

CITY OF WESTLAKE



AGENDA

Local Planning Agency Meeting

Tuesday, April 01, 2025, at 5:30 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

Live Broadcasting:

<https://cityofwestlake.my.webex.com>

Meeting ID: 2630 331 1783 | Password: hello

or

United States Toll: +1-650-479-3208

CITY COUNCIL:

JohnPaul O'Connor, Mayor

Greg Langowski, Vice Mayor

Gary Werner, Council Member – Seat 1

Erik Gleason, 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

Osniel Leon, AICP, Planning and Zoning

Suzanne Dombrowski, P.E., ENV SP, Engineering

[TENTATIVE: SUBJECT TO REVISION]

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

CONSENT AGENDA

This section of the agenda consists of routine or administrative items that require final approval by the Local Planning Agency and may be approved in its entirety by a single motion. There will be no discussion of these items unless an Agency Member requests 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 - 09.03.2024 - DRAFT
- [B.](#) Minutes_Local Planning Agency Meeting - 12.05.2023 DRAFT

PUBLIC HEARING

- [A.](#) **LPA:** Ordinance 2025-02 – Site design guidelines for non-residential development.

Submitted By: Planning and Zoning

ORDINANCE 2025-02

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 101 OF THE CITY OF WESTLAKE, FLORIDA'S CODE OF ORDINANCES ENTITLED "GENERAL AND ADMINISTRATIVE PROVISIONS", BY SPECIFICALLY AMENDING SECTION 101-194 ENTITLED "APPLICATIONS" UNDER ARTICLE III ENTITLED "PROCEDURES"; PROVIDING FOR ADDITIONAL SITE DESIGN GUIDELINES FOR NON-RESIDENTIAL DEVELOPMENT IN THE MU DISTRICT, THE TOWN CENTER DISTRICT (TC) AND THE MEDICAL DISTRICT (MD); PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

- [B.](#) **LPA:** Ordinance 2025-03 – Chapter 13 Text Amendment (Signs)

Submitted By: Planning and Zoning

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 13 ENTITLED "SIGNS" OF THE CITY OF WESTLAKE'S CODE OF ORDINANCES; BY SPECIFICALLY AMENDING SECTION 113-8 ENTITLED "MASTER SIGN PLAN", SECTION 113-11 ENTITLED "PERMITTED SIGNS" AND SECTION 113-66 ENTITLED "PERMITTED TEMPORARY SIGNS"; PROVIDING FOR AN AMENDMENT TO NOTES AND REMARKS TO PROVIDE FOR A MAXIMUM NUMBER OF SIGNS AND FOR ADDITIONAL REQUIREMENTS RELATIVE TO GRAND OPENING /PROJECT OPENING AND NEW BUSINESS SIGNS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

ADJOURNMENT

NOTICE: If a person, firm or corporation decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, you will need a record of the proceedings, and you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript). The City of Westlake does not prepare or provide such verbatim record.

In accordance with the Americans with Disabilities Act, persons who need an accommodation in order to attend or participate in this meeting should contact the City Clerk at (561) 530-5880 at least three (3) business days prior to the meeting in order to request such assistance.

AGENDA POSTED: March 20, 2025

CITY OF WESTLAKE



MINUTES

Local Planning Agency Meeting

Tuesday, September 03, 2024, at 5:30 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, 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, AICP, Planning and Zoning Director
Suzanne Dombrowski, P.E., ENV SP, City Engineer

A Local Planning Agency meeting of the City Council of the City of Westlake was held on Tuesday, September 3, 2024, at 5:30 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. 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: 2631 754 5034

Password: hello

2. Participants may also dial in using your phone with any of the following number(s):

United States Toll: +1-650-479-3208

Meeting ID: 2631 754 5034

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>

CALL TO ORDER

Mayor O’Connor called the Local Planning Agency meeting on Tuesday, September 3, 2024, to order at 5:30 PM.

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Julian Martinez
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O’Connor

Also present:

Kenneth Cassel, City Manager
Zoie P. Burgess, CMC City Clerk
Jennifer Hankins, Deputy City Clerk
Osniel Leon, AICP, Principal Planner
Donald Doody, Esq., City Attorney

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.

There being none, Mayor O'Connor called for a motion to approve the agenda as presented.

Motion by Vice Mayor Langowski to approve the agenda as presented, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilman Werner	YES
Councilman Martinez	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

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

PUBLIC HEARING

- A. Ordinance 2024-03 – CHAPTER 8 ENTITLED “PARKING REGULATIONS” AMENDING SECTION 7 ENTITLED “RECREATIONAL VEHICLES, TRAILERS AND WATERCRAFT”

Submitted By: Planning and Zoning

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CODE OF ORDINANCES BY SPECIFICALLY AMENDING CHAPTER 8 ENTITLED “PARKING REGULATIONS” BY SPECIFICALLY AMENDING SECTION 7 ENTITLED “RECREATIONAL VEHICLES, TRAILERS AND WATERCRAFT”; PROVIDING FOR DEFINITION OF TRAILERS; PROVIDING FOR PROHIBITION OF PARKING ON RIGHTS OF WAY; PROVIDING FOR THE DELETION OF ARTICLE 8.9 (E) RELATIVE TO ELECTRIC VEHICLE CHARGING STATIONS; PROVIDING FOR THE AMENDMENT TO TABLE 8-6 ENTITLED “REQUIRED OFF-STREET PARKING SPACES”; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mayor O'Connor called for presentations by Planning and Zoning.

Planning & Zoning PowerPoint presented by Osniel Leon.

Mr. Leon discussed Ordinance 2024-03, including the removal of language based on state statutes and the addition of measures to allow parking on the right-of-way.

Council and staff discussion regarding the advertisement placed on vehicles/trailers and how it relates to businesses during their grand opening or promotion of their business for any reason.

The City Attorney gave clarity, noting this would be a temporary situation as it relates to the advertising on a placed vehicle.

The Local Planning Agency proceeded to discuss different businesses that have a trailer or a vehicle that is placed on the property during business hours, special events, and for grand openings.

Mr. Leon provided an additional explanation for the definition of pole trailer.

Council Discussion regarding the verbiage of Section 6 of the Ordinance as it relates to the parking, standing or stopping of a watercraft on the public rights-of-way.

Discussion regarding Section C, which deals with non-prohibited cars, and additional discussion regarding the bike lane and if it was covered in the language.

Mayor O'Connor asked if there were any other council comments. There being none, Mayor O'Connor called for public hearing.

The City Clerk stated there were no public comment cards.

Mayor O'Connor closed public hearing and called for a motion to recommend the item to the council.

Councilman Werner recommended Ordinance 2024-03 first reading, chapter 8 entitled "parking regulations" amending section 7 entitled "recreational vehicles, trailers and watercraft" for council approval, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilman Martinez	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

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

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 5:45 PM.

Zoie P. Burgess, City Clerk

JohnPaul O'Connor, Mayor

CITY OF WESTLAKE



MINUTES

Local Planning Agency Meeting

Tuesday, December 05, 2023 at 5:30 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
VACANT, 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 5, 2023, at 5:30 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. 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 788 1730

Password: hello

2. Participants may also dial in using your phone with any of the following number(s):

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Meeting ID: 2633 788 1730

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 can unmute themselves and anyone that has called in should mute their device.

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

CALL TO ORDER

Mayor O'Connor called the Local Planning Agency meeting of Tuesday, December 5, 2023, to order at 5:31 PM.

ROLL CALL

Present and constituting a quorum:

Councilwoman Charlotte Leonard
Councilman Julian Martinez
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

PLEDGE OF ALLEGIANCE

Mayor O'Connor let 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.

There being none, Mayor O'Connor called for a motion to approve the agenda as presented.

Motion by Vice Mayor Langowski to approve the agenda as presented, seconded by Councilman Martinez.

UPON ROLL CALL:

Councilwoman Leonard	YES
Councilman Martinez	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

With all in favor, motion carried without dissent (4-0).

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 requests 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 - 03.14.2023 DRAFT

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

Motion by Vice Mayor Langowski to approve the Consent Agenda, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilman Martinez	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilwoman Leonard	YES

With all in favor, motion carried without dissent (4-0).

PUBLIC HEARING

A. FIRST READING: Ordinance 2023-07 – ARCADE AMUSEMENT CENTERS AND ELECTRONIC GAMING ESTABLISHMENTS

Submitted By: Planning and Zoning

ORDINANCE NO. 2023-07

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 3 ZONING DISTRICTS AND USES AS SET FORTH IN THE CITY’S CODE OF ORDINANCES; PROVIDING FOR THE CREATION OF SECTION _____ TO BE ENTITLED “ARCADE AMUSEMENT CENTERS AND ELECTRONIC GAMING ESTABLISHMENTS” PROVIDING FOR PURPOSE AND FINDINGS; PROVIDING FOR CODIFICATION, PROVIDING CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Mayor O’Connor introduced the item and called for the City Attorney to read the Ordinance title into record, by title only.

Mr. Doody read Ordinance 2023-07, by title only, into the record.

Mayor O’Connor called for staff presentations.

Osniel Leon, senior planner, discussed Ordinance 2023-07 that was initiated by staff. Mr. Leon discussed criteria that must be followed and permitted use.

Mayor O’Connor called for council comments. There being none, Mayor O’Connor called for Public Comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting and gave the virtual audience a moment to comment.

There being no further comments, Mayor O’Connor called for a motion to recommend item to the Council for first reading.

Motion by Councilman Martinez to recommend Ordinance 2023-07 for council approval, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Vice Mayor Langowski	YES
Mayor O’Connor	YES
Councilwoman Leonard	YES
Councilman Martinez	YES

With all in favor, motion carried without dissent (4-0).

B. FIRST READING: Ordinance 2023-08 – Massage Establishment

Submitted By: Planning and Zoning

ORDINANCE NO. 2023-08

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 3 ZONING DISTRICTS AND USES AS SET FORTH IN THE CITY’S CODE OF ORDINANCES; PROVIDING FOR A DEFINITION OF A MASSAGE ESTABLISHMENT; PROVIDING FOR HOURS OF OPERATION; PROVIDING FOR EXEMPTIONS; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Mayor O’Connor introduced the item and called for the City Attorney to read the Ordinance title into record, by title only.

Mr. Doody read Ordinance 2023-08, by title only, into the record.

Mayor O’Connor called for staff presentations.

Mr. Osniel Leon, Senior Planner, discussed Ordinance 2023-08 that was initiated by staff. Mr. Leon discussed the following:

- Hours of operation
- Registered employees
- Exemptions
- Display of licenses
- Required inspections
- Permitted uses

Council discussed the item's objective as allowing the businesses in the city while restricting others in the future. Mayor O'Connor called for Public Comments.

Ms. Burgess noted there was a public comment.

Samuel Blue – 16153 Melogold Drive – Mr. Blue asked about the hours of operation and license types for the businesses.

Council talked about the operating hours for these kinds of businesses and said that if a company required one, they could always get a waiver.

Ms. Burgess noted there were no additional public comments and gave the virtual audience a moment to comment.

There being no further comments, Mayor O'Connor called for a motion to recommend the item to Council for first reading.

Motion by Councilwoman Leonard to recommend Ordinance 2023-08 for council approval with consideration of days, times and language changes, seconded by Councilman Martinez.

UPON ROLL CALL:

Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilwoman Leonard	YES
Councilman Martinez	YES

With all in favor, motion carried without dissent (4-0).

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 5:54 PM.

Zoie P. Burgess, City Clerk

JohnPaul O'Connor, Mayor



Meeting Agenda Item Coversheet

MEETING DATE:		4/1/2025	Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		LPA: Ordinance 2025-02 – Site design guidelines for non-residential development.		
STAFF RECOMMENDATION: (MOTION READY)		Motion to recommend approval of Ordinance 2025-02.		
SUMMARY and/or JUSTIFICATION:		This Ordinance amends Chapter 101 of the City Westlake, Code of Ordinances entitled “General and Administrative Provisions”. Providing for additional site design guidelines for non-residential development in the Mixed Use (MU) district, Town Center District (TC), and Medical District (MD).		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):	X	OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Exhibit A: Ordinance 2025-02: SITE DESIGN GUIDELINES FOR NON-RESIDENTIAL DEVELOPMENT IN THE MU DISTRICT, THE TOWN CENTER DISTRICT (TC) AND THE MEDICAL DISTRICT (MD).		
SELECT, if applicable	RESOLUTION:		ORDINANCE: 2025-02	X
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field’s textbox and leave blank)</i> <u>Please keep text indented.</u>		<p style="text-align: center;">ORDINANCE 2025-02</p> <p>AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 101 OF THE CITY OF WESTLAKE, FLORIDA’S CODE OF ORDINANCES ENTITLED "GENERAL AND ADMINISTRATIVE PROVISIONS", BY SPECIFICALLY AMENDING SECTION 101-194 ENTITLED “APPLICATIONS” UNDER ARTICLE III ENTITLED “PROCEDURES”; PROVIDING FOR ADDITIONAL SITE DESIGN GUIDELINES FOR NON-RESIDENTIAL DEVELOPMENT IN THE MU DISTRICT, THE TOWN CENTER DISTRICT (TC) AND THE MEDICAL DISTRICT (MD); PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.</p>		
FISCAL IMPACT (if any):				\$

1st Reading _____

2nd Reading _____

ORDINANCE 2025-02

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 101 OF THE CITY OF WESTLAKE, FLORIDA’S CODE OF ORDINANCES ENTITLED "GENERAL AND ADMINISTRATIVE PROVISIONS", BY SPECIFICALLY AMENDING SECTION 101-194 ENTITLED "APPLICATIONS" UNDER ARTICLE III ENTITLED "PROCEDURES"; PROVIDING FOR ADDITIONAL SITE DESIGN GUIDELINES FOR NON-RESIDENTIAL DEVELOPMENT IN THE MU DISTRICT, THE TOWN CENTER DISTRICT (TC) AND THE MEDICAL DISTRICT (MD); PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Westlake deems it in the best interests of the residents of the City of Westlake to amend the Code of Ordinances for the purposes of establishing new Site Design Guidelines applicable to non-residential developments in the Mixed-Use District (MU), Town Center District (TC), and Medical District (M); and

WHEREAS, the City Council of Westlake finds and determines that new Site Design Guidelines will assist property owners with the maximum utilization of their property and allow adequate safety and security measures to be implemented.

NOW THEREFORE BET IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA THAT:

SECTION 1. Recitals. The foregoing recitals are confirmed, adopted and incorporated herein and made a part hereof by this reference.

SECTION 2. The City Council hereby amends Chapter 101 entitled "General and Administrative Provisions", by specifically amending Section 101-194 entitled "Applications" of the City of Westlake’s Code of Ordinances to read as follows:

Sec. 101-194. Applications.

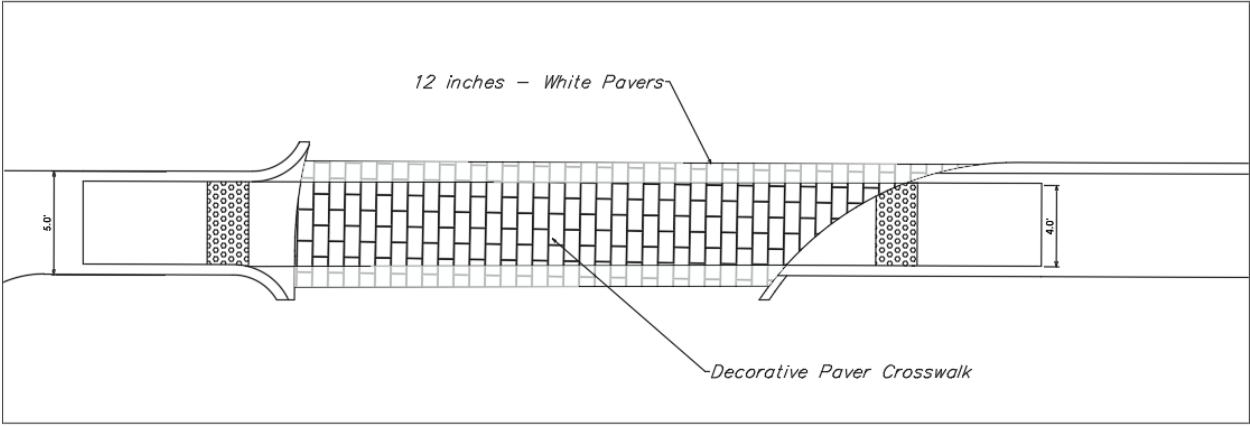
- (4) **Site plan.** A site plan containing the title of the project and names of the architect, engineer, project planner and/or developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:
 - a. Boundaries of the project, any existing streets, buildings, watercourses, easements, section lines, and water, sewer and reuse water facilities, and other existing important physical features on the site and on property adjacent to the site.
 - b. Tabular project data, including, but not limited to, dwelling units, square footage, bed, and waivers from zoning district requirements.
 - c. Project information on beds, employees, seating, etc. as necessary depending on the type of development.

- d. Site data and setbacks.
- e. Plans and location for recreation facilities, if any, including buildings and structures for such use.
- f. All mechanical equipment and dumpster locations, screens and buffers.
- g. Refuse collection and service areas.
- h. Access to utilities and points of utilities hookups and location of all fire hydrants close enough for fire protection.
- i. Proposed plans for signage, including size, location and orientation.
- j. Location of exterior lighting of all parking areas, nonresidential buildings, and the overall site.
- k. Proposed topographic considerations including natural vegetation, berms, retaining walls, privacy walls, and fences.
- l. Required floodplain management data including flood zone designation and base flood elevation consistent with chapter 105.
- m. Traffic circulation.
- n. The application must contain architectural elevations to demonstrate the style and theme of the project, including representative color for illustrative purposes only. Improvements must be constructed reasonably be in accordance with submitted architectural style and theme.
- o. The application must contain an aerial photograph of the appropriate section, township and range of the city, outlining the subject property, and delineating all contiguous zoning districts.
- p. The application must contain an area location map. Vicinity map of the area within one (1) mile surrounding the site, including the following:
 - 1. Principal roadway network, including mass transit routes;
 - 2. Major public facilities such as public schools, city and county parks and recreation areas, hospitals, public buildings, utilities, shopping areas, etc.;
 - 3. Municipal boundary lines; and
 - 4. Important physical features in and adjoining the site.
- q. Residential site plans must include a school impact statement specifying the anticipated impact on public schools and the need for public school sites in the general area of the proposed development.
- r. Statement acknowledging that applicant is required to submit the application to the county fire rescue for review. Applicant is responsible for submitting application to the county fire rescue. Approval by the county fire rescue pursuant to their adopted standards is required for site plan approval.
- s. Service availability. Written confirmation from the applicable service providers of the availability of all necessary facilities and systems, as indicated below, for stormwater management, potable water, sanitary sewer, solid waste disposal, and county road capacity.

1. A statement from SID, or other lawful service provider, that the proposed development will be able to connect to the system and that there is sufficient capacity available to meet adopted levels of service for potable water and sanitary sewer.
 2. A drainage statement by the applicant's engineer that the site drainage system will be designed to meet the stormwater management requirements of the SFWMD and these LDRs. The statement also will demonstrate the provision of legal positive outfall meeting the adopted level of service. A statement from SID attesting that the proposed drainage is sufficient will satisfy this requirement.
 3. A statement from the solid waste authority of the county that the proposed project will not exceed the adopted levels of service standards for solid waste disposal. This requirement may be waived if the solid waste authority provides the city with an annual statement that solid waste capacity is available.
- t. Master site plan. A master site plan will be required when a project will be developed in phases. The master site plan must show:
1. Authority and ownership of land to be developed.
 2. Proposed phases of the development.
 - (i) Proposed number of project phases, including total acreage in each phase, and gross nonresidential intensity (square feet) and gross residential density of each phase.
 - (ii) Sequencing of phasing for purposes of determining service availability.
 3. Total land area, and approximate location and amount of open space or lake maintenance easements included in each residential, nonresidential, or mixed-use area, and a summary of the form of organization proposed to own and maintain such areas.
 4. Circulation information, including:
 - (i) Approximate location and ultimate right-of-way widths of proposed and existing roads, pedestrian, and bicycle routes, including interconnections between phases.
 - (ii) Locations, centerlines and ultimate widths of rights-of-way for existing roads, streets, intersections, and canals within the proposed project.
 5. Information on all easements, including:
 - (i) Location and width of proposed and existing utility, drainage, access, electric, and similar easements; provided, however, only general location and widths are required for proposed easements.
 - (ii) Location, if known, of proposed landscape buffers, open space, and preserve areas.
- u. [Site guidelines of crosswalk pavers for Site Plan and Master Site Plan of non-residential developments in the Mixed-Use District \(MU\), Town Center District \(TC\), and Medical District \(M\).](#)

- 1. Perimeter crosswalks connecting to a multimodal pathway shall be delineated using contrasting paver blocks consistent with those utilized throughout the city.
- 2. Internal crosswalks material selection shall be at the discretion of the property owner or developer.
- 3. All crosswalk pavers shall have a minimum of 12 inches of white color pavers as illustrated in Figure xx-xx.

Figure xx-xx. Paver Crosswalks



SECTION 3. Codification. It is the intention of the City Council of the City of Westlake that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Westlake, Florida, and that the Sections of this Ordinance may be renumbered, re-lettered and the word “Ordinance” may be changed to “Section,” “Article” or such other word or phrase in order to accomplish such intention.

SECTION 4. Conflicts. All ordinances or parts of ordinances, resolutions or parts of resolutions which are in conflict herewith, are hereby repealed to the extent of such conflict.

SECTION 5. Severability. Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

SECTION 7. Effective Date. This ordinance shall be effective upon adoption on second reading.

PASSED this__ day of ____, 2025, on first reading.

PUBLISHED on this __ day of __, 2025 in the Sun Sentinel

PASSED AND ADOPTED this __ day of____, 2025, on second reading.

City of Westlake
JohnPaul O'Connor, Mayor

Zoie Burgess, City Clerk

APPROVED AS TO LEGAL FORM

OFFICE OF THE CITY ATTORNEY



Meeting Agenda Item Coversheet

MEETING DATE:		4/1/2025	Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		LPA: Ordinance 2025-03 – Chapter 13 Text Amendment (Signs)		
STAFF RECOMMENDATION: (MOTION READY)		Motion to recommend approval of Ordinance 2025-03 – Chapter 13 Text Amendment (Signs).		
SUMMARY and/or JUSTIFICATION:		This Ordinance amends Chapter 13 of the City Westlake, Code of Ordinances entitled “SIGNS”. Amending section titled “Master Sign Plan”, “Permitted Signs” and Permitted Temporary Signs”. To Provide for a Maximum number of signs and for additional requirements relative to grand opening/project opening and new business signs.		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):	X	OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Exhibit A: Ordinance 2025-03: Chapter 13 Text Amendment (Signs)			
SELECT, if applicable	RESOLUTION:		ORDINANCE: 2025-03	X
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field’s textbox and leave blank)</i> <u>Please keep text indented.</u>	<p style="text-align: center;">ORDINANCE NO 2025-03</p> <p>AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 13 ENTITLED “SIGNS” OF THE CITY OF WESTLAKE’S CODE OF ORDINANCES; BY SPECIFICALLY AMENDING SECTION 113-8 ENTITLED “MASTER SIGN PLAN”, SECTION 113-11 ENTITLED “PERMITTED SIGNS” AND SECTION 113-66 ENTITLED “PERMITTED TEMPORARY SIGNS”; PROVIDING FOR AN AMENDMENT TO NOTES AND REMARKS TO PROVIDE FOR A MAXIMUM NUMBER OF SIGNS AND FOR ADDITIONAL REQUIREMENTS RELATIVE TO GRAND OPENING /PROJECT OPENING AND NEW BUSINESS SIGNS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</p>			
FISCAL IMPACT (if any):				\$

ORDINANCE NO 2025-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 13 ENTITLED "SIGNS" OF THE CITY OF WESTLAKE'S CODE OF ORDINANCES; BY SPECIFICALLY AMENDING SECTION 113-8 ENTITLED "MASTER SIGN PLAN", SECTION 113-11 ENTITLED "PERMITTED SIGNS" AND SECTION 113-66 ENTITLED "PERMITTED TEMPORARY SIGNS"; PROVIDING FOR AN AMENDMENT TO NOTES AND REMARKS TO PROVIDE FOR A MAXIMUM NUMBER OF SIGNS AND FOR ADDITIONAL REQUIREMENTS RELATIVE TO GRAND OPENING /PROJECT OPENING AND NEW BUSINESS SIGNS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, this ordinance is intended to preserve the residential character of the City of Westlake by controlling size, location and use of signs in all zoning districts within the City. It is further intended to address the maximum number of sign faces allowed for residential pod entry monument sign, the maximum size of copy area for wall sign for ground floor uses with separate entrances at ground level, additional requirements for monument sign location and;

WHEREAS, the regulations of this chapter shall apply to all signs within the City except vehicular use signage, which will be governed by the Manual on Uniform Traffic Control Devices (MUTCD) issued by the Federal Highway Administration.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY FOR THE CITY OF WESTLAKE, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are confirmed, adopted and incorporated herein and made a part hereof by this reference.

SECTION 2. The City Council hereby amends Chapter 113 entitled "Signs" by specifically amending Section 113-8 entitled "Master Sign Plan" as follows:

Sec. 113-8. - Master sign plan

All commercial development, multi-tenant buildings, and planned development located within the city are required to submit and obtain City Council approval for a master sign plan. The approval of a master sign plan by the city shall be required prior to the issuance of a sign building permit. The City Council, at the time of development order or site plan approval or amendment, may waive one (1) or more of the requirements of this chapter as part of a master sign plan. ~~A master sign plan may be considered for two (2) or more signs.~~

(1)The city council may vary the size, setback requirements, number, and type of signs as part of a master sign plan application, provided the city council determines an application complies with the general intent and purpose of this chapter.

~~(2)The planning and zoning director may require any development order application for a PD, civic, or conditional use application to include an overall master sign plan.~~ It shall not be a requirement to know all tenants at the time of submittal of the master sign plan. The master sign plan shall indicate location, number, size, font, color, type of sign, landscaping, and illumination of proposed signs. The master sign plan shall be guided by the purpose and intent section of this chapter. Application for a master sign plan shall include the following:

- a. An overall plan identifying location of all proposed signs on the parcel, except window signs. The location of window signs may be included, but it is not mandatory.
- b. The layout of all proposed signs including:
 - 1.Elevations plans drawn to scale and depicting all permanent signs placed or to be placed on the building on the parcel.
 - 2.A plan, drawn to scale, indicating the location of all permanent freestanding signs erected or to be erected on the parcel, including setbacks; depicting the sign type, dimensions, color, style, material, and copy area; and the method of supporting the signs.
 - 3.For signs providing for more than one (1) occupant, the amount of sign area allocated for each occupant shall be indicated.
 - 4.The types of illumination to be used for each type of sign.
 - 5.Method of attachment for all signs placed or to be placed on the building or the parcel.
- c. A calculation of copy area for each individual sign.
- d. The placement of signs on the buildings.
- e. A deviation table on drawing identifying deviations from the requirements of this chapter.(3)Once the master sign plan has been approved for a parcel, the criteria shall apply to the entire parcel shown on the master sign plan, as well as to each individual owner or occupant, and shall remain as long as the buildings exist, regardless of change of ownership, management, or occupancy. No permanent sign permit shall be issued contrary to the master sign plan, unless a new master sign plan has been submitted and approved by the planning and zoning department and/or city council as applicable. When renovations to existing buildings include changes to an existing master site plan, all signage must meet the requirements of the amended master plan within one (1) year after the issuance of the first certificate of occupancy for the renovations.

SECTION 3. The City Council hereby amends Chapter 113 entitled “Signs” by specifically amending Section 113.11 entitled “Permitted Signs” as follows:

Sec. 113-11. - Permitted signs.

Permanent signs shall be permitted as indicated in the following table:

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Additional Requirements ³
Directional Sign on Private Property	16 sq. ft.	2	Two (2) per access entry	Min. 4-inch letter height, including lowercase letters. Min. 10 feet setback from property line. Graphics and Logos permitted.

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Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
Ground Sign for Commercial Buildings within Pod²	60 <u>70</u> square feet	2	1 per access entry for lots with a minimum of 200 lineal feet of ROW. Plus 1 for each additional 700 lineal feet of ROW.	Height: 8-14 ft. Width: 15 ft. (Dimensions include base) Min. sign width must equal 50% of sign height. Maximum area 120 sq. ft. including decorative elements.	Requires solid base with a height equal to at least 30% of overall sign height or 2 ft. whichever is greater. Sign copy is prohibited on the base except for information as regulated by Temporary Signs Section. [See Sec. 12.B(9)c.] Sign copy not to exceed building identification and/or six (6) <u>Eight (8)</u> tenants (not including leasing information) per sign face. Min. 4-inch letter height, including lowercase letters. Min. 10 feet setback from ROW. Min. distance of 60 feet required between ground signs. Address numbers must be a min. of 6 inches in height located above copy area.

Tenant-Specific Directional Sign	4 sq. ft.	2	Per approval as needed	Max. height: 4 ft.	Exempt from sign-base requirements. No advertising copy. Logos not more than 50% of copy area permitted by master sign plan only.
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Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
Enter and Exit Signs	4 square feet	2	1 per approved entry or exit.	Height: 3 feet	<p>Max. 3 feet above crown of paving or road.</p> <p>Signs located within a visibility triangle shall not exceed 30 inches in height measured from the surface of the nearest vehicular traffic area.</p> <p>Min. 2 feet from property line.</p> <p>Copy limited to EXIT, ENTRANCE, EXIT ONLY, etc.</p> <p>Internal illumination only.</p> <p>Shall be located in landscaped area [including grass or mulch].</p>
Projecting ID Signs	6 square feet	2	1 per tenant	N/A	<p>May be suspended from soffit or eave.</p> <p>Must be perpendicular to the building facade.</p> <p>Shall not project more than 36 inches from building façade or into a vehicular use area.</p> <p>Min. clearance of 8 feet from bottom of sign to top of walkway.</p> <p>Located at main or secondary entrance.</p> <p>May be externally illuminated.</p>

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
					Sign(s) must be located at top of building, and/or below second floor line. Sign letters shall not exceed 36 inches in height including lowercase letters. Sign for building and tenant

<p>Wall Sign for Principal Structure or Building Identification or Principal Tenant</p>	<p>90 square feet</p>	<p>1</p>	<p>One set of 2 signs [Principal Structure or Building name <i>and</i> Principal Tenant name] on façade(s)</p>	<p>N/A</p>	<p>identification purposes.</p> <p>Each building is allowed a principal tenant wall sign.</p> <p>Maximum 1 name or message per sign.</p> <p>Sign(s) shall not exceed 80 percent of the width of the building, with a minimum of 10 percent clear area on each outer edge of the building.</p> <p><u>Logos or any federally-registered trademark may be permitted as part of a sign as follows:</u></p>
					<p><u>an integral part of</u></p> <p><u>an approved</u></p> <p><u>master sign</u></p> <p><u>federally</u></p> <p><u>(50) percent of</u></p> <p><u>the area or each wall sign may incorporate a logo, the logos shall not exceed the total height of any sign on the building.</u></p>
<p>Wall Signs for Multi-Tenant Office Buildings with Common Entrance</p>	<p>—</p>	<p>—</p>	<p>—</p>	<p>—</p>	<p>Signage limited to Principal Structure or Building Identification and/or Principal Tenant only.</p> <p>Individual tenant signs prohibited.</p>

Figure 113-11-8. Ground Floor Permanent Canopy Sign

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
Wall Sign for Residential Building Identification	16 square feet	1	1 front façade 1 rear facade	N/A	
Wall Sign for Ground Floor Uses with Separate Entrances at Ground Level	Max. 1.5 sq.ft. per linear foot of façade of the tenant space or bay. Max. 70 square feet.	1	1 per tenant space or bay. Except a tenant space or bay with double frontage shall be permitted 1 additional wall sign.	None	<p>Sign must face ROW or be over the primary entrance.</p> <p>Maximum letter height 24 inches.</p> <p>Maximum 2 lines of copy.</p> <p>Signs shall not be located above second floor line or above building parapet.</p> <p><u>Logos or any federally-registered trademark may be permitted as part of a sign as follows:</u></p> <p><u>(1) If designed as an integral part of the advertising copy;</u></p> <p><u>(2) If consistent with an approved color scheme of the master sign plan; and</u></p> <p><u>(3) If displayed as federally-registered</u></p> <p><u>A maximum of fifty (50) percent of the area of each wall sign may incorporate a logo, the logos shall not exceed the total height of any sign on the building.</u></p>
Window Signs	Maximum 20% of each glass window or glass door area.	1	None	None	<p>Signs allowed in ground floor windows/doors only.</p> <p>All sign materials must be permanent: paper, cardboard, cling film, etc., are prohibited except as</p>

					<p>provided in Section 12, temporary signs.</p> <p>Any interior sign either hung within two feet of a window/door or attached to a display or other structure within two feet of a window/door shall be considered a window sign.</p> <p>Nonresidential multi-tenant uses shall submit a master sign plan application that includes all window signs and non-advertising window markings.</p>
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SECTION 4. The City Council hereby amends Chapter 113 entitled “Signs” by specifically amending Section 113-66 entitled “Permitted Temporary Signs” as follows:

Sec. 113-66. - Permitted temporary signs.

Temporary signs allowed within the city are listed in the following table:

Table 113-66. Permitted Temporary Signs

Murals and Other Decorative Elements on Construction Barrier Fence	15% of total barrier area	On receipt of construction fence permit	On receipt of Final Certificate of Occupancy	May not contain any rendition of development or element of development
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<p>Grand Opening/Project Opening/New Businesses</p>	<p>32</p>	<p>7 days before event</p>	<p>10 days after opening or event</p>	<p>May be permitted as a banner.</p> <p><u>No more than one (1) banner per tenant;</u></p> <p><u>Maximum of two (2) sign faces;</u></p> <p><u>Maximum Height of five (5) feet; and</u></p> <p><u>Shall not be attached to utility poles, landscape material, antennae, or trash receptacles.</u></p> <p><u>Flags are permitted as follows:</u></p> <p><u>No more than one (1) flag per 100 linear feet;</u></p> <p><u>Maximum of two (2) sign faces; and</u></p> <p><u>Maximum Height of seven (7) feet and 16 sq.ft</u></p>
<p>Outparcel/Phase Opening</p>	<p>32</p>	<p>7 days before opening</p>	<p>10 days after opening</p>	
<p>Special Event Signage</p>	<p>32</p>	<p>7 days prior to event</p>	<p>1 day after event</p>	<p>One on-site sign may be permitted for each side of the property that fronts a public right-of-way, up to 4 signs.</p> <p>1 per property allowed.</p> <p>May be permitted as a banner.</p>

SECTION 5. Codification. It is the intention of the City Council of the City of Westlake that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Westlake, Florida, and that the Sections of this Ordinance may be renumbered, re-lettered and the word “Ordinance” may be changed to “Section,” “Article” or such other word or phrase in order to accomplish such intention.

SECTION 6. Conflicts. All ordinances or parts of ordinances, resolutions or parts of resolutions which are in conflict herewith, are hereby repealed to the extent of such conflict.

SECTION 7. Severability. Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

SECTION 8. Effective Date. This ordinance shall be effective upon adoption on second reading.

PASSED this__ day of ____, 2025, on first reading.

PUBLISHED on this __ day of __, 2025 in the Sun Sentinel

PASSED AND ADOPTED this __ day of ____, 2025, on second reading.

City of Westlake
JohnPaul O'Connor, Mayor

Zoie Burgess, City Clerk

APPROVED AS TO LEGAL FORM

OFFICE OF THE CITY ATTORNEY