

CITY OF WESTLAKE



MINUTES

City Council Workshop

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

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

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

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

IN-PERSON ATTENDANCE (Preregistration Requested):

1. 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.)
2. In-person attendance/participation will be based upon the order in which the preregistration requests are received by the City Clerk. For Public Hearing Quasi-Judicial meetings, precedence into the Council Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties.

VIRTUAL ATTENDANCE

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

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

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

Meeting ID: 132 685 0816

Meeting Password: hello

PHONE ATTENDANCE

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

PUBLIC PARTICIPATION

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

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

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

CITY COUNCIL:

Roger Manning, Mayor

JohnPaul O'Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

CITY STAFF:

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

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

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

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

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

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

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

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

CALL TO ORDER

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

ROLL CALL

Present and constituting a quorum:

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

Also, present:

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

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

WORKSHOP AGENDA

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

Submitted By: Planning & Zoning

Mayor Manning introduced item and called for staff presentation.

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

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

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

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

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

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

Submitted By: Engineering

ORDINANCE NO. 2021-06

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

Mayor Manning introduced item and called for staff presentation.

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

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

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

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

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

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

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

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

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

Submitted By: Engineering

ORDINANCE NO. 2021-09

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

Mayor Manning introduced item and called for staff presentation.

Ms. Dombrowski presented PowerPoint presentation addressing the following:

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

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

Council Discussion.

CITY COUNCIL COMMENTS

A. Councilwoman Katrina Long Robinson

No Comments

B. Councilwoman Kara Crump

No Comments

C. Councilman Patric Paul

No Comments

D. Vice Mayor JohnPaul O'Connor

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

E. Mayor Roger Manning

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

CITY ATTORNEY COMMENTS

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

CITY MANAGER COMMENTS

No Comments

PUBLIC COMMENTS

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

Mayor Manning called for any public comments.

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

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

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

There being no further comments, the next item followed.

ADJOURNMENT

Mayor Manning adjourned the meeting at 8:14 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor