

**MINUTES OF MEETING  
CITY OF WESTLAKE**

A regular meeting of the City Council of the City of Westlake was held on Monday, November 14, 2016, immediately following the Planning and Zoning meeting, at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida.

Present and constituting a quorum were:

Roger Manning	Mayor
Katrina Long-Robinson	Vice Mayor
John Stanavitch	City Council Seat 1
Kara Crump	City Council Seat 2
Phillip Everett	City Council Seat 3

Also present were:

Kenneth Cassel	City Manager
Pam E. Booker, Esq.	City Attorney

*The following is a summary of the minutes and actions taken during the November 14, 2016 City of Westlake Council Meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mayor Manning called the meeting to order at 7:35 p.m. and Mr. Cassel called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was previously recited at the Planning and Zoning meeting.

**THIRD ORDER OF BUSINESS**

**Approval of Agenda**

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor item 7, first reading of ordinance adopting a code of ethics, was removed from the agenda.
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**FOURTH ORDER OF BUSINESS**

**Audience Comments on Agenda Items (3)  
Minute Time Limit**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. **October 10, 2016 Regular Meeting**
- B. **October 24, 2016 Special Meeting**

On MOTION by Vice Mayor Long-Robinson seconded by Councilman Stanavitch with all in favor the minutes of the October 10, 2016 regular meeting and October 24, 2016 special meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Adopt Ordinance 2016-4, Including the City of Westlake in the Fire Rescue Municipal Service Taxing Unit for Palm Beach County for the Provision of Fire Services – Second Reading**

Mr. Cassel read Ordinance 2016-4 by title only.

There were no questions or comments from the Council or the public.

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor Ordinance 2016-4 was adopted.

**SEVENTH ORDER OF BUSINESS**

**Ordinance 2016-5, Adopting Quasi-Judicial Proceedings – First Reading**

Ms. Booker explained this ordinance adopts formal procedures for items that go before the Planning and Zoning Board as well as the City Council.

Mr. Cassel read Ordinance 2016-5 by title only.

On MOTION by Councilman Everett seconded by Councilwoman Crump with all in favor the first reading of Ordinance 2016-5 was approved.

**EIGHTH ORDER OF BUSINESS**

**Ordinance 2016-6, Adopting Business Tax (Occupational License) – First Reading**

Mr. Cassel read Ordinance 2016-6 by title only.

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor the first reading of Ordinance 2016-6 was approved.

**NINTH ORDER OF BUSINESS**

**Resolution 2016-13, Approval of Final Plat for Minto Westlake Phase 1A TTD**

Mr. Donald Hearing provided a brief presentation of the final plat for Minto Westlake Phase 1A TTD.

Ms. Tara Duhny requested the application and all resubmittals be made part of the formal record for this quasi-judicial proceeding.

Mr. Cassel read Resolution 2016-13 by title only.

On MOTION by Councilwoman Crump seconded by Councilman Stanavitch with all in favor Resolution 2016-13, approving the final plat for Minto Westlake Phase 1A TTD, was adopted.

**TENTH ORDER OF BUSINESS**

**Resolution 2016-14, Approval of Final Plat for Minto Westlake PODL**

Ms. Booker stated this is the plat presented in detail to the Planning and Zoning Board prior to this meeting. Staff recommends approval as it meets all the conditions reviewed.

Mr. Cassel read Resolution 2016-14 by title only.

On MOTION by Councilman Everett seconded by Councilwoman Crump with all in favor Resolution 2016-14, approving the final plat for Minto Westlake PODL, was adopted.

**ELEVENTH ORDER OF BUSINESS**

**Resolution 2016-15, Appointment of James Jackson as the Building Official – Action Item**

Ms. Booker stated the Council previously authorized Nova Engineering and Environmental Services as the building official. Florida Statute requires the appointment of a building official to take certain acts and issue permits for the City of Westlake. If Mr. James Jackson is not available, Mr. Bradley Weigle will act as Deputy Building Official.

On MOTION by Councilman Stanavitch seconded by Vice Mayor Long-Robinson with all in favor Resolution 2016-15, appointing James Jackson as the Building Official for the City of Westlake and Mr. Bradley Weigle as Deputy Building Official, was adopted.

**TWELFTH ORDER OF BUSINESS**

**City Manager’s Report**

Mr. Cassel reported the following:

- The principal landowner, Minto, PBLH, LLC, is providing the City with packages for staff to review. Staff is meeting with them on a routine basis.
- The Palm Beach County Fire Department is working with the City.
- Work on Seminole Pratt Whitney road is advancing.
- There has been a lot of land clearing in the 400 acres, which was approved by the City.

- SID received the permit from the Health Department to build 2,800 linear feet of water mains going into Town Center Parkway North.
- Ms. Booker and he have been discussing holding informal workshop meetings with the Council to provide development updates.

**THIRTEENTH ORDER OF BUSINESS**

**City Attorney's Report**

There being no items to report, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Audience Comments on Other Items (3)  
Minute Time Limit**


There being none, the next item followed.

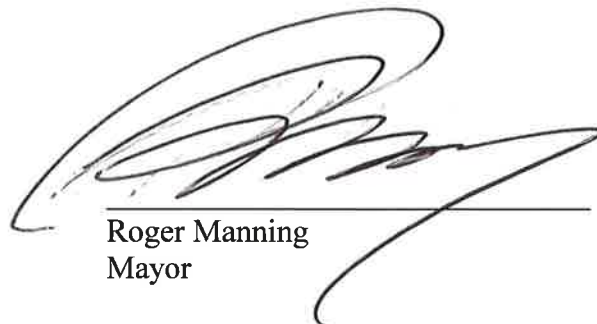
**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mayor Manning seconded by Councilman Everett with all in favor the meeting was adjourned.

  
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Kenneth Cassel  
City Manager

  
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Roger Manning  
Mayor