

# CITY OF WESTLAKE



## MINUTES

**Local Planning Agency Meeting**  
Tuesday, March 14, 2023 at 5:30 PM

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

### **CITY COUNCIL:**

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

### **CITY STAFF:**

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

A Local Planning Agency meeting of the City Council of the City of Westlake was held on Tuesday, March 14, 2023, at 5:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road. Members of the public also participated in the meeting through electronic means and accessed as follows:

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

Meeting ID: 2634 748 3487  
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: 2634 748 3487

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>

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 on the agenda and those who wish to speak may use the "virtual" hand raise feature.

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

Ms. Burgess further explained that microphones will be muted; audience members have the ability to unmute themselves and anyone that has called in should mute their device.

Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting and reminded Council Members physically present to utilize microphones.

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**CALL TO ORDER**

Mayor O'Connor called the Local Planning Agency meeting of Tuesday, March 14, 2023, to order at 5:32 PM.

Mayor O'Connor let the Pledge of Allegiance.

Mayor O'Connor asked for any additions and deletions for the agenda.

City Clerk, Zoie Burgess asked Mayor O'Connor to allow her to do the roll call.

Mayor O'Connor stated please go ahead.

**ROLL CALL**

Present and constituting a quorum:

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

Also present:

Kenneth Cassel, City Manager  
Zoie P. Burgess, CMC City Clerk  
Donald Doody, Esq., City Attorney  
Nilsa Zacarias, Planning and Zoning Director

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was held at beginning of meeting.

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

Mayor O'Connor called for any additions, deletions, or modifications to the agenda.

Motion to approve agenda by Vice Mayor Langowski, seconded by Councilman Martinez.

Mayor O'Connor moved to the following item, consent agenda.

Ms. Burgess asked to allow roll call for item just discussed.

**UPON ROLL CALL:**

Councilwoman Leonard	YES
Councilman Martinez	YES
Councilwoman Valle Ron	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

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

## **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.*

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Mayor O'Connor called for a motion to approve the consent agenda.

Motion by Councilwoman Leonard to approve consent agenda, seconded by Councilwoman Valle Ron.

### **UPON ROLL CALL:**

Councilman Martinez	YES
Councilwoman Valle Ron	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilwoman Leonard	YES

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

## **PUBLIC HEARING**

A. **FIRST READING:** Ordinance 2023-01 – Chapter 3. Amendment (Essential Facilities and Services)

**Submitted By:** Planning and Zoning

### **ORDINANCE NO. 2023-01**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE NO. 2019-9 AS SET FORTH IN THE CITY'S CODE OF ORDINANCES; PROVIDING FOR THE CREATION OF SECTION 3 TO BE ENTITLED "ESSENTIAL FACILITIES AND SERVICES" ; PROVIDING FOR ESSENTIAL FACILITIES SERVICES; PROVIDING FOR HEIGHT OF STRUCTURES; PROVIDING FOR SCREENING AND BUFFERING; PROVIDING FOR EXEMPTIONS FROM PROPERTY DEVELOPMENT REGULATIONS; PROVIDING FOR SETBACK REQUIREMENTS; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor O'Connor introduced item and called for the City Attorney to read the Ordinance title into record, by title only.

Mr. Doody read Ordinance 2023-01, by title only, into the record.

Mayor O'Connor called for staff presentations.

Osniel Leon, senior planner, discussed Ordinance 2023-01 that was initiated by staff. Mr. Leon stated this ordinance is amending Ordinance 2019-09. Mr. Leon discussed the following items:

- Definition of essential facilities and services
- Height of structures
- Screening and buffering
- Exemptions from property development regulations
- Setbacks

Mr. Doody stated he was contacted by Counsel for the Seminole Improvement District regarding a provision for this proposed ordinance regarding setbacks. Counsel for Seminole improvement district will be present for the regular city council meeting to address the setbacks. Mr. Doody stated at first reading, he will address how Council can amend the ordinance between first and second reading to address the issue that was presented and discuss if council is willing to accept the proposed language that is worked out between the first and second reading.

Mayor O'Connor asked if this issue can be discussed.

Mr. Doody stated yes, it can be discussed at public hearing.

Mr. Cassel clarified the issue that arose due to the four acre location south of the substation where Seminole Improvement District is building their facilities. Mr. Cassel stated some of the landscape requirements does not allow them to build a facility where it is needed. He continued, noting that some of these requirements cannot be around power lines. Mr. Cassel stated there are a few items that need to be addressed so that everything remains presentable and use of the facilities is up to code. They are looking to modify the code to allow the use of the facilities to its fullest extent. The county will also be locating their fueling facilities at this location.

Seth Behn, attorney for the Seminole Improvement District, stated the importance of reviewing this code to services to be provided where services are needed. Clarifications are minor that will be reviewed between first and second reading. Setback requirements, lot coverage and buffering language will be discussed. Mr. Behn stated he suggests it is appropriate to pass on first reading while they tweak some of the language to present at second reading.

Mr. Doody stated the idea is to move forward to first reading, they will then discuss with the planning department and then work it out with council and present some proposed language to be considered at second reading. The ordinance will not be amended as only council can amend the ordinance. The ordinance will be presented with suggested language and if council agrees, a motion to amend the ordinance at second reading can be entertained at that time.

Mayor O'Connor called for council comments. There being none, Mayor O'Connor 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 further comments, Mayor O'Connor called for a motion to recommend item to council for first reading.

Motion by Vice Mayor Langowski to recommend Ordinance 2023-01 for council approval, seconded by Councilwoman Valle Ron.

**UPON ROLL CALL:**

Councilwoman Valle Ron	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilwoman Leonard	YES
Councilman Martinez	YES

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

**ADJOURNMENT**

There being no further business, Mayor O'Connor adjourned the meeting at 5:44 PM.

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Zoie P. Burgess, City Clerk

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JohnPaul O'Connor, Mayor