

# CITY OF WESTLAKE



## MINUTES

### **Local Planning Agency Meeting**

Tuesday, December 06, 2022, 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, December 6, 2022, 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: 2633 230 6347  
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: 2633 230 6347

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, December 6, 2022, to order at 5:32 PM.

**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**

Mayor O'Connor led the Pledge of Allegiance.

**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 Councilman Martinez, seconded by Councilwoman Leonard.

**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 request such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.*

A. Minutes\_Local Planning Agency Meeting - 11.01.2022 DRAFT

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

Motion by Vice Mayor Langowski to approve the 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. Ordinance 2022-15 – Temporary Structures and Uses.

**Submitted By:** Planning and Zoning

**ORDINANCE NO. 2022-15**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES BY CREATING ARTICLE \_\_\_\_\_ ENTITLED "TEMPORARY STRUCTURES AND USES"; PROVIDING FOR THE REGULATION OF TEMPORARY STRUCTURES AND USES; PROVIDING FOR THE ESTABLISHMENT OF A MATRIX FOR TEMPORARY STRUCTURES AND TEMPORARY USES; PROVIDING FOR THE REGULATION OF SALE MODELS; PROVIDING FOR THE REGULATION OF TEMPORARY CONSTRUCTION TRAILERS AND PORTABLE STORAGE UNITS; PROVIDING FOR CODIFICATION; PROVIDING FOR A CONFLICTS CLAUSE; 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 2022-15, by title only, into the record.

Mayor O'Connor called for staff presentations. Mr. Leon with Planning & Zoning presented a PowerPoint presentation to introduce Ordinance 2022-15, Temporary Structure and Uses, into the zoning code.

Mr. Leon explained that all temporary uses and/or structures which are not otherwise treated by these LDRs as a permitted use or conditional use in a particular zoning district, which are not otherwise subject to a special event permit, and which are not otherwise prohibited under the terms of these LDRs may be conducted or erected after obtaining a temporary permit.

Mr. Leon continued, noting the City Manager is authorized to issue a permit for temporary structures and temporary uses. The City Manager may impose reasonable conditions upon the Temporary Permit.

In addition to the authorization process, Mr. Leon reviewed the Application Review and approval procedure, the duration of the temporary structures, construction site requirements, use compatibility, cessation, traffic circulation and nuisance and revocation process.

Mr. Leon further identified the section of the code that provides the permitted temporary uses and structures and any additional requirements.

Motion by Vice Mayor Langowski to recommend Ordinance 2022-15, Temporary Structures and Uses to Council for 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 5:48 PM.

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Zoie P. Burgess, City Clerk

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JohnPaul O'Connor, Mayor