

1851 W. Indiantown Road Suite 100  
Jupiter, FL 33458  
Office: +1 (561) +1 (561) 401-9459



March 11, 2025

SENT VIA E-MAIL (kcassel@westlakegov.com)

**Mr. Ken Cassel**  
**City Manager**  
City of Westlake  
4001 Seminole Pratt Whitney Rd.  
Westlake, FL 33470

**Subject: City of Westlake**  
**Proposal for EAR-Based Comprehensive Plan Update**  
**25-0286.P0001 Task 002**

Dear Mr. Cassel:

Chen Moore and Associates (CMA) is pleased to submit this proposal to update the City of Westlake Comprehensive Plan based on the Evaluation and Appraisal Review (EAR) according to Chapter 163.3191, Florida Statutes (F.S.).

**PROJECT INTRODUCTION**

The proposed scope includes a detailed review of the elements including Policy (Goals, Objectives and Policies GOPs) and Data and Analysis ensuring compliance with current Florida Statutes (F.S.); and, updates to reflect changes in the City's trends, vision and demographics.

The Department of Commerce provided a letter determining that the submittal date of the Updated Document is February 27, 2026 (Exhibit B).

**PROJECT STAFFING**

Chen Moore and Associates – Land Planning and Engineering  
Via Planning, Inc, Transportation Planning

**SCOPE OF SERVICES**

The scope of services our firm shall provide under this agreement as per our recent discussions and correspondence is as follows:

**Task 1: Kick-off meeting, Coordination and Public Meetings**

- Consultant will meet with City's Staff for the project kick-off meeting to coordinate scope, project schedule and deliverables.
- Consultant will meet with City's and Seminole Improvement District (SID) Staff throughout the project as needed.
- Consultant will prepare one (1) power point to be presented at the following public meetings:
  - Initial informational City Council Workshop (1)
  - Local Planning Agency Board (1)
  - Council Transmittal Hearing (1)
  - Council Adoption Hearing (1)

**chenmoore.com**

**Task 2. Update Elements - Data & Analysis and Goals, Objectives and Policies (GOPs)**

- Consultant will review and update the GOPs, and Data and Analysis of the Comprehensive Plan elements. This will include coordination with Seminole Improvement District (SID) and City departments as needed. The following elements will be updated:
  - Administrative Element
  - Future Land Use Element (*includes population projection*)
  - Transportation Element
  - Infrastructure Element (*Coordination with SID*)
  - Conservation Element
  - Recreation and Open Space Element
  - Housing Element
  - Capital Improvements Element (*Coordination with SID*)
  - Intergovernmental Coordination Element
  - Private Property Rights

**Task 3. Update Map Series required by Florida Statutes**

- Consultant will update Comprehensive Plan maps to be in compliance with Florida Statutes. The subject maps will be updated by GIS data.

**Task 4. Final Document and Processing**

- Consultant will prepare final documents including GOPs, Data & Analysis, and Maps per the Coordinated Review Process as outlined in Section 163.3184( 4 ), Florida Statutes:
  - a. Local Planning Agency (LPA) Hearing
  - b. First Reading - City Council Hearing
  - c. Transmittal of proposed document to Florida Department of Commerce, Bureau of Comprehensive Planning and seven (7) required agencies (*Palm Beach County; TCRPC; SFWMD, DEP; FDOT; Department of Education; Department of State*).
  - d. Respond to the ORC Report if needed (Objections, Recommendations and Comments)
  - e. Second Reading – City Council Adoption Hearing
  - f. Transmittal of adopted document to Florida Department of Commerce and required seven (7) agencies.
- Consultant will update subject document throughout the process as needed to be in compliance with Florida Statutes.

**ASSUMPTIONS**

This scope of service assumes the following:

- The City and SID will provide the word document of current Comprehensive Plan; existing GIS mappings and other pertinent information required to complete the project.

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**DELIVERABLES AND SCHEDULE**

CMA will provide two (2) hard copies and electronic copies of the final document. Consultant shall schedule work upon receipt of P.O.

Please see the following project schedule:

**Month 1:** Kick off meeting, and one (1) Informational Workshop with City Council

**Month 1 to 8:** Update Elements (GOPs and Data and Analysis) and Maps

**Month 9:** LPA and City Council Transmittal Hearing to Department of Commerce (State Land planning Agency)

**Month 10 and 11:** Within 60 days, State will provide ORC report (Objection, Recommendation and Comment)

**Month 12:** Adoption Hearing and Final transmittal of adopted document to the State and Agencies

**FEE SUMMARY**

CMA will provide services for a lump sum amount of not to exceed **\$135,840.00**.

	TASKS	%	COST
1	Kick-off meeting with City Staff, Coordination through Entire Project; Workshop (1); Hearings (LPA, Transmittal, and Adoption)	15%	\$20,376
2	UPDATE ELEMENTS - Data & Analysis and GOPs	70%	\$95,088
	Administrative		
	Future Land Use		
	Transportation		
	Infrastructure		
	Conservation		
	Recreation and Open Space		
	Housing		
	Conservation		
	Intergovernmental Coordination		
	Capital Improvements		
	Private Property Rights		
3	Map Series Update	5%	\$6,792
4	Final Document and Processing (including ORC report)	10%	\$13,584
	<b>TOTAL</b>	<b>100%</b>	<b>\$135,840.00</b>

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Should you have any questions, please do not hesitate to contact me at my office at (561) 758-2252 or on my cell phone at (561) 510-3138 or send me an electronic message at [nzacarias@chenmoore.com](mailto:nzacarias@chenmoore.com).

Respectfully submitted,

*Nilsa Zacarias*

CHEN MOORE AND ASSOCIATES

Nilsa Zacarias, AICP

Director of Planning

Should you have any questions, please do not hesitate to contact me at my office at my cell phone at (561) 758-2252 or send me an electronic message at [nzacarias@chenmoore.com](mailto:nzacarias@chenmoore.com)

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EXHIBIT A

**AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION**

CMA Project Name: City of Westlake Comprehensive Plan Update  
Client Name: City of Westlake  
Client Contact: Mr. Ken Cassel  
Client Address: 4001 Seminole Pratt Whitney Rd.  
Client Phone/Fax: (954) 826-0056  
Client E-mail: kcassel@westlakegov.com

CMA Proposal No. 25-0286.P0001 Task 002  
Agreement Date:

FEE: Planning Lump Sum of \$135,840


Reimbursable Allowance of \$N/A

RETAINER: N/A


Notice to Owner: The client is City of Westlake.

The undersigned agrees to the attached Scope of Services, General Conditions and Provisions which are incorporated and made a part of this Agreement. Any additional requested services will be addressed in a separate Agreement.

**CHEN MOORE AND ASSOCIATES, INC. (CONSULTANT)**

  
\_\_\_\_\_  
Authorized Signature  
Jason McClair / Vice President  
\_\_\_\_\_  
Print Name/Title  
4/3/2025  
\_\_\_\_\_  
Date

**CITY OF WESTLAKE (CLIENT)**

  
\_\_\_\_\_  
Authorized Signature  
Kenneth Cassel / City Manager  
\_\_\_\_\_  
Print Name/Title  
4/3/2025  
\_\_\_\_\_  
Date

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**EXHIBIT B**

**Letter issued by the Department of Commerce**

March 5, 2025

**RESPONSE VIA E-MAIL ONLY**

Ms. Nilsa Zacarias  
City Planner  
City of Westlake  
4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470

Subject: City of Westlake Evaluation and Appraisal Notification Acknowledgement Letter

Dear Ms. Zacarias:

This is to acknowledge receipt of your Evaluation and Appraisal Notification Letter, which was due on March 1, 2025 and received by FloridaCommerce on February 27, 2025.

Please note that your proposed comprehensive plan amendments based on your Evaluation and Appraisal should be transmitted to FloridaCommerce by February 27, 2026, within one year of your notification, pursuant to Section 163.3191(2), Florida Statutes (F.S.). The amendments are subject to the State Coordinated Review Process as outlined in Section 163.3184(4), F.S. Please also be aware that Section 163.3191, F.S., was amended to read in part "updates to the required elements and optional elements of the comprehensive plan must be processed in the same plan amendment cycle."

James Stansbury of FloridaCommerce's staff is available to assist and provide technical guidance to your questions concerning the contents of the Evaluation and Appraisal based comprehensive plan amendments and may be reached at (850)717-8512.

If you have any questions concerning the processing of the Evaluation and Appraisal based amendment, please contact Donna Harris, Plan Processor, at (850)717-8491 or by email at [Donna.Harris@Commerce.fl.gov](mailto:Donna.Harris@Commerce.fl.gov).

Sincerely,



James D. Stansbury, Bureau Chief  
Bureau of Community Planning and Growth

JDS/dh

# CITY OF WESTLAKE

FLORIDA



## CITY COUNCIL

JohnPaul O'Connor  
Mayor

Greg Langowski – Seat 4  
Vice Mayor

Gary Werner – Seat 1  
Erik Gleason – Seat 2  
Charlotte Leonard – Seat 3

## ADMINISTRATION

Kenneth Cassel  
City Manager

## CITY ATTORNEY

Donald J. Doody, Esq.  
City Attorney

February 27, 2025

Mr. James Stansbury, Regional Planning Administrator  
Bureau of Community Planning and Growth  
Florida Commerce  
Caldwell Building  
107 East Madison- MSC 160  
Tallahassee, Florida 32399

Re: City of Westlake - *Evaluation and Appraisal Notification Letter*

Dear Mr. Stansbury:

In compliance with Florida Statutes, the City of Westlake is pleased to transmit this Evaluation and Appraisal Notification Letter that is due on March 1, 2025.

Per F. S. 163.3191, the City has reviewed the current adopted Comprehensive Plan and has determined that plan amendments are necessary to reflect changes in state laws.

Should you have any questions, or require any additional information, please do not hesitate to contact our office at telephone 561.530.5880.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Cassel".

Ken Cassel  
City Manager  
[Kcassel@westlakegov.com](mailto:Kcassel@westlakegov.com)

Cc: Mayor John Paul O'Connor and City Council  
Donald J. Doody, City Attorney

Encl.: Letter received from Florida Commerce

4001 SEMINOLE PRATT WHITNEY ROAD, WESTLAKE, FLORIDA 33470  
PHONE: 561-530-5880 | FAX: 561-790-5466 | WWW.WESTLAKEGOV.COM