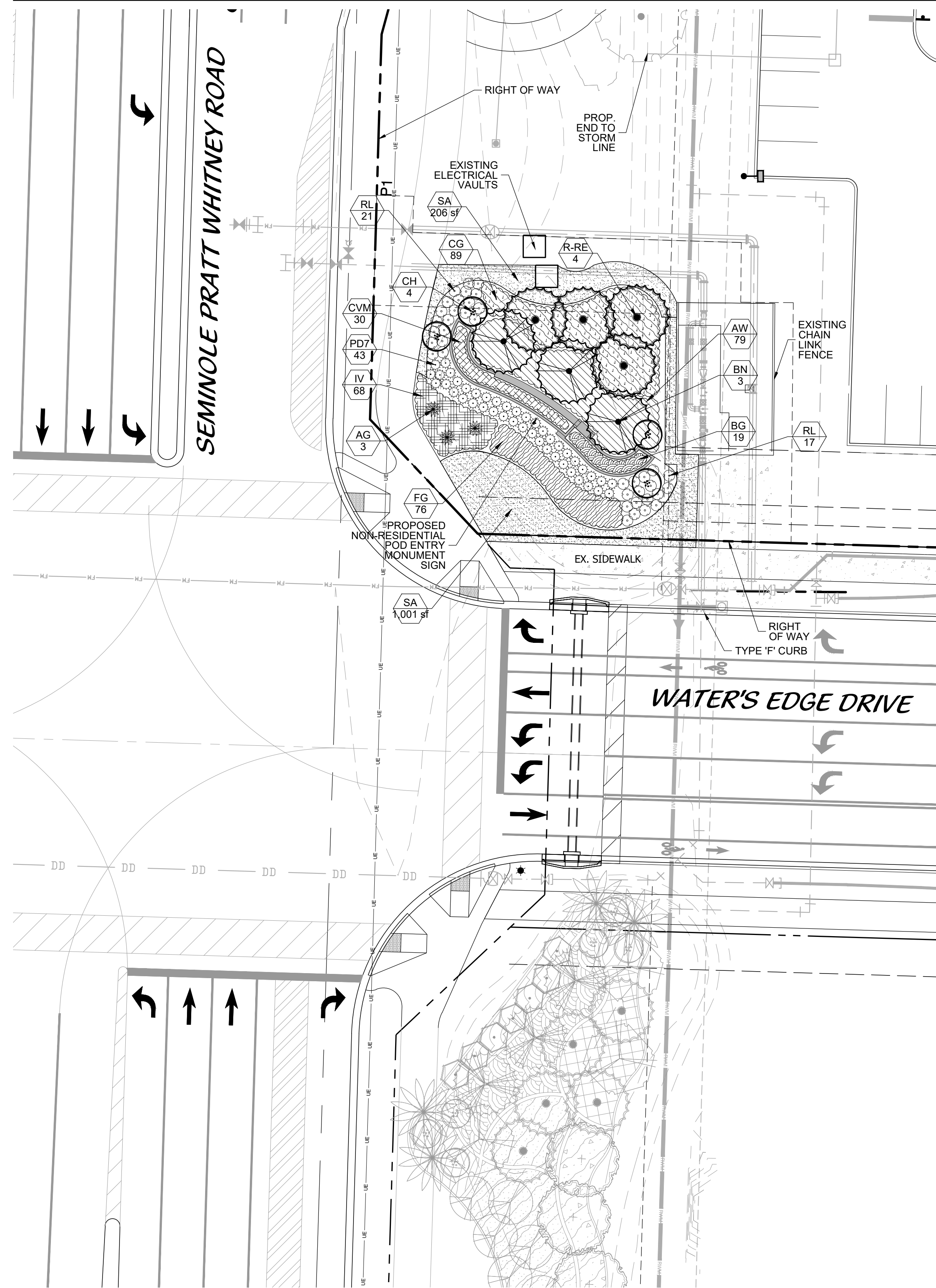
WAIVER TABLE

Sign Type	Code Requirement	Applicant Request	Deviation
Wall Sign for Principal Structure or Building Identification or Principal Tenant PRINCIPAL TENANT WALL SIGNS	1 sign per Bldg., as follows:	4 signs per Bldg.	+ 3 signs
South Elevation , 1 of 2 (over main entrance) <i>(Logo) Christ Fellowship Church</i>	Copy – 1 sign or 1 message Copy Area – 90 sf. Letter Height – 36”	Copy – 1 message with 6’ Logo Copy Area – 106 sf. Letter Height – 55 ¼”	+ 6’ Logo + 16 sf. + 19”
South Elevation, 2 of 2 (secondary entrance) <i>Christ Fellowship kids</i>	Letter Height – 36”	Letter Height – 48”	+ 12”
West Elevation <i>(Logo) Christ Fellowship Church</i>	Copy – 1 sign or 1 message Copy Area – 90 sf. Letter Height – 36”	Copy – 1 message with 7’-2” logo Copy Area – 144.37 sf. Letter Height – 48”	+ 7’-2” Logo + 54.37 sf. + 12”
East Elevation <i>(Logo) Christ Fellowship Church</i>	Letter Height – 36”	Letter Height – 36.10”	+ 10”

LAYOUT PLAN

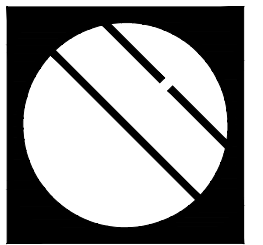


LANDSCAPE PLAN



PLANT LIST

PLANT CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT	CAL	SIZE	NATIVE	REMARKS
PALM TREES								
BN	3	BISMARCKIA NOBILIS	RELOCATED BISMARCK PALM	N/A	N/A	6' WD	N	FULL CANOPY, FL #1 OR BETTER
CH	4	CHAMAEROPS HUMILIS	EXISTING EUROPEAN FAN PALM	45 GAL. OR F.G.	N/A	6' HT.	N	MULTI TRUNK, FULL HEADS, 1" CT MIN. PER TRUNK, FL #1 OR BETTER
R-RE	4	ROYSTONIA ELATA	RELOCATED ROYAL PALM	EXISTING	N/A	EXISTING	Y	RELOCATED ROYAL PALM
SHRUBS								
AG	3	AGAVE AMERICANA 'GAINESVILLE BLUE'	GAINESVILLE BLUE AGAVE	15 GAL.		4" O.A.	A.S.	FULL
PD7	43	PODOCARPUS MACROPHYLLUS 'DWARF PRINGLES'	DWARF PODOCARPUS	7 GAL.		2.5' X 2.5'	A.S.	FULL & THICK
RL	39	RONDELETIA LEUCOPHYLLA	PANAMA ROSE	3 GAL.		2' X 2'	A.S.	FULL & THICK
SHRUB AREAS								
AW	79	ACALYPHA WILKESIANA 'MACROPHYLLA'	RED COPPERLEAF	3 GAL.		18" X 18"	Y	FULL & THICK
BG	19	BOUGAINVILLEA 'MS. ALICE'	MS. ALICE BOUGAINVILLEA	3 GAL.		18" X 18"	N	FULL & THICK
CG	89	CLUSIA GUTTIFERA	SMALL LEAF CLUSIA	7 GAL.		36" X 24"	N	FULL & THICK
CVM	30	CODIAEUM VARIEGATUM 'MANGO'	MANGO CROTON	3 GAL.		18" X 18"	N	FULL & THICK
FG	76	FICUS MICROCARPA 'GREEN ISLAND'	GREEN ISLAND FICUS	3 GAL.		12" X 12"	N	FULL & THICK
IV	68	ILEX VOMITORIA 'STOKES DWARF'	DWARF YAUPON HOLLY	3 GAL.		12" X 12"	Y	FULL & THICK
SOD								
SA	1,207 sf	STENOTAPHRUM SECUNDATUM 'FLORATAM'	FLORATAM SOD	SO. FT.				FULL, WEED AND DISEASE FREE

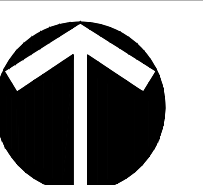


Cotleur & Hearing

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
Non Residential Pod Entry Monument Sign
Christ Fellowship
 City of Westlake, Florida

DESIGNED	DEH
DRAWN	AGB
APPROVED	DEH
JOB NUMBER	19-0202
DATE	08-24-21
REVISIONS	03-08-22



Scale: 1" = 20'

March 08, 2022 10:03:44 a.m.
Drawing: 190202 MONUMENT SIGN-GS.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.



**Christ
Fellowship
CHURCH**

SIGN PACKAGE

City of Westlake

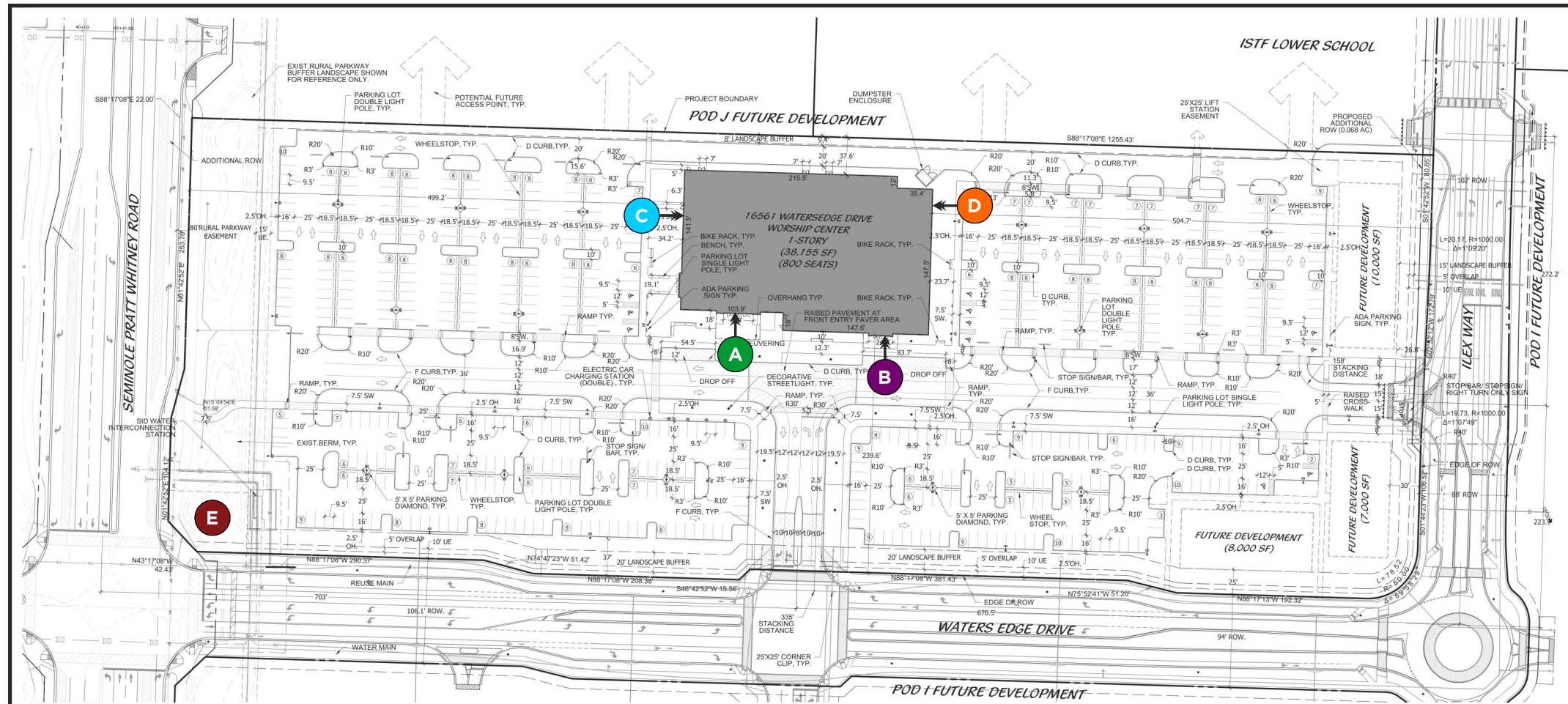


835 NW 6th Ave. Ft. Lauderdale, FL. 33311

Tel: 954.763-4410

www.artsignfl.com

MAP LEGEND



SITE DATA

NAME OF APPLICATION	CHRIST FELLOWSHIP CHURCH WEST CAMPUS
APPLICATION NUMBER	SPR-2021-04
PROJECT NUMBER	CH 19-0202
LAST BCC APPROVAL DATE	10/29/2014
RESOLUTION NUMBERS	10/29/2014
TIER	RURAL-1
FUTURE LAND USE DESIGNATION	CORPORATE/INDUSTRIAL
EXISTING ZONING DISTRICT	MIXED USE
OVERLAY	AGRICULTURAL ENCLAVE OVERLAY
SECTION/TOWNSHIP/RANGE	12 / 43 / 12-00-000, 1010
PROPERTY CONTROL NUMBER(S)	77-40-43-12-00-000, 1010
EXISTING USE	VACANT AGRICULTURE/UTILITY
APPROVED USE	MURFEDC (2014)
PROPOSED USE	CHURCH/WORSHIP CENTER (2019)

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

TRACT 1	866,306 SF	12.771 AC
---------	------------	-----------

BUILDING DATA

WORSHIP CENTER (INCLUDES 5,000 SF OFFICE)	38,155 SF
FUTURE DEVELOPMENT	25,000 SF
TOTAL BUILDING AREA	63,155 SF
NO. OF FLOORS	1
MAX BUILDING HEIGHT	30 FEET

PARKING DATA

WORSHIP CENTER (800 SEATS)	200	PROVIDES(PACES)
WORSHIP CENTER OFFICE (5,000 SF)	17	17
FUTURE DEVELOPMENT OFFICE/RETAIL (25,000 SF)	100	100
TOTAL PARKING SPACES	317	317
ELECTRIC CHARGE STATION (INCLUDED IN TOTAL)	0	10 (5 DOUBLE STATIONS)
HANDICAP (INCLUDED IN TOTAL)	0	17
BIKE PARKING (% OF PARKING REQUIRED)	16	20 (4 STANDARD RACKS)

AREA CALCULATIONS

SF	AC	%
SEALING LOT COVERAGE	1,484	11.62%
ASPHALT/CONCRETE/PAVING FOOTPRINT	38,155	6.83%
CANOPY OVERHANGS/SPRINKLER TRAILER	1,800	0.21%
FUTURE PAVING AREAS	25,000	4.49%
VEHICULAR USE AREA	300,443	7.05%
SIDEWALKS & PATIOS	32,854	0.75%
OPENSPACE	102,323	4.89%
TOTAL	866,306	100.00%

SETBACKS

FEET	
FRONT(SOUTH)	230.6
REAR(NORTH)	37.6
SIDE(EAST)	304.7
SIDE(WEST)	499.2

NOTE: SITE PLAN BASED ON SURVEY PROVIDED BY GEOPORT SURVEYING, INC. SIGNED AND SEALED BY GARY WAGANON ON 04-24-20

PROJECT TEAM

PROPERTY OWNER
CHRIST FELLOWSHIP CHURCH
1934 COMMERCE LANE, SUITE 1
JUPITER, FLORIDA 33408
PHONE: 561-747-8338
FAX: 561-747-1377

SURVEYOR
ENGINEERING DESIGN & CONSTRUCTION, INC.
10250 SW VILLAGE PARKWAY, SUITE 201
PORT ST. LUCIE, FLORIDA 34987
PHONE: 772-462-2455

SITE PLANNER
COTLEUR & HEARING
1934 COMMERCE LANE, SUITE 1
JUPITER, FLORIDA 33408
PHONE: 561-747-8338
FAX: 561-747-1377

TRAFFIC ENGINEER
PINDER TROUTMAN CONSULTING, INC.
2065 VISTA PARKWAY, SUITE 111
WEST PALM BEACH, FLORIDA
PHONE: 561-295-9898
FAX: 561-664-6338

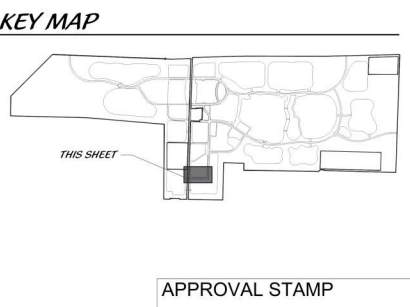
SEMINOLE IMPROVEMENT DISTRICT ENGINEER
FARMER BARLEY & ASSOCIATES, INC.
4450 NE 83RD ROAD
WILDLWOOD, FLORIDA 34785
PHONE: 352-748-2126
FAX: 352-748-0823

ENVIRONMENTAL CONSULTANT
EW CONSULTANTS, INC.
1900 NE MONTELEONE COMMONS BLVD, SUITE 208
STUART, FLORIDA 34996
PHONE: 772-281-8771
MOBILE: 772-485-1700

CIVIL ENGINEER
ENGINEERING DESIGN & CONSTRUCTION, INC.
10250 SW VILLAGE PARKWAY, SUITE 201
PORT ST. LUCIE, FLORIDA 34987
PHONE: 772-462-2455

LEGEND

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



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.

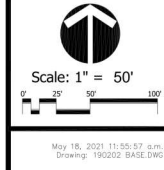
APPROVAL STAMP

Cotleur & Hearing
Landscape Architects
Land Planners
Environmental Consultants
1934 Commerce Lane
Suite 1
Jupiter, Florida 33458
561-747-8338 · Fax 747-1377
www.cotleurhearing.com
Lic# LC-C000239

- A** CHANNEL LETTERS
- B** PUSH THRU CABINET
- C** CHANNEL LETTERS
- D** CHANNEL LETTERS
- E** MONUMENT

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	10-16-19
	11-09-19
	11-21-19
	04-02-21
	05-19-21



May 18, 2021 11:50:37 AM
Drawing: 190202_BASE.DWG

SHEET 1 OF 1



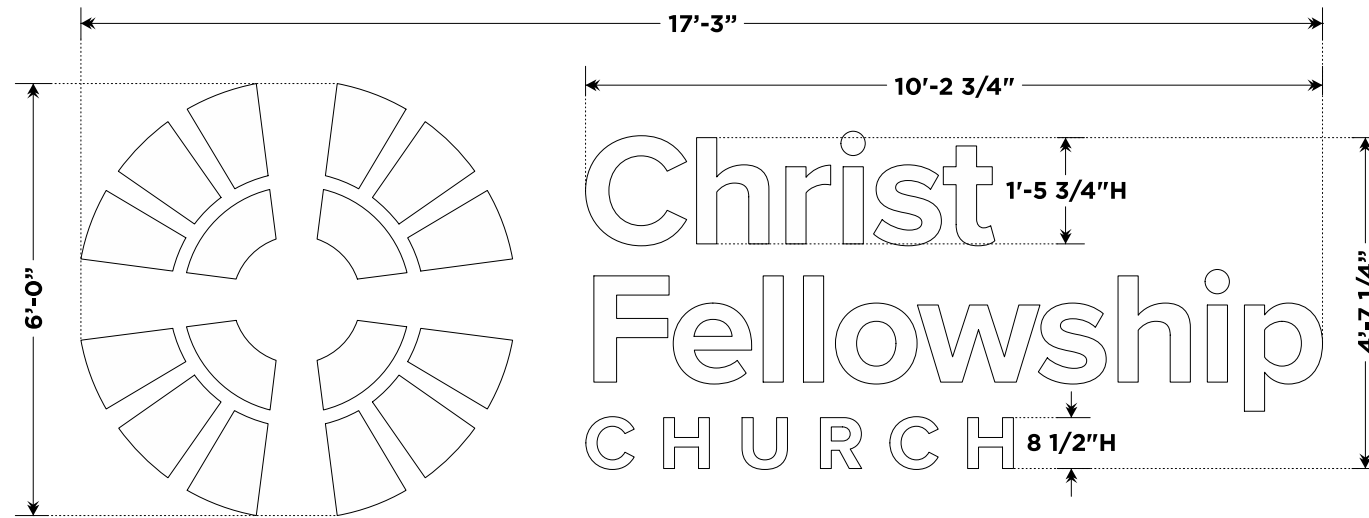
ART SIGN CO INC
835 NW 6TH AVE.
FT. LAUDERDALE, FL 33311
954.763.4410 | artsignfl.com

FILE: ChristFellowship_Exterior Signage_SM_V18
ADDRESS:
MUNICIPALITY: City of Westlake

SITE LOCATION PLAN

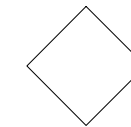
CLIENT APPROVAL:
START DATE: 08/05/2021 **SALE REP:** Tina **ARTIST:** Alisha

FRONT-LIT CHANNEL LETTERS



A2 MEASUREMENTS & SPECS

Scale: 3/8" = 1'

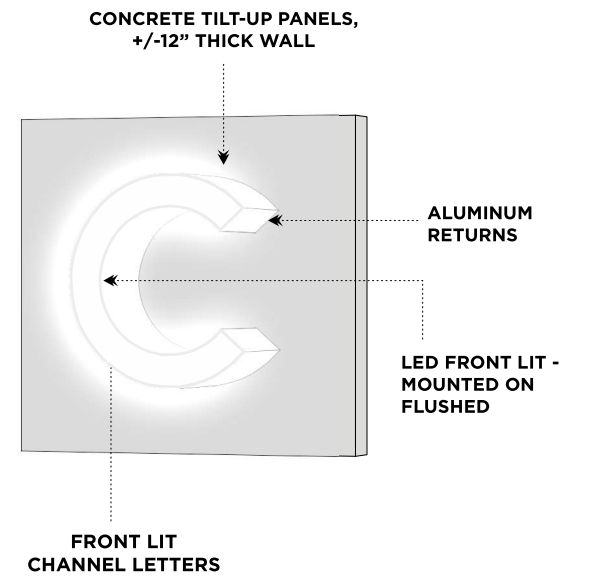


- Faces:** White
- Returns:** White
- Letter Style:** Avenir Heavy
- Allowed Sq. Ft:** 90 per elevation
- Proposed Sq. Ft:** 106.88



A1 SOUTH ELEVATION

Scale: 1/8" = 1'



PUSH THRU CABINET

push thru aluminum cabinet faced w/ vinyl



B2 MEASUREMENTS & SPECS
Scale: 1/2"= 1'

- Faces:** Teal
- Copy:** White / Blue
- Returns:** To match face
- Letter Style:** Logo
- Allowed Sq. Ft:** 90 per elevation
- Proposed Sq. Ft:** 29



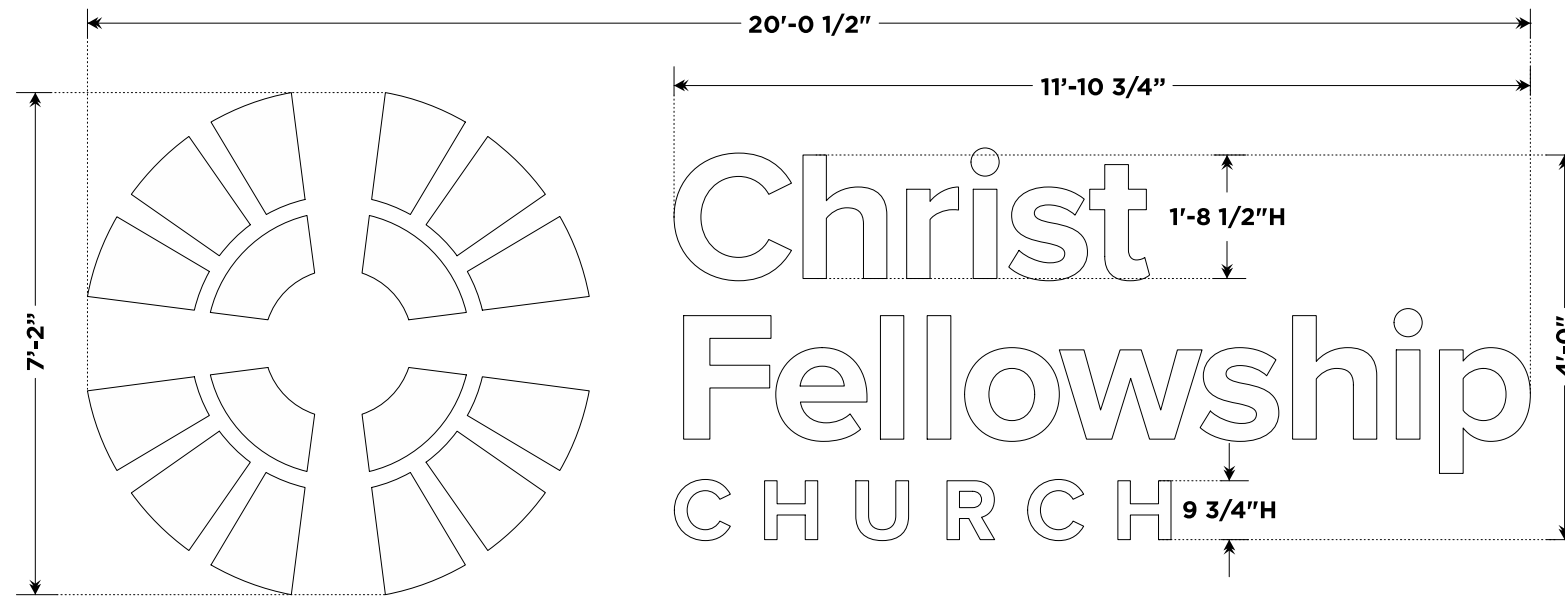
B1 SOUTH ELEVATION
Scale: 1/8"= 1'

ART SIGN CO INC
835 NW 6TH AVE.
FT. LAUDERDALE, FL 33311
954.763.4410 | artsignfl.com

FILE: ChristFellowship_Exterior Signage_SM_V18
ADDRESS:
MUNICIPALITY: City of Westlake

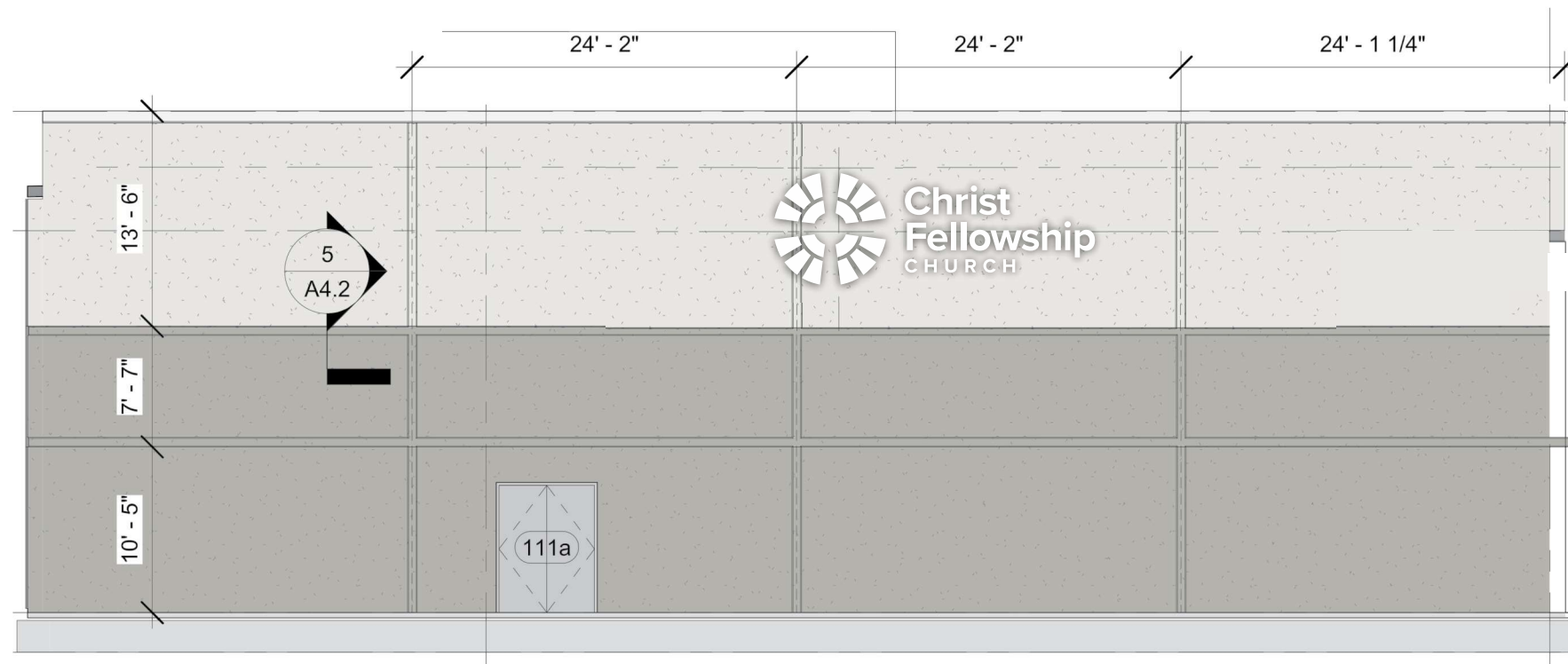
CLIENT APPROVAL:
START DATE: 08/05/2021 **SALE REP:** Tina **ARTIST:** Alisha

FRONT-LIT CHANNEL LETTERS

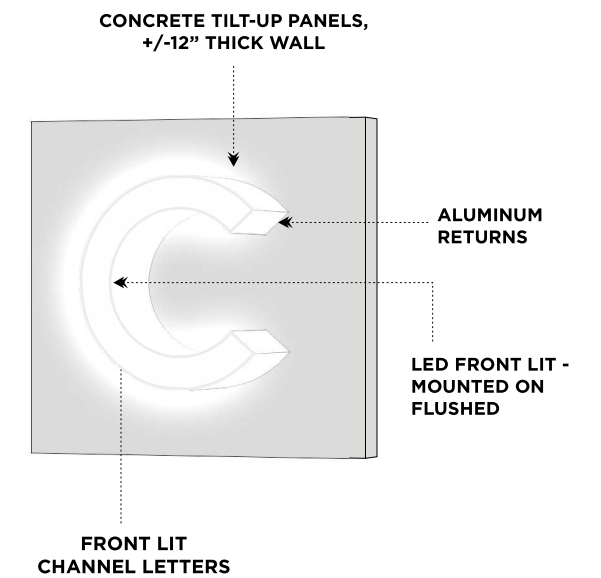


C2 MEASUREMENTS & SPECS
Scale: 3/8"= 1'

- Faces:** White
- Returns:** White
- Letter Style:** Avenir Heavy
- Allowed Sq. Ft:** 90 per elevation
- Proposed Sq. Ft:** 144.37



C1 WEST ELEVATION
Scale: 3/32"= 1'



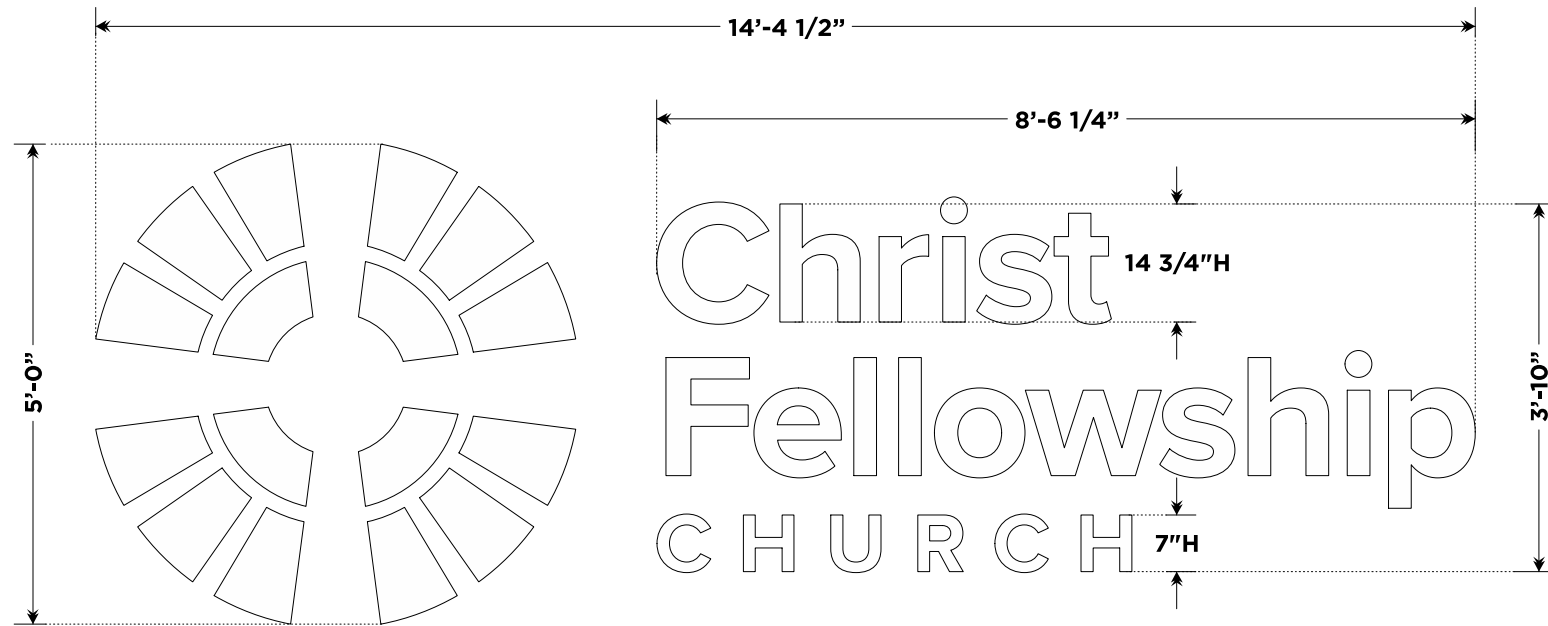
ART SIGN CO INC
835 NW 6TH AVE.
FT. LAUDERDALE, FL 33311
954.763.4410 | artsignfl.com

FILE: ChristFellowship_Exterior Signage_SM_V18
ADDRESS:
MUNICIPALITY: City of Westlake

CLIENT APPROVAL:
START DATE: 08/05/2021 **SALE REP:** Tina **ARTIST:** Alisha

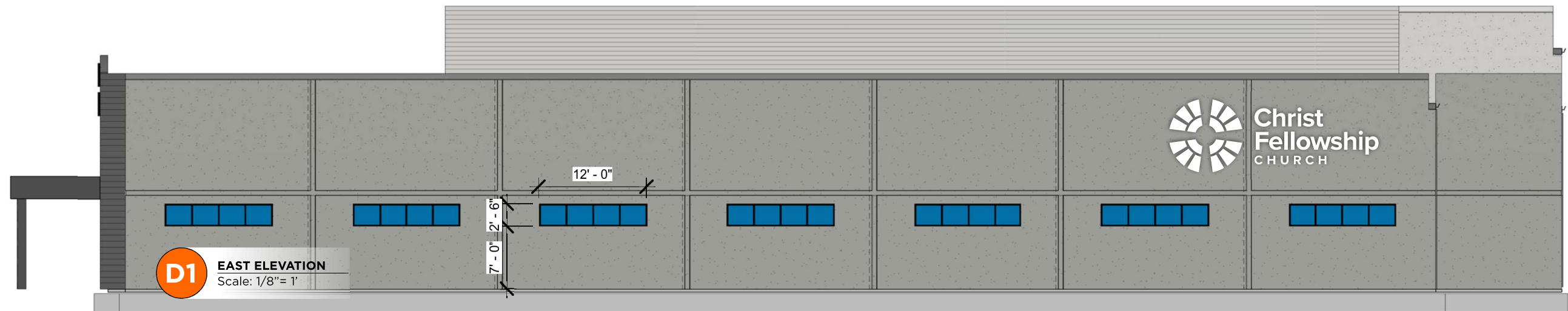
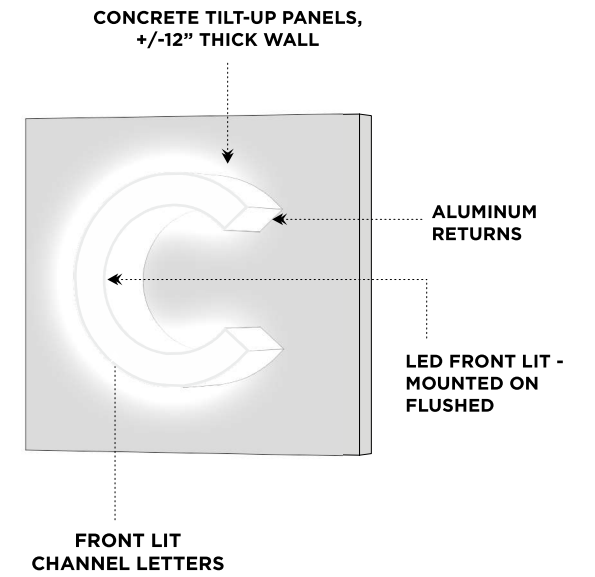
Colors shown on drawing are for presentation purposes. All colors must be confirmed initialed by project manager before painting. Any party accepting this document does so in confidence and agrees that it should not be duplicated, in whole or in part, nor disclose to others without the written consent of Art Sign Company, Inc. Reference copy list for copy/graphic specific to each sign location. Contractor shall verify all conditions on site and notify any variation from what is shown on the drawings before proceeding with fabrication.

FRONT-LIT CHANNEL LETTERS



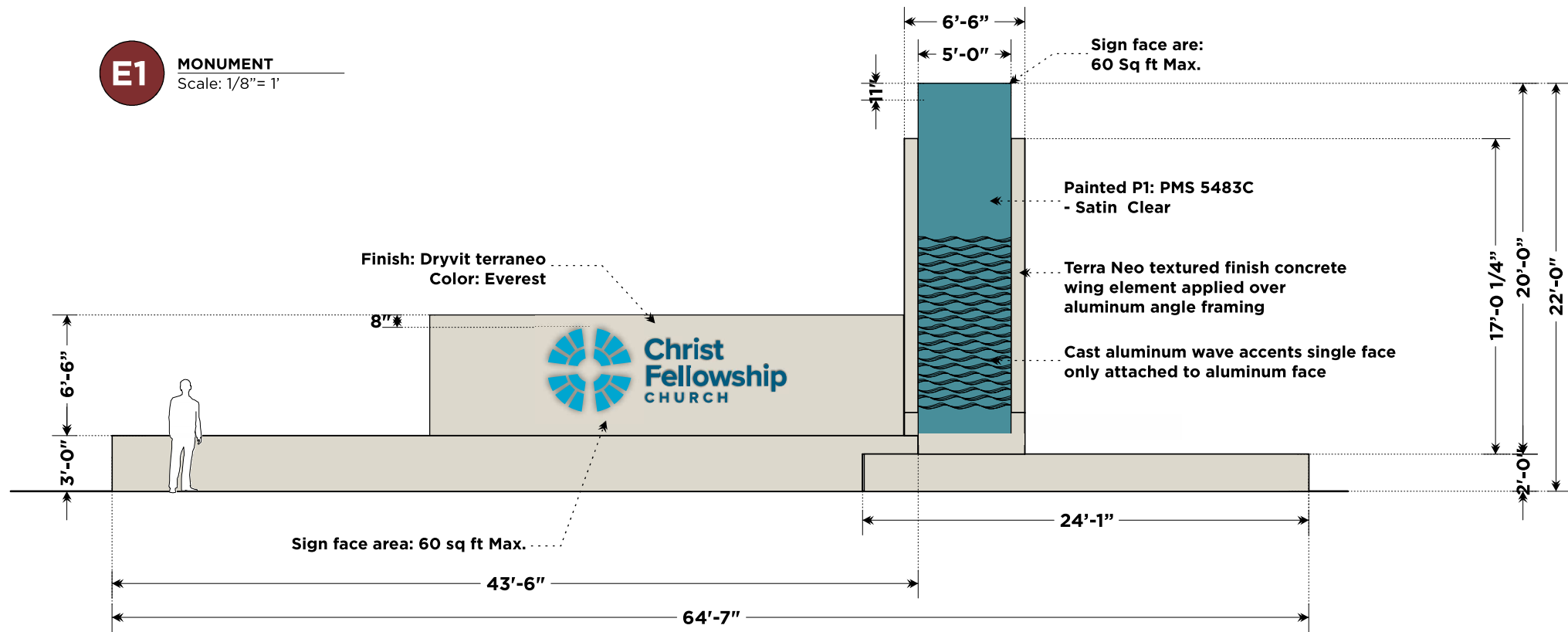
D2 MEASUREMENTS & SPECS
Scale: 3/8" = 1'

- Faces:** White
- Returns:** White
- Letter Style:** Avenir Heavy
- Allowed Sq. Ft:** 90 per elevation
- Proposed Sq. Ft:** 71.875



INTERNALLY-ILLUMINATED SINGLE SIDED MONUMENT SIGN W/ REVERSE CHANNEL LETTERS

E1 MONUMENT
Scale: 1/8" = 1'



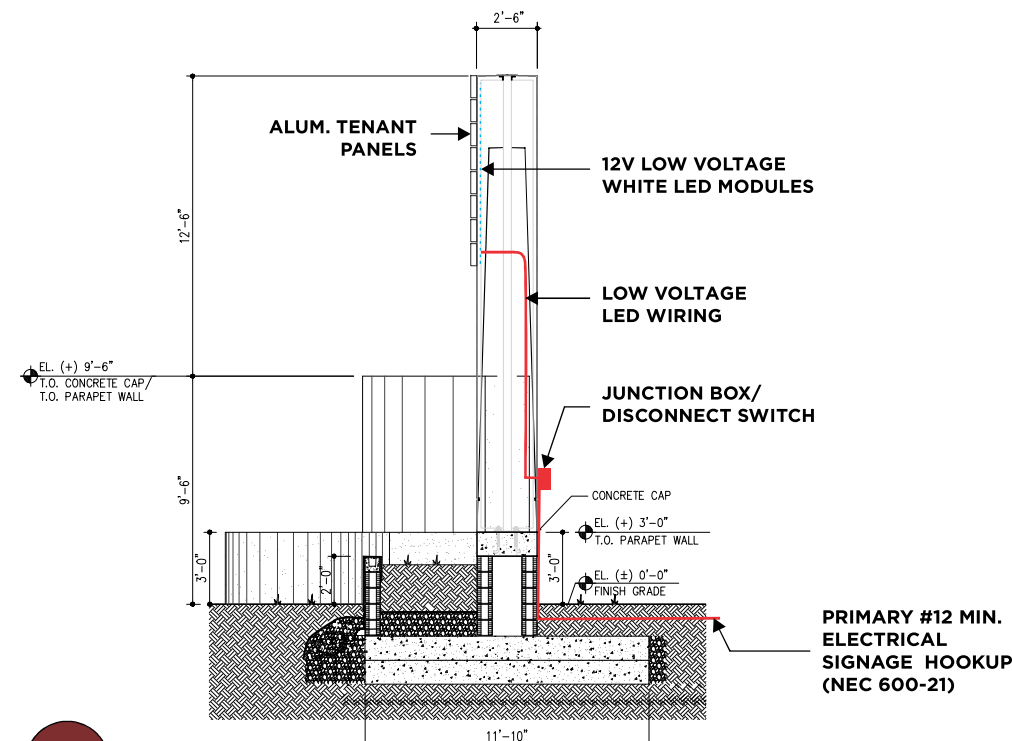
E2 MEASUREMENTS & SPECS
Scale: 1/8" = 1'



- Main cabinet color:** Dryvit Terraneo Everest
- Header color:** Grey PMS 3005
- Pole cover:** PMS 5483
- Embellishments:** Dryvit Terraneo
- Allowed Sq. Sign Area Ft.:** 60
- Proposed Sq. Sign Area Ft.:** 59.56



E3 COPY MEASUREMENTS
Scale: 1/4" = 1'



E4 SIDE VIEW
Scale: 1/8" = 1'

Broward & North Freestanding

1. Design, fabrication and construction to the following codes and specifications:

- A. The Florida Building Code (2020) 7th edition
- B. American Welding Society AWS D1.1-04 & D1.2
- C. American Concrete Institute building code requirements for structural concrete ACI 318-11

2. Structural Steel requirements:

- A. Plates, rolled shapes and bars shall be ASTM A36, or equal
- B. Standard pipe shall be ASTM A53, Grade B or equal (Fy=35 KSI)
- C. Structural tubing shall be ASTM A500, Grade B or equal (Fy=46 KSI)
- D. All bolted connections shall be made with ASTM A307 bolt or equal
- E. All anchors bolts shall be ASTM A307 or equal (flat washers at nut)
- F. All welds shall be made with E70XX electrodes or equal
- G. Structural steel shall be shop prime coated with a rust inhibitive primer

3. All field welds shall comply with AWS code by a AWS certified welder

4. NEC 2017 compliant.

5. All concrete shall have a minimum compressive strength at 28 days/ 3000 PSI

6. Grout shall be non-metallic and non-shrink with a minimum comprehensive strength of 5000 PSI at one day

7. All reinforced steel shall have a minimum yield strength of 60,000 PSI and shall conform to ASTM A615
All reinforcement steel shall be installed in accordance with ACI 318-11 with a minimum concrete cover of 3 inches

8. H.V.H.Z., section 1620 F.B.C., ASCE 7-16 170 MPH, exposure C, Category 2, Chapter 16.

9. All ferrous to non ferrous surfaces shall be separated by 3M #355 polyester clear tape or equal

ART SIGN CO INC
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FT. LAUDERDALE, FL 33311
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ADDRESS:
MUNICIPALITY: City of Westlake

CLIENT APPROVAL:
START DATE: 08/05/2021 **SALE REP:** Tina **ARTIST:** Alisha



City of Westlake

Planning and Zoning Department – Staff Report

City Council Meeting 4/11/2022

PETITION DESCRIPTION

PETITION NUMBER: MSP-2021-07 Christ Fellowship Master Signage Plan

OWNER: Christ Fellowship Church

APPLICANT: Cotleur & Hearing

ADDRESS: 16561 Waters Edge Drive

PCN: 77-40-43-12-00-000-1010

REQUEST: The applicant is requesting approval for a Master Signage Plan for Christ Fellowship Church, a one (1) story, 38,155 square foot Worship Center. Per Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes nine (9) waivers for Principal Tenant Wall Signs.

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 applicant is requesting approval for a Master Signage Plan per Chapter 6. Sign. Section 6.9 Master Sign Plan. The subject application includes one (1) monument sign and four (4) walls signs; one (1) wall sign on each the east and west elevation, and two (2) wall signs on the south elevation. The applicant is requesting a total of **nine (9)** waivers for the Principal Tenant Wall signs.

STAFF RECOMMENDATION

Based upon the facts and findings contained herein, the **Department of Planning and Zoning** recommends approval of the subject application without conditions.

BACKGROUND

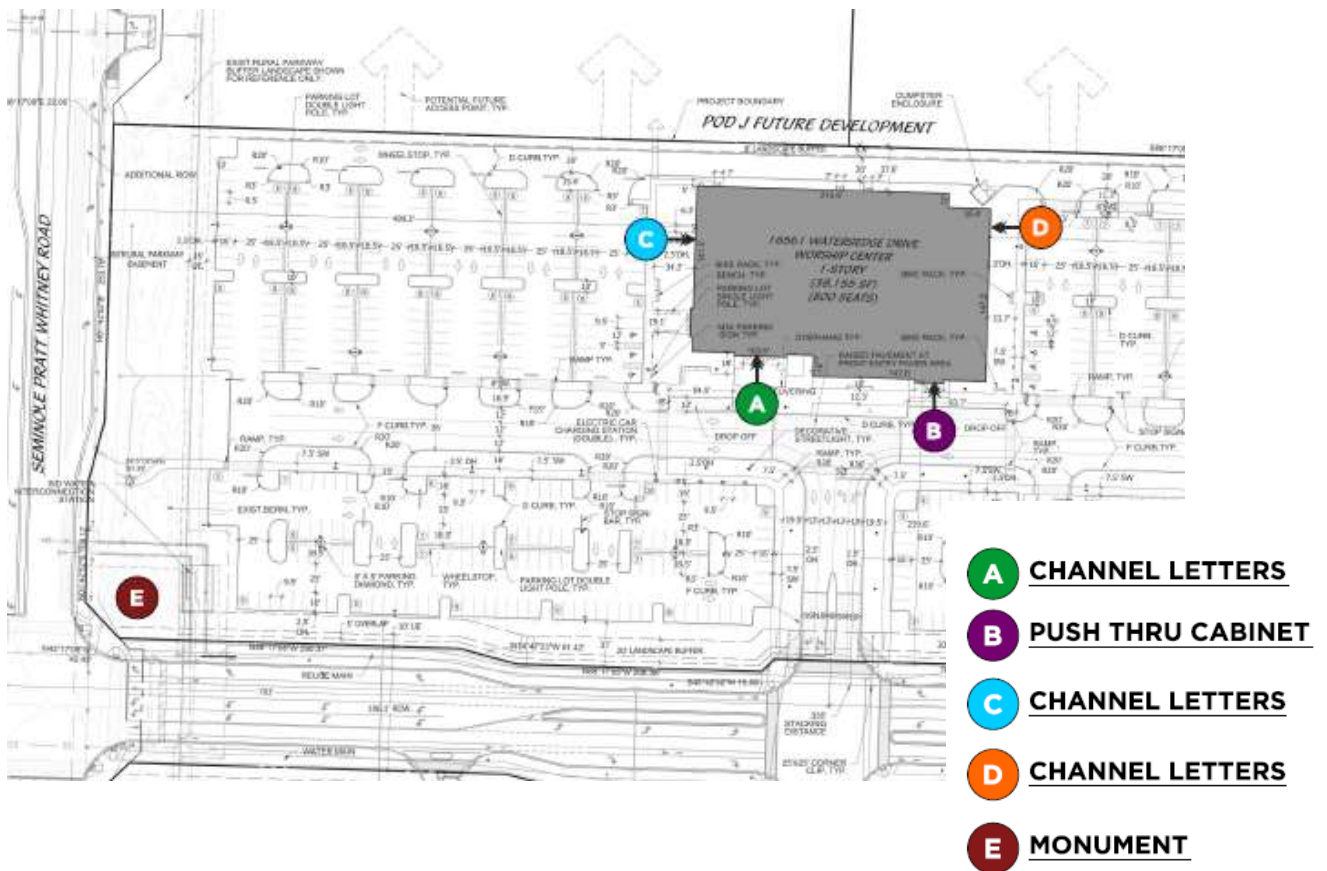
The subject site was originally approved by City Council on December 9, 2019, by Resolution 2019-39, to develop a one (1) story building, 38,155 square foot Worship Center (Christ Fellowship Church) with 800 seats. The site also included an additional 25,000 sq. ft. of future development. On December 6, 2021, the City Council approved a Site Plan Modification to allow a reduction of decorative pavers on the site entrance, and update the building façade colors. The subject parcel is located in Pod J adjacent to the approved, International Soccer Training Facility (ISTF) Master Site Plan.

STAFF ANALYSIS

The applicant is requesting approval of a Master Signage Plan for the Christ Fellowship Church development, per Chapter 6. Sign. Section 6.9 Master Sign Plan. The proposed signage plan includes the following:

- One (1) monument sign located on the southwest corner of Seminole Pratt Whitney Rd and Waters Edge Dr.
- Four (4) total wall signs. One (1) each on the east and west elevation and two (2) on the south elevation.

The proposed Master Signage Plan includes the following signs:



The applicant is also requesting a total of **nine (9)** waivers for the Principal Tenant Wall signs from Section 6.20. Table 6-1.

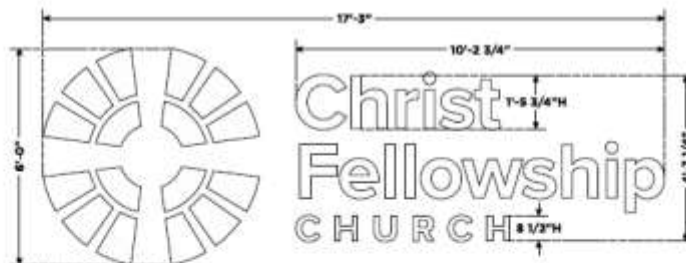
Per Chapter 6. Sign. Section 6.9 Master Sign Plan: *The City Council, at the time of development order or site plan approval or amendment, may waive one or more of the requirements of this chapter as part of a master sign plan. A master sign plan may be considered for two or more signs.*

(A) *The City Council may vary the size, setback requirements, number, and type of signs as part of a master sign plan application, provided the city council determines an application complies with the general intent and purpose of this chapter.*

As part of the subject Master Signage Plan, the applicant is requesting the following three (3) waivers to the **South Elevation, Main Entrance** building façade signage:

1. Number of Signs: The applicant is proposing an additional three (3) wall signs per **building**. Per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*, the code allows for one (1) Principal Tenant wall sign per building.
2. Logo: The applicant is proposing a logo included with the main entrance wall sign. Per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*, the code allows for one (1) wall sign or message per building.
3. Square Footage of Signs: The proposed sign for the south elevation (*Christ Fellowship Church sign*) is 106 sq.ft. However, the City Code maximum allowable square footage is 90 sq.ft., exceeding code requirements by 16 sq.ft.

SOUTH ELEVATION



As part of the subject Master Signage Plan, the applicant is requesting the following one (1) waiver to the **South Elevation, Kids Entrance** building façade signage:

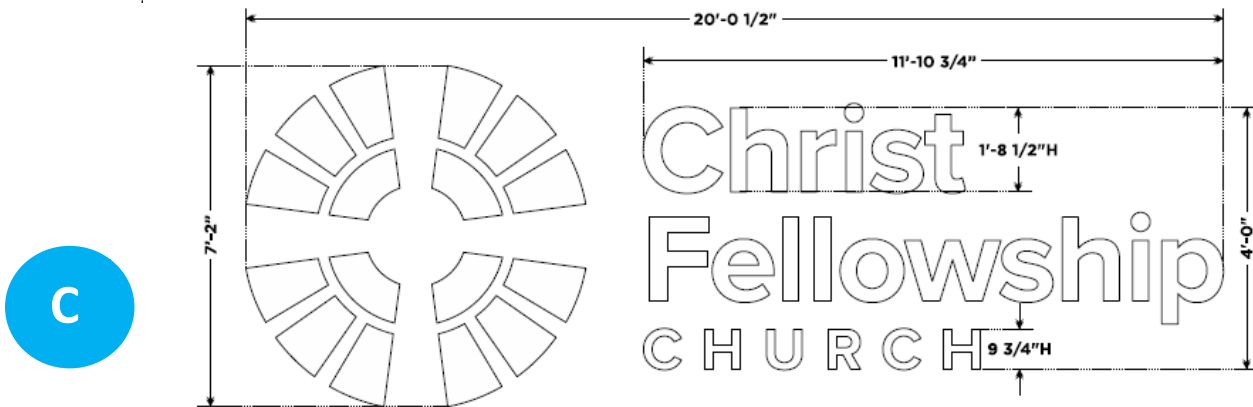
4. Height of Signs: The South elevation, *Christ Fellowship Kids*, wall sign is proposed as four (4) feet in height. However, per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*. The code maximum height is thirty-six (36) inches (3 feet).



WEST ELEVATION

As part of the subject Master Signage Plan, the applicant is requesting the following three (3) waivers to the **West Elevation** building(s) façade signage:

5. Height of Signs: The East elevation, *Christ Fellowship Church*, wall sign is proposed as seven (7) feet, two (2) inches in height for the logo and 4 (feet) in height for the message. However, per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*. The code maximum height is thirty-six (36) inches (3 feet).
6. Logo: The applicant is proposing a logo included with the west elevation wall sign. Per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*, the code allows for one (1) wall sign or message per building.
7. Square Footage of Signs: The proposed *Christ Fellowship Church* sign is 144.37 sq.ft on the west elevation. However, the City Code maximum allowable square footage is 90 sq.ft.

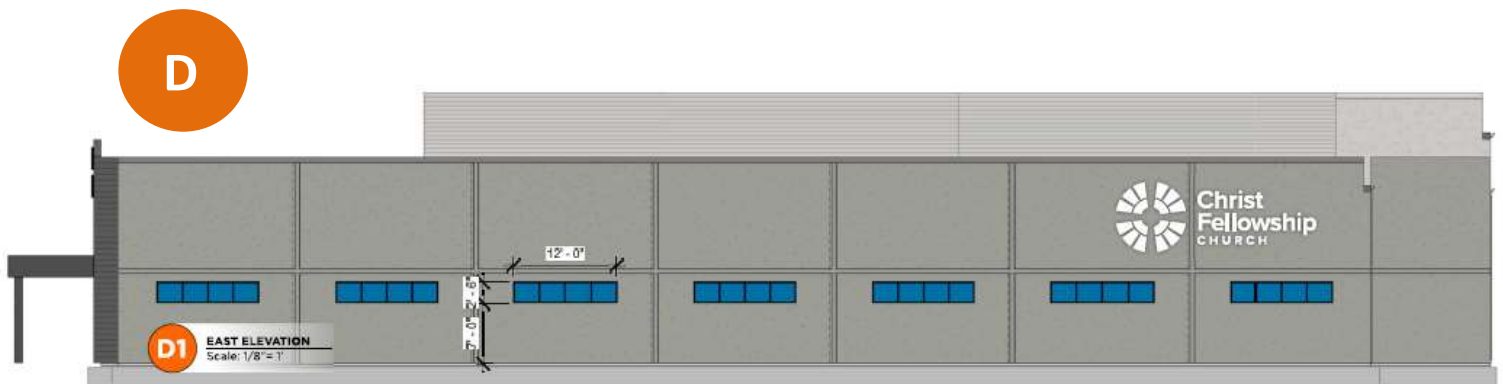


EAST ELEVATION

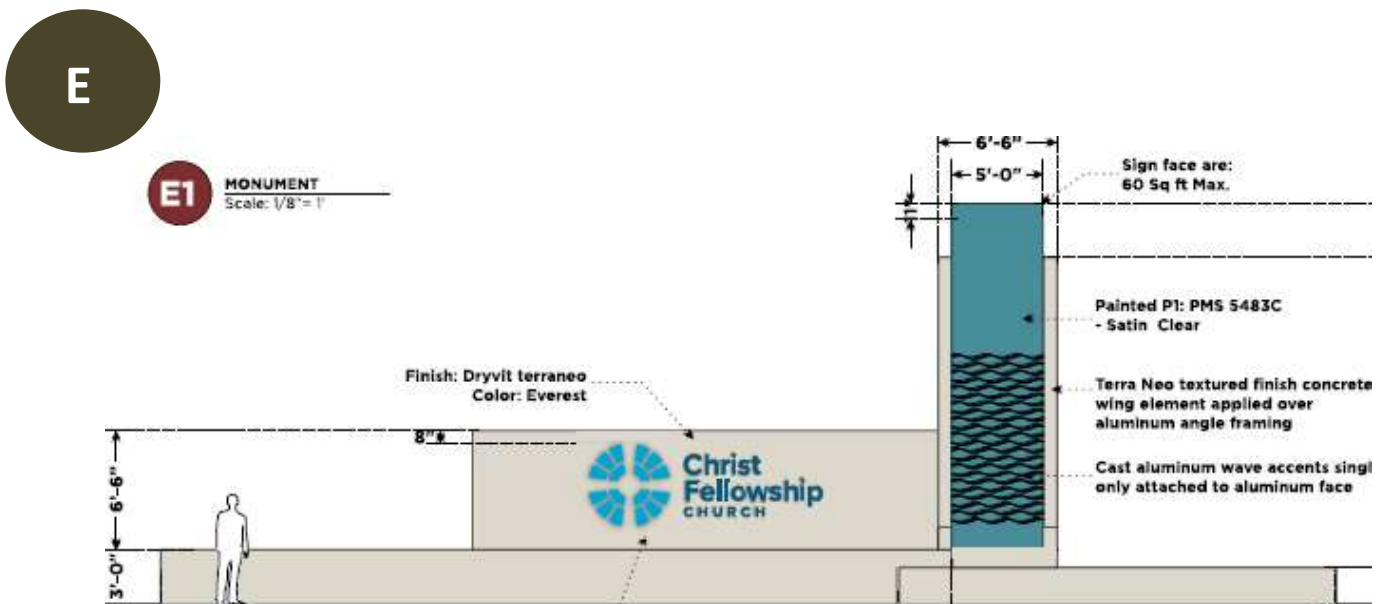
As part of the subject Master Signage Plan, the applicant is requesting the following two (2) waivers to the **East Elevation** building(s) façade signage:

8. Height of Signs: The East elevation, *Christ Fellowship Church*, wall sign is proposed as five (5) feet, in height. However, per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*. The code maximum height is thirty-six (36) inches (3 feet).

9. Logo: The applicant is proposing a logo included with the east elevation wall sign. Per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*, the code allows for one (1) wall sign or message per building.



MONUMENT SIGN - No waivers requested



FINAL REMARKS

MSP-2021-07 will be heard by the City Council on April 11, 2022. The public hearing was advertised in compliance with the City's code.

*Based upon the facts and findings contained herein, the **Planning and Zoning Department** recommends approval of the subject application.*

File Attachments for Item:

B. Appointment Request - Palm Beach County Transportation Planning Agency - Technical Advisory Committee (TAC)



2022 TPA Governing Board, Advisory Committee & Coordinating Board Meeting Dates

Meetings held at 301 Datura Street, West Palm Beach, FL 33401

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Governing Board 3 rd Thursday of most months at 9:00 a.m.		17	17	21	19	16	21		15	20		15
Technical Advisory Committee (TAC) 1 st Wednesday of most months at 9:00 a.m.		2	2	6	4	1	6		7	12*		7
Citizens Advisory Committee (CAC) 1 st Wednesday of most months at 1:30 p.m.		2	2	6	4	1	6		7	13**		7
Bicycle-Trailways-Pedestrian Advisory Committee (BTPAC) 1 st Thursday of most months at 9:00 a.m.		3	3	7	5	2	7		8*	13**		8*
Transportation Disadvantaged Local Coordinating Board (TDLCB) 2 nd month of each quarter at 2:00 p.m.		23			25			24			16	

Shaded = No Meeting
 * Second Wednesday
 ** Second Thursday

File Attachments for Item:

A. Palm Beach County Sherriff's Office - District 18 Annual Report



2021 Annual Report



Palm Beach County Sheriff's Office
District 18 - City of Westlake

Table of Contents

1. Cover Page
2. Table of Contents
3. Organizational Chart
4. Annual Numbers
5. Calls for Service
6. Person Crime
7. Property Crime – Burglaries
8. Map of Burglaries
9. Property Crime – Stolen Vehicles and Vehicle Recoveries
10. Map of Stolen Vehicles and Recoveries
11. Property Crime – Theft and Vandalism
12. Map of Theft and Vandalism
13. Accidents
14. Traffic Citations, Warnings, and Stops
15. Arrests & NTAs
16. Community Service
17. Questions

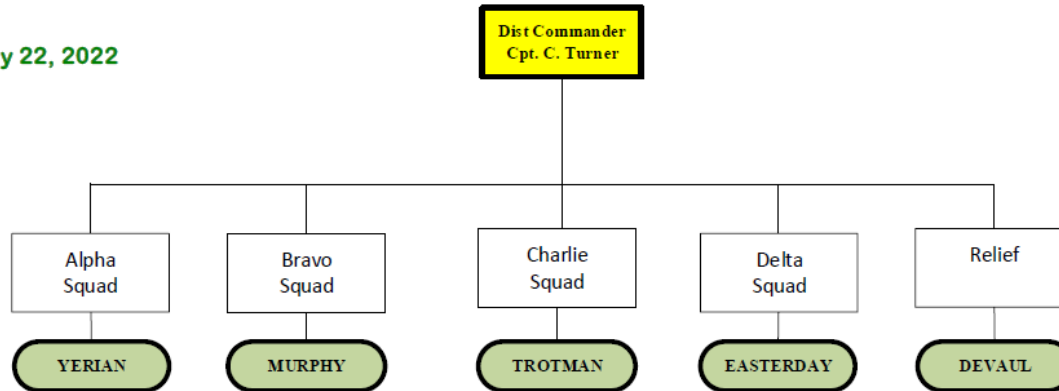
Organizational Chart



PBSO District 18 – Westlake Organizational Chart

Sworn: 5
TDY: 0

February 22, 2022



Annual Numbers

Data Source: Motorola P1

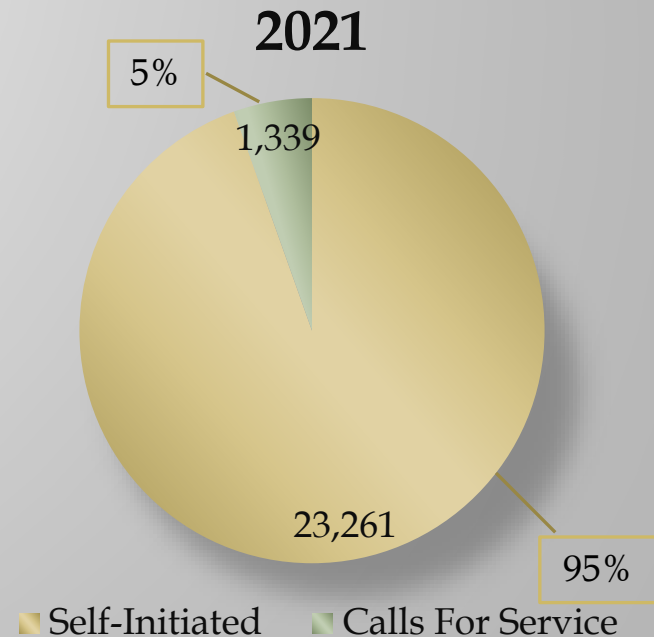
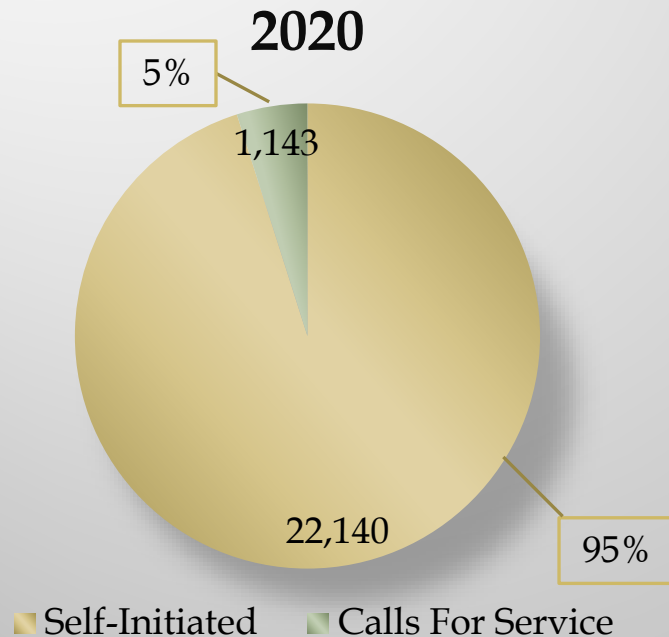
Crime		Annual				
		2020	2021	+/-	Percent Change	
Person	Homicide	0	0	—	0	N/C
	Robbery	0	0	—	0	N/C
	Sexual Assault	2	1	▼	-1	-50%
	Shooting	0	0	—	0	N/C
	Stabbing	0	0	—	0	N/C
Property	Burglary Business	0	0	—	0	N/C
	Burglary Construction	3	10	▲	7	233%
	Burglary Residential	0	0	—	0	N/C
	Burglary Vehicle	0	0	—	0	N/C
	Larceny	6	4	▼	-2	-33%
	Stolen Vehicle	3	1	▼	-2	-67%
	Stolen Vehicle Recovery	0	0	—	0	N/C
Vandalism	2	3	▲	1	50%	
Statistics	Arrests and NTAs	17	38	▲	21	124%
	Traffic Crashes (3's & 4's)	43	53	▲	10	23%
	Total CAD Incidents	23,283	24,600	▲	1317	6%
	Traffic Stop (1050)	678	853	▲	175	26%
	Business/Residence (1061)	21,462	22,408	▲	946	4%
	CAD Inc.(less 1050 & 1061)	1,143	1,339	▲	196	17%
FIR	Total FIR's	116	144	▲	28	24 %
	Gang FIR's	0	0	—	0	N/C
	Truant FIR's	0	0	—	0	N/C
	FIR's (Less truant & gang)	116	144	▲	28	24 %

The information in this report is based on beats within the district. Miscellaneous incident Type codes: PPI, RED, REPO, RMS, TEST and WEL are excluded from the total CAD incidents. FIR data is collected from the FIR track application. This report is dynamic and subject to change.

Calls for Service

Data Source: Motorola P1

Self-Initiated Calls equal the total number of traffic stops and business/residence checks. Calls for Service includes all other calls.



Person Crime

Data Source: Motorola P1



Property Crime

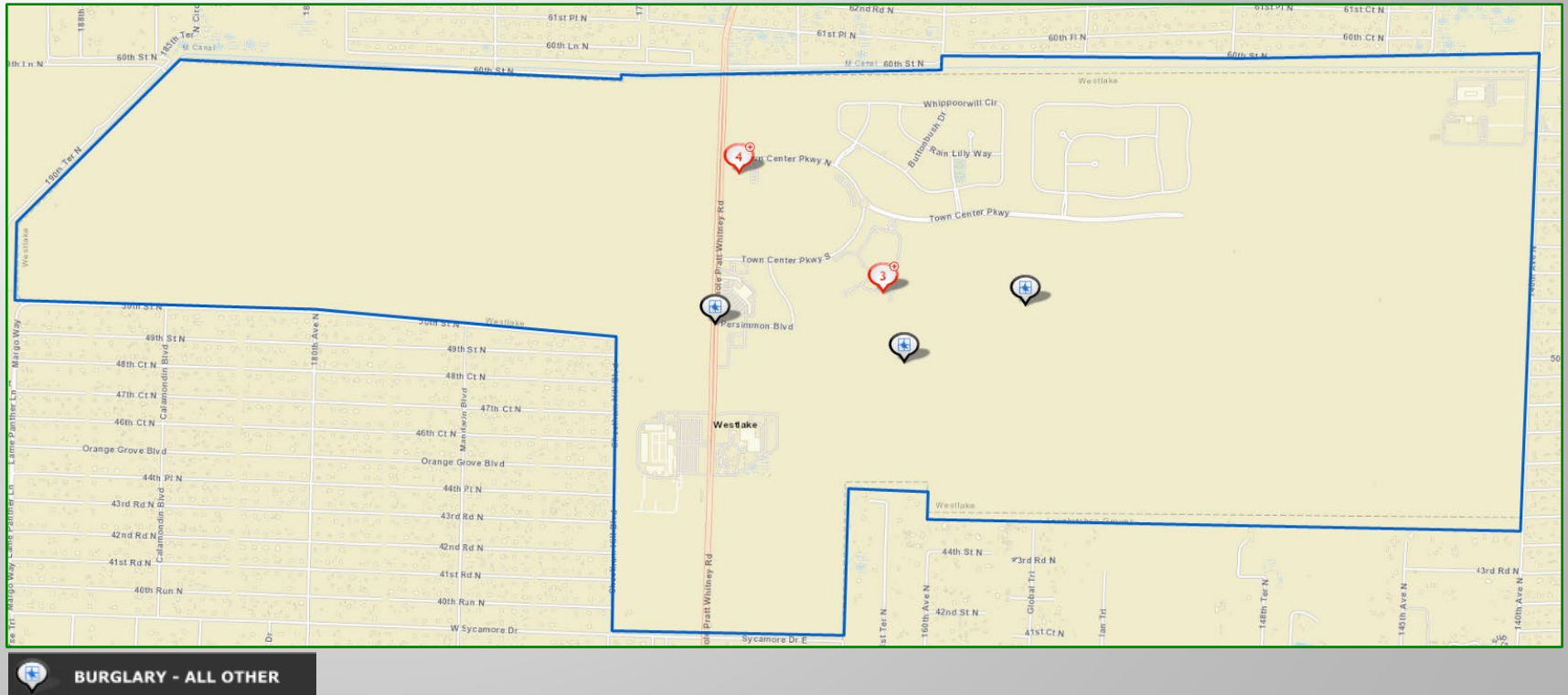
Data Source: Motorola P1

Burglaries



Map of Burglaries

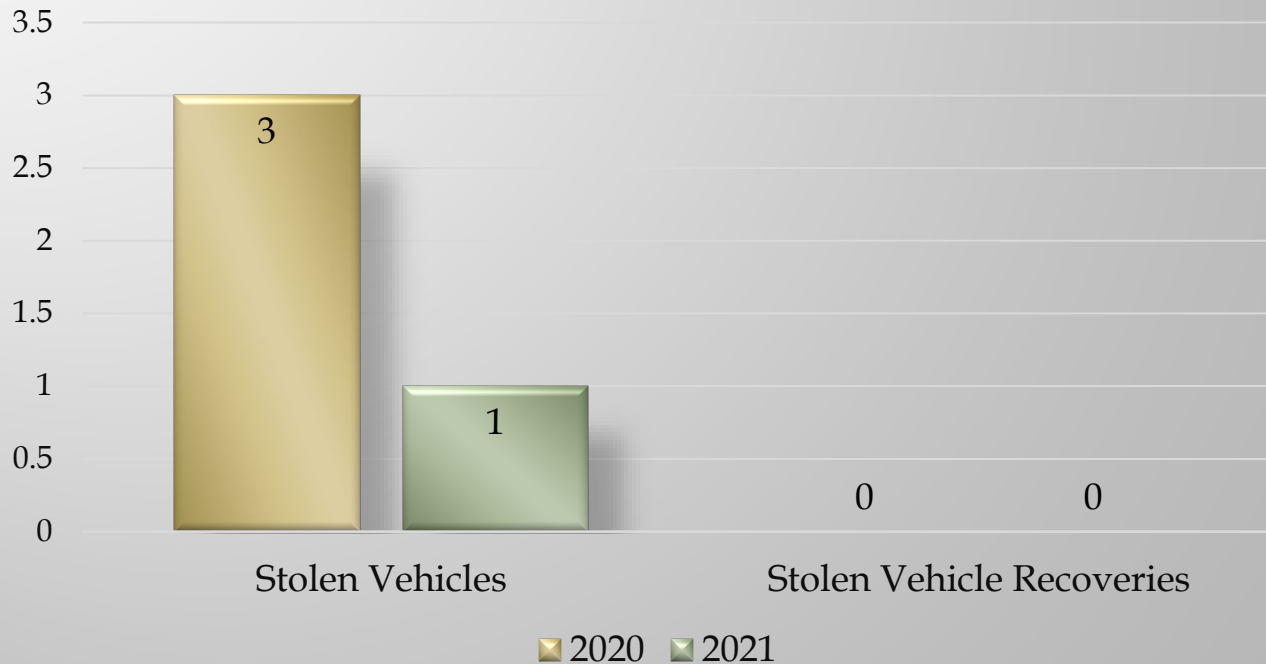
Data Source: Crimeview Dashboard



Property Crime

Data Source: Motorola P1

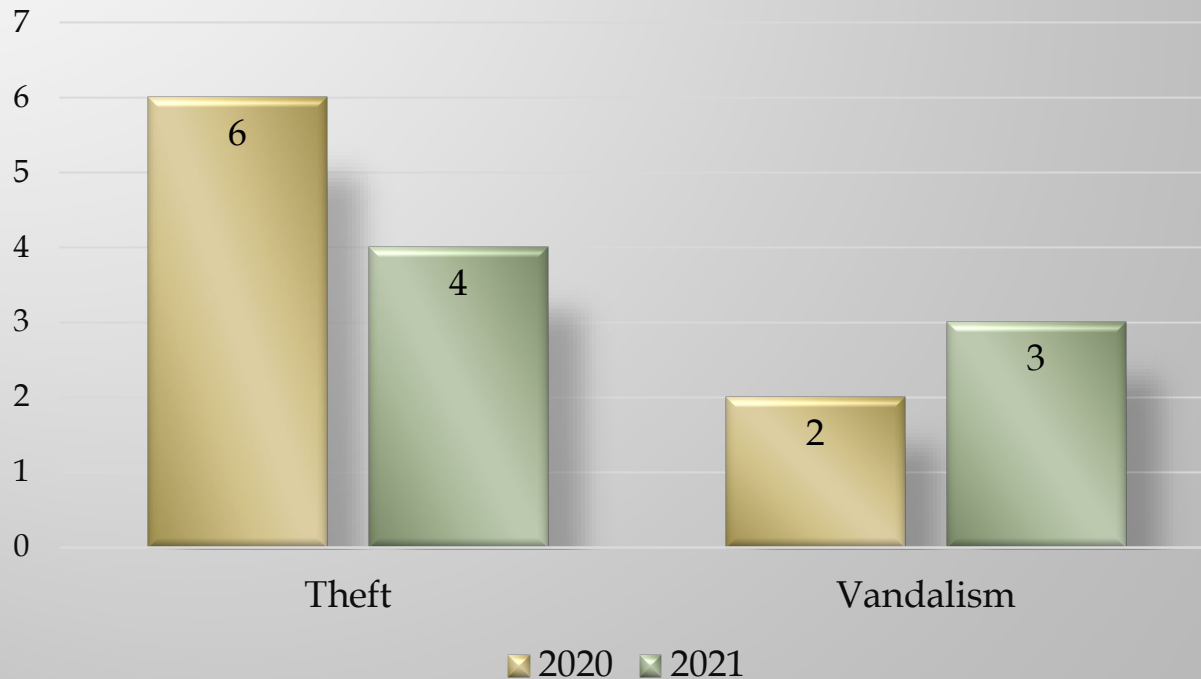
Stolen Vehicles and Recoveries



Property Crime

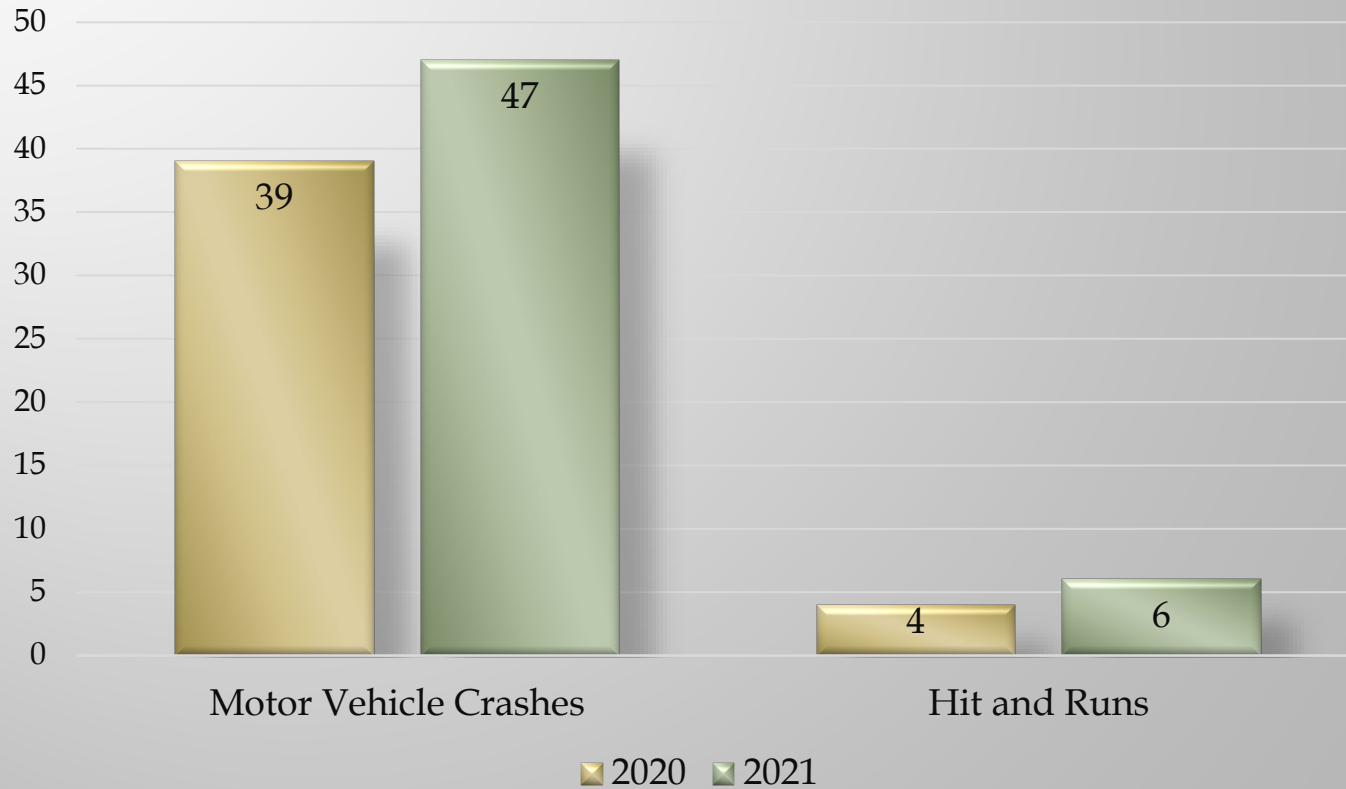
Data Source: Motorola P1

Theft and Vandalism



Accidents

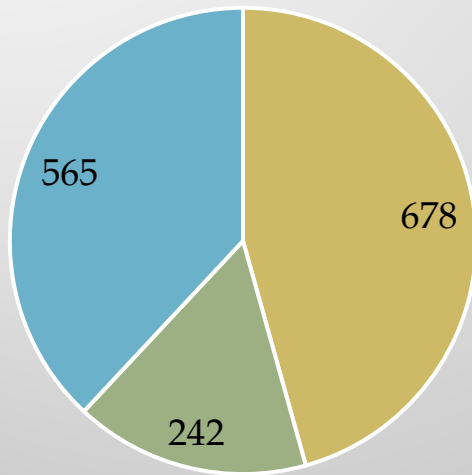
Data Source: Motorola P1



Traffic Citations, Warnings, and Stops

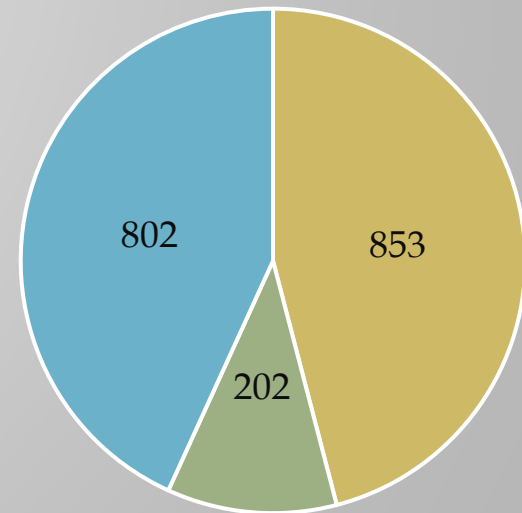
Data Source: Motorola P1

2020



■ Traffic Stops ■ Citations Issued
■ Verbal and Written Warning

2021



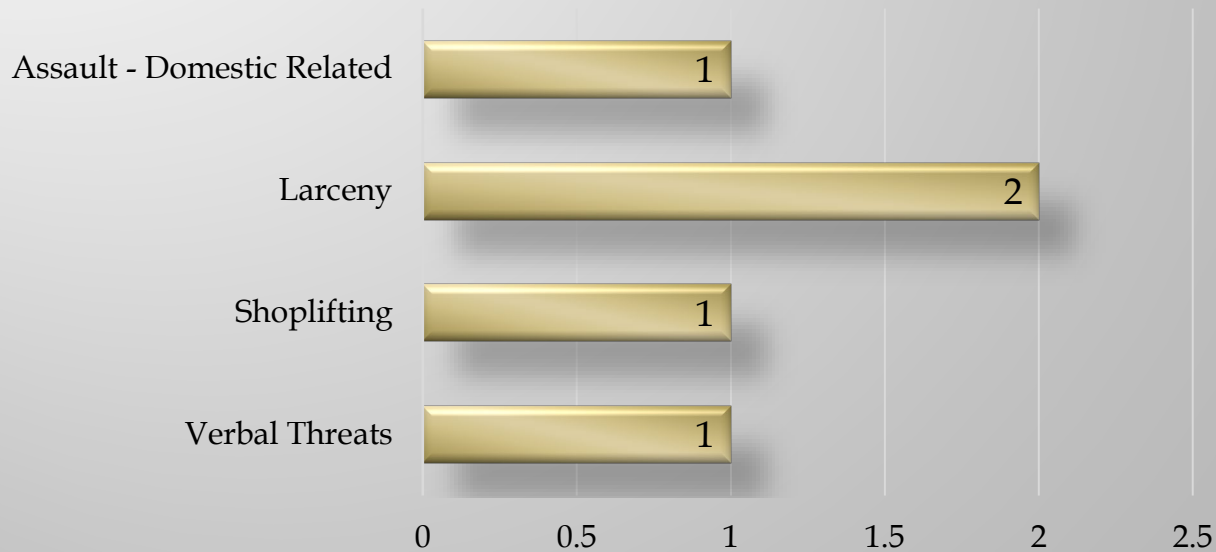
■ Traffic Stops ■ Citations Issued
■ Verbal and Written Warning

Arrests & NTAs

Data Source: PALMS

Arrest & NTA total: 30

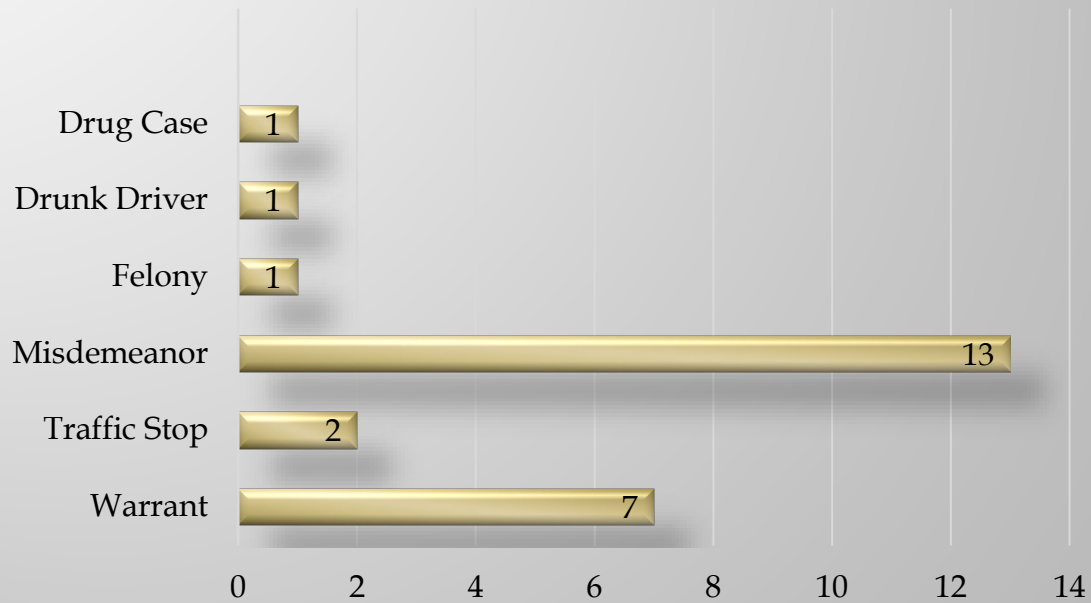
Person and Property Crime Arrests (5)



Arrests & NTAs

Data Source: PALMS

Miscellaneous Crime Arrests (25)



Questions



PowerPoint and research completed by:
Criminal Intelligence Analyst Allison Frankiewicz
Crime Analysis Unit

File Attachments for Item:

B. Palm Beach County Sheriff's Office - Monthly Report: March 2022

District 18 City of Westlake

Monthly Report: March 2022



Calls for Service	Monthly
Business/Residence Checks	2064
Traffic Stops	62
Calls for Service (Excluding 1061's)	251
All CAD Calls – Total*	2315

Traffic Summary	Monthly
Warnings (Written and Verbal)	72
Citations	15
Total	87

Data Source: Motorola Premier 1 / TraCS
*Omit Miscellaneous Calls

Summary: During the month of March, there were **2,315** generated calls within the district. **92%** of these calls were self-initiated.

Crimes	Monthly
Homicide	0
Robbery	1
Sexual Assault	0
Shooting	0
Stabbing	0
Burglary- Business	0
Burglary- Construction	2
Burglary- Residential	0
Burglary- Vehicle	0
Larceny	0
Motor Vehicle Theft	0
Motor Vehicle Recovery	0
Vandalism	3
Fire	0
Total	6

Robbery:

REPORT #	DATE/TIME FROM	DATE/TIME TO	ADDRESS	NOTATIONS
22048754	03/22/2022 15:10	3/22/2022 19:00	4670 Seminole pratt Whitney Rd	The victim was thrown down and beaten by an acquaintance known at the high school. While he was down, a female took the victim's phone. The entire incident was captured on CCTV and witnessed by the store manager. The victim was able to ID all subjects. Case was cleared by arrest.

Construction Burglary:

REPORT #	DATE/TIME FROM	DATE/TIME TO	ADDRESS	NOTATIONS
22045976	03/12/2022 11:00	03/14/2022 07:30	15000 Persimmon Blvd East	Unknown suspect(s) removed a padlock from a chain link fenced area within the construction site. The suspect(s) then entered the area, where they removed another padlock that secured the doors of a shipping container. Once inside the shipping container, they removed several lawn maintenance equipment. No CCTV/witness or serial numbers.
22051073	03/25/2022 15:30	03/28/2022 10:00	15951 Orchard Dr (Groves of Westlake)	Faucets and garbage disposal switch taken from unsecured new construction. Complainant believes that residents are entering these properties and removing the fixtures to upgrade their own homes. No CCTV

Vandalism:

REPORT #	DATE/TIME FROM	DATE/TIME TO	ADDRESS	NOTATIONS
22042247	03/01/2022 18:00	03/03/22 09:00	16290 Town Center Pkwy N (Westlake Adventure Park)	Complainant stated that for the past several days, unknown persons has been entering and vandalizing the restroom areas within the park. The complainant indicated the area is locked by electronic locks. However, due to a cable cut in the area, locks and CCTV are not working.
22042417	03/03/2022 18:12	03/03/2022 19:49	16290 Town Center Pkwy N (Westlake Adventure Park)	Three juveniles caused damage to the park. There's no evidence to show if the juveniles also caused damaged to the restrooms (Case 22042247). They were all issued trespass warnings.
22051371	03/29/2022 23:00	03/29/2022 23:30	5088 Seminole Pratt Whitney Rd	The victim stated that a substance similar to white glue was all over the passenger side doors of his Pickup truck. He believes that a woman known to him as "_____", with whom he cut ties abruptly, could have done it. The woman posted a video on social media saying, "Nah, I'm not crazy, I would never slash someone's tires", and the victim believes this was directed at him. Pending assessment of CCTV in the area.