

CITY OF WESTLAKE



MINUTES

City Council Regular Meeting

Tuesday, January 18, 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 adhered to the recommended social/physical distancing (staying at least six feet away from each other) guidelines, per the Centers for Disease Control and Prevention (CDC) and Palm Beach County's directives. There was limited seating available in the Council Chambers and preregistration was requested for in-person participation.

The instructions for preregistration attendance/participation and viewing of the meeting were provided 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., Interim City Attorney

Nilsa Zacarias, Planning & Zoning Director

Suzanne Dombrowski, Engineering Director

CALL TO ORDER

Mayor Manning called the City of Westlake Regular City Council meeting of January 18, 2022, to order at 7:00 p.m.

ROLL CALL

Councilwoman Katrina Long-Robinson
Councilwoman Kara Crump – via Electronic Media Technology
Vice Mayor John Paul O'Connor
Mayor Roger Manning

Also present:

Kenneth Cassel, City Manager
Donald J. Doody, Interim City Attorney
Zoie P. Burgess, CMC City Clerk – via Electronic Media Technology
Nilsa Zacarias, Planning & Zoning Director
Suzanne Dombrowski, Engineering Director – via Electronic Media Technology
Robert Koncar, General Manager – Inframark - via Electronic Media Technology

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Manning called for additions, deletions, or modification to the agenda. There was one change in the agenda, Vice Mayor O'Connor requested they move the Oath of Office up on the agenda and have it after additions, deletions or modifications, and approval of agenda but before the public comment.

Motion by Councilwoman Long-Robinson to move the Oath of Office on the agenda after additions or modification, and approval of agenda, seconded by Vice Mayor O'Connor.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (3-0)

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

UPON ROLL CALL:

Vice Mayor O'Connor	YES
Mayor Manning	YES

Councilwoman Long-Robinson YES
With all in favor, motion carried without dissent (3-0)

OATH OF OFFICE - PILAR VALLE RON

Mayor Manning presented the Oath of Office for the newest council member Pilar Valle Ron. Mr. Cassel, a Notary of the State of Florida, administered the Oath of Office to Pilar Valle Ron.

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

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

Mayor Manning inquired of any public comments.

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

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 - November 2021

Mayor Manning presented the consent agenda.

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

UPON ROLL CALL:

Councilwoman Valle Ron	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 none, the next item followed.

PUBLIC HEARING - QUASI JUDICIAL

- A. MPA-2021-04:** 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 modifying the previously approved entitlement of Parcel G from Office Use to Light Industrial Use and increasing the square footage from 158,000 sq. ft. to 227,000 sq. ft. The subject application is located at 16860 Persimmon Boulevard West, Westlake, Florida, 33470.

Mr. Doody swore in participants participating in this item.

Ms. Zacarias presented the application for a master plan amendment. The applicant is Minto PBLH and it is a master site plan amendment to Westlake Landings Commercial Plaza and she went through the specifics of the application on her slide presentation. She stated the applicant was presenting this application to Council for review and approval of this site plan.

The Planning and Engineering Department recommends approval of the application with no conditions.

Mr. Donaldson Hearing represented the applicant and informed Council the Developer Mr. Ed Mitchell and his daughter Stephanie Mitchell who will building in the City of Westlake was present at tonight's meeting. Mr. Hearing stated the site plan will be coming up next month.

Mr. Hearing discussed the assignment of various parcels and mentioned Mr. Mitchell and his company are experts in developing light industrial properties. He explained light industrial produces less vehicular trips than professional offices. The application before Council will have the master plan consistent with the site plan which is being evaluated by staff and uses a comprehensive plan which is consistent with the zoning code. This is to ensure the master plan is consistent with what they are planning on building.

Tara Duhy, Lewis, Longman, and Walker on behalf of Minto PBLH LLC discussed the traffic equivalency. She stated the traffic equivalency is part of the Chapter 7 of the land development regulations. Mr. Herring's presentation was completed and submitted as part of the application and was reviewed by the traffic engineer and found to be compliant and consistent with no traffic impact.

Mayor Manning inquired who the applicant was She stated the applicant is Minto PBLH LLC as the underlying property owner and she believes the developer is also present is the contract purchaser.

Mr. Hearing stated they have a great mixture of different uses, such as the storage which will serve the community, light industrial which will be a great benefit and increase the number of non-residential that is out in this area which will provide great work opportunities, job industry and diversifying the overall land use.

Ms. Zacarias provided additional comments on Parcel G.

Vice Mayor O'Connor stated he knows they cannot get into the specifics, but asked if the applicant, Mr. Hearing or the contract purchaser will be able to shed some light on possible options that may be coming in the light industry.

Mr. Mitchell stated he has been doing this for 35 years and he has built different warehouse projects. The majority of tenants one tends to see in this project tend to be towards the home building industry. They don't know who they will see until they start building the projects and this when they can see the tenants come in. He stated there is no other light industrial in this area so feels it will be a great project.

Councilwoman Long-Robinson stated it was a good shift to bring light industrial and one of the things she suggested is to consider commissaries because Palm Beach County does not have many and that would be something to think about. She asked for examples of who will come. Further discussion ensued.

Mr. Cassel stated as they go further down the road, they have a program where the city is working with students and others on jobs.

Mayor Manning called for 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 their name and address.

There being no further comments, the next item followed.

Motion by Vice-Chairman O'Connor to approve **MPA-2021-04**: Application of Minto PBLH, LLC for a **Master Site Plan Amendment** to Westlake Landings Commercial Plaza on a 50.826 acres in Pod H, seconded by Councilwoman Long-Robinson

UPON ROLL CALL:

Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Valle Ron	YES

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

NEW BUSINESS

A. Goals & Objectives Discussion - Robert Koncar, General Manager – Inframark

Mr. Koncar stated this is a follow-up from what was previously adopted. They provided the financial plan and projections were called for in the goals and objectives and where they are with the goals and objectives.

Mr. Koncar reviewed the financial report and various aspects of the financial report. He went through various pages of the financial report.

Mr. Koncar presented the highlights and went through the expenditures and showed the changes in expenditure pattern from 2018 to 2021. Charges for services have gone up significantly as has the revenue and the expenditure is not dramatically increasing, but the charges for services have gone up significantly because they are trying to meet the growth demands.

He discussed the growth and review period.

Mayor Manning had questions regarding the housing assistance program increase and asked whether this was part of the general fund. Mr. Cassel stated it was considered in all of the funds and what they are looking at are all total revenues whether it is including the housing fund, the planning and zoning building fund this is based on all revenues. Further discussion ensued on this matter.

Councilwoman Long-Robinson thanked Mr. Koncar for the comprehensive economic mobility plan that was created for them.

Mr. Cassel stated there are couple areas which they are going to introduce quickly first will be Code Enforcement which will be coming online over the next year. There will be a need for more administrative back-office help as it continues to grow. As they work together from the beginning being a contract situation, they are leveraging the people the best they can to keep their cost down. If they recall, they only received \$200,000 from the developer based on growth but he does not believe in this next budget year they will be pulling that much from the developer. Some of the other areas which will be coming on will be having to do with one off additional police service if they add another FTE which is another person full time it would be another \$600,000 hit to the city. However, with working with PBSO they can do special teams and request weekends for additional personnel. Mr. Koncar added on to Mr. Cassel's discussion.

Mayor Manning stated it was exciting that they will be able to stand on their own two feet as a city sooner than anticipated. He thanked Mr. Koncar for putting the report together and it was a lot easier to follow.

Mr. Koncar stated they still have some pending items under goals in which they would be looking at alternative resources. They anticipate coming back to Council with some updated goals and action items over the next quarter so they can take action to finish out those goals to ensure they all get completed.

Mr. Koncar thanked them for the opportunity and if they have any questions, they can reach out to him individually.

B. Discussion & Direction - Art in Public Places Board

Mr. Cassel stated they are looking for direction from Council on timeframe and the number of people they are looking for to be on the arts in public places. They have established an ordinance and they need input from them on when, how many and then when they want to put out on the street for responses or interests and when they would like to select.

Vice-Mayor O'Connor questioned whether the ordinance is already in place and Mr. Cassel confirmed it was. Vice-Mayor O'Connor stated he saw no reason to stall it, and stated they get the program up and running and get the Board as soon as possible. The question was asked about the number of Board members, it was indicated it would be five-member Board. Mr. Cassel stated they will go out and advertise and bring it before the Council. Vice-Mayor O'Connor stated education and experience are not a pre-requisite, but it is encouraged.

Councilwoman Long-Robinson stated she did not wish for them to run into the same thing as they did for the Education Advisory Board and asked if they could put a timeline on it. She knows the last time they put it out people did not apply then a number of applicants came in but were not enough, so they had to put it back out. She asked if they could set a timeline for receipt to three weeks. Mr. Cassel will send out the ad and bring this back at the March meeting.

C. Committee Discussion - Vice Mayor O'Connor

Vice-Mayor O'Connor asked for some latitude as Ms. Burgess has a video to queue up. They had an entire resident organized the winter festival parade and he would like to recognize it but is a good Segway to what he would like to discuss. He has a video of what the resident took of the parade and ask Ms. Burgess to share the first minute of the video.

Vice-Mayor O'Connor stated the resident who is in the audience polled the neighbor to decide whether or not to have the event during the daytime or evening. She fundraised for awards for the first, second and third place for the golfcart decorating costume contest and included every single sub-development and it was incredible to see the outpouring of support from the community. He asked Ms. Hemp to come up to the podium so he could thank her on behalf of himself and on behalf of the city. He thanked Ms. Hemp for her sense of community neighbors helping neighbors.

Vice-Mayor O'Connor stated this is why they need in his opinion an Events Committee it will give an official platform to these types of events. He would like to direct staff to start working on an Events Committee and stated Ms. Hemp would be doing the City a disservice if she did not throw her name in the hat to be on that committee because the event was so well organized, executed and funded, overall, a fantastic job.

Ms. Hemp stated she could not take all the credit she just tried to organize everything together but the people who decorated their carts did such an amazing job and all the local businesses that pitched in to help it was the whole City that helped. Vice-Mayor said it look professional and will have Ms. Burgess send the video to the rest of the Council to see.

Vice-Mayor O'Connor asked if they could have discussion about an Events Committee. Mayor Manning asked if he is looking for a consensus. Vice-Mayor stated maybe a consensus and some discussion. Councilwoman Long-Robinson asked if it outside or inside of the gates. Vice-Mayor O'Connor stated you had to travel from inside the gates to outside of the gates to get to the different gates.

Councilwoman Long-Robinson asked if the City Council has jurisdiction or do, they get involve with the HOA. Vice-Mayor O'Connor stated in his opinion Events Committee does not have to be parades, and it does not have to do with the individual HOAs. He feels that its due time that the city has city-sanctioned events, and he thinks it is important to have community members involvement. In terms of coordinating with the individual HOAs that

can be done later the important question is do they want to start having some events and should the resident influence that.

Councilwoman Long-Robinson asked if it was an advisory board and was told other municipalities have similar Advisory Boards where they would make recommendation to Council as the final approval would have to be forthcoming from the Council. They would have to agree on the events, dates of celebrations, budget expenditures. So, while you will have a committee member assist it still will be a city sponsored event and there are other aspects which can be discussed as this discussion evolves.

Vice Mayor O'Connor stated with their big July 4th event right on the horizon he really would like to see more of that. Councilwoman Long-Robinson asked if this is something they could direct staff to do. Mr. Cassel stated they have started on it. Mr. Doody stated he believes they have consensus to come back with recommendations on how they could move forward. He believes they will have to create a Board by an ordinance like what they did with art and figure out how many events they would like per year, what holidays, what locations and this is where the Board would assist the Council. Councilwoman Long-Robinson asked if they could make the recommendation to staff tonight to start working on an ordinance so they can get started. Further discussion ensued and it was indicated a consensus had already been made for this recommendation.

Mr. Cassel stated he could have the ordinance back to Council between March and April which will give some time for the committee to be involved with the PR firms who is running the event and to stir up some more support. One of the things discussed with the PR firm is they have Star Alexander who will be the main performer on the 4th of July celebration; what they are looking to do between now and then, is coordinate with the main HOA to have some more local talent selected by the residents as to who would an opening act for Star Alexander on that occasion. There may be some concerts at the amenity center preliminary working up towards the 4th of July celebration. There be additional concerts happening between now and then at the HOA.

CITY COUNCIL COMMENTS

A. Councilwoman Katrina Long Robinson – no comments

B. Councilwoman Kara Crump – apologized for not being present at the meeting. She welcome Pilar to the Council.

C. Councilwoman Pilar Valle Ron – no comments

D. Vice Mayor John Paul O'Connor – took the moment to thank all his colleagues for their leadership and support. He stated a couple of them will not be there too much longer and thanked them for supporting his events committee and their final acts will ensure they will be a fun city moving forward. He welcomed their newest council member.

E. Mayor Roger Manning – thanked the tax collector for giving them a tour last week of the new tax collector facility which will be opening in a few weeks. It was good fortune and good place to put a tax officer as there is a lot going on in the western part of the community not only with Westlake. They have a beautiful facility set up there and it will be a real asset for the community. He welcomed the new council member.

REPORT - STAFF

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

Submitted By: Captain Craig Turner

For Informational Purposes Only

Captain Turner discussed the changes from last year. He mentioned coming up in March or April timeframe is the yearly report which the PBSO report does for the City. This is going to be first time they will have two full years of data to compare. He will meet up with Mr. Cassel and provide a digital copy of the report from last year for those who do not have it, giving Council a moment to look over the report to see if there is anything they

would like included, added, or removed from the report. He will coordinate with Mr. Cassel and if they want to look over and adjust or make changes they think need to be done with the report and he will make those changes prior to bringing the report back to Council.

Captain Turner mentioned a couple of thefts which occurred at the construction sites which he is looking into. He also mentioned the traffic issues which they are coordinating with the school zone.

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

Submitted By: District Chief Phillip Olavarria

For Informational Purposes Only

REPORT - CITY ATTORNEY

Mr. Doody apologized for not being there at 6:00 p.m. due to traffic issue. He stated this will be corrected going forward and does not anticipate this occurring again.

REPORT - CITY MANAGER

Mr. Cassel had a number of items to present before Council. He discussed alternative revenues and hopefully in the next couple of months they will have the franchise fees with the gas worked out and start seeing more revenue. Mr. Cassel explained the Happy Program which is being updated to include veterans for preferential units. There are up to 40 plus applications who are pre-applying and are interested in townhomes. The applicants are being asked to submit their applications, if they qualify get it to Carlos so they can make sure you have all their paperwork is in order. They are trying to get people prequalified so that when they come online they are ready and geared up for it and they have sufficient funds in the Happy Program to assist a number of people. Mr. Cassel welcomed Councilwoman Valle Ron and looks forward to working with Council.

PUBLIC COMMENTS - AGENDA ITEMS ONLY

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

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 to state their name and address.

There being no comments, the next item followed.

ADJOURNMENT

There being no further business, Mayor Manning adjourned the meeting at 7:46 PM.