

# CITY OF WESTLAKE



## AGENDA

### **Local Planning Agency Meeting**

Tuesday, June 03, 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: 2865 772 4946 | Password: hello

or

United States Toll: 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 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 - 04.01.2025 - DRAFT

**PUBLIC HEARING**

- [A.](#) LPA: Ordinance 2025-04 – Chapter 119 Zoning Text Amendment (A/C Screening)

**Submitted By:** Planning and Zoning

**ORDINANCE NO 2025-04**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 119 OF THE CITY OF WESTLAKE, FLORIDA'S CODE OF ORDINANCES ENTITLED "ZONING", BY SPECIFICALLY AMENDING SECTION 119-31(c)(7) ENTITLED "SETBACK EXCEPTIONS FOR RESIDENTIAL-1(R-1) AND RESIDENTIAL-2(R-2) DISTRICTS" UNDER ARTICLE II ENTITLED "ZONING DISTRICTS AND STANDARDS"; TO PROVIDE FOR CLARIFICATION RELATIVE TO SCREENING EXCEPTIONS FOR SINGLE FAMILY RESIDENTIAL LOTS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

- [B.](#) LPA: Ordinance 2025-05 – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs)

**Submitted By:** Planning and Zoning

**ORDINANCE NO 2025-05**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 113 OF THE CITY OF WESTLAKE, FLORIDA'S CODE OF ORDINANCES ENTITLED "SIGNS", BY SPECIFICALLY AMENDING SECTION 113-66, TABLE 113-66 ENTITLED "PERMITTED TEMPORARY SIGNS" UNDER ARTICLE III ENTITLED "TEMPORARY SIGNS"; PROVIDING FOR ADDITIONAL INSTALLATION AND REMOVAL DATES FOR NONRESIDENTIAL SALE, RENTAL OR LEASE OF BUILDING OR PORTION OF BUILDING; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, 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:** Thursday, May 22, 2025

# CITY OF WESTLAKE



## MINUTES

### **Local Planning Agency Meeting**

Tuesday, April 01, 2025, 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  
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

A Local Planning Agency meeting of the City Council of the City of Westlake was held on Tuesday, April 1, 2025, 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. Webex meeting from a computer, tablet or smartphone at the following link:  
<https://cityofwestlake.my.webex.com/>

Meeting ID: 2630 331 1783  
Password: hello

2. Participants also dialed in using the following number:

United States Toll: +1-650-479-3208  
Meeting ID: 2630 331 1783

### **CALL TO ORDER**

Mayor O'Connor called the Local Planning Agency meeting on Tuesday, April 1, 2025, to order at 5:32 PM.

### **ROLL CALL**

Present and constituting a quorum:

Councilman Gary Werner  
Councilman Erik Gleason  
Councilwoman Charlotte Leonard  
Vice Mayor Greg Langowski  
Mayor JohnPaul O'Connor

Also present:

Kenneth Cassel, City Manager  
Zoie P. Burgess, CMC 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 Councilman Werner to approve the agenda as presented, seconded by Councilwoman Leonard.

**UPON ROLL CALL:**

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

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

**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

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

Motion by Vice Mayor Langowski to approve the consent agenda, seconded by Councilman Werner.

**UPON ROLL CALL:**

Councilman Gleason	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).

**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.**

Mayor O'Connor introduced the item

City Attorney read the item into record, by title only.

Planning & Zoning presentation by Osniel Leon, City Planner, on Ordinance 2025-02 site design guidelines for non-residential development – crosswalk pavers.

The Council and Mr. Leon discussed the implications of moving forward with a consistent approach to pavers.

Staff recommends approval.

Mayor O'Connor called for a motion.

Motion by Councilwoman Leonard to approve the LPA Ordinance 2025-02 site design guidelines for non-residential development, seconded by Councilman Gleason.

**UPON ROLL CALL:**

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

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

- 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.**

Mayor O'Connor introduced the item.

City Attorney read the item into record by title only.

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

Planning & Zoning presentation by Mr. Leon on Ordinance 2025-03, Chapter 113 sign code text amendment requiring all commercial development, multi-tenant buildings, and planned development located within the City to submit and obtain Council approval for a master sign plan. Mr. Leon noted that the previous plan was not clear.

Discussion of a plan for signs moving forward.

Mayor O'Connor called for a motion.

Motion by Councilman Werner to approve LPA Ordinance 2025-03 amending the text amendment for signs, seconded by Vice Mayor Langowski.

**UPON ROLL CALL:**

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

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

Mayor O'Connor asked if there were any public comments.

**ADJOURNMENT**

There being no further business, Mayor O'Connor adjourned the meeting at 6:02 PM.

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Zoie P. Burgess, City Clerk

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JohnPaul O'Connor, Mayor





# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		6/3/2025		<b>Submitted By:</b> Planning and Zoning	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		LPA: Ordinance 2025-XX – Chapter 119 Zoning Text Amendment (A/C Screening)			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to recommend approval of Ordinance 2025-XX – Chapter 119 Zoning Text Amendment (A/C Screening).			
<b>SUMMARY and/or JUSTIFICATION:</b>		This Ordinance amends Chapter 119 of the City Westlake, Code of Ordinances entitled “Setback Exceptions for Residential-1 (R1) and Residential-2 (R2) Districts,” to provide additional visual screening exceptions for single family residential lots. Residential lots with a side yard setback of less than seven and one-half feet (7.5') shall only be required to provide visual screening from the right-of-way for heating, ventilation and air conditioning units, including compressors and condensers.			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
		<b>EXHIBIT(S):</b>		<b>OTHER:</b>	
		X			
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Exhibit A: Ordinance 2025-XX: Chapter 119 Zoning Text Amendment (A/C Screening).			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE: 2025-XX</b>	
				X	
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <b><u>Please keep text indented.</u></b></i>		<p style="text-align: center;"><b>ORDINANCE NO 2025-XX</b></p> <p><b>AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 119 OF THE CITY OF WESTLAKE, FLORIDA'S CODE OF ORDINANCES ENTITLED "ZONING", BY SPECIFICALLY AMENDING SECTION 119-31(c)(7) ENTITLED “SETBACK EXCEPTIONS FOR RESIDENTIAL-1(R-1) AND RESIDENTIAL-2(R-2) DISTRICTS” UNDER ARTICLE II ENTITLED “ZONING DISTRICTS AND STANDARDS”; TO PROVIDE FOR CLARIFICATION RELATIVE TO SCREENING EXCEPTIONS FOR SINGLE FAMILY RESIDENTIAL LOTS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.</b></p>			
<b>FISCAL IMPACT (if any):</b>					\$

1<sup>st</sup> Reading \_\_\_\_\_2<sup>nd</sup> Reading \_\_\_\_\_**ORDINANCE 2025-XX**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 119 OF THE CITY OF WESTLAKE, FLORIDA'S CODE OF ORDINANCES ENTITLED "ZONING", BY SPECIFICALLY AMENDING SECTION 119-31(c)(7) ENTITLED "SETBACK EXCEPTIONS FOR RESIDENTIAL-1(R-1) AND RESIDENTIAL-2(R-2) DISTRICTS" UNDER ARTICLE II ENTITLED "ZONING DISTRICTS AND STANDARDS"; TO PROVIDE FOR CLARIFICATION RELATIVE TO SCREENING EXCEPTIONS FOR SINGLE FAMILY RESIDENTIAL LOTS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

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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 amending the visual screening requirements for single-family residential lots with a setback of less than seven and one-half feet (7.5') in the Residential-1(R-1) and Residential-2(R-2) Districts; and

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

**NOW THEREFORE BE 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 119 entitled "Zoning", by specifically amending Section 119-31(c)(7) entitled "Setback exceptions for Residential-1(R-1) and Residential-2(R-2) Districts" of the City of Westlake's Code of Ordinances to read as follows:

**Sec. 119-31. Residential districts.**

...

- (c) *Setback exceptions for Residential-1 (R-1) and Residential-2 (R-2) Districts.* The following structures, projections and improvements may be allowed within the required setbacks for single-family residential properties located in the residential zoning districts designated residential-1 (R-1) and residential-2 (R-2).

- (1) Arbors and trellises less than ten (10) feet in height, subject to a minimum three (3) feet setback in the rear yard.
- (2) Balconies with support structures projecting a maximum of three (3) feet into the rear yard setback.

- (3) Bay windows projecting a maximum of three (3) feet into a rear yard setback, measured at the point at which the face of the building or structure touches the ground.
- (4) Chimneys projecting a maximum of three (3) feet into a rear yard setback.
- (5) Clothes poles or clothes lines in rear yard setbacks.
- (6) Fountains, subject to a minimum three (3) feet setback in the rear yard.
- (7) Heating, ventilation and air conditioning units, including compressors and condensers in the side yard setback. Visual screening from the right-of-way and adjacent property shall be provided. Screening shall be opaque in nature, blends in with the architecture of the building, and be constructed in conformity with materials approved by the Florida Building Code, or shall be composed of vegetation. Single-family residential lots with a setback of less than seven and one-half feet (7.5') shall only be required to provide visual screening from the right-of-way.

...

**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 6. 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, CMC, City Clerk,

APPROVED AS TO LEGAL FORM

\_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		6/3/2025		<b>Submitted By:</b> Planning and Zoning	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		LPA: Ordinance 2025-XX – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs)			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to recommend approval of First Reading for Ordinance 2025-XX – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs).			
<b>SUMMARY and/or JUSTIFICATION:</b>		This Ordinance amends Chapter 113 entitled “Signs”, by specifically amending Section 113-66, Table 113-66 entitled “Permitted Temporary Signs” of the City of Westlake’s Code of Ordinances providing for additional installation and removal dates for non-residential sale, rental or lease of building or portion of building.			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
		<b>EXHIBIT(S):</b>		<b>OTHER:</b>	
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Exhibit A: Ordinance 2025-XX – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs)			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE: 2025-XX</b>	
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field’s textbox and leave blank) <u>Please keep text indented.</u></i>		<p align="center"><b>ORDINANCE NO 2025-XX</b></p> <p><b>AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 113 OF THE CITY OF WESTLAKE, FLORIDA’S CODE OF ORDINANCES ENTITLED "SIGNS", BY SPECIFICALLY AMENDING SECTION 113-66, TABLE 113-66 ENTITLED “PERMITTED TEMPORARY SIGNS” UNDER ARTICLE III ENTITLED “TEMPORARY SIGNS”; PROVIDING FOR ADDITIONAL INSTALLATION AND REMOVAL DATES FOR NONRESIDENTIAL SALE, RENTAL OR LEASE OF BUILDING OR PORTION OF BUILDING; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.</b></p>			
<b>FISCAL IMPACT (if any):</b>					\$

1<sup>st</sup> Reading \_\_\_\_\_2<sup>nd</sup> Reading \_\_\_\_\_**ORDINANCE 2025-XX**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 113 OF THE CITY OF WESTLAKE, FLORIDA'S CODE OF ORDINANCES ENTITLED "SIGNS", BY SPECIFICALLY AMENDING SECTION 113-66, TABLE 113-66 ENTITLED "PERMITTED TEMPORARY SIGNS" UNDER ARTICLE III ENTITLED "TEMPORARY SIGNS"; PROVIDING FOR ADDITIONAL INSTALLATION AND REMOVAL DATES FOR NONRESIDENTIAL SALE, RENTAL OR LEASE OF BUILDING OR PORTION OF BUILDING; 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 amending the installation and removal dates for temporary signs for nonresidential sale, rental or lease of building or portion of building; and

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

**SECTION 1.** Recital. The above recital is 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 113-66, Table 113-66 entitled "Permitted Temporary Signs" of the City of Westlake's Code of Ordinances to read 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

Type of Sign	Maximum Size (Square Feet)	Earliest Installation Date	Final Removal Date	Notes and Remarks
Free speech sign <sup>1</sup>	Residential-6 square feet	None	None	Residential-1 sign per residential parcel
				Nonresidential-1 sign per nonresidential parcel
				Sign may be installed in lieu of any permitted nonresidential sign

				Signs may not be placed on public property
				Signs may not be placed in public rights-of-way Signs may not obstruct vision at corners, intersections, etc.
	Nonresidential			
Political <sup>1</sup>	Residential: 6 square feet	Residential-not more than thirty (30) days prior to the election to which it relates	Residential-7 days after the election	Residential-1 sign per candidate or issue per residential parcel
				Nonresidential-1 sign per candidate or issue
				Nonresidential-1 sign per 200 linear feet of street frontage
	Nonresidential: 32 square feet	Nonresidential-same as residential		A minimum of 1 sign per property allowed
				Signs may not be placed on public property
				Signs may not be placed in public rights-of-way
				Signs may not obstruct vision at corners, intersections, etc.
				Applicable to federal, state, county, and local elections
			Nonresidential-7 days after the election	
Sale: residential open house <sup>1</sup>	6	Day open house begins	Day open house closes	
Sale: nonresidential open house	16	Day open house begins	Day open house closes	
Nonresidential sale, rental or lease of building or portion of building	16	Upon issuance of <del>certificate of occupancy</del> <u>building permit</u>	<del>Until 100% of the building is sold, rented, or leased</del> <u>Within ten (10) days of the sale, rental or lease of the</u>	Signpost. Post shall be a 4-by-4 treated-wood post or other functional material. The minimum number of posts shall be 2. The posts shall be directly buried into the ground at a minimum of

			<u>premise for which the sign was installed</u>	2 feet. Use of concrete is prohibited
				Backing. Sign shall be installed on one-half-inch plywood. Plywood shall be attached with weather-resistant screws
				Color. The entire sign must be painted or wrapped
Development sign	32	When complete development order application filed with city	On receipt of first certificate of occupancy	
Project suppliers/trades	32	On receipt of building permit	On receipt of final certificate of occupancy	No more than 2 signs shall be permitted at 1 time
Signage on construction barrier fence	10% of total barrier area	On receipt of construction fence permit	On receipt of final certificate of occupancy	Limited to signage identifying the nature of the development, contractor's information, leasing information, corporate logos and renditions of development
Murals and other decorative elements on	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
Construction barrier fence				
Grand opening/project opening/new businesses	32	7 days before event	10 days after opening or event	May be permitted as a banner
Outparcel/phase opening	32	7 days before opening	10 days after opening	
Special event signage	32	7 days prior to event	1 day after event	One on-site sign may be permitted for each side of the property that fronts a public right-of-way, up to 4 signs
				1 per property allowed
				May be permitted as a banner

Special event directional signage	4	Day before event	1 day after event	May be located off-site
				May be located on private property w/owner's written permission
Special sale for profit	16	7 days prior to event	1 day after event	Maximum 4 per calendar year per project
Right-of-way banner	24	30 days prior to event	2 days after event	For regional, national, city, or city co-sponsored special event
				Must have authorization from applicable agency
Name-change ground sign covering	60 square feet of copy	Issuance of permit	60 days from issuance of permanent sign permit application <sup>2</sup>	Only canvas coverings of ground signs allowed
				Office and retail uses only
				May be submitted when sign permit for new permanent sign is submitted
School/day care/nursery	32	30 days before registration	14 days after registration	Max. 3 per calendar year
				May be permitted as a banner
Garage sale <sup>1</sup>	12	1 day before sale	Close of the day of sale	1 on-site sign
Construction entrance	16	Issuance of land clearing, land alteration, or building permit	On receipt of final certificate of occupancy	
Menu sign (free-standing)	15 square feet	At opening	At closing	1 per restaurant
				Additional signs permitted if outdoor seating areas are either separated by 6 feet high wall or not visible to each other
				Constructed of durable materials
				May be pole-mounted, A-frame, or sandwich board



				May include name, hours, credit card, menu, and price information
				Must be stored inside when restaurant closed
Valet parking signs	6 square feet	2 hours prior to business opening each day	2 hours after business closing each day	1 sign per establishment
	Height: 4 feet			May be 2-sided
				May not be visible from a public right-of-way
	Width: none			Notwithstanding subsection (b)(4) above, such signs may be affixed to a valet kiosk
				Valet sign permits shall not be transferrable
Human signs (or living signs)	3 square feet	Date indicated on the permit	Maximum 2 days	Maximum of 6 times per calendar year

<sup>1</sup> Exempt from fees and permit registration provided the sign complies with the requirements set forth in Table 117-176-2 and the Florida Building Code, as applicable.

<sup>2</sup> A written request for a 30-day extension may be granted administratively provided the permanent sign is not completed but is in the process of completion.

...

**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 6. 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, CMC, City Clerk,

APPROVED AS TO LEGAL FORM

\_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY