

**MINUTES OF PLANNING AND ZONING MEETING  
CITY OF WESTLAKE**

A Planning and Zoning meeting of the City of Westlake was held on Monday, November 14, 2016 at 6:00 p.m. 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
Nilsa Zacarias	NZ Consultants
Don Hearing	Coutleur & Hearing
John Carter	Minto, PBLH, LLC
Tara W. Duh	Lewis, Longman and Walker

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

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mayor Manning called the meeting to order and Mr. Cassel called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Oath of Office**

Mr. Cassel, being a Notary Public of the State of Florida, administered the Oath of Office for the Planning and Zoning Board to Mayor Manning, Vice Mayor Long-Robinson, Councilwoman Crump, Councilman Everett and Councilman Stanavitch.

**FOURTH ORDER OF BUSINESS**

**Planning and Zoning Presentation**

Ms. Booker and Ms. Zacarias provided an overview of the purpose of the Planning and Zoning Board, its functions, what items will come before the Board for review, the Board's roles and responsibilities. Under Florida Statutes 163.3174 the City has three years to establish its

own comprehensive plan. In the meantime the City will use the County’s comprehensive plan and land development regulations.

**FIFTH ORDER OF BUSINESS**

**Presentation on Final Plat for Minto Westlake Phase 1A TTD**

This item was not discussed.

**SIXTH ORDER OF BUSINESS**

**Presentation on Final Plat for Minto Westlake PODL**

Ms. Zacarias provided the Board with a sample presentation of how information will be presented to the Board for site plan reviews. The presentation is based on a temporary Special Use Permit for the construction of two buildings to be used as temporary visitor and sales centers within Pod L.

Mr. Carter addressed the Board and explained Minto is currently working on concept plans for the entirety of Pod L as well as Parcel PC1. They are looking at a unified development plan so the uses in PC1 integrate in with the Town Center.

Mr. Hearing provided the Board with a presentation of the plans for the visitor and sales centers.


**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Crump seconded by Mr. Stanavitch with all in favor the Planning and Zoning meeting was adjourned.

  
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Kenneth Cassel  
City Manager

  
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Roger Manning  
Mayor