

# CITY OF WESTLAKE



## MINUTES

### Local Planning Agency Meeting

Monday, September 13, 2021, at 6:00 PM

In efforts to balance the need for the City of Westlake to function and conduct business during the COVID-19 pandemic, we adhered to 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 Chamber and preregistration was 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](mailto:zburgess@westlakegov.com) or by phone at 561-560-5880 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 others preregistered parties.

#### **COMMUNICATIONS MEDIA TECHNOLOGY – WEBEX:**

Members of the public participated in this 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: 2630 086 5627

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 086 5627

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 were available via the City website:

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

### **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

Donald J. Doody, Esq., Interim 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 Monday, September 13, 2021 at 6:00 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 Katrina Long-Robinson, Councilman Patric Paul, Councilwoman Kara Crump, were present physically.

Ms. Burgess noted that City Manager Kenneth Cassel, Interim City Attorney James Cherof, Planning & Zoning Director, Nilsa Zacarias, and City Engineer Suzanne Dombrowski were present physically. City Clerk Zoie Burgess was present via communications media technology at City Hall, 4001 Seminole Pratt Whitney Road.

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 can unmute themselves and anyone that has called in and been muted may speak by pressing \*6.

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

### **CALL TO ORDER**

Mayor Manning called the Local Planning Agency meeting of September 13, 2021 to order at 6:08 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  
James Cherof, Interim City Attorney  
Zoie P. Burgess, CMC, City Clerk (Via Communications Media Technology)  
Nilsa Zacarias, Planning and Zoning Director  
Suzanne Dombrowski, City Engineer

**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.

Motion by Councilman Paul to approve Agenda, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

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

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

**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 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.

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.*

Mayor Manning introduced the Consent Agenda Item.

A. June 14, 2021 - Local Planning Agency Meeting Minutes – DRAFT

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

**UPON ROLL CALL:**

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

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

**PUBLIC HEARING**

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

**Submitted By:** Engineering

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

Ms. Dombrowski provided explanation and discussed recommendations and revisions made as a result of the August 23, 2021, Council Workshop and noted that such changes have been identified in the staff report dated August 27, 2021, attached to agenda.

Council discussion.

Mayor Manning called for further discussion of Council, there being none, Mayor Manning called for public comment.

Ms. Burgess noted that no prior comment cards were received, however Ms. Kathryn Rossmell, of Lewis Longman and Walker, on behalf of Minto PBLH, LLC was recognized at the podium.

Ms. Rossmell noted the distinction of restaurants with bars and those without in separate sections, and the number of parking space requirements as it relates to each and requests a consolidation of the two.

Ms. Dombrowski and Ms. Zacarias noted their joint efforts for this item and acknowledged that it will be reviewed prior to being presented at the Council meeting for second reading of Ordinance.

Motion by Vice Mayor O'Connor to approve and recommend to Council for first reading of Ordinance 2021-0, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

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

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

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

**Submitted By:** Engineering

**ORDINANCE 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, Ordinance 2021-09: Chapter 7 Mobility Regulations, Land Development Regulations

Ms. Dombrowski provided explanation and noted no significant changes since presented at the August 23, 2021, Council Workshop.

Ms. Dombrowski identified one comment made after workshop regarding the section for the City Engineer to publish data for calculating rates and it is being requested that this be updated to identify that Palm Beach County, or the City Engineer may publish such data.

Mayor Manning called for further discussion of Council, there being none, Mayor Manning called for public comment.

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

Motion by Vice Mayor O'Connor to approve and recommend to Council for first reading of Ordinance 2021-09, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

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

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

**ADJOURNMENT**

Mayor Manning adjourned the meeting of the Local Planning Agency at 6:27 PM.

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Zoie P. Burgess, City Clerk

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Roger Manning, Mayor