

CITY OF WESTLAKE



AGENDA

City Council Regular Meeting

Tuesday, July 01, 2025, at 6:00 PM

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

Live Broadcasting:

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

Meeting ID: 2867 380 2440 | 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

PUBLIC COMMENTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

PRESENTATIONS/PROCLAMATIONS

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 Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.

- [A.](#) Monthly Financial Report - May 2025
- [B.](#) Minutes_City Council Regular Meeting - 06.03.2025 DRAFT

PUBLIC HEARING - QUASI JUDICIAL

- [A.](#) **MSP-2025-02:** The applicant, Coteleur & Hearing on behalf of Palm Beach West Associates VI, LLLP (A/K/A GL Homes), is requesting approval of a Master Sign Plan for the Silver Lake residential development. The request includes an alternate design for Residential Pod Entry Monument signs and proposes two (2) mirrored signs at the sole entrance along Persimmon Blvd. East. The application includes two (2) waivers from the City's sign code, specifically requesting to allow two (2) entry monument signs and to permit a reduced setback of fifteen (15) feet from the nearest property line.

Submitted By: Planning and Zoning

- [B.](#) **MSP-2025-04:** The applicant is requesting a Master Sign Plan approval for the project known as, "Tractor Supply" located in Parcel F2 within the Westlake Landings development. The application also includes one (1) waiver request.

Submitted By: Planning and Zoning

PUBLIC HEARING

- A.** **SECOND READING:** 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.** **SECOND READING:** 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.

- C.** **FIRST READING:** Ordinance 2025-06 – Chapters 101, 117, and 119 Zoning Text Amendments (Cottage Homes)

Submitted By: Planning and Zoning

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 119, "ZONING," OF THE CITY'S CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 119-31, "RESIDENTIAL DISTRICTS," UNDER ARTICLE II, "ZONING DISTRICTS AND STANDARDS," TO ESTABLISH DEVELOPMENT STANDARDS FOR COTTAGE HOMES WITHIN THE R-1 AND R-2 ZONING DISTRICTS AND TO ALLOW REDUCED SIDE YARD SETBACKS FOR CERTAIN SINGLE-FAMILY ATTACHED UNITS; AMENDING CHAPTER 101, "GENERAL AND ADMINISTRATIVE PROVISIONS," UNDER ARTICLE I, SECTION 101-1, "DEFINITIONS AND ACRONYMS," TO INCLUDE DEFINITIONS RELATED TO COTTAGE HOMES; AMENDING CHAPTER 117, "SUBDIVISION AND SITE DEVELOPMENT STANDARDS," UNDER ARTICLE VII, SECTION 117-176, "MINIMUM STANDARDS; ACCESS AND CIRCULATION SYSTEMS," TO ESTABLISH

STANDARDS FOR COMMON DRIVEWAY ACCESS; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

- D. Proposed Millage Rate for the Fiscal Year 2026 Ad Valorem Tax and a Date and Time for the First Public Hearing

Submitted By: Finance

RESOLUTION NO. 2025-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE CITY'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 20, 2026; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- E. Resolution 2025-16 Levying the Annual Special Assessment for Residential Solid Waste Services for Fiscal Year 2025-26

Submitted By: City Attorney's Office

RESOLUTION 2025-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES IN THE CITY OF WESTLAKE, FLORIDA; PROVIDING FOR PURPOSE AND DEFINITIONS; PROVIDING FOR LEGISLATIVE DETERMINATIONS; ESTABLISHING THE ESTIMATED RATE FOR THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025; DIRECTING THE PREPARATION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.

NEW BUSINESS

- A. Education Advisory Board Initiative - Approving Fundraising Flyers and Authorizing the Mayor to execute letter regarding School Fundraising Activities

Submitted By: Education Advisory Board Liaison, Vice Mayor Greg Langowski

- B. Education Advisory Board Initiative - Authorizing the Mayor to execute letter regarding school zoning boundaries

Submitted By: Education Advisory Board Liaison, Vice Mayor Greg Langowski

CITY COUNCIL COMMENTS

A. Councilwoman Charlotte Leonard

B. Councilman Erik Gleason

C. Councilman Gary Werner

D. Vice Mayor Greg Langowski

E. Mayor JohnPaul O'Connor

REPORT - STAFF

REPORT - CITY ATTORNEY

REPORT - CITY MANAGER

PUBLIC COMMENTS

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ADJOURNMENT

Next Meeting (Subject to Change or be Cancelled): **August 5, 2025**

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: Wednesday, June 18, 2025

File Attachments for Item:

A. Monthly Financial Report - May 2025



MEMORANDUM

TO: Members of the City Council, City of Westlake
FROM: Steven Fowler, Accountant; Lucus McDonald, Accounting Supervisor
CC: Ken Cassel, City Manager
DATE: June 16, 2025
SUBJECT: May Financial Report

Please find attached the May 2025 financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. An overview of the City's funds is provided below. Should you have any questions or require additional information, please contact me at Steven.Fowler@inframark.com.

General Fund

- Total Revenues through May were approximately 94% of the annual budget. Collections of the FY2025 Ad Valorem Tax and Special Assessments were approximately 98% and 99%, respectively.
- Total Expenditures and Contingency through May were approximately 74% of the annual budget.

Special Revenue Fund – Housing Assistance Program

- Total Revenues through May were approximately 222% of the annual budget, which was a result of a higher than anticipated rate of construction and donations on commercial permits. A donation of \$1,500 per Single Family Residence building permit is paid into the Housing Assistance Program.

Special Revenue Fund – Comprehensive Planning Services

- Total Revenues through May were approximately 39% of the annual budget.
- Total Expenditures through May were approximately 58% of the annual budget.

City of Westlake

Financial Report

May 31, 2025



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet	1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	3 - 6
Special Revenue Fund (Housing Assistance Program)	7
Special Revenue Fund (Comprehensive Planning Services)	8 - 9
 <u>SUPPORTING SCHEDULES</u>	
Cash and Investment Report	10

City of Westlake

Financial Statements

May 31, 2025

Balance Sheet
May 31, 2025

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<u>ASSETS</u>				
Current Assets				
Cash - Checking Account	\$ 1,968,691	\$ -	\$ -	\$ 1,968,691
Cash Restricted for Donated Funds	82,755	-	-	82,755
Assessments Receivable	39,442	-	-	39,442
Due From Other Districts	7,764	-	-	7,764
Due From Other Funds	704,811	-	-	704,811
Investments:				
Money Market Account	8,912,518	5,208,006	-	14,120,524
Deposits	666	-	-	666
Total Current Assets	11,716,647	5,208,006	-	16,924,653
Noncurrent Assets				
Mortgages Receivable	-	910,463	-	910,463
Total Noncurrent Assets	-	910,463	-	910,463
TOTAL ASSETS	\$ 11,716,647	\$ 6,118,469	\$ -	\$ 17,835,116
<u>LIABILITIES</u>				
Current Liabilities				
Accounts Payable	\$ 172,532	\$ -	\$ 33,080	\$ 205,612
Accrued Expenses	30,900	1,302	190,500	222,702
DBPR surcharge	2,731	-	-	2,731
DCA surcharge	4,017	-	-	4,017
Impact Fees	233,542	-	-	233,542
Unearned Revenue	358,091	-	-	358,091
Due To Other Gov'tl Units	8,147	-	-	8,147
Deferred Revenue-Developer Submittals (Minto)	-	-	59,133	59,133
Donations-Art in Public Places	82,755	-	-	82,755
Due To Other Funds	-	-	704,811	704,811
Total Current Liabilities	892,715	1,302	987,524	1,881,541
Long-Term Liabilities				
Deferred Inflow of Resources	39,442	-	-	39,442
Total Long-Term Liabilities	39,442	-	-	39,442
TOTAL LIABILITIES	932,157	1,302	987,524	1,920,983

Balance Sheet
May 31, 2025

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
FUND BALANCES				
Nonspendable:				
Deposits	666	-	-	666
Restricted for:				
Special Revenue	-	6,117,167	-	6,117,167
Unassigned:	10,783,824	-	(987,524)	9,796,300
TOTAL FUND BALANCES	\$ 10,784,490	\$ 6,117,167	\$ (987,524)	\$ 15,914,133
TOTAL LIABILITIES & FUND BALANCES	\$ 11,716,647	\$ 6,118,469	\$ -	\$ 17,835,116

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ -	\$ -	\$ 210,301	\$ 210,301
Ad Valorem Taxes	6,058,611	5,984,606	5,927,236	(57,370)
Ad Valorem Taxes - Discounts	(242,300)	(242,300)	(226,965)	15,335
FPL Franchise	456,400	304,268	291,748	(12,520)
Gas	68,200	45,468	26,268	(19,200)
Solid Waste	32,000	21,332	21,291	(41)
Electricity	559,000	372,668	319,821	(52,847)
Water	187,400	124,932	88,967	(35,965)
Gas	126,200	84,132	95,155	11,023
Communication Services Taxes	159,800	106,532	106,787	255
Occupational Licenses	27,300	18,200	22,119	3,919
Building Permits - Admin Fee	85,600	57,068	72,615	15,547
State Revenue Sharing Proceeds	70,100	46,732	54,506	7,774
Alcoholic Beverage License	1,100	550	624	74
Other Public Safety Chrgs/Fees	6,500	4,332	6,919	2,587
Garbage/Solid Waste Revenue	233,400	155,600	230,438	74,838
Penalties	-	-	2,869	2,869
Other Operating Revenues	12,800	9,600	6,819	(2,781)
Special Events	-	-	12,750	12,750
Event Sponsors	-	-	26,920	26,920
Judgements and Fines	-	-	5,052	5,052
Interest - Tax Collector	-	-	4,841	4,841
Special Assmnts- Tax Collector	802,900	802,900	794,377	(8,523)
Special Assmnts- Discounts	(32,100)	(32,100)	(30,410)	1,690
Lien Search Fee	10,000	6,668	9,358	2,690
TOTAL REVENUES	8,622,911	7,871,188	8,080,406	209,218

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>EXPENDITURES</u>				
<u>Legislative</u>				
Mayor/Council Stipend	60,000	40,000	39,143	857
FICA Taxes	4,600	3,067	2,994	73
ProfServ-Legislative Expense	75,000	50,000	8,000	42,000
Telephone, Cable & Internet Service	5,300	3,533	2,770	763
Lease - Building	9,100	6,067	6,500	(433)
Public Officials Insurance	5,500	5,500	4,557	943
Misc-Event Expense	274,400	74,400	123,916	(49,516)
Council Expenses	78,400	52,267	41,313	10,954
Dues, Licenses, Subscriptions	3,800	3,088	6,104	(3,016)
Total Legislative	516,100	237,922	235,297	2,625
<u>City Manager</u>				
Contracts-City Manager	249,800	166,533	166,533	-
Misc-Public Relations	50,000	33,333	28,184	5,149
Office Supplies	12,700	8,467	4,740	3,727
Dues, Licenses, Subscriptions	2,700	1,372	1,741	(369)
Total City Manager	315,200	209,705	201,198	8,507
<u>City Clerk</u>				
ProfServ-Web Site Maintenance	8,300	5,533	4,067	1,466
Contracts-City Clerk	233,300	155,533	149,700	5,833
Postage and Freight	-	-	1,053	(1,053)
Printing	15,500	10,333	-	10,333
Legal Advertising	17,500	11,667	7,717	3,950
Miscellaneous Expenses	6,000	4,000	2,889	1,111
Office Supplies	2,900	1,933	-	1,933
Dues, Licenses, Subscriptions	26,100	20,977	23,015	(2,038)
Total City Clerk	309,600	209,976	188,441	21,535
<u>Finance</u>				
Auditing Services	7,800	-	500	(500)
Contracts-Finance	104,400	69,600	69,600	-
Miscellaneous Expenses	-	-	1,100	(1,100)
Office Supplies	-	-	16	(16)
Total Finance	112,200	69,600	71,216	(1,616)
<u>Legal Counsel</u>				
ProfServ-Legal Services	120,000	80,000	42,041	37,959
ProfServ-Legal Litigation	-	-	42,182	(42,182)
Total Legal Counsel	120,000	80,000	84,223	(4,223)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Other Administrative Services</u>				
ProfServ-Info Technology	76,600	51,067	48,984	2,083
Contracts-Admin. Service	441,100	294,067	294,067	-
Misc-Assessment Collection Cost	8,000	8,000	6,436	1,564
General Government	150,000	100,000	-	100,000
Total Other Administrative Services	675,700	453,134	349,487	103,647
<u>Facility Services</u>				
Telephone, Cable & Internet Service	9,200	6,133	6,239	(106)
Lease - Copier	12,900	8,600	8,752	(152)
Lease - Building	25,000	16,667	-	16,667
Insurance (Liab,Auto,Property)	13,200	13,200	9,048	4,152
Miscellaneous Services	1,700	1,133	532	601
Cleaning Services	13,300	8,867	9,752	(885)
Principal-Capital Lease	19,100	12,733	13,559	(826)
Interest-Capital Lease	2,100	1,400	1,892	(492)
Total Facility Services	96,500	68,733	49,774	18,959
<u>Community Services</u>				
Contracts-Solid Waste	1,212,000	808,000	808,477	(477)
Contracts-Sheriff	1,066,600	711,067	711,071	(4)
Electricity	132,300	88,200	117,274	(29,074)
R&M-Community Maintenance	30,100	20,067	20,067	-
Operating Supplies	57,300	42,975	29,832	13,143
Roadway Services	6,800	3,400	5,796	(2,396)
Total Community Services	2,505,100	1,673,709	1,692,517	(18,808)
<u>Capital Expenditures & Projects</u>				
Capital Improvements	50,000	50,000	-	50,000
Total Capital Expenditures & Projects	50,000	50,000	-	50,000
<u>Reserves</u>				
Misc-Contingency	232,500	155,000	2,352	152,648
1st Quarter Operating Reserves	1,220,700	813,800	-	813,800
Reserve - Capital Projects	1,500,000	1,000,000	-	1,000,000
Total Reserves	2,953,200	1,968,800	2,352	1,966,448
TOTAL EXPENDITURES & RESERVES	7,653,600	5,021,579	2,874,505	2,147,074

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Excess (deficiency) of revenues				
Over (under) expenditures	969,311	2,849,609	5,205,901	2,356,292
OTHER FINANCING SOURCES (USES)				
Nonoperating Grant Expense	-	-	(724,735)	(724,735)
Contribution to (Use of) Fund Balance	969,311	-	-	-
TOTAL FINANCING SOURCES (USES)	969,311	-	(724,735)	(724,735)
Net change in fund balance	\$ 969,311	\$ 2,849,609	\$ 4,481,166	\$ 1,631,557
FUND BALANCE, BEGINNING (OCT 1, 2024)	6,303,324	6,303,324	6,303,324	
FUND BALANCE, ENDING	\$ 7,272,635	\$ 9,152,933	\$ 10,784,490	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ -	\$ -	\$ 53,408	\$ 53,408
Dividends	-	-	89,199	89,199
Donations	300,000	200,000	587,588	387,588
TOTAL REVENUES	300,000	200,000	730,195	530,195
EXPENDITURES				
Public Assistance				
Misc-Admin Fee (%)	21,000	14,000	-	14,000
Assistance Program	279,000	186,000	-	186,000
Total Public Assistance	300,000	200,000	-	200,000
TOTAL EXPENDITURES	300,000	200,000	-	200,000
Excess (deficiency) of revenues Over (under) expenditures	-	-	730,195	730,195
Net change in fund balance	\$ -	\$ -	\$ 730,195	\$ 730,195
FUND BALANCE, BEGINNING (OCT 1, 2024)	5,386,972	5,386,972	5,386,972	
FUND BALANCE, ENDING	\$ 5,386,972	\$ 5,386,972	\$ 6,117,167	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Building Permits	\$ 1,966,300	\$ 1,310,868	\$ 739,090	\$ (571,778)
Reinspection Fees	-	-	850	850
Building Permits - Surcharge	7,600	5,068	4,382	(686)
Other Building Permit Fees	30,000	20,000	57,600	37,600
Building Permits - Admin Fee	129,700	86,468	103,617	17,149
Engineering Permits	300,600	200,400	133,043	(67,357)
Planning & Zoning Permits	307,700	205,132	43,367	(161,765)
TOTAL REVENUES	2,741,900	1,827,936	1,081,949	(745,987)

EXPENDITURES**Comprehensive Planning**

ProfServ-Engineering	300,600	200,400	150,229	50,171
ProfServ-Info Technology	290,200	193,467	164,391	29,076
ProfServ-Legal Services	62,700	41,800	17,910	23,890
ProfServ-Planning/Zoning Board	307,700	205,133	191,874	13,259
ProfServ-Compliance Service	186,500	124,333	120,620	3,713
ProfServ-Building Permits	1,431,900	954,600	866,688	87,912
Special Magistrate	30,000	20,000	-	20,000
Telephone, Cable & Internet Service	7,000	4,667	3,918	749
Lease - Copier	3,100	2,067	2,231	(164)
Lease - Building	24,000	16,000	-	16,000
Printing	1,000	750	115	635
Miscellaneous Services	1,300	867	133	734
Misc-Admin Fee (%)	32,700	21,800	21,800	-
Billing Service Fees	42,800	28,533	28,454	79
Office Supplies	2,100	1,400	-	1,400
Cleaning Services	13,000	8,667	9,680	(1,013)
Principal-Capital Lease	4,800	3,200	-	3,200
Interest-Capital Lease	500	400	-	400
Total Comprehensive Planning	2,741,900	1,828,084	1,578,043	250,041
TOTAL EXPENDITURES	2,741,900	1,828,084	1,578,043	250,041

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Excess (deficiency) of revenues				
Over (under) expenditures	-	(148)	(496,094)	(495,946)
Net change in fund balance	\$ -	\$ (148)	\$ (496,094)	\$ (495,946)
FUND BALANCE, BEGINNING (OCT 1, 2024)	(491,430)	(491,430)	(491,430)	
FUND BALANCE, ENDING	\$ (491,430)	\$ (491,578)	\$ (987,524)	

City of Westlake

Supporting Schedules

May 31, 2025

Cash and Investment Report

May 31, 2025

GENERAL FUND

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	BankUnited	Checking Account	n/a	\$1,968,691
Money Market	BankUnited	MMA	4.06%	\$8,995,273
		Subtotal		\$10,963,964

SPECIAL REVENUE FUND

Money Market	BankUnited	MMA	4.06%	\$1,921,827
Government Checking	Valley Bank	Checking Account	4.33%	\$69,568
Brokerage Account	Valley Bank	Government Fund Class A	4.07%	\$3,216,611
		Subtotal		\$5,208,006
		Total		\$16,171,970

File Attachments for Item:

B. Minutes_City Council Regular Meeting - 06.03.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Regular Meeting

Tuesday, June 3, 2025, at 6:00 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 regular meeting of the City Council of the City of Westlake was held on Tuesday, June 3, 2025, at 6:00 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2865 772 4946
Password: hello

2. Participants also dialed in using the following number:

United States Toll: +1-650-479-3208
Meeting ID: 2865 772 4946

CALL TO ORDER

Mayor O'Connor called the City of Westlake regular meeting of Tuesday, June 3, 2025, to order at 6:00 PM.

ROLL CALL

Present and constituting a quorum:

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

Also present:

Kenneth Cassel, City Manager
Sean M. Swartz, Esq., City Attorney
Zoie Burgess, City Clerk

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.

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

Motion by Vice Mayor Langowski to approve the Agenda, seconded by Councilman Gleason.

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).

PUBLIC COMMENTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

Public Comment – Mr. Bobby Farber - 4829 Saint Armands Way – Mr. Farber discussed concerns about the usage of golf carts, when and where they cannot travel and speed limit throughout the city.

Public Comment – Alicia Torres – 5447 Whippoorwill Circle – Ms. Torres inquired about any updates on securing a commercial lease for a City Chamber.

Public Comment -- Orlando Echevarria– 5211 Liberty Lane– Mr. Echevarria shared his concern with alligator mating season in the lakes behind the residential homes, and suggested posting “no fishing” signs to avoid any future accidents to the residents.

Public Comment – Carl Morgan -- 5th Third Bank - Mr. Morgan introduced himself and his two colleagues to the council and residents. He informed them that their goal is to build partnerships and support the community.

PRESENTATIONS/PROCLAMATIONS

A. Presentation - Palm Beach County Commission on Ethics

Presented By: Gina A. Levesque, CFE, Intake and Compliance Manager

Ms. Levesque, shared a quick overview presentation on the Palm Beach County Commissions on Ethics, when they were established, their duties and responsibilities.

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 Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.

A. Minutes - City Council Regular Meeting - 05.06.2025 DRAFT

B. Monthly Financial Report - April 2025

Mayor O'Connor called for a motion to approve Consent Agenda.

Motion by Councilman Gleason to approve Consent Agenda as presented, 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. FIRST READING: 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,

Mayor O'Connor introduced the item and asked the City Attorney to read by title only.

Mr. Leon presented a brief presentation on Ordinance 2025-04 initiated by staff, amending section 119 – 31. Which discussed adding provisions regarding the screening of A/C units.

Mayor O'Connor opened for Public Hearing.

Public Comment – Alfie Akin – 5460 Liberty Lane – Ms. Akin asked for clarification on how tall the plants should be surrounding the A/C units.

Mayor O'Connor opened for Council Discussion.

Mayor O'Connor called for a motion to approve Ordinance No. 2025-04

Motion by Councilwoman Leonard, seconded by Vice Mayor Langowski.

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).

PUBLIC HEARING

- B. FIRST READING:** 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.

Mayor O'Connor introduced the item and asked the City Attorney to read by title only.

Mr. Leon presented a brief presentation on Ordinance 2025-05, Chapter 113 Zoning Text Amendment (Permitted Temporary Signs).

Council discussion.

Mayor O'Connor called for a motion.

Motion by Councilman Werner to approve Ordinance 2025-05 – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs) as text amended "within ten (10) days of the sale, rental or lease of the building" seconded by Councilman Gleason.

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).

PUBLIC HEARING - QUASI JUDICIAL

- A.** A Resolution for the Plat of Silver Lake – Plat One

Submitted By: Engineering

RESOLUTION 2025-13

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE PLAT OF SILVER LAKE – PLAT ONE, BEING A PART OF THE NORTH ONE-HALF (1/2) SECTIONS 7 AND 8, TOWNSHIP 43 SOUTH, RANGE 41 EAST, AND A REPLAT OF A PORTION OF TRACT OST #3, PERSIMMON BOULEVARD EAST – PLAT 5, AS RECORDED IN PLAT BOOK 135, PAGE 179, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN THE CITY OF

WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item and asked the City Attorney to swear in the witnesses.

Mr. Swartz swore in all witnesses who would be providing testimony.

Mayor O'Connor asked for members to disclose any ex-parte communications.

The council had no communication.

Mayor O'Connor asked the City Attorney to read by title only.

Mayor O'Connor called for presentations.

Mr. Hearing delivered a presentation on Silver Lake; a new community being developed by GL Homes in Westlake. He provided the council and residents with detailed specifications of the project.

Council Discussion regarding the new community.

Mayor O'Connor opened for Public Hearing.

Public Comment – Alicia Torres – 5447 Whippoorwill Circle – Ms. Torres wanted to know if the new recreational center would serve both plats or just GL Homes. She also had a comment on the emergency exit in the Hammocks not properly functioning. She would like a two-function exit system in the neighborhood.

Public Comment -- Echevarria– 5211 Liberty Lane – Mr. Echevarria would like to know if any new main roads will be built since this community will increase the population by 500 homes in the City of Westlake.

Mayor O'Connor opened for Council discussion

Councilman Werner expressed his concern about the number of homes being built in relation to the limited number of accessible exits, both for daily use and in case of emergencies.

Mr. Leon explained that the number of exits, and access points meets regulations and has been approved by the fire department for all Westlake communities.

The City Manager also explained that all engineering plans are reviewed by Palm Beach County fire rescue to ensure the requirements are met.

Councilman Werner inquired when a new project would trigger the expansion of roads due to the population growing in the city. The City Manager explained how no recent traffic studies have required the expansion of roads.

Mayor O'Connor called for a motion.

Vice Mayor Langowski made a motion to approve Plat of Silver Lake – Plat One, Resolution 2025-13. Seconded by Councilman Gleason.

UPON ROLL CALL:

Mayor O'Connor	YES
Councilman Werner	YES

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES

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

NEW BUSINESS

- A. Education Advisory Board - Consideration and Appointment of one (1) alternate member
Submitted By: City Clerk's Office

RESOLUTION NO. 2025-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) ALTERNATE MEMBER TO SERVE ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item and asked the City Attorney to read by title only.

Mayor O'Connor asked Madam Clerk to provide an update on this item.

Ms. Burgess provided an overview of the Resolution and presented the application of Dr. Christopher A. Tompkins Sr. for consideration.

Mayor O'Connor opened for council discussion.

Mr. Tompkins gave a quick rundown of his resume.

Mayor O'Connor called for a motion.

Vice Mayor Langowski made a motion to appoint Dr. Christopher A. Tompkins Sr. as an alternate board member to the education advisory board. Seconded by Councilwoman Leonard.

UPON ROLL CALL:

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

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

CITY COUNCIL COMMENTS

- A. Councilwoman Leonard shared that the next board meeting for Seminole Improvement District would be held on July 7, 2025, to address any concerns and comments that could not be addressed at this meeting. She also wished all the fathers in attendance a Happy Father's Day.
- B. Councilman Gleason congratulated Mayor O'Connor on his installation at the League of Cities. He also thanked the City manager for the traffic regulations that have been implemented. He ended with Happy Father's Day to all.
- C. Councilman Werner with no additional comments.

- D. Vice Mayor Langowski mentioned the upcoming meeting for the Education Advisory Board which would meet next Thursday 6/12. He also mentioned his upcoming Let's Chat with Westlake residents.
- E. Mayor O'Connor addressed concerns regarding public safety and recent crime activity and referred to the City Manager for an update on bringing on an additional deputy or increasing the police force. Mayor O'Connor reminded all about the upcoming July Fourth-Fest event.

REPORT – STAFF

Captain Sandt gave an overview of the Palm Beach County Sheriff's monthly report and entertained the audience's questions.

Chief Vomero gave an overview of the monthly Palm Beach County Fire Rescue Report.

REPORT - CITY ATTORNEY

There being nothing to report, the next item followed.

REPORT - CITY MANAGER

Mr. Cassel expressed his appreciation to Captain Sandt of PBSO, for how seamless and accessible the working relationship has been. He provided an update on the installation of license plate reader cameras, which are being implemented to help monitor and track vehicles entering and exiting the city. Regarding funding, he shared that the city may potentially receive the full amount it has requested from the state. An update was also given on the new school being constructed within Westlake on Persimmon Blvd., with the goal of opening in time for the FY 2027 school year.

Addressing concerns about trespassing, Mr. Cassel reported that he is working to resolve the issue. He noted that the Seminole Improvement Board has authorized a full-time PBSO deputy to patrol areas. Additionally, the city is exploring the possibility of bringing on a dedicated traffic officer to manage traffic and enforcement needs. Mr. Cassel reminded everyone about his monthly "Coffee with the Manager" as well as the upcoming Strategic Planning Workshops scheduled for June 20th and 21st.

PUBLIC COMMENTS

Public Comment – Mr. Bobby Farber - 4829 Saint Armands Way - Shared his findings regarding multiple streetlights throughout the City of Westlake. Also shared the idea of having a city flag with corresponding colors.

Public Comment- Dr. Christopher A. Tompkins - 5409 Santa Rosa Lane – Shared his concerns regarding golf carts and the usage of them by underage kids.

Public Comment – Alicia Torres – 5447 Whippoorwill Circle – Ms. Torres wanted clarification on what role the public would play in the June 20th and 21st Strategic planning meetings.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 7:24 PM.

File Attachments for Item:

A. MSP-2025-02: The applicant, Coteleur & Hearing on behalf of Palm Beach West Associates VI, LLLP (A/K/A GL Homes), is requesting approval of a Master Sign Plan for the Silver Lake residential development. The request includes an alternate design for Residential Pod Entry Monument signs and proposes two (2) mirrored signs at the sole entrance along Persimmon Blvd. East. The application includes two (2) waivers from the City's sign code, specifically requesting to allow two (2) entry monument signs and to permit a reduced setback of fifteen (15) feet from the nearest property line.

Submitted By: Planning and Zoning



Meeting Agenda Item Coversheet

MEETING DATE:		7/1/2025		Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		MSP-2025-02: The applicant, Cotleur & Hearing on behalf of Palm Beach West Associates VI, LLLP (A/K/A GL Homes), is requesting approval of a Master Sign Plan for the Silver Lake residential development. The request includes an alternate design for Residential Pod Entry Monument signs and proposes two (2) mirrored signs at the sole entrance along Persimmon Blvd. East. The application includes two (2) waivers from the City's sign code, specifically requesting to allow two (2) entry monument signs and to permit a reduced setback of fifteen (15) feet from the nearest property line.			
STAFF RECOMMENDATION: (MOTION READY)		Motion to Approve MSP-2025-02—Master Sign Plan for a residential development known as Silver Lake, located south of Persimmon Boulevard, east of Parcel T (The Estates) in the southeast corner of the City of Westlake.			
SUMMARY and/or JUSTIFICATION:		The applicant, Cotleur & Hearing on behalf of Palm Beach West Associates VI, LLLP (A/K/A GL Homes), is requesting approval of a Master Sign Plan for the Silver Lake residential development. The request includes an alternate design for Residential Pod Entry Monument signs and proposes two (2) mirrored signs at the sole entrance along Persimmon Blvd. East. The application includes waivers from the City's sign code, specifically requesting to allow two (2) entry monument signs and to permit a reduced setback of fifteen (15) feet from the nearest property line.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Sheet Staff Report Application Justification Statement Site Plan			
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
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>					
FISCAL IMPACT (if any):					\$



PETITION DESCRIPTION

PETITION NUMBER: MSP-2025-02 Master Sign Plan for Silver Lake Residential Development

OWNER: Palm Beach West Associates VI, LLLP A/K/A GL Homes

APPLICANT: Cotleur & Hearing

ADDRESS: N/A

PCN: 77-41-43-07-00-000-1040, 77-42-43-08-00-000-1010, 77-42-43-08-00-000-3010, and 77-42-43-08-00-000-3020

REQUEST

The applicant is requesting a Master Sign Plan approval for a residential development known as Silver Lake, located south of Persimmon Boulevard, east of Parcel T (The Estates) in the southeast corner of the City of Westlake. The applicant proposes an alternate design for Residential Pod Entry Monument signs, and two (2) mirrored signs that are for the north and south sides of the sole entrance on Persimmon Boulevard East.

SUMMARY

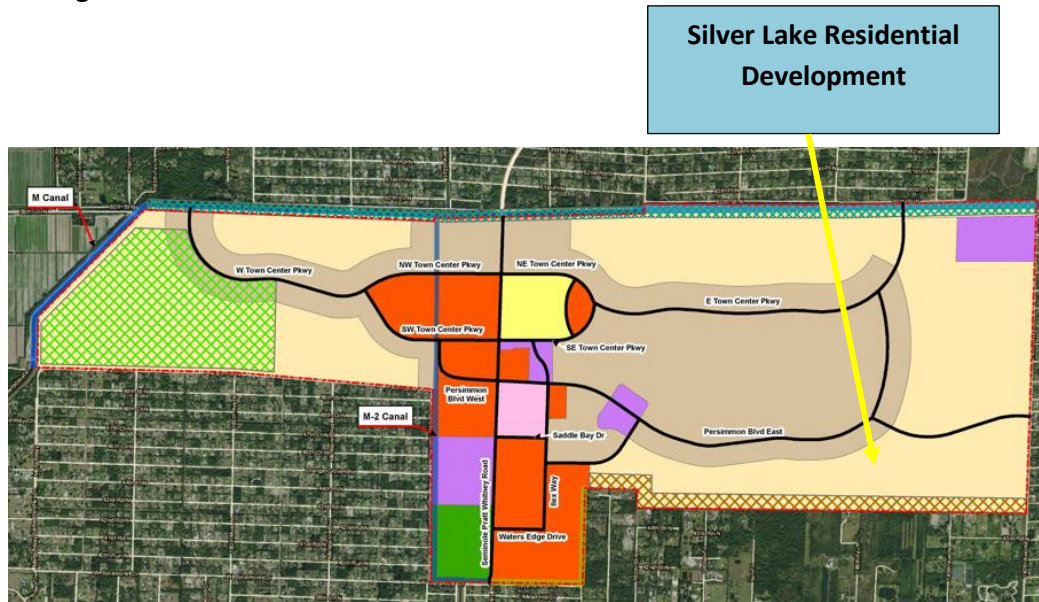
The applicant, Cotleur & Hearing on behalf of Palm Beach West Associates VI, LLLP (A/K/A GL Homes), is requesting approval of a Master Sign Plan for the Silver Lake residential development. The request includes an alternate design for Residential Pod Entry Monument signs and proposes two (2) mirrored signs at the sole entrance along Persimmon Blvd. East. The application includes waivers from the City's sign code, specifically requesting to allow two (2) entry monument signs and to permit a reduced setback of fifteen (15) feet from the nearest property line.

STAFF RECOMMENDATION

Based upon the facts and findings contained herein, the **Planning and Zoning and Engineering Departments** have no objections to the above-mentioned application.

PETITION FACTS

- a. Total Gross Site Area: 119.49 acres
- b. Building Data: 448 Single Family Homes
- c. Land Use and Zoning
 - Existing Land Use: Vacant
 - Future Land Use: Residential 1 & Residential 2
 - Zoning: R-1 & R-2



BACKGROUND

The subject property has Residential-1 (R-1) and Residential-2 (R-2) land use designations and corresponding R-1 and R-2 zoning classifications. Silver Lake will be developed in two (2) sequential phases. The approved master site plan identifies the following:

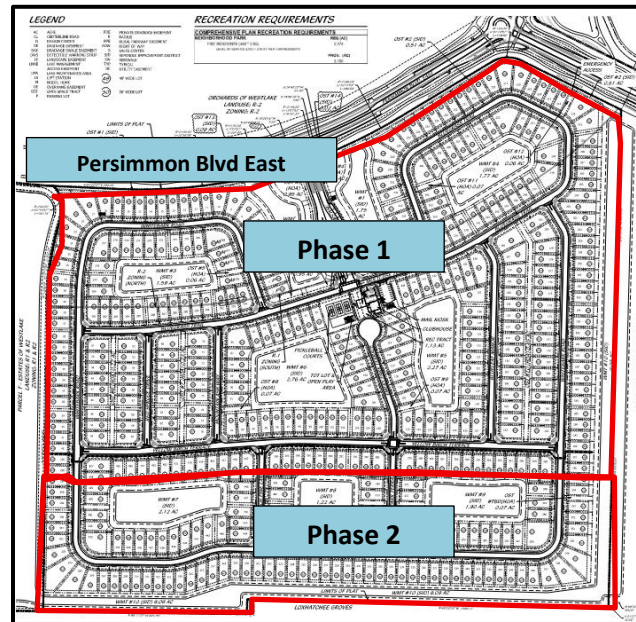
- Proposed phasing, land area for each phase, anticipated number of dwelling units and associated density.
- Points of access and interconnectivity
- Lakes and conceptual master drainage easements
- A traffic study.

Silver Lake **Phase 1** includes 294 single-family homes, consisting of 133 lots that are 48 feet wide and 161 lots that are 50 feet wide. **Phase 2** contains 154 single-family homes, with 76 lots at 48 feet wide and 78 lots at 50 feet wide. It is proposed that all lakes and earthwork will be completed during Phase 1. The timing of the Phase 2 plat will be based on market demand.

Phase	Number of 48 feet wide lots	Number of 50 feet wide lots	Total
Phase 1	133	161	294
Phase 2	76	78	154

- On June 3 2025, the City Council approved the Silver Lake - Plat Phase One, being a part of the North one-half (1/2) sections 7 and 8.

Silver Lake Site Plan

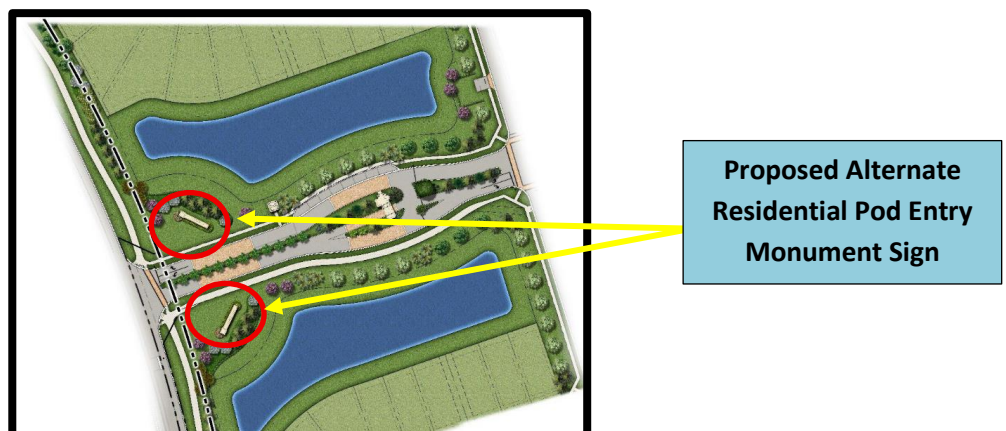


STAFF ANALYSIS

The applicant (Palm Beach West Associates VI, LLLP A/K/A GL Homes) is requesting approval of a Master Sign Plan (MSP) for Silver Lake, a new residential community in Westlake. The Parcel is located south of Persimmon Blvd., east of Parcel T (The Estates), abutting the southern boundary of the Westlake community, and west of the future development property in the southeast corner of the Westlake community. The subject application includes the following waivers:

1. Alternate Residential Pod Entry Monument Sign: To allow two (2) signs.
2. Alternate Residential Pod Entry Monument Sign: To allow a minimum setback of 15 ft. from the nearest property line.

Proposed Sign Location



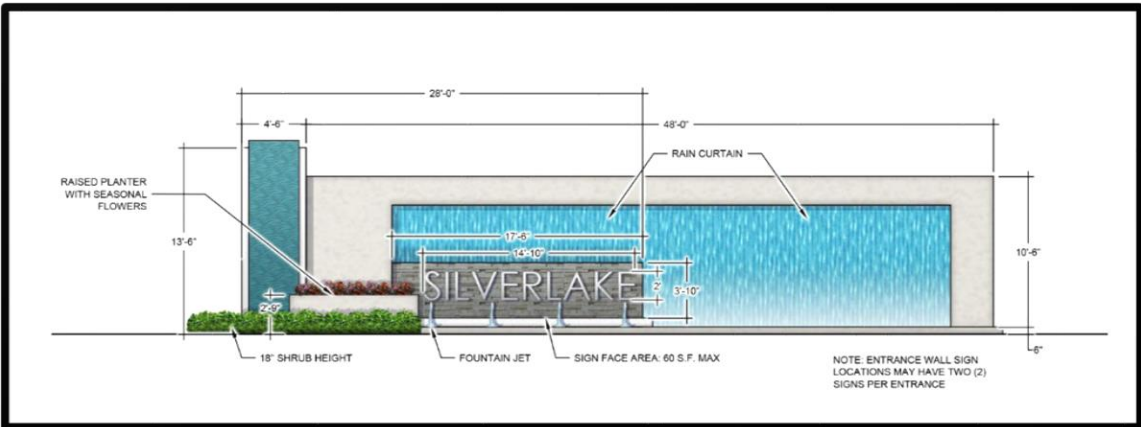
Per Chapter 113. Sign. SECTION 113-8 Master Sign Plan: The city council, at the time of development order or site plan approval or amendment, may waive one (1) or more of the requirements of this chapter as part of a master sign plan.

As part of the subject Master Sign Plan, the applicant is requesting the following waiver from the City Code Chapter 113:

1. Alternate Residential Pod Entry Monument Sign:
- To allow two (2) monument entry signs (Sec. 113-11. Max. Number of Signs = 1)
 - To allow a minimum setback of 15 ft. from the nearest property line (Sec. 113-11 Min. Setback from the nearest property = 80 feet)

SIGN TYPE	CODE REQ'MT.	APPLICANT REQUEST	DEVIATION
Alternate Residential Pod Entry Monument Sign	Copy Area – 60 sq.ft. Sign Faces - 1 Number of Signs – 1 Height – 19.6” Mn. 80 ft. setback from nearest property line	Copy Area – 60 sq.ft. Sign Faces – 1 per sign Number of Signs – 2 Height – 13.6” Min. Setback – 15 ft. * *Standard Residential entry Monument sign setback is 10 ft.	+1 +65'

Proposed Alternate Residential Pod Entry Monument Sign

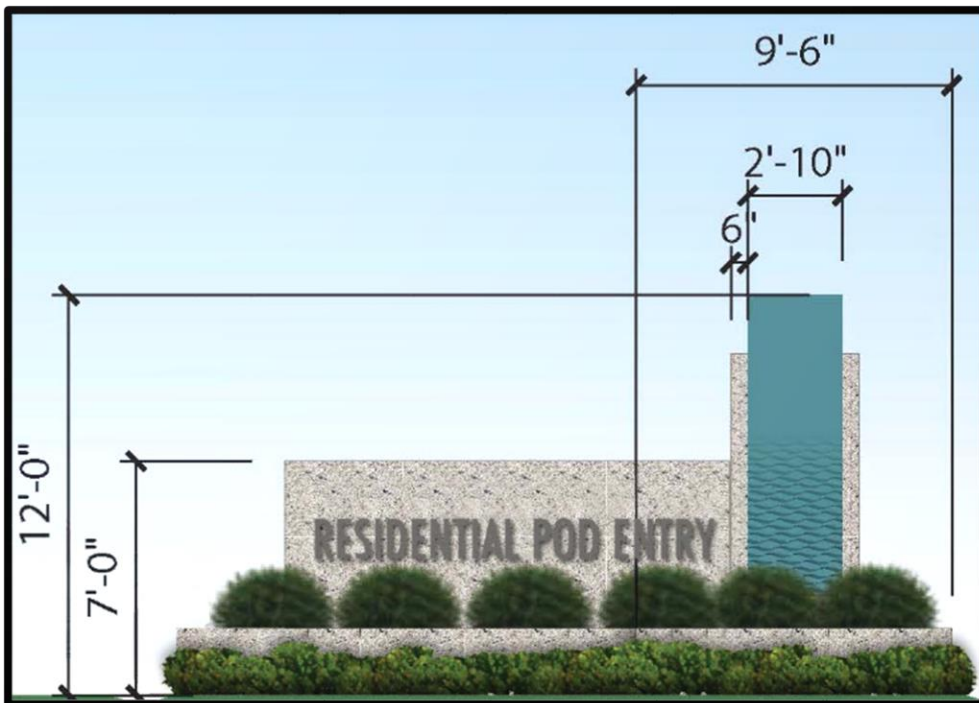


The design for the proposed Silver Lake alternate Pod Entry Monument sign will closely mirror the design and color palette of the typical Residential Pod Entry Monument Sign. The sign incorporates similar stucco finishes and the decorative teal green/blue totem of the standard Pod Entry monument Sign.

Proposed Alternate Residential Pod Entry Monument Sign Rendering



Typical Residential Pod Entry Monument Sign



An alternate Pod Entry Monument Sign was incorporated into the Sign Code to provide for an alternative design for the Cresswind of Palm Beach of Westlake community. The Cresswind Alternate Residential Pod Monument sign has received broad acceptance and provides for additional diversity within Westlake. The Cresswind Alternate Residential Pod Monument is significantly larger in size as compared to the proposed sign.

Example of Existing Alternative Residential Pod Entry Monument Sign (Cresswind)



FINAL REMARKS

MSP-2025-02 will be heard by the City Council on July 1st, 2025. The public hearing was advertised in compliance with the City's code requirement. Based upon the facts and findings contained herein, the Planning and Zoning and Engineering Departments have no objections to the above-mentioned application.

1-12-22



CITY OF WESTLAKE
Planning and Zoning Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

DEPARTMENTAL USE ONLY
Ck. # _____
Fee: _____
Intake Date: _____
PROJECT # _____

APPLICATION FOR MASTER SIGN PLAN REVIEW

CITY COUNCIL MEETING DATE: _____

The City Council meets on the second Monday of the month at 6:30 p.m., in the Westlake City Council Chambers, located at 4005 Seminole Pratt Whitney Road.

See page 3 for review process and submittal deadline.

INSTRUCTIONS TO APPLICANTS:

1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide all required documents as shown on the Site Plan Review Application Checklist (see page 4). If not applicable, indicate with N/A.
3. The applicant must be present at scheduled City Council meeting.
4. If project is to be developed in phases, a Master Site Plan Review Application shall be required.

I. PROJECT DESCRIPTION & APPLICANT INFORMATION

PROJECT NAME: Silver Lake – Main Entry Sign (MSP-2025-02)

PROJECT ADDRESS: TBD

DESCRIPTION OF PROJECT: Westlake – Alternate Resident Pod Entry Sign

Estimated Project Cost: TBD

Property Control Number (PCN): 77-41-43-08-00-000-3010, 77-41-43-08-00-000-3020, 77-41-43-08-00-000-1030

Property Owner(s) of Record (Developer) Palm Beach West Associates VI, LLLP

Address: 1600 Sawgrass Corp. Pkwy., Ste. 400, Sunrise, FL 33323 **Phone No.:** 954-753-1730, ext 2240

E-mail Address: kevin.ratterree@glhomes.com

Applicant/Agent (if other than owner, complete Acknowledgement and Consent section on Page 2):

Name: Donaldson E. Hearing – Cotleur & Hearing

Address: 1934 Commerce Lane, Suite 1, Jupiter, FL 33458

Phone No.: 561-747-6336 **E-mail Address:** Dhearing@cotleur-hearing.com

II. LAND USE & ZONING

A) ZONING DISTRICT R-1 & R-2 B) FUTURE LAND USE DESIGNATION Residential 1 & Residential 2

C) EXISTING USE(S) Vacant

D) PROPOSED USE(S), AS APPLICABLE 448 Single-family detached homes

III. ADJACENT PROPERTIES

	EXISTING USE(S)	FUTURE LAND USE DESIGNATION	ZONING DISTRICT
SUBJECT PROPERTY	Vacant	R-1 & R-2	R-1 & R-2/ Single Family Overlay
NORTH	Parcel S – Orchards	R-2	R-2
SOUTH	Existing Residential/Loxahatchee	Existing Residential/Loxahatchee	Existing Residential/Loxahatchee
EAST	Vacant	R-2 & R1	R-2 & R-1
WEST	Parcel T - Estates	R-1 & R-2	R-1 & R-2

IV. OWNER AND APPLICANT/AGENT ACKNOWLEDGEMENT AND CONSENT

Consent statement (to be completed if owner is using an agent)

I/we, the owners, hereby give consent to Cotleur & Hearing to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application.

By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the City of Westlake, Florida, Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

Palm Beach West Associates VI, LLLP

Kevin Ratterree, Authorized Signatory

Owner's Name (please print)

Kevin Ratterree
Owner's Signature

Date

2/26/25

Donaldson Hearing

Applicant/Agent's Name (please print)

Donaldson Hearing
Applicant/Agent's Signature

Date

2-28-25

SILVER LAKE OF WESTLAKE

Master Sign Plan Review (MSP-2025-02)

Justification Statement

March 05, 2025

Revised: April 07, 2025

Introduction

The Applicant (Palm Beach West Associates VI, LLLP A/K/A GL Homes) is requesting approval of a Master Sign Plan (MSP) for Silver Lake, a new residential community in Westlake. The Parcel is located south of Persimmon Blvd., east of Parcel T (The Estates), abutting the southern boundary of the Westlake community, and west of the future development property in the southeast corner of the Westlake community. A Site Plan Review and Plat Review application is being submitted concurrently.

Subject Request

The Applicant is requesting approval of an “alternate” Residential Pod Entry Monument sign design. The two (2) signs will mirror each other located on the south and north sides of the main entrance, the only entrance, off of Persimmon Blvd. East. The copy area of the proposed alternate design will be consistent with the requirements of Section **Sec. 113-8. Master sign plan** of the Westlake sign code.

The Westlake Sign code contains a prototypical Residential Pod Entry Monument sign, which has been used for the Westlake Residential communities, with the exception Cresswind of Palm Beach (Parcel P). An image of the prototypical Residential Pod Entry Monument Sign as found in the code is provided below along with the applicable criteria.

Figure 113-11-3. Residential Pod Entry Monument

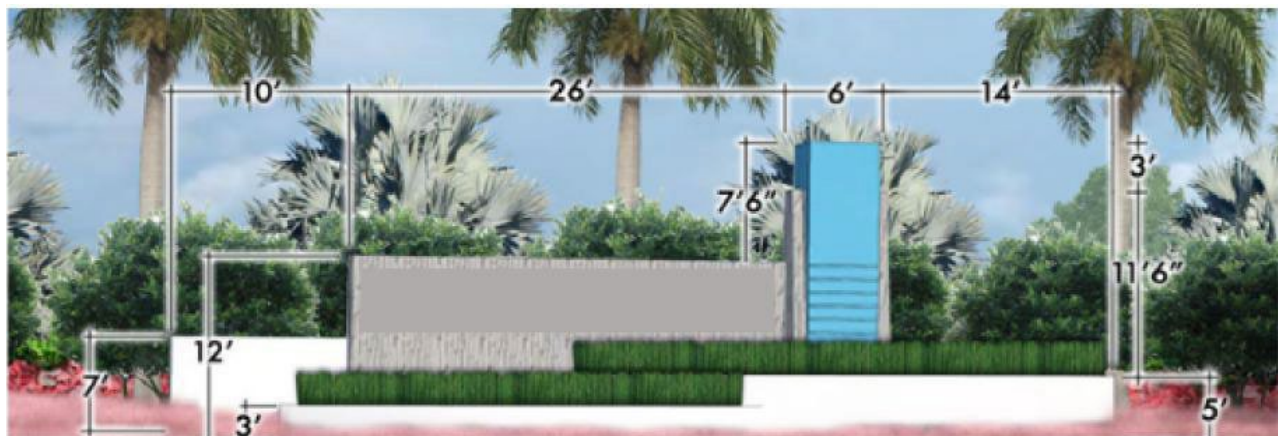


Figure 113-11-3. Residential Pod Entry Monument (Continued)

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
Residential pod entry monument	60 sq. ft.	2	2 per accessway	See Figure 113-11-3	For pod name only
					Logos and graphics may not be larger than 30% of copy area occupied by text
					Developments with a shared entrance may have V-shaped monument signs

An alternate Pod Entry Monument Sign was incorporated into the Sign Code to provide for an alternative design for the Cresswind of Palm Beach of Westlake community. The Cresswind Alternate Residential Pod Monument sign has received broad acceptance and provides for additional diversity within Westlake. An image of the Alternative Pod Entry Monument Sign and applicable criteria is provided below in Figure 113-11-4.

Figure 113-11-4. Alternate Residential Pod Entry Monument



Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
Alternate residential	60 sq. ft.	1	1 per pod	See Figure 113-11-4	By master sign plan application only

pod entry monument					
					Permitted only in lieu of 2 pod entry monuments
					Minimum 80 ft. setback from nearest property line
					May include pod name only
					Logos and graphics may not be larger than 30% of copy area occupied by text

¹ Height measured from average grade unless otherwise noted.

² Ground sign must be landscaped as provided below:

- a. Front: minimum width shall be not less than one-half ($\frac{1}{2}$) the height of the sign.
- b. Side: minimum width shall be not less than one-half ($\frac{1}{2}$) the height of the sign.
- c. Rear: minimum width shall be two (2) feet.

³ All signs are subject to criteria of sec. 6.12

The Cresswind Alternate Residential Pod Monument is significantly larger in size as compared to the prototypical sign shown in Figure 113-11-3 measuring 19'-6" in height with the sign panel element measuring 12' tall by 26' in length. The monument is also situated on a tall berm. For this reason, the applicant only proposed 1 monument and with 80' setback from the nearest property line.

The design for the proposed Silver Lake alternate Pod Entry Monument sign will closely mirror the design and color palette of the prototypical Residential Pod Entry Monument Sign within the provisions of the code, with a few unique differences. The most appealing difference will be a dynamic rain curtain behind the main monument wall sign spilling from top to bottom. This proposed alternate design was selected by the applicant to enhance the entrance experience to this beautiful new modern contemporary Westlake community, but also to set it apart in a cohesive manner. The sign incorporates similar stucco finishes and the decorative teal green/blue totem of the standard Pod Entry monument Sign. The sign copy remains within the 60 square area limitation of the code. Lush landscaping will be placed around the sign and as a backdrop further enhancing the aesthetic appeal.

The size of the signage element for the Silver Lake alternate Pod Entry Monument sign is comparable in size to the prototypical Monument. The main sign panel wall (where the community's name lettering occurs) is 5' tall compared to the prototypical of 7' and the totem is 13'6" compared to 12'. A 15' setback to the nearest property boundary is proposed vs the standard sign setback of 10'.

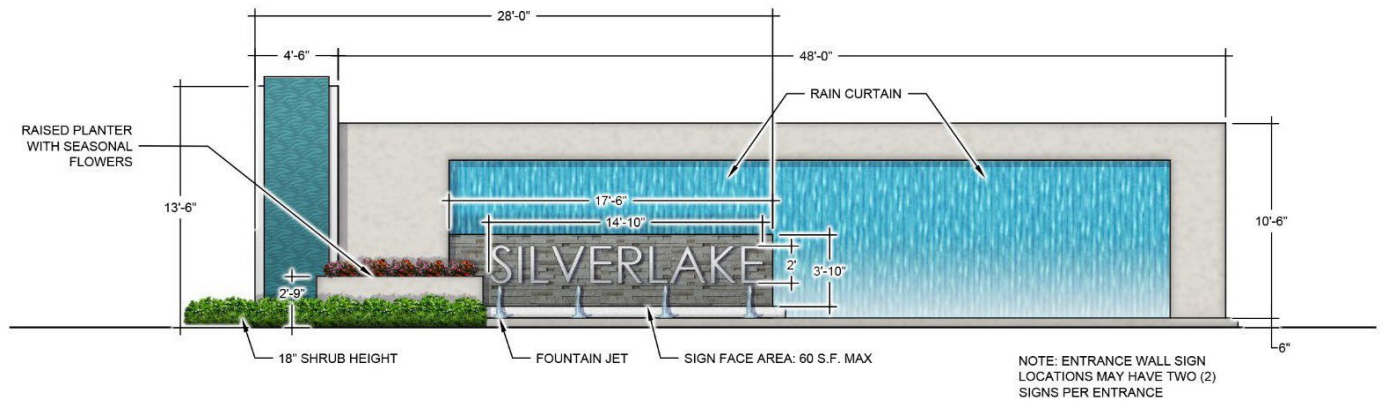
A conceptual comparison of the existing Cresswind sign and the proposed Silver lake signs is shown below:

Existing Cresswind Residential Pod Entry Sign



Proposed Silver Lake Residential Pod Entry Monument





Silver Lake Conceptual Entrance:



Waivers Requested

In order for the applicant to achieve this showcase sign, a waiver request is being made to allow two (2) alternate pod entry monument signs, one each on the east and west sides of the entrance.

Westlake history recalls that at the time the Cresswind sign was proposed, an amendment was made to the Westlake sign code, adding the provisions for an alternate residential entry monument sign based on that sign which was the first “alternate” residential entry monument sign in Westlake. The Cresswind sign is much larger than the sign proposed for Silver Lake. Furthermore, the Cresswind sign sits atop a huge berm and is setback eighty-feet (80’) from the property line. The 80’ setback has become the standard provision within the Westlake sign code for this particular alternate residential entry monument sign.

It is for this reason that the applicant is requesting a second waiver to the 80’ setback. As mentioned earlier, the Silver Lake sign is smaller than the Cresswind sign and will sit atop a one-foot (1’) berm. While the 15’ setback from the property line is appropriate for the scale of these monuments, it should be noted that the setback from the Persimmon Blvd. East right-of-way is 65’. A Waiver table is attached to this justification.

The alternative Pod Entry Monument Sign proposed for Silver Lake is exceptionally well designed and will further creative diversity in Westlake. The proposed sign is consistent with the goals objectives of the comprehensive plan and intent of the City’s Sign Code. The aesthetic of this proposed sign is a welcome addition to the overall integrity of the Westlake residential community.

Revised 0-07-2025

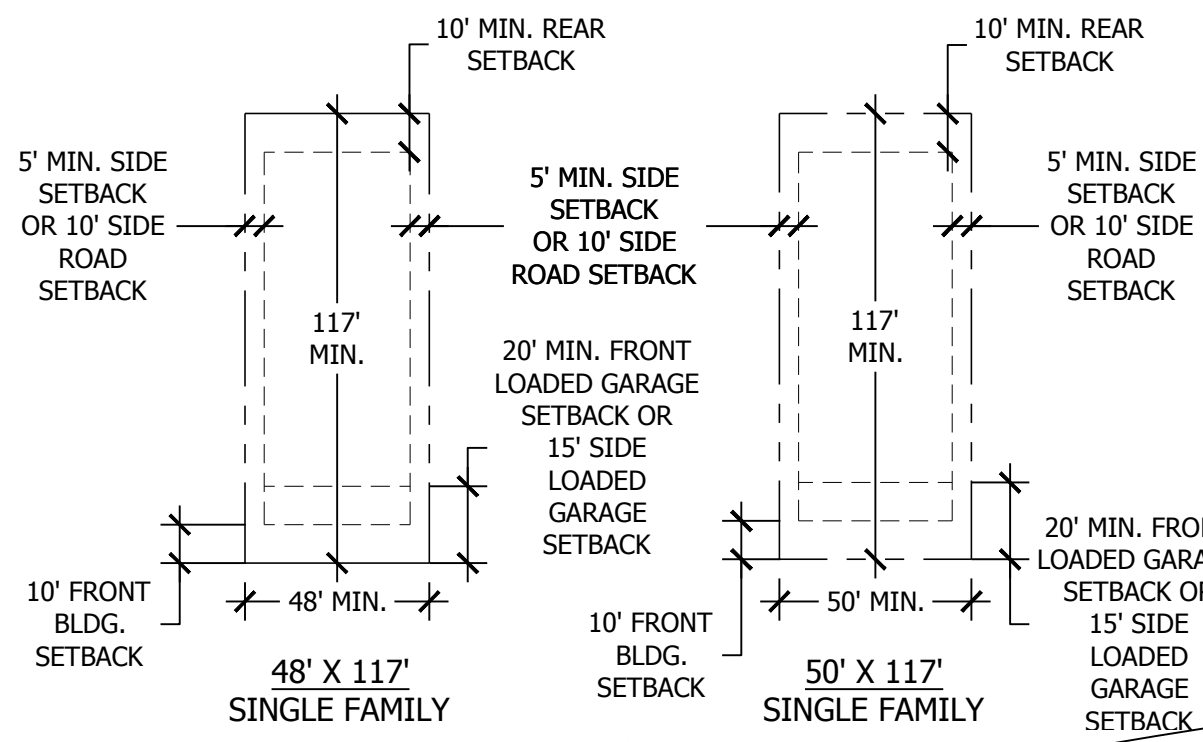
SILVER LAKES MASTER SIGN PROGRAM – WAIVER TABLE

SIGN TYPE	CODE REQ’MT.	APPLICANT REQUEST	DEVIATION
<i>Alternate Residential Pod Entry Monument Sign</i>	<p>Copy Area – 60 sq.ft.</p> <p>Sign Faces - 1</p> <p>Number of Signs – 1</p> <p>Height – 19.6”</p> <p>Mn. 80 ft. setback from nearest property line</p>	<p>Copy Area – 60 sq.ft.</p> <p>Sign Faces – 1 per sign</p> <p>Number of Signs – 2</p> <p>Height – 13.6”</p> <p>Min. Setback – 15 ft. *</p> <p>*Standard Residential entry Monument sign setback is 10 ft.</p>	<p>+1</p> <p>+65’</p>

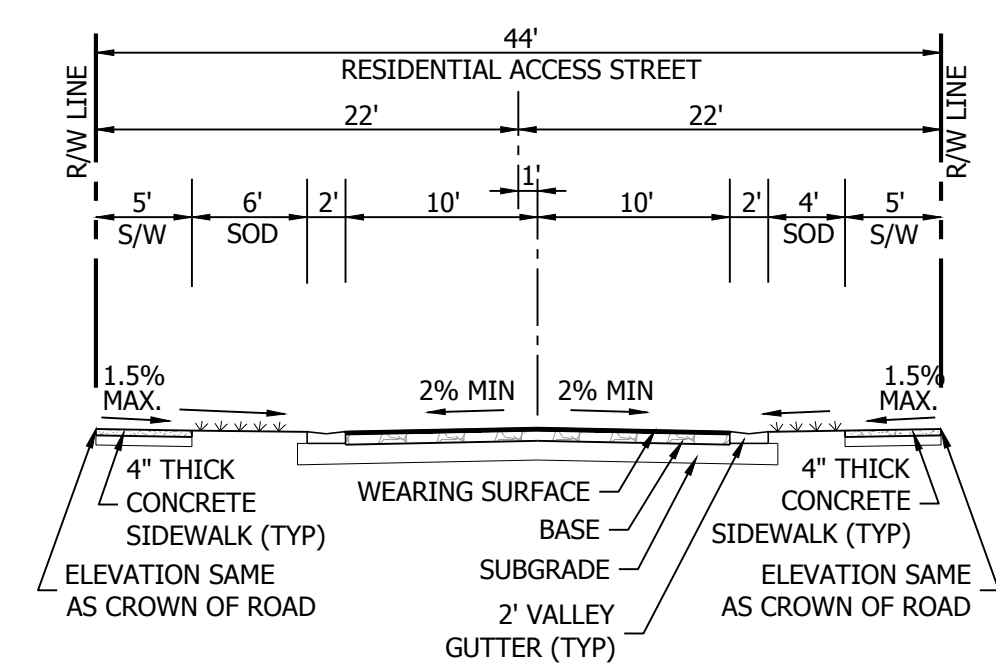
MASTER SIGN PLAN - WAIVER TABLE

SIGN TYPE	CODE REQ'T.	APPLICANT REQUEST	DEVIATION
Alternate Monument Sign	Residential Pod Entry		
	Copy Area - 60 sq.ft.	Copy Area - 60 sq.ft.	
	Sign Faces - 1	Sign Faces - 1 per sign	
	Number of Signs - 1	Number of Signs - 2	+1
	Height - 19.6"	Height - 13.6"	
	Mn. 80 ft. setback from nearest property line	Min. Setback - 15 ft.	Standard Residential entry Monument sign setback is 10 ft.

TYPICAL LOT DETAIL



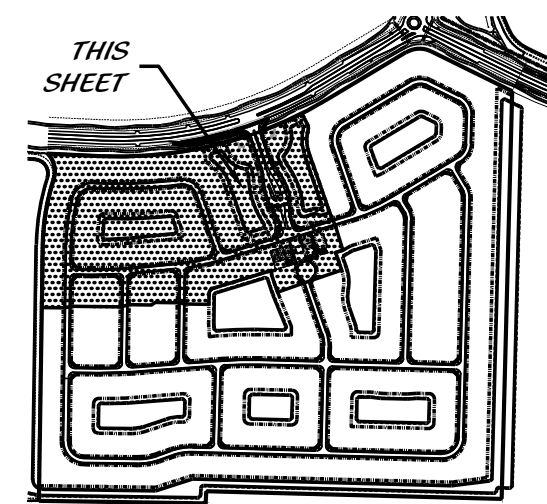
TYPICAL 44' ROAD SECTION



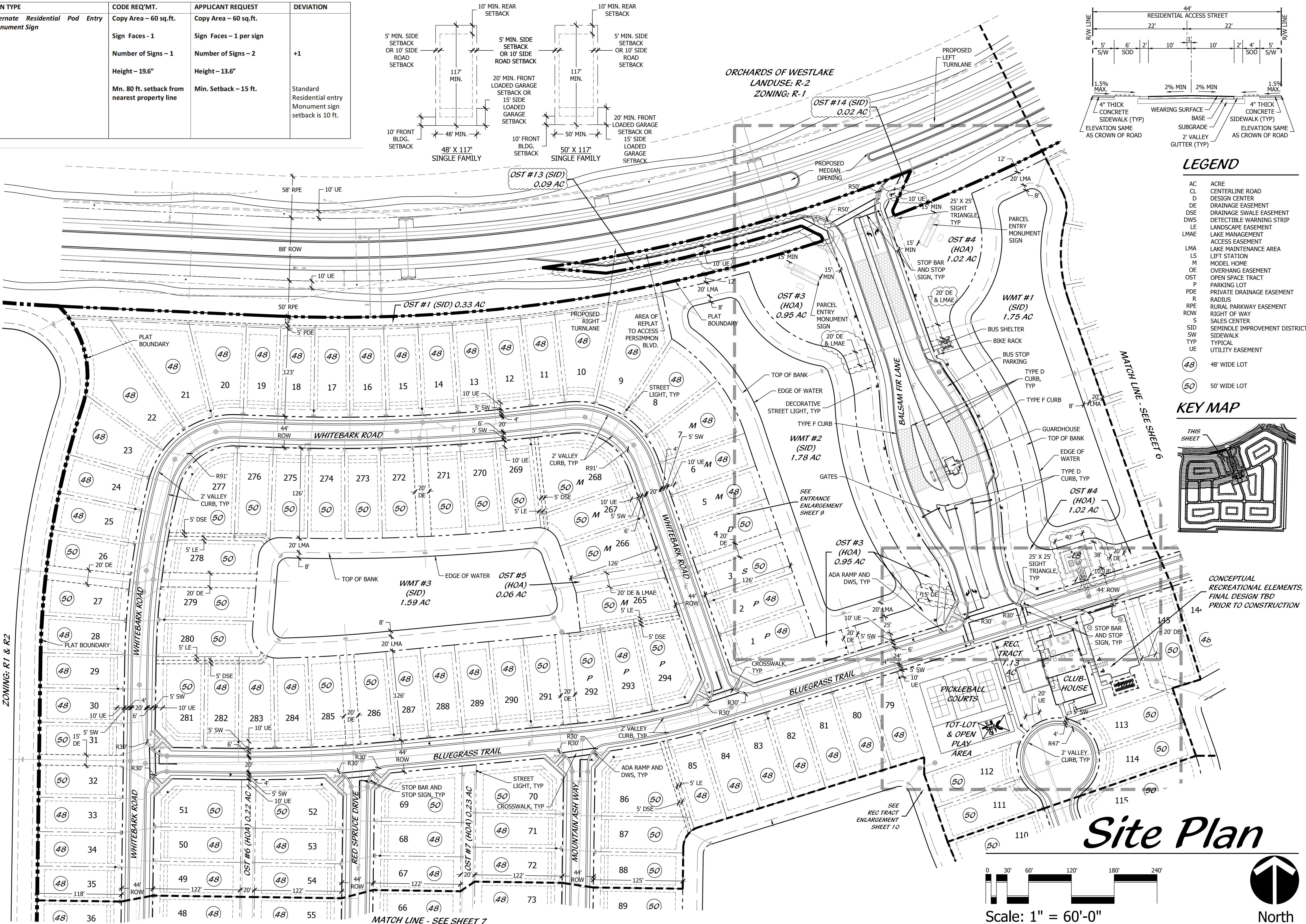
LEGEND

- AC ACRE
- CL CENTERLINE ROAD
- D DESIGN CENTER
- DE DRAINAGE EASEMENT
- DSE DRAINAGE SWALE EASEMENT
- DWS DETECTIBLE WARNING STRIP
- LE LANDSCAPE EASEMENT
- LMAE LAKE MANAGEMENT ACCESS EASEMENT
- LMA LAKE MAINTENANCE AREA
- LS LIFT STATION
- M MODEL HOME
- OE OVERHANG EASEMENT
- OST OPEN SPACE TRACT
- P PARKING LOT
- PDE PRIVATE DRAINAGE EASEMENT
- R RADIUS
- RPE RURAL PARKWAY EASEMENT
- ROW RIGHT OF WAY
- S SALES CENTER
- SID SEMINOLE IMPROVEMENT DISTRICT
- SW SIDEWALK
- TYP TYPICAL
- UE UTILITY EASEMENT
- (48) 48' WIDE LOT
- (50) 50' WIDE LOT

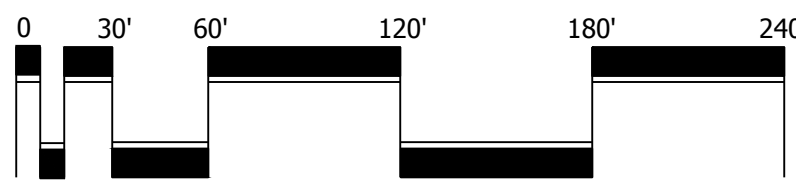
KEY MAP



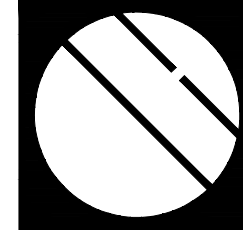
PARCEL T - ESTATES OF WESTLAKE
LANDUSE: R-1 & R-2
ZONING: R-1 & R-2



Site Plan



Scale: 1" = 60'-0"



Cotleur & Hearing

Landscape Architects
Land Planners
Environmental Consultants
1934 Commerce Lane
Suite 1
Jupiter, Florida 33458
561.747.6336 · Fax 747.1377
www.cotleurhearing.com
Lic# LC-C000239

Silver Lake

SITE PLAN

City of Westlake, Florida

DESIGNED	DEH
DRAWN	HK, PS
APPROVED	DEH
JOB NUMBER	24-0317
DATE	03-11-25
REVISIONS	04-16-25

April 16, 2025 1:29:56 p.m.
Drawing: 130518.106_SP.DWG

5 (W) OF 12
WAIVER

These drawings are the property of the architect and are not to be used for other projects except as agreed in writing with the architect. Immediately report any discrepancies to the architect.

File Attachments for Item:

B. MSP-2025-04: The applicant is requesting a Master Sign Plan approval for the project known as, “Tractor Supply” located in Parcel F2 within the Westlake Landings development. The application also includes one (1) waiver request.

Submitted By: Planning and Zoning



Meeting Agenda Item Coversheet

MEETING DATE:		7/1/2025		Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		MSP-2025-04: The applicant is requesting a Master Sign Plan approval for the project known as, "Tractor Supply" located in Parcel F2 within the Westlake Landings development. The application also includes one (1) waiver request.			
STAFF RECOMMENDATION: (MOTION READY)		Motion to Approve MSP-2025-04—Master Sign Plan for the project known as, "Tractor Supply" located in Parcel F2 within the Westlake Landings development.			
SUMMARY and/or JUSTIFICATION:		The applicant is requesting approval of a Master Sign Plan for the project known as "Tractor Supply," located on Parcel F2 within the Westlake Landings development in the Mixed-Use Zoning District, in accordance with Chapter 113, Signs, Section 113-8 (Master Sign Plan). The application proposes two signs: one on the principal building and one on the adjacent structure labeled "Garden/Live Goods Center." The application also includes one (1) waiver request to allow cabinet sign on the logo while the remainder of the sign will consist of channel letters.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Sheet Staff Report Application Justification Statement Master Sign Plan			
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
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) <u>Please keep text indented.</u></i>					
FISCAL IMPACT (if any):					\$



City of Westlake

Planning and Zoning Department – Staff Report

City Council Meeting 7/1/2025

PETITION DESCRIPTION

PETITION NUMBER: MSP-2025-04 Tractor Supply Master Sign Plan Review

OWNER: HSC WESTLAKE LLC

APPLICANT: ASG Sign

ADDRESS: 16830 Persimmon Blvd. West, Westlake, FL 33470

PCN: 77-40-43-01-17-000-0029

REQUEST

The applicant is requesting a Master Sign Plan approval for the project known as, “Tractor Supply” located in Parcel F2 within the Westlake Landings development. The application also includes one (1) waiver request.

SUMMARY

The applicant is requesting approval of a Master Sign Plan for the project known as “Tractor Supply,” located on Parcel F2 within the Westlake Landings development in the Mixed-Use Zoning District, in accordance with Chapter 113, Signs, Section 113-8 (Master Sign Plan).

The application proposes two (2) signs: one (1) on the principal building and one (1) on the adjacent structure labeled “Garden/Live Goods Center.” The application also includes one (1) waiver request to allow cabinet sign on the logo while the remainder of the sign will consist of channel letters.

On June 4, 2024 Tractor Supply was previously approved for a 23,976-square-foot indoor retail store, accompanied by a 20,055-square-foot fenced outdoor display area located directly adjacent to the east side of the building. This outdoor area will include a 1,600-square-foot live goods center, a forage shed, and a driveway lane to allow customers to pull up and load large items (e.g., feed, hay, tools, etc.).

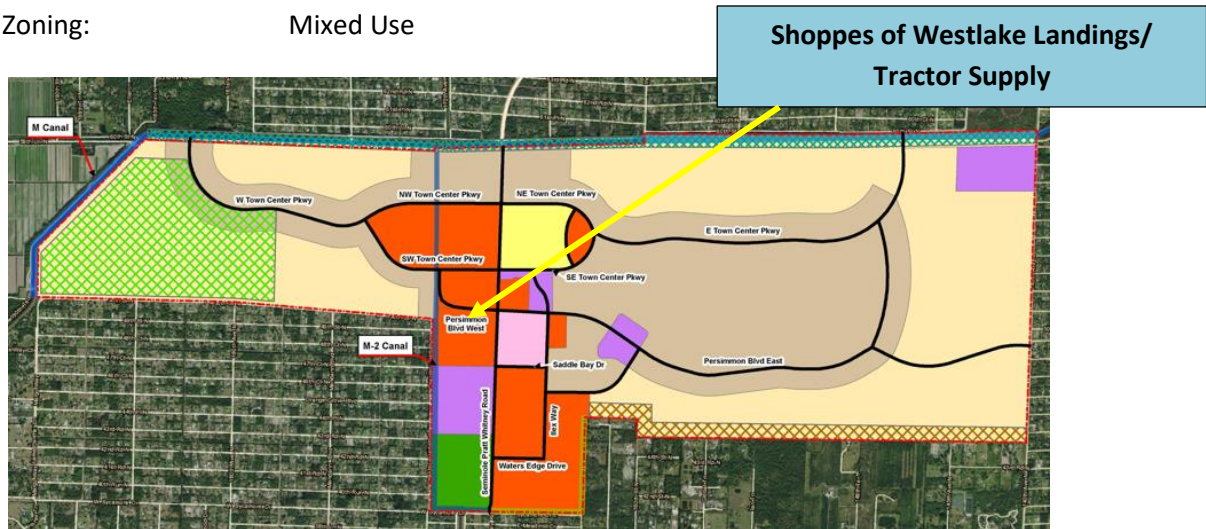
STAFF RECOMMENDATION

Based upon the facts and findings contained herein, the **Planning and Zoning and Engineering Departments** have no objections to the above-mentioned application.

PETITION FACTS

- a. Total Gross Site Area: 4.54 acres (Parcel F, Subparcel F2)
- b. Building Data: 23,957 sq.ft
- c. Land Use and Zoning

Existing Land Use:	Vacant (Under Construction)
Future Land Use:	Downtown Mixed Use
Zoning:	Mixed Use

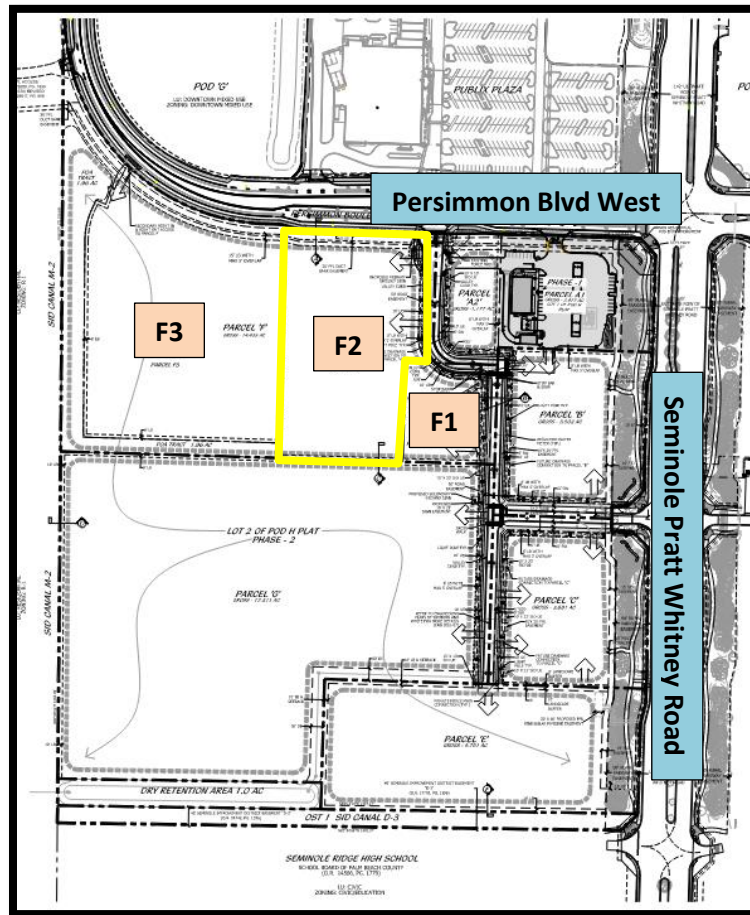


BACKGROUND

Subparcel F2 is located within Pod H “Westlake Landings” Master Site Plan, a commercial plaza situated west of Seminole Pratt Whitney Road on approximately 50.826 acres. The Master Site Plan was originally approved by City Council on June 14, 2021. “Westlake Landings” is intended to be developed as a Property Owners Association (POA) with individual ownership of parcels within the development. The subject plaza consists of multiple parcels that will be developed according to market driven demand.

- On November 8, 2021, a Site Plan approval of a 14.435 acre indoor and outdoor recreation facility known as, “Adrenaline World” within Pod H, Parcel F at Westlake Landings was approved by City Council. The application included a 92,773 sq. ft. main building, a 564 sq. ft. maintenance shed, a 576 sq. ft. restroom area, and outdoor amenities. The applicant abandoned this approval.
- On April 2, 2024, the City Council approved to modify Parcel F into three (3) subparcels F1 (Retail/Mixed Use), F2 (Retail Sales or Services) and F3 (Light Industrial).
- On June 4, 2024, the City Council approved application SPR-2024-01 for a 4.54-acre site, known as “Tractor Supply”. The application included a 23,976 sq.ft. main building, and a 20,055 sq.ft. fence outdoor display area including a 1,300 sq.ft. storage shed. The applicant also requested a waiver from Chapter 117 to increase the allowed fence height around the outdoor display area from six (6) feet to eight (8) feet at this location.

Location Tractor Supply (Sub-Parcel F2)



STAFF ANALYSIS

The applicant is requesting approval for a Master Sign Plan for Tractor Supply, located on a 4.54 acres site. Pursuant to Chapter 113. Sign, Sec 113-8 (Master Sign Plan). The subject application proposes two wall signs: one (1) on the principal structure and one (1) on the Garden/Live Goods Center.

The application includes the following waiver request:

Sec. 113-46 – Other prohibited signs

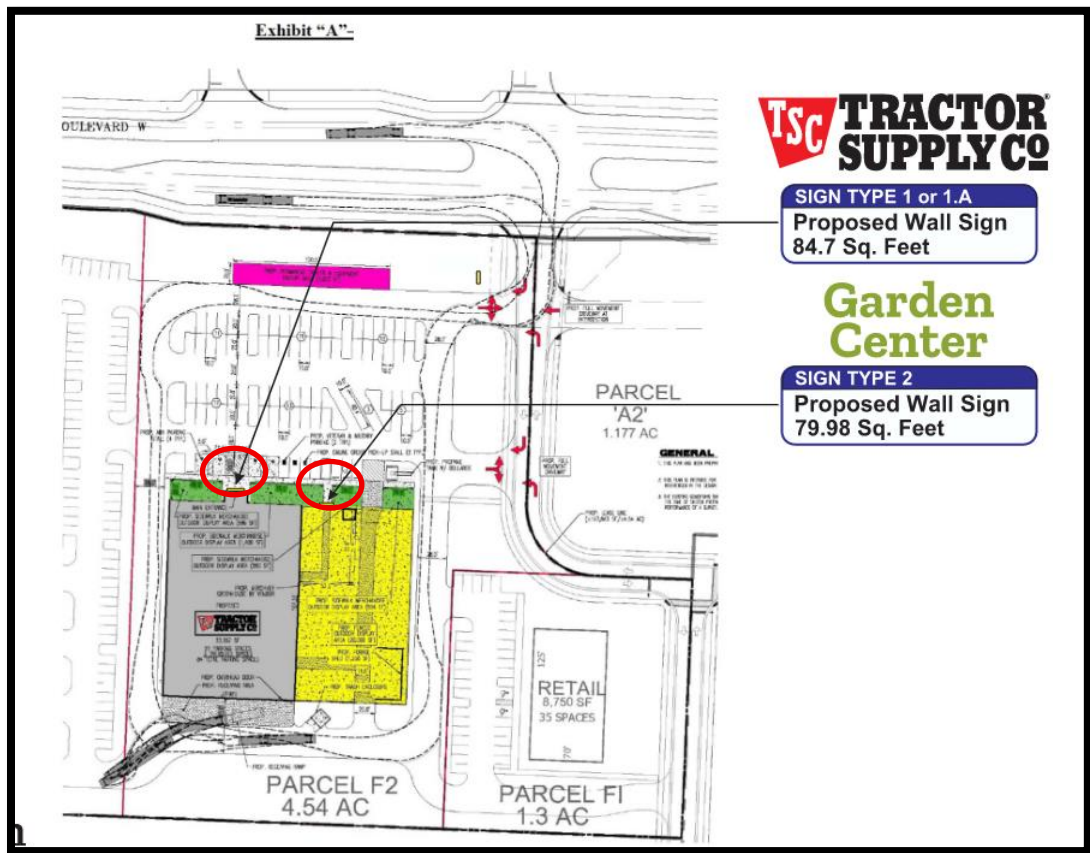
(23) Cabinet signs

1. Wall Sign for Principal Tenant: To allow cabinet signs for the logo.

Sec. 113 – 3 Definitions

- *Cabinet sign means the structure, usually made of wood, plastic, metal, or some combination thereof, which contains one (1) or more sign faces.*

Proposed Sign Location



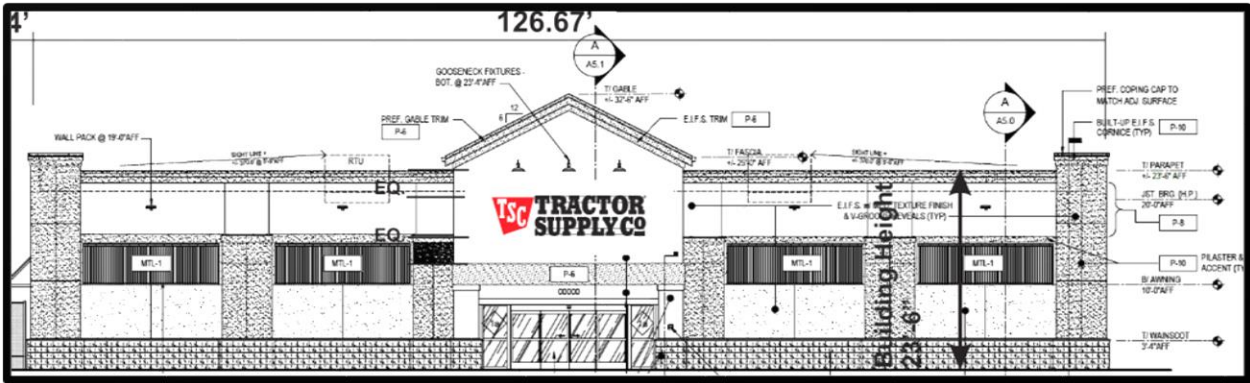
Per Chapter 113. Sign. SECTION 113-8 Master Sign Plan: The city council, at the time of development order or site plan approval or amendment, may waive one (1) or more of the requirements of this chapter as part of a master sign plan.

As part of the subject Master Sign Plan, the applicant is requesting the following waiver from the City Code Chapter 113:

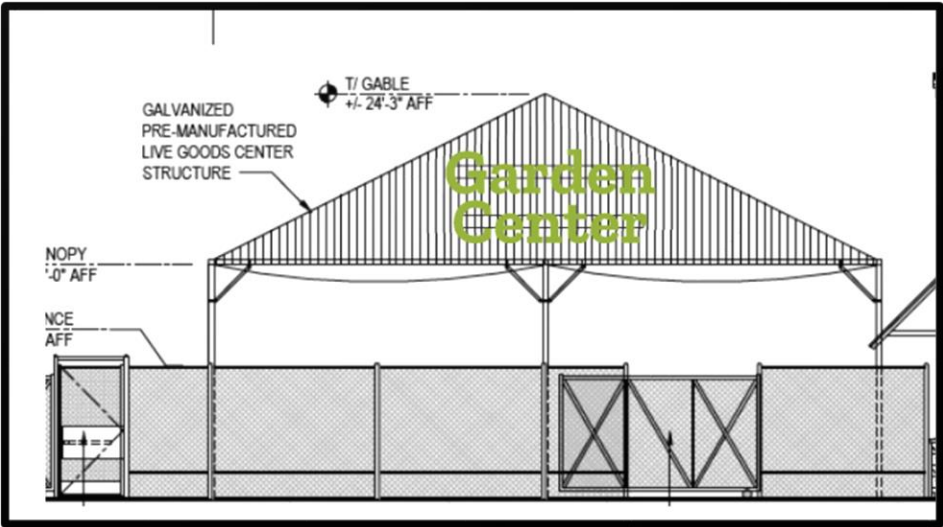
- A. Principal Tenant Wall Sign
- To allow a 4'-4" Logo Cabinet Sign (Sec. 113-46 – Other prohibited signs (23) Cabinet signs)

Sign Type	Code Requirement	Applicant Request	Deviation
Wall Sign for Principal Structure or Building Identification or Principal Tenant [See illustration below]	Sec. 113-46. - Other prohibited signs.In addition to the prohibited signs listed herein above, the following signs are also prohibited in the city: (22) BOX SIGNS (23). CABINET SIGNS Sign letters shall not exceed 36 inches in height including lowercase letters	Cabinet/Box Logo	Cabinet/Logo

Proposed Location of Wall Sign at Principal Building



Proposed Location of Wall Sign at Adjacent Structure



Rendering of the Proposed Signs



The following photos indicate examples of Tractor Supply Stores in other Municipalities:

Riviera Beach



Loxahatchee Groves



FINAL REMARKS

MSP-2025-04 will be heard by the City Council on July 1st, 2025. The public hearing was advertised in compliance with the City's code. Based upon the facts and findings contained herein, the Planning and Zoning and Engineering Departments have no objections to the above-mentioned application.

3/9/22b



CITY OF WESTLAKE
Planning and Zoning Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

DEPARTMENTAL USE ONLY
Ck. # _____
Fee: _____
Intake Date: _____
PROJECT # _____

APPLICATION FOR MASTER SIGNAGE PLAN

CITY COUNCIL MEETING DATE: JULY 1th 2025

The City Council meets on the second Monday of the month at 6:30 p.m., in the Westlake City Council Chambers, located at 4005 Seminole Pratt Whitney Road.

See page 3 for review process and submittal deadline.

INSTRUCTIONS TO APPLICANTS:

1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide all required documents as requested in the Master Signage Plan Application. If not applicable, indicate with N/A.
3. The applicant must be present at scheduled City Council meeting.

I. PROJECT DESCRIPTION AND APPLICANT INFORMATION

PROJECT NAME: TRACTOR SUPPLY

PROJECT ADDRESS: 16830 Persimmon Blvd, Westlake, FL
POD H - Parcel F1

DESCRIPTION OF PROJECT: Construction of new ground-up
Tractor Supply master Signage

Estimated Project Cost: _____

Property Control Number (PCN): 77-40-43-01-17-000-0029

Section/Township/Range: WESTLAKE POD H WLY 442.17 FT OF ELY 930.3 FT OF LT 2 (LESS SLY 879.15 FT) K/A PAR 1 IN

Property Owner(s) of Record (Developer): HSC Westlake, LLC

Address: 805 Triane St, Daphne, AL 36526

Phone No. 813-525-7478

Fax No. _____

E-mail Address: Jennifer@hxsnyder.com

3/9/22b

Applicant/Agent (if other than owner, complete Acknowledgement and Consent section on page 2):

Name: Joseph Adinolfe Ricky Torres

Address: 10130 Northlake Blvd 201-314. West Palm Beach FL 33412

Phone No.: 561-722-9272 Fax No.: _____ E-mail Address: Ricky@asgsign.com

II. LAND USE & ZONING

A) ZONING DISTRICT MU (Mixed Use) B) FUTURE LAND USE DESIGNATION MU (Mixed Use)

C) EXISTING USE(S) Vacant

D) PROPOSED USE(S) Retail Sales and Services

III. ADJACENT PROPERTIES

16830 Persimmon Boulevard	EXISTING USE(S)	FUTURE LAND USE DESIGNATION	ZONING DISTRICT
SUBJECT PROPERTY	Vacant	MU- MIXED USE	MU- MIXED USE
NORTH 16841 PERSIMMON BLVD W	-SHOPPING CENTER CMMITY	MU- MIXED USE	MU- MIXED USE
SOUTH 4701 SEMINOLE PRATT WHITNEY RD	Vacant	MU- MIXED USE	MU- MIXED USE
EAST 4965 SEMINOLE PRATT WHITNEY RD	Vacant	MU- MIXED USE	MU- MIXED USE
WEST 17035 PERSIMMON BLVD W	Vacant	MU- MIXED USE	MU- MIXED USE

IV. OWNER AND APPLICANT/AGENT ACKNOWLEDGEMENT AND CONSENT

Consent statement (to be completed if owner is using an agent)

I/we, the owners, hereby give consent to Alternative Sign Group Inc. Joseph Adinolfe Ricky Torres to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application. By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the

3/9/22b

City of Westlake, Florida, Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

H. Ray Hix, Jr

Owner's Name (please print)

H. Ray Hix, Jr

Owner's Signature

11-13-2024

Date

Joseph Adinolfi

Applicant/Agent's Name (please print)

Joe Adinolfi

Applicant/Agent's Signature

04/10/2025

Date

V. APPLICATION FEES

See City of Westlake Fee Schedule

VI. ADMINISTRATIVE COSTS

The owner/applicant agrees to compensate the City for all additional administrative costs, actual or anticipated, including, but not limited to, engineering fees, consultant fees, and special studies prior to the processing of the application or not later than 30 days after final application approval whichever is determined as appropriate by the City. **Failure to make such payment shall be grounds for withholding a building or zoning permit.** Costs associated with advertising for public hearings and other public notice requirements are the responsibility of the owner/applicant. The fee shall be paid prior to such application being scheduled for a public hearing requiring notice.

H. Ray Hix, Jr

Owner's Signature to Acknowledge

11-13-2024

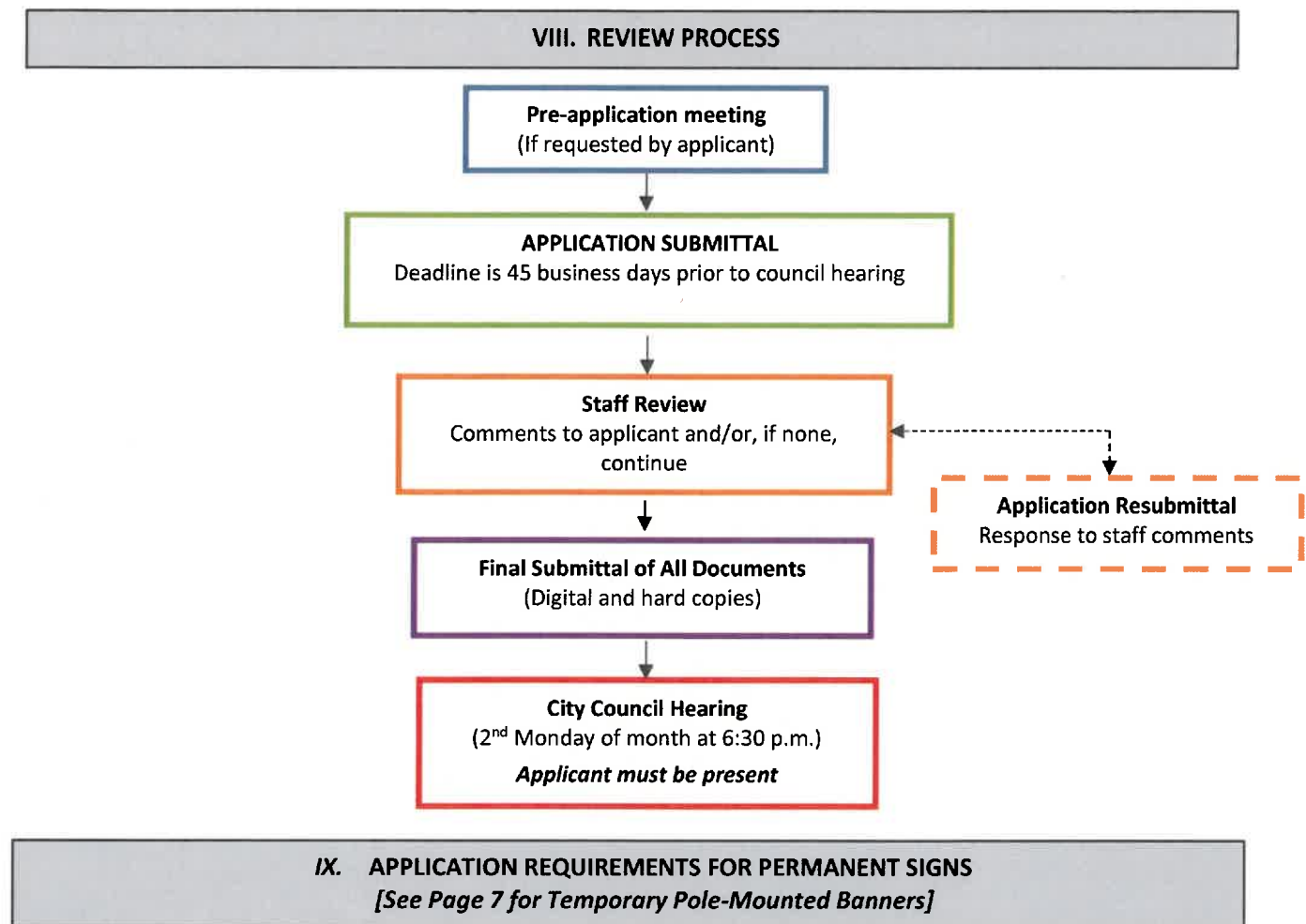
Date

VII. SUBMITTAL REQUIREMENTS

The applicant shall submit the following documents to the City of Westlake **forty-five (45) business days** prior to the desired council meeting date:

- 1) Complete signed application form as provided by the City and all required fees and costs.**
- 2) Final Submittal Signage Package: Digital and Three (3) 11x17 sets of plans, documents, and exact rendering of all proposed signage, and proposed modification, construction, or addition. Color photographs or prints as close to the actual colors to be used must be supplied. Since color printers often do not display the correct color, provide specific color names and numbers.**
- 3) Any other documents, maps, photographs, or drawings that may help clarify the position of the applicant.**

NOTE: All renderings, models, drawings, photos, etc., will become the property of the City of Westlake.



Pursuant to Chapter 6, Section 6.9

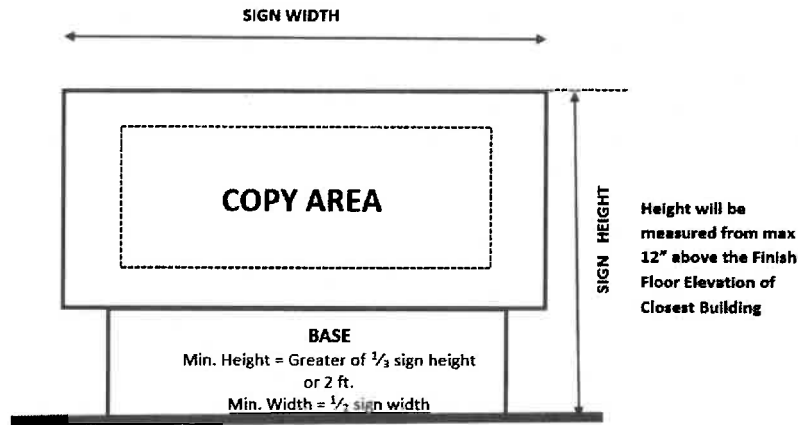
Section 6.9 Master Signage Plan. The City Council, at the time of development order or site plan approval or amendment, may waive one or more of the requirements of this chapter as part of a master sign plan. A master sign plan may be considered for two or more signs.

- (A) 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 Chapter 6.
- (B) The Planning and Zoning Director may require any development order application for a PD, Civic, or conditional use application to include an overall Master Signage Plan. It shall not be a requirement to know all tenants at the time of submittal of the Master Signage Plan.
- (C) The master signage plan shall indicate location, number, size, font, color, type of sign, landscaping, and illumination of proposed sign(s). The Master Signage Plan shall be guided by the purpose and intent section of Chapter 6. Application for a master signage plan shall include the following:
 - (1) 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.

3/9/22b

(2) The layout of all proposed signs including:

- (a) Elevations plans drawn to scale and depicting all permanent signs placed or to be placed on the building on the parcel.



- (b) 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;
- (c) For signs providing for more than one (1) occupant, the amount of sign area allocated for each occupant shall be indicated.
- (d) The types of illumination to be used for each type of sign.
- (e) Method of attachment for all signs placed or to be placed on the building or the parcel.
- (3) A calculation of copy area for each individual sign.
- (4) The placement of signs on the building(s) .
- (5) A deviation table on drawing identifying deviations from the requirements of Chapter 6.
- (D) Once the Master Signage Plan has been approved for a parcel, the criteria shall apply to the entire parcel shown on the master signage plan, as well as to each individual owner or occupant, and shall remain as long as the building(s) exist, regardless of change of ownership, management, or occupancy. No permanent sign permit shall be issued contrary to the master signage plan unless a new master signage 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.

X. MASTER SIGNAGE PLAN REQUIREMENTS CHECKLIST
--

<input type="checkbox"/>	Site Plan showing location and setbacks for each ground sign
	<i>Signage Package</i>
<input checked="" type="checkbox"/>	Graphic showing type and location of <i>all</i> signs including ground signs, wall signs, directional signs, etc.
<input checked="" type="checkbox"/>	Sign Specifications
<input checked="" type="checkbox"/>	Material
<input checked="" type="checkbox"/>	Colors
<input checked="" type="checkbox"/>	Dimensions including depth
<input checked="" type="checkbox"/>	Mounting
<input checked="" type="checkbox"/>	Returns
<input checked="" type="checkbox"/>	Trim Cap
<input checked="" type="checkbox"/>	Illumination
<input checked="" type="checkbox"/>	Power Supply
<input checked="" type="checkbox"/>	Elevation Plan for each type of sign
<input checked="" type="checkbox"/>	Type
<input checked="" type="checkbox"/>	Number
<input checked="" type="checkbox"/>	Location
<input type="checkbox"/>	Setbacks
<input checked="" type="checkbox"/>	Area and Dimensions of sign
<input checked="" type="checkbox"/>	Material
<input checked="" type="checkbox"/>	Method of Support/Attachment
<input checked="" type="checkbox"/>	Color of sign face
<input checked="" type="checkbox"/>	Color of returns
<input checked="" type="checkbox"/>	Copy area color and dimensions
<input checked="" type="checkbox"/>	Font Type
<input checked="" type="checkbox"/>	Font Color
<input checked="" type="checkbox"/>	Letter Height
<input checked="" type="checkbox"/>	Logos/graphics
<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Number and dimensions of tenant panels
<input checked="" type="checkbox"/>	Illumination

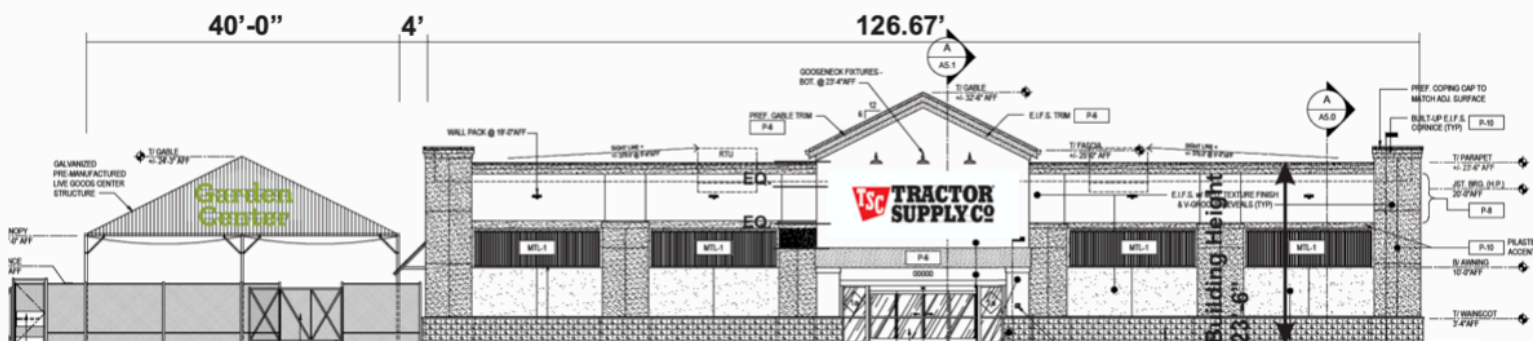
3/9/22b

<input type="checkbox"/>	Deviation Table on each drawing
<input type="checkbox"/>	Window Sign Elevation Drawing
<input type="checkbox"/>	Sign Location
<input checked="" type="checkbox"/>	Sign Area
<input type="checkbox"/>	Windowpane Area
<input checked="" type="checkbox"/>	Letter Height
<input type="checkbox"/>	Font Type
<input type="checkbox"/>	Graphics
<input checked="" type="checkbox"/>	Type of sign. (Cabinet or Box)
<input checked="" type="checkbox"/>	Summary Deviation Table (See example below)

Please provide a summary deviation table listing each type of sign which deviates from required Code (see Chapter 6, Section 6.20), for which a waiver is requested as in the example below:

Sign Type	Code Requirement	Applicant Request	Deviation
Wall Sign for Principal Structure or Building Identification or Principal Tenant [See illustration below]	<p>Sec. 113-46. - Other prohibited signs. In addition to the prohibited signs listed herein above, the following signs are also prohibited in the city:</p> <p>(22) BOX SIGNS</p> <p>(23). CABINET SIGNS</p> <p>Sign letters shall not exceed 36 inches in height including lowercase letters</p>	<p>Cabinet/Box Logo</p> <p>4'-4" Logo cabinet/Box</p>	<p>Cabinet/Logo</p> <p>+16 SQFT</p>

Principal Structure/Building ID Sign



Storefront Elevation: with Proposed Wall Signs

XI. APPLICATION REQUIREMENTS FOR TEMPORARY POLE-MOUNTED BANNERS

Pursuant to Chapter 6, Section 6.43

Section 6.43 Criteria to Permit. Pole-mounted banners shall only be permitted in civic, commercial, or mixed-use zoned areas for the limited purpose of brand identification or as a holiday decoration, provided the following conditions are met:

- (1) **Master Signage Plan Required.** A master signage plan approved by City Council is required for all pole-mounted banner programs, except those installed on city property by the city. Any additional pole-mounted banners, graphics, locations, or increase of sign square footage other than what has been previously approved by City Council requires a new miscellaneous plan review approval. As part of the application process, the applicant must complete a detailed sign program to include:
 - (a) A copy of a current site plan showing all the proposed locations where the pole-mounted banners are to be placed;
 - (b) The light pole detail upon which the pole-mounted banner is to be located;
 - (c) The pole-mounted banner's copy shall be limited to the name of the development, the development's logo, and the development's branding, which does not include any individual business name, tenant, or individual business' logo. Please provide graphic representation(s).
 - (d) All graphic designs, variations, and/or seasonal sets of the banners must be provided for City Council review and approval in accordance with the criteria set forth herein. City Council may prescribe specific time periods during which a particular seasonal set of banners may be displayed if approval of more than one (1) set of banners is sought by the applicant.
- (2) **Requirements.** The program must satisfy the following requirements:
 - (a) Pole-mounted banners must be located on an existing light pole;
 - (b) One (1) pole-mounted banner per light pole may be permitted;
 - (c) Pole mounted banners on light poles shall be two-sided with the identical design on each side;
 - (d) Trees, palms, or shrubs shall not be pruned beyond the limits of the city codes or accepted maintenance standards in order to facilitate the placement of any banners;
 - (e) Banners shall not interfere or block any existing or future traffic or pedestrian controls or signage;
 - (f) Within twenty-four (24) hours of announcement of a tropical storm or hurricane watch by the National Hurricane Center, which places the city within the "3-day cone of probability" all pole-mounted banners shall be removed;
 - (g) The city may require the removal of any pole-mounted banner should the city find that the pole-mounted banner is in a state of disrepair or is not being maintained appropriately with respect to accepted maintenance standards (e.g., not faded, free from rips and tears, properly attached, untattered, and generally in a state of good repair). The applicant shall either remove or replace the banner within ten (10) calendar days of being noticed;

3/9/22b

- (h) All poles holding or supporting pole-mounted banners shall require a building permit in order to verify the safety and wind loads of the banners;
- (i) Pole-mounted banners shall only be interior to a particular site or development and shall not be placed in an area immediately adjacent to a public right-of-way;
- (j) Light poles with pole-mounted banners shall be a minimum of fifteen (15) feet from the property line.
- (k) The minimum clearance of banners above the finished grade shall be eight (8) feet;
- (l) Non-rectangular pole-mounted banners shall conform only to the maximum banner area criteria providing that a minimum clearance of eight (8) feet above the finished grade is maintained;
- (m) Height limitation. A banner's highest point shall not exceed the highest point of the pole upon which it is mounted;
- (n) Banner size:

Height of Light Pole	Maximum Banner Area	Maximum Dimensions
20 to 25 feet	21 square feet	3 feet width by 7 feet length
Less than 20 feet	4.5 square feet	1.5 feet width by 3 feet length

Please provide the following required information:

	Required	Provided
Minimum Light Pole Setback	Fifteen (15) feet from the property line	
Minimum clearance of banners above the finished grade	Eight (8) feet	
Light Pole Height	N/A	
Maximum Banner Area	Light pole <20' = 4.5 sq. ft. Light pole >20' = 21 sq. ft.	
Maximum Banner Size	Light pole <20' = 3' wide by 7' long Light pole >20' = 1.5' wide by 3' long	

XII. TEMPORARY POLE-MOUNTED BANNERS CHECKLIST

<input type="checkbox"/>	Site Plan showing location of all the proposed locations where the pole-mounted banners are to be placed
<input type="checkbox"/>	A light pole detail upon which pole-mounted banners are to be located
<input type="checkbox"/>	Graphic representation of pole-mounted banners' copy



10130 Northlake Blvd. Suite 214-301 West Palm Beach, FL 33412

05/23/2025

PETITION NUMBER: MSP-2025-04

APPLICANT: Alternative Sign Group

OWNER: HSC WESTLAKE LLC

LOCATION: 16830 PERSIMMON BLVD W

REQUEST: Master Sign Plan Review – (Pod H, Parcel F2) Tractor Supply

RE: Justification Statement:

Introduction:

The Applicant is pleased to submit this request to establish a master sign planner the tractor supply store a/ka/a "Retail Sales and Services" in Pod H, "Westlake Landings." Pod H is located centrally within the TTD on the west side of Seminole Pratt Whitney Road, just north of Seminole Ridge High School.

Background:

The original Minto Westlake site is located East and West of Seminole Pratt Whitney Blvd., South of 60th Street North, and North of 50th Street N, East of Mead Hill Drive, and 44th Street North, East of 190th Terrace North and West of 140th Avenue North. Per the adopted Comprehensive Plan, the 3,788.60-acre property has FLUA designations of R1, R2, DTMU, Civic, OS&R and SE Overlay. Portions of the Minto Westlake site have been sold since the adoption of the Comprehensive Plan.

The original Minto Westlake is roughly co-extensive with Seminole Improvement District (SID), a legislatively created special district with the authority to provide public infrastructure and services and to operate district facilities. SID provides drainage, water, and wastewater services for the subject property, and owns a canal right-of-way and/or easement for access and drainage from the subject site running approximately four miles south to the C-51 Canal.

Historic and Recent Planning and Zoning Entitlements:

Prior to the City's incorporation, Palm Beach County issued several Development Orders to Minto permitting development on Minto's property that is now within the City of Westlake. Specifically, the County approved Resolution 2014-1646 (as later amended by 2014-1892) rezoning the Westlake Property, and Resolutions 2014-1647 and 2014-1648 approving Hotel and College/University as requested uses on the Westlake Property. At that same time, Palm Beach County revised its Comprehensive Plan and Unified Land Development Code ("ULDC") to facilitate development of the Westlake Property pursuant to Ordinances 2014-030 and 2014-031. At the same time, to address the County's traffic concurrency requirements related to the approved density and intensity, Minto entered into a Proportionate Fair Share Agreement with Palm Beach County dated October 29, 2014.

Subsequent to incorporation, Minto proceeded with the development of its property pursuant to the County Development Orders and the Interim Code. The City has adopted its own Comprehensive Plan and has implemented land development regulations ("LDRs"). Further, most of the conditions of approval contained in the County development orders have either been completed or are superseded by the City's Comprehensive Plan, Land Development Regulations and state law. As a result, on December 01, 2021, Minto notified the City of Westlake of its intention to hereinafter proceed under § 163.3167(5) to complete development of its density and intensity vested by the Proportionate Fair Share Agreement and state law, pursuant to the City's Comprehensive Plan and Land Development Regulations.

Pod H is to be known as "Westlake Landings" and is situated west of Seminole Pratt Whitney Road, south of Persimmon Boulevard and north of Seminole Ridge High School. The Final Subdivision Plan was previously approved on July 24, 2019, and on October 28, 2019, Resolution No. 2019-36 approved the Plat for Pod H. Moving forward, Pod H will be subdivided by metes and bounds, whereby no additional platting will be necessary.

Pod H, and therefore, Lot 2-Parcel F, have a Mixed-Use zoning designation allowing commercial, retail, industrial uses, and retail sales and services. The site plan for tractor supply store will be processed in accordance with Article 3 "Zoning Districts" of the Westlake Code of Ordinances. The subject site maintains a Land Use designation of Downtown Mixed Use and a Zoning designation of Mixed Use and is subject to site plan review and approval. The proposed retail sales and services facility is considered a permitted use within the Mixed-Use Zoning District. The site development plan will require approval by the Westlake City Council with public notice as required by Article 2, Table 2.3. All of the proposed uses are permitted uses (P) within the Mixed Use (MU) zoning district as defined by Article 3 Table 3-20 of the City of Westlake Code of Ordinances.

Subject Request:

The applicant is requesting master sign plan package approval.

Of the commercial retail site to be known as tractor supply store, a/k/a/ land use "Retail Sales and Services" within Pod H, "Westlake Landings" to be situated on Lot 2 of Parcel F within the previously platted Pod H site. Lot 2 consists of 4.54 acres and will contain a 23,976 square foot indoor retail store, accompanied by an abutting 20,055 square foot fenced outdoor display area located directly next to the building's east side and will contain a 1,600 live goods center, forage shed, and a driveway lane to allow their customers to pull their vehicles up to pick up large items (i.e., feed, hay, tools, etc.). In addition, the north side of the building proposes a sidewalk display area for plants and seasonal items and providing an entrance into the Greenhouse. The north side of the site, abutting Persimmon Boulevard West, will have an 890 square foot outdoor display area to showcase equipment such as mowers, trailers and the like.

Tractor Supply is one of the largest supply franchises in the United States.

As sign professionals who have been in this industry for over 35 years, we feel that the allowance of these proposed signs would benefit all of the City of Westlake communities' customers as they would benefit from all that tractor supply has to offer in regards to all of their tractor supply needs.

There are no special standards in regards to this application other than the allowance of cabinet signs for the logo.

This property will continue to maintain compliance with the current and future land development regulations for the foreseeable future and beyond.

A considerable benefit of a approving this master sign that these signs will bring atmospheric beautification to an already appealing and thriving community.
This master sign plan request will not unduly increase traffic congestion on the public streets or highways. Hazardous scenarios such as fires or any other dangers will also not increase in said property or adjacent properties.

The purpose of this master sign plan request is not based exclusively upon a desire to make more money out of the property, but to simply beautify this location and community to a greater extent. The granting of the master sign plan application will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located at 116830 PERSIMMON BLVD W.

Another purpose for t he approval of this master sign plan for the many purposes is to maximize the brand and will provide superb public service to the residents of the City of Westlake.
We are aware that no m aster sign plan approval will be granted which has the effect of permitting any sign which is specially prohibited by the City of Westlake.

This allowance of signage will enhance the aesthetic result of the overall signage program. Its unique feature is the overall look and feel these signs will warrant technical devotion to this particular property.

Waiver Request:

Chapter 113- SIGNS:., Article II,PROHIBITED SIGNS AND PROHIBITED SIGN LOCATIONS
Section 113-46 Other prohibited Signs:

States the following:


NO Box Signs

NO Cabinet Signs.

A waiver table has been added to the sign renderings and is as follows:
This waiver request does not negatively impact the health, safety or welfare of the residents of the City or impede the function or operation of SID’s facilities and duties. The waiver is being presented to the City Council as depicted.

Sign Type	Code Requirement	Applicant request	Deviation
Wall Sign for Principal Structure or Building Identification or 22) Principal Tenant	Sec.113-46- Other prohibited signs in addition to the prohibited signs listed herein above: The following signs are also prohibited in the City: (22) Box Signs. (23) Cabinet Signs Sign letters shall not exceed 36" including lowercase letters	Cabinet/ Box Logo 4'-4" Logo cabinet box	Cabinet/ Logo + 16 SQFT

Respectfully,

Joseph Adinolfi


Proposed Branding for Master Sign Plan



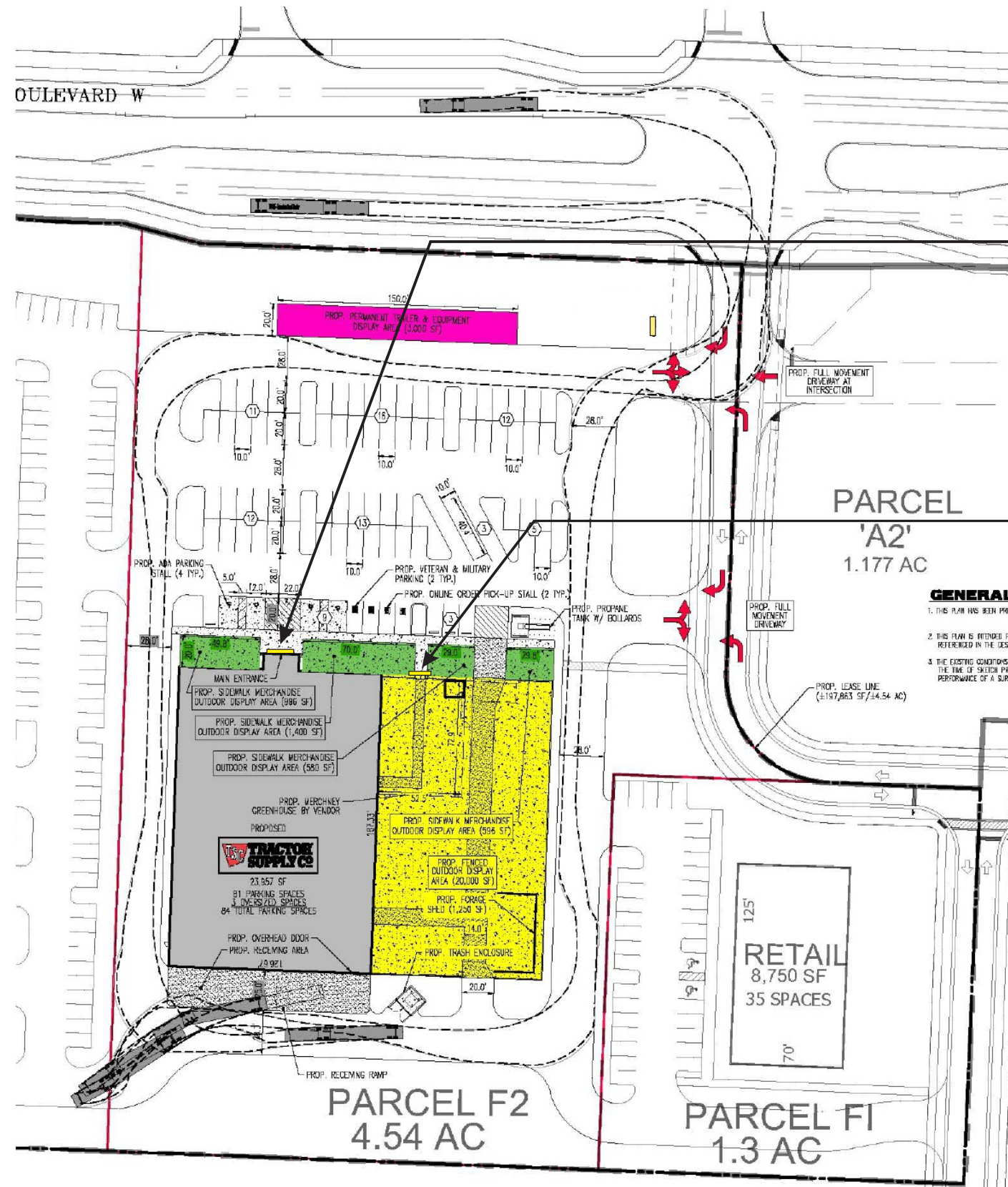
16830 Persimmon Boulevard,
Westlake, FL 33470

Presented By:



The Sign Resource
407 N. Pilot Knob Rd. Denver, NC. 28037
Ph. 727-669-6877 www.TSRFL.com

Exhibit "A"-



SIGN TYPE 1 or 1.A

Proposed Wall Sign
84.7 Sq. Feet

Garden
Center

SIGN TYPE 2

Proposed Wall Sign
79.98 Sq. Feet

Site Plan

Client:



Location:

16830 Persimmon Boulevard,
Westlake, FL 33470

Project:

Site Plan

Notes:

Dwg. Date:
9-26-24

Scale:
NTS.

Revisions: Date:

Presented By:



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Dwg. Number: TS-Site

Proposed Branding for Master Sign Plan



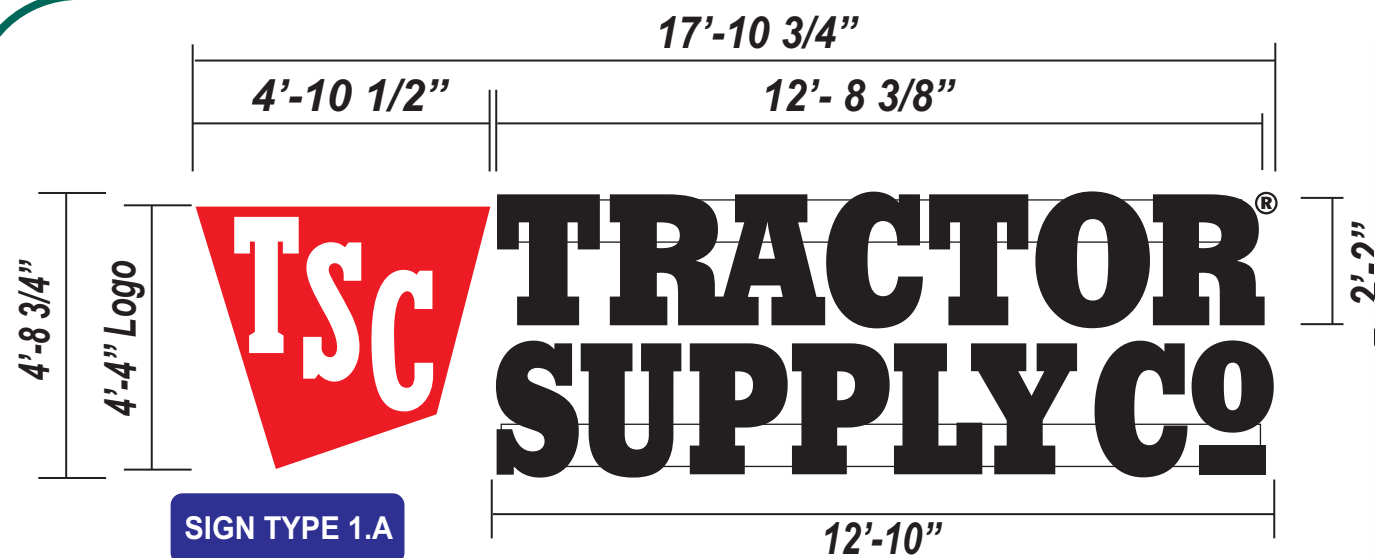
16830 Persimmon Boulevard,
Westlake, FL 33470

Presented By:



The Sign Resource

407 N. Pilot Knob Rd. Denver, NC. 28037
Ph. 727-669-6877 www.TSRFL.com



Proposed Raceway Mounted Channel Letters & Logo Letters

Scale: 3/8"=1'-0" 84.7 Sq. Feet

Sign type A.1

General Notes: Tractor Supply

Illuminated Channel Letters:

Letter construction... 5" deep.

Backs - .063" Aluminum

Returns - .040" Aluminum

Faces for Letters - .187" flat Acrylic

Trimcap 1" Std. Type

Illumination - Internal Principal White LEDs.

Letters are raceway mounted; top mount for Tractor, bottom for Supply Co.

Logo

Channel letters mounted to backing panel.

Logo construction... 3MM ACM backing panel.

TSC Channel Letters mounted to panel.

Returns - .040" Aluminum

Faces for Letters - .187" flat Acrylic.

Trimcap 1" Std. Type.

40'-0"

Colors: Tractor Supply Letters

Tractor Supply letter returns are Gloss Black

Faces for Letters - .187" flat #7328

White Acrylic with Black-

Film Series 3635-222 on front side.

Black in Day / White at Night.

Trimcap 1" Std. Type, color Black.

Colors: Logo

Logo returns - Gloss White.

Logo returns - Gloss White.

Logo face - White with Red vinyl ap

...Oracal 8500 Series- #031 or 3M E

Trimcap 1" Std. Type, color Red.

Note: Raceway color to be determ

to match building.

Electrical Specifications

Power supplies... Principal Multi-volt electronic type will be housed in raceway.

UL LISTED OUTDOOR RATED DISCONNECT SWITCHES REQUIRED

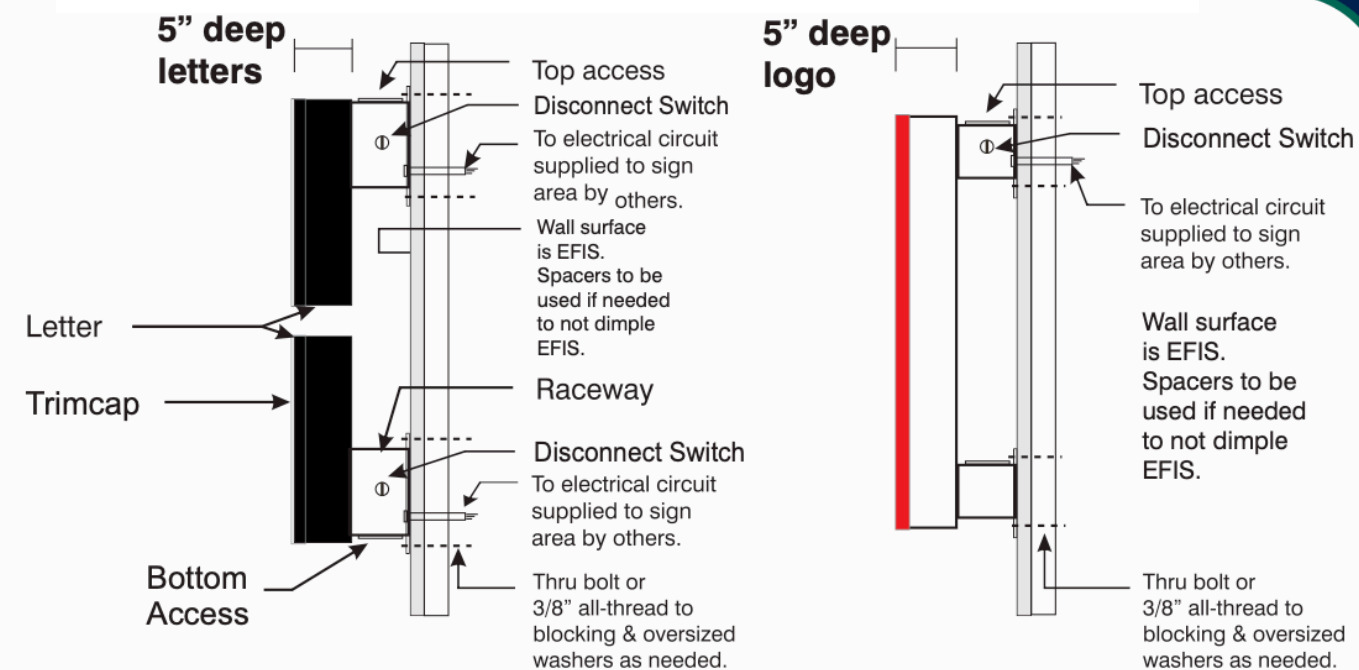
Electrical circuit will be provided to back of sign area within 6 feet... by others.

Access behind facade for electrical hook up will be required. Field survey needed.



Sign shall carry the UL Label

Sign shall meet current NEC Code

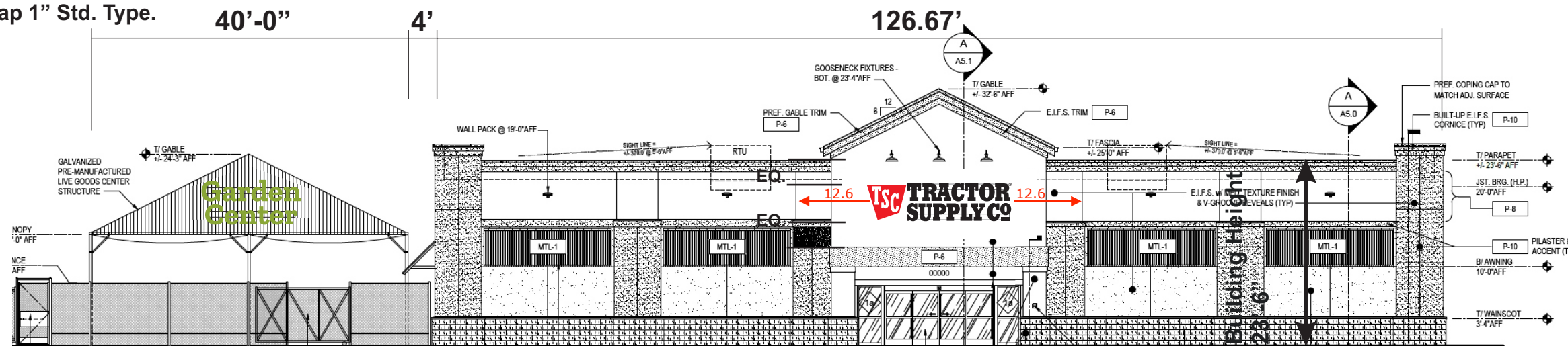


Proposed Channel Letters

Proposed Channel Logo

OPTION # 1 Deviation Table

Sign Type	Code Requirement	Applicant Request	Deviation
Wall Sign for Principal Structure or Building Identification or Principal Tenant [See illustration below]	Sec. 113-46. - Other prohibited signs. In addition to the prohibited signs listed herein above, the following signs are also prohibited in the city: (22) BOX SIGNS (23) CABINET SIGNS Sign letters shall not exceed 36 inches in height including lowercase letters	Cabinet/Box Logo 4'-4" Logo cabinet/Box	Cabinet/Logo +16 SQFT



Storefront Elevation: with Proposed Wall Signs Scale 1/16"=1'-0"

Client:

TSC TRACTOR SUPPLY CO.

Location:

16830 Persimmon Boulevard,
Westlake, FL 33470

Project:

Proposed Wall Signs

Notes:

Dwg. Date:
8-5-24

Scale:
NTS.

Revisions: Date:

Presented By:



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Dwg. Number: TS-104

72



SIGN TYPE 1.A

Proposed Raceway Mounted Channel Letters & Logo Letters
Scale: 3/8"=1'-0" 84.7 Sq. Feet

Sign type A.1
General Notes: Tractor Supply
Illuminated Channel Letters:
Letter construction... 5" deep.
Backs - .063" Aluminum
Returns - .040" Aluminum
Faces for Letters - .187" flat Acrylic
Trimcap 1" Std. Type
Illumination - Internal Principal White LEDs.
Letters are raceway mounted; top
mount for Tractor, bottom for Supply Co.

Logo
Channel letters mounted to backing panel.
Logo construction... 3MM ACM backing panel.
TSC Channel Letters mounted to panel.
Returns - .040" Aluminum
Faces for Letters - .187" flat Acrylic.
Trimcap 1" Std. Type.

Colors: Tractor Supply Letters
Tractor Supply letter returns are Gloss Black.
Faces for Letters - .187" flat #7328
White Acrylic with Black-
Film Series 3635-222 on front side.
Black in Day / White at Night.
Trimcap 1" Std. Type, color Black.

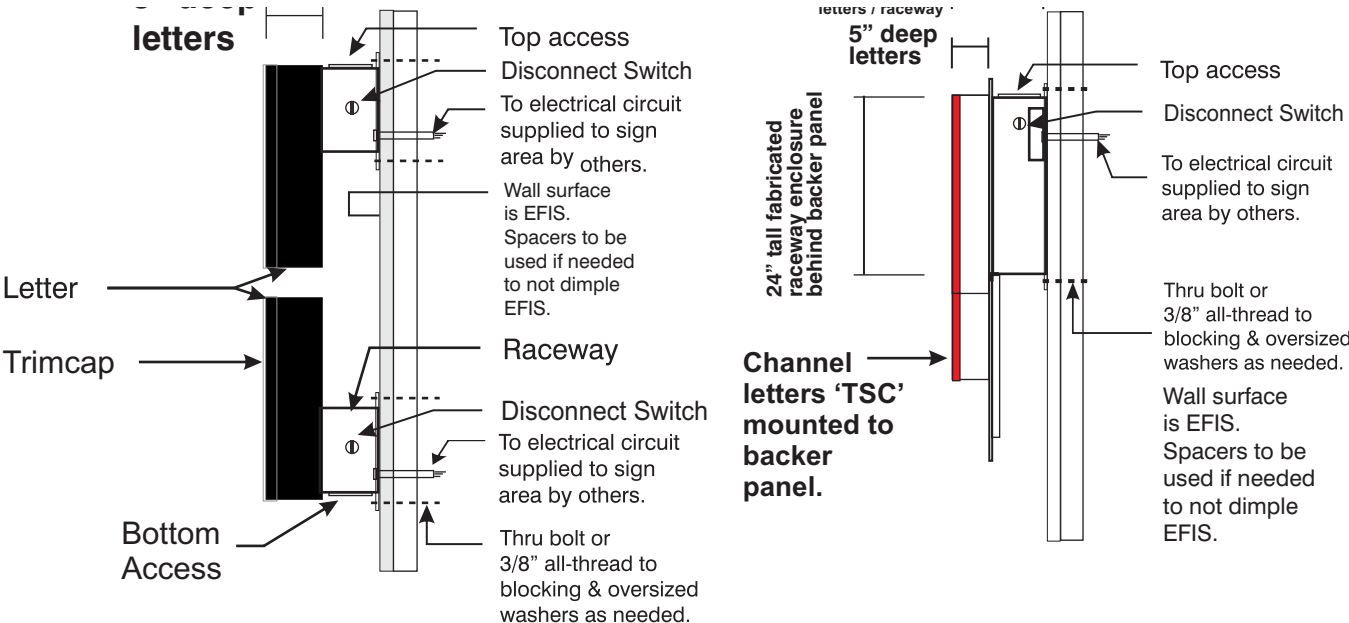
Colors: Logo
Logo returns - Gloss White.
Logo returns - Gloss White.
Logo face - White with Red vinyl ap
...Oracal 8500 Series- #031 or 3M E
Trimcap 1" Std. Type, color Red.

Note: Raceway color to be determ
to match building.

Electrical Specifications
Power supplies... Principal Multi-volt electronic
type will be housed in raceway.
UL LISTED OUTDOOR RATED DISCONNECT
SWITCHES REQUIRED
Electrical circuit will be provided
to back of sign area within 6 feet... by others.
Access behind facade
for electrical hook up will be required.
Field survey needed.

 UNDERWRITERS
LABORATORIES
INC. LISTED
ELECTRIC SIGN

Sign shall carry the UL Label
Sign shall meet current NEC. Code

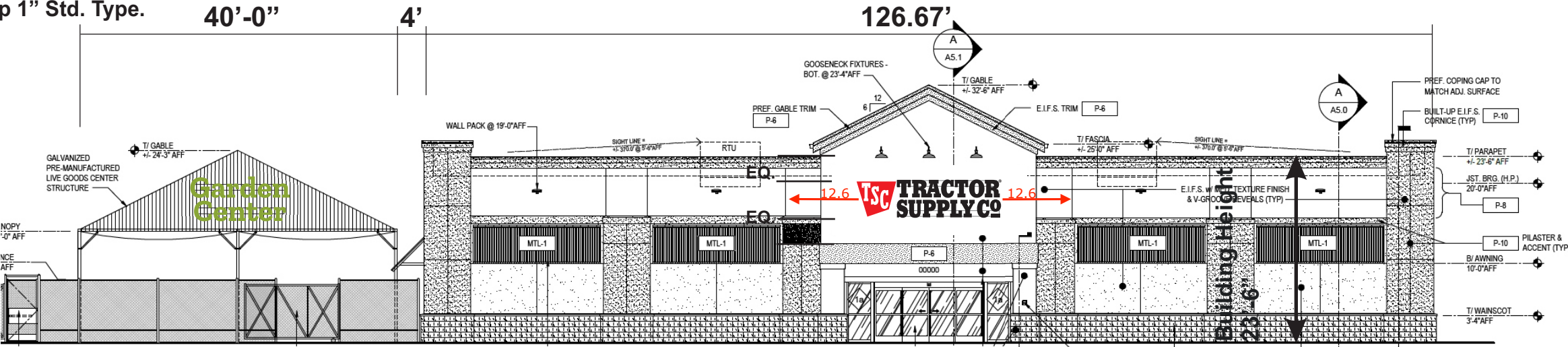


Proposed Channel Letters

**Proposed Channel Letters
On Backing Panel**

**OPTION # 2
Deviation Table**

Sign Type	Code Requirement	Applicant Request	Deviation
Wall Sign for Principal Structure or Building Identification or Principal Tenant [See illustration below]	Sec. 113-46. - Other prohibited signs. In addition to the prohibited signs listed herein above, the following signs are also prohibited in the city: (22) BOX SIGNS (23) CABINET SIGNS Sign letters shall not exceed 36 inches in height including lowercase letters	Cabinet/Box Logo 4'-4" Logo cabinet/Box	Cabinet/Logo +16 SQFT



Storefront Elevation: with Proposed Wall Signs Scale 1/16"=1'-0"

Client:



Location:

16830 Persimmon Boulevard,
Westlake, FL 33470

Project:

Proposed Wall Signs

Notes:

Dwg. Date:
8-5-24

Scale:
NTS.

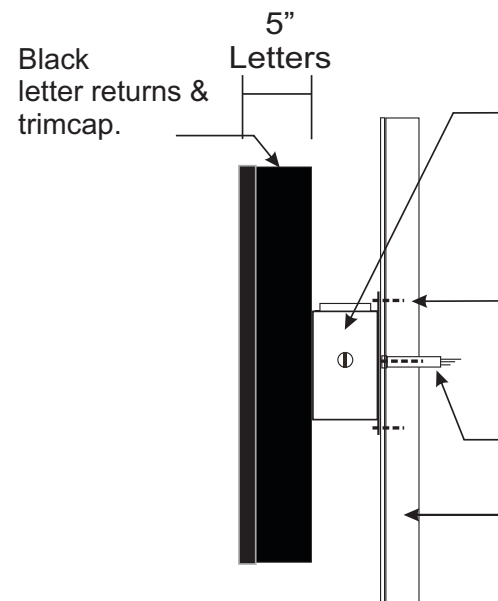
Revisions: Date:

Presented By:



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End View of Channel Letters:
typical for both lines of copy

Proposed Raceway Mounted Channel Letters

Scale: 3/8"=1'-0"

79.98 Sq. Ft.

General Notes:

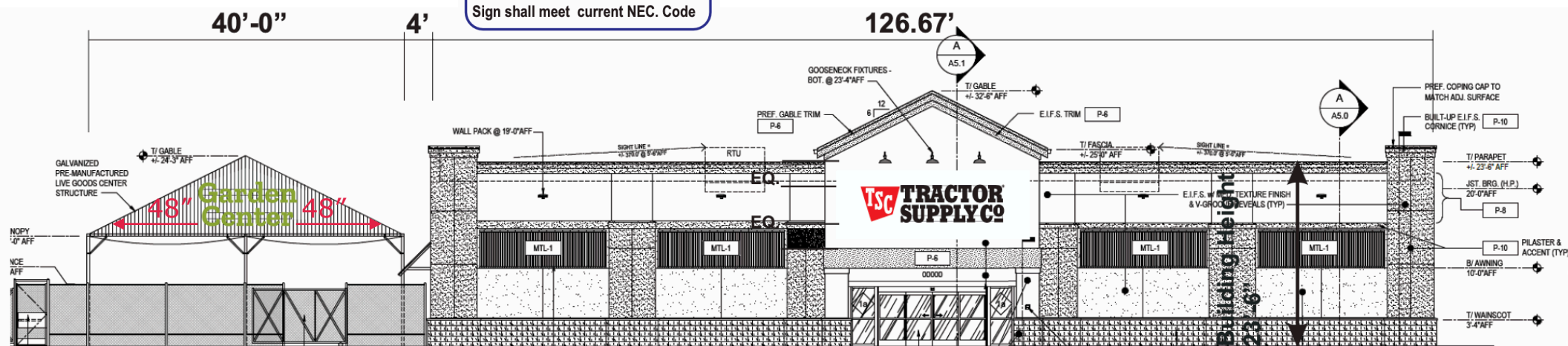
Illuminated Channel Letters & Logo
Letter construction...
Backs - .063" Aluminum
Returns - .040" Aluminum
Faces for Letters - .177" flat
#7328 white Acrylic with printed vinyl overlay...Pantone # 370 Green
Trimcap 1" black Std. Type
Illumination - Internal white Principal LEDs.
Raceway color to be provided.

Electrical Specifications

Power supplies... Principal Multi-volt electronic type will be housed in raceway.
UL LISTED OUTDOOR RATED DISCONNECT SWITCHES REQUIRED
Electrical circuit will be provided to back of sign area within 6 feet... by others.
Access behind facade for electrical hook up will be required.
Field survey needed.



Sign shall carry the UL Label
Sign shall meet current NEC. Code



Storefront Elevation: with Proposed Wall Signs
Scale 1/16"=1'-0"

Client:

TSC TRACTOR SUPPLY CO

Location:

16830 Persimmon Boulevard,
Westlake, FL 33470

Project:

Proposed Wall Signs

Notes:

Dwg. Date:
8-5-24

Scale:
NTS.

Revisions: Date:

Presented By:



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Dwg. Number: TS-10153

File Attachments for Item:

A. SECOND READING: 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.



Meeting Agenda Item Coversheet

MEETING DATE:		7/1/2025		Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		SECOND READING: Ordinance 2025-04 – Chapter 119 Zoning Text Amendment (A/C Screening)			
STAFF RECOMMENDATION: (MOTION READY)		Motion to ADOPT Ordinance 2025-04 – Chapter 119 Zoning Text Amendment (A/C Screening).			
SUMMARY and/or JUSTIFICATION:		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.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
		X			
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 2025-04: Chapter 119 Zoning Text Amendment (A/C Screening).			
SELECT, if applicable		RESOLUTION:		ORDINANCE: 2025-04	
				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) <u>Please keep text indented.</u></i>		<p align="center">ORDINANCE NO 2025-04</p> <p>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.</p>			
FISCAL IMPACT (if any):					\$

ORDINANCE 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.

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

File Attachments for Item:

B. SECOND READING: 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.



Meeting Agenda Item Coversheet

MEETING DATE:		7/1/2025		Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		SECOND READING: Ordinance 2025-05 – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs)			
STAFF RECOMMENDATION: (MOTION READY)		Motion to Adopt Ordinance 2025-05 – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs).			
SUMMARY and/or JUSTIFICATION:		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.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
		X			
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 2025-05 – Chapter 113 Zoning Text Amendment (Permitted Temporary Signs)			
SELECT, if applicable		RESOLUTION:		ORDINANCE: 2025-05	
				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 align="center">ORDINANCE NO 2025-05</p> <p>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.</p>			
FISCAL IMPACT (if any):					\$

1st Reading _____

2nd Reading _____

ORDINANCE 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.

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 ¹	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 ¹	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 ¹	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 certificate of occupancy <u>building permit</u>	Until 100% of the building is sold, rented, or leased <u>within ten (10) days of the sale, rental or lease of the building</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>or portion of building</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 ²	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 ¹	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

¹ 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.

² 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.

Zoie Burgess, CMC, City Clerk,

City of Westlake
JohnPaul O'Connor, Mayor

APPROVED AS TO LEGAL FORM

OFFICE OF THE CITY ATTORNEY

File Attachments for Item:

C. FIRST READING: Ordinance 2025-06 – Chapters 101, 117, and 119 Zoning Text Amendments (Cottage Homes)

Submitted By: Planning and Zoning

ORDINACE NO. 2025-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 119, “ZONING,” OF THE CITY’S CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 119-31, “RESIDENTIAL DISTRICTS,” UNDER ARTICLE II, “ZONING DISTRICTS AND STANDARDS,” TO ESTABLISH DEVELOPMENT STANDARDS FOR COTTAGE HOMES WITHIN THE R-1 AND R-2 ZONING DISTRICTS AND TO ALLOW REDUCED SIDE YARD SETBACKS FOR CERTAIN SINGLE-FAMILY ATTACHED UNITS; AMENDING CHAPTER 101, “GENERAL AND ADMINISTRATIVE PROVISIONS,” UNDER ARTICLE I, SECTION 101-1, “DEFINITIONS AND ACRONYMS,” TO INCLUDE DEFINITIONS RELATED TO COTTAGE HOMES; AMENDING CHAPTER 117, “SUBDIVISION AND SITE DEVELOPMENT STANDARDS,” UNDER ARTICLE VII, SECTION 117-176, “MINIMUM STANDARDS; ACCESS AND CIRCULATION SYSTEMS,” TO ESTABLISH STANDARDS FOR COMMON DRIVEWAY ACCESS; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.



Meeting Agenda Item Coversheet

MEETING DATE:		7/1/2025		Submitted By: Planning and Zoning	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		FIRST READING: Ordinance 2025-06 – Chapters 101, 117, and 119 Zoning Text Amendments (Cottage Homes)			
STAFF RECOMMENDATION: (MOTION READY)		Motion to recommend approval of First Reading of Ordinance 2025-06 – Chapters 101, 117, and 119 Zoning Text Amendments (Cottage Homes)			
SUMMARY and/or JUSTIFICATION:		This Ordinance amends Chapters 101, 117, and 119 of the City Westlake, Code of Ordinances to establish definitions, additional standards and development regulations for cottage homes in the R-1 and R-2 zoning districts, to reduce the minimum side yard setback to five feet for single-family attached units with no more than two attached units, and to establish standards for common driveway access.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		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 2025-06: ZTA-2025-01 Zoning Text Amendment (Cottage Homes).			
SELECT, if applicable		RESOLUTION:		ORDINANCE: 2025-06	
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) <u>Please keep text indented.</u></i>		<p align="center">ORDINACE NO. 2025-06</p> <p>AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 119, "ZONING," OF THE CITY'S CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 119-31, "RESIDENTIAL DISTRICTS," UNDER ARTICLE II, "ZONING DISTRICTS AND STANDARDS," TO ESTABLISH DEVELOPMENT STANDARDS FOR COTTAGE HOMES WITHIN THE R-1 AND R-2 ZONING DISTRICTS AND TO ALLOW REDUCED SIDE YARD SETBACKS FOR CERTAIN SINGLE-FAMILY ATTACHED UNITS; AMENDING CHAPTER 101, "GENERAL AND ADMINISTRATIVE PROVISIONS," UNDER ARTICLE I, SECTION 101-1, "DEFINITIONS AND ACRONYMS," TO INCLUDE DEFINITIONS RELATED TO COTTAGE HOMES; AMENDING CHAPTER 117, "SUBDIVISION AND SITE DEVELOPMENT STANDARDS," UNDER ARTICLE VII, SECTION 117-176, "MINIMUM STANDARDS; ACCESS AND CIRCULATION SYSTEMS," TO ESTABLISH STANDARDS FOR COMMON DRIVEWAY ACCESS; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.</p>			
FISCAL IMPACT (if any):				\$	

1st Reading _____

2nd Reading _____

ORDINANCE 2025-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 119, "ZONING," OF THE CITY'S CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 119-31, "RESIDENTIAL DISTRICTS," UNDER ARTICLE II, "ZONING DISTRICTS AND STANDARDS," TO ESTABLISH DEVELOPMENT STANDARDS FOR COTTAGE HOMES WITHIN THE R-1 AND R-2 ZONING DISTRICTS AND TO ALLOW REDUCED SIDE YARD SETBACKS FOR CERTAIN SINGLE-FAMILY ATTACHED UNITS; AMENDING CHAPTER 101, "GENERAL AND ADMINISTRATIVE PROVISIONS," UNDER ARTICLE I, SECTION 101-1, "DEFINITIONS AND ACRONYMS," TO INCLUDE DEFINITIONS RELATED TO COTTAGE HOMES; AMENDING CHAPTER 117, "SUBDIVISION AND SITE DEVELOPMENT STANDARDS," UNDER ARTICLE VII, SECTION 117-176, "MINIMUM STANDARDS; ACCESS AND CIRCULATION SYSTEMS," TO ESTABLISH STANDARDS FOR COMMON DRIVEWAY ACCESS; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Westlake finds it necessary and in the public interest to amend its zoning regulations to provide clearly defined development standards for Cottage Homes; and

WHEREAS, the City Council has determined that it is appropriate to amend the residential zoning regulations to include clearly defined dimensional and design standards for cottage homes, including lot size, setbacks, building height, lot coverage, and minimum pervious area 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 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. Amendment to the Code of Ordinances.

Chapter 101, "General and Administrative Provisions," Article I, Section 101-1, "Definitions and Acronyms," is hereby amended to include new definitions related to Cottage Homes;

Chapter 117, "Subdivision and Site Development Standards," Article VII, Section 117-176, "Minimum Standards; Access and Circulation Systems," is hereby amended to include

provisions allowing shared access through common driveways; and

Chapter 119 entitled "Zoning", Article II, specifically Section 119-31, "Residential Districts," is hereby amended to establish development standards for Cottage Homes and to permit reduced side yard setbacks for certain single-family attached units, within the City of Westlake's Code of Ordinances.

Chapter 101 – General and Administrative Provisions - Sec. 101 – 1 Definitions and Acronyms

Cottage Home means a type of -single-family attached dwelling in a 2-lot, Z-lot configuration with a common driveway and parking area in the rear from a public or private access easement or alley. Unless separate standards for Cottage Homes are specified, standards for development of single family attached dwellings shall apply to Cottage Homes.

Chapter 117 – Subdivision and Site Development Standards – Sec. 117-176 Minimum standards

1. Access and circulation systems.

a. Vehicular circulation systems.

- (i) When legal access to a lot is permitted by these LDRs to be by a common parking area which serves more than one (1) parcel, it shall be dimensioned and depicted on the construction plans and reserved on the plat as a "parking tract." Said tract shall be reserved for parking and access purposes to the POA having jurisdiction over the parking area and the abutting lots.
- (ii) A common driveway may, with prior approval by the city engineer, be utilized for legal access to a group of not more than four (4) abutting parcels situated adjacent to a curve on a residential access road where said parcels would otherwise have no reasonable means of obtaining direct access to or required frontage on the adjacent residential access road. Said driveway shall be delineated and reserved on the applicable plat for purposes of perpetual access to the parcels served.
- (iii) A common parking lot may be utilized for legal access to individual parcels created by subdivision of a shopping center or set of parcels under a common plan of development developed solely for commercial or industrial uses where all parcels within the boundary of such subdivision are served by said access and are subject to recorded shared access, maintenance, and use covenants approved by the city. Where such access is utilized, direct lot or parcel access on any road adjacent to the boundary of the subdivision parcel shall be prohibited except at common access points approved for the subdivision parcel as a whole.
- (iv) A common driveway and parking area may be utilized for legal access to a group of not more than eight (8) abutting Cottage Homes (that is, 4 sets of Cottage Homes in 2- lot configurations) sharing a single common driveway and parking area. The common driveway and parking area must be accessible from a residential access road or other approved right-of-way, and shall be delineated and dedicated or reserved on the applicable plat for purposes of perpetual access to the lots served. For purposes of this subsection, lots separated only by the common driveway and parking area shall be considered abutting.

Chapter 119 – Zoning - Sec. 119-31. Residential districts.

(a) Residential-1 District (R-1).

(1) *Permitted uses, density and intensity.* Uses permitted within the R-1 district are identified in Table 119-127.

a. *Density for all residential uses.*

1. Maximum gross density is five (5) dwelling units per gross acre. Accessory dwelling units are not counted towards the maximum gross density.
2. Bonus densities may be permitted up to four (4) dwelling units per gross acre pursuant to section 119-39.

b. *Accessory dwelling units.*

1. Each single-family dwelling unit may have one (1) accessory dwelling unit.
2. Mobile homes are not permitted as accessory dwelling units except in mobile home subdivisions.

c. *Intensity for all nonresidential uses.*

1. Maximum FAR is 0.25.
2. Neighborhood centers shall not exceed ten (10) acres and shall be governed by the requirements of section 119-38.

(2) *Requirements.*

- a. Forty (40) feet is the minimum lot width for a lot containing a single-family detached dwelling.
- b. For any residential parcel within R-1, no more than forty-nine (49) percent of the lots may be less than fifty (50) feet in width.
- c. Development in R-1 is subject to the standards found in the following tables:

Table 119-31-1. R-1 District Residential Standards for Single-Family Detached (Excluding Zero Lot Line Development)

Residential Use Type	Lot Width (Feet)	Minimum Lot Size (Square Feet)	Minimum Front Setback (1) (Feet)	Minimum Side Road Setback (2) (Feet)	Minimum Side Yard Setback (2) (Feet)	Minimum Rear Yard Setback (Feet)	Maximum Building Height (Feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel
Single-family detached dwelling	403	4,400	Bldg: 10	Bldg: 10	Bldg: 5	10	36	55%	25%
			Flg: 20	Slg: 15	Slg: 15				
	504	5,500	Bldg: 10	Bldg: 10	Bldg: 5	10	36	55%	25%
			Flg: 20	Slg: 15	Slg: 15				
	More than 705	7,700	Bldg: 10	Bldg: 10	Bldg: 7.5	15	36	45%	25%
			Flg: 20	Slg: 15	Slg: 15				

1. Bldg = building without front-loading garage, or portion of a building a front-loading garage. Flg = front loading garage.
2. Bldg = building without side-loading garage, or portion of a building without a side-loading garage. Slg = side loading garage.
3. If a lot is at least forty (40) feet wide but less than fifty (50) feet wide, the standards in this row apply.
4. If a lot at least fifty (50) feet wide but not more than senty (70) feet wide, the standards in this row apply.
5. If a lot is greater than seventy (70) feet in width, the standards in this row apply unless the lot is part of a residential parcel developed under a common plan of development intended to provide seventy (70) foot (or less) lots.

Table 119-31-2. R-1 District Residential Standards for Detached Zero Lot Line Development

Residential Use Type	Lot Width (Feet)	Minimum Lot Size (Square Feet)	Minimum Front Setback ¹ (Feet)	Minimum Side Road Setback ² (Feet)	Minimum Rear Yard Setback (Feet)	Minimum Building Separation (Feet)	Maximum Building Height (Feet)	Maximum Lot Coverage	Minimum Pervious Percentage Of Parcel
Single-family detached dwelling ³	404	4,400	Bldg: 10	Bldg: 10	10	10	36	55%	25%
			Flg: 20	Slg: 15					
	505	5,500	Bldg: 10	Bldg: 10	10	10	36	55%	25%
			Flg: 20	Slg: 15					
	More than 706	7,700	Bldg: 10	Bldg: 10	15	15	36	45%	25%
			Flg: 20	Slg: 15					

1. Bldg = building without front-loading garage, or portion of a building without a front-loading garage. Flg = front loading garage.
2. Bldg = building without side-loading garage, or portion of a building without a side-loading garage. Slg = side loading garage.
3. No setback is required (i.e., a 0-foot setback is permitted) for zero lot line development on the zero lot line side.
4. If a lot at least forty (40) feet wide but less than fifty (50) feet wide, the standards in this row apply.
5. If a lot at least fifty (50) feet wide but not more than seventy (70) feet wide, the standards in this row apply.
6. If a lot is greater than seventy (70) feet in width, the standards in this row apply unless the lot is part of a residential parcel developed under a common plan of development intended to provide seventy (70) foot (or less) lots.

Table 119-31-3. R-1 District Residential Standards for Attached Dwelling Units and Mobile Homes

Residential Use Type	Minimum Lot Width per Dwelling Unit (feet)	Minimum Lot Square Footage per Dwelling Unit	Minimum Front Setback ¹ (feet)	Minimum Side Road Setback ² (feet)	Minimum Side Yard Setback ^{2, 3} (feet)	Minimum Building Separation (feet)	Minimum Rear Yard Setback (feet)	Maximum Building Height (feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel Lot
Single-family attached dwellings ⁴	25	2,500	Bldg:10	Bldg: 10	Bldg: 5	10	10	36	60%	25% 20%
			Flg: 20	Slg: 10	Slg: 15					
<u>Cottage Homes</u>	<u>25</u>	<u>2,500</u>	<u>Bldg: 10</u>	<u>Bldg: 10</u>	<u>Bldg: 5</u>	<u>10</u>	<u>10'</u>	<u>36</u>	<u>65%</u>	<u>20% *5</u>
Mobile homes	-	-	-	-	-	-	-	-	60%	25%

1. Bldg = building without front-loading garage, or portion of a building without a front-loading garage. Flg = front loading garage.

2. Bldg = building without side-loading garage, or portion of a building without a side-loading garage. Slg = side loading garage.

3. No setback is required (i.e. A 0-foot setback is permitted) for zero lot line development on the zero lot line side.

4. Single-family attached dwellings may be zero lot line. No more than 8 single-family dwelling units may be attached without a separation.

5. The minimum pervious percentage of each residential lot shall be 20%. The minimum pervious percentage of the parcel's total land area, as set forth in the Master Site Plan (or Site Plan if not subject to a Master Site Plan), shall be 25%.

Table 119-31-4. R-1 District Nonresidential Standards

Nonresidential Use Type	Minimum Parcel Size (square feet)	Minimum Parcel Width (feet)	Minimum Front Setback (feet)	Minimum Side Road Setback (feet)	Minimum Side Yard Setback (feet)	Minimum Rear Setback (feet)	Maximum Building Height ² (feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel
Religious uses	43,560	100	30	20	30	301	50	35%	25%
Child or adult care centers	43,560	100	301	20	30	301	36	35%	25%

Neighborhood parks	-	-	15	15	15	15	36	30%	40%
Residential amenity center	20,000		20	30	30	30	30	40%	25%
Conservation uses	-	-	-	-	-	-	-	-	-

1. Where the rear of a neighborhood park abuts a lake or open space tract, a five (5) foot setback is required.
2. All mechanical equipment located on rooftops must be screened by parapets or other architectural features.

Table 119-31-5. R-2 district residential standards for single-family detached (excluding zero lot line)

Residential Use Type	Lot Width	Minimum Lot Size (square feet)	Minimum Front Setback ¹ (feet)	Minimum Side Road Setback ² (feet)	Minimum Side Yard Setback ² (feet)	Minimum Rear Yard Setback (feet)	Maximum Building Height (feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel
Single-family detached dwellings	403	3,600	Bldg: 10	Bldg: 10	Bldg: 5	10	40	60%	25%
			Flg: 20	Slg: 10	Slg: 10				
	504	4,500	Bldg: 10	Bldg: 10	Bldg: 5	10	40	60%	25%
			Flg: 20	Slg: 10	Slg: 10				
	More than 705	6,300	Bldg: 10	Bldg: 10	Bldg: 5	10	40	55%	25%
			Flg: 20	Slg: 10	Slg: 10				

1. Bldg = building without front-loading garage, or portion of building without front-loading garage. Flg = front loading garage.
2. Bldg = building without side-loading garage, or portion of building without side-loading garage. Slg = side loading garage.
3. If a lot is at least 40 feet wide but less than 50 feet wide, the standards in this row apply.
4. If a lot is at least 50 feet wide but not more than 70 feet wide, the standards in this row apply.
5. If a lot is greater than 70 feet in width, the standards in this row apply unless the lot is part of a residential parcel developed under a common plan of development intended to provide 70 foot (or less) lots.

Table 119-31-6. R-2 District Residential Standards for Detached Zero Lot Line Development

Residential Use Type	Minimum Lot Width (feet)	Minimum Lot Size (square feet)	Minimum Front Setback ¹ (feet)	Minimum Side Road Setback On Non-Zero-Lot-Line ^{2,3} (feet)	Minimum Building Separation (feet)	Minimum Rear Yard Setback (feet)	Maximum Building Height (feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel
Zero lot line single-family detached dwellings	40	3,600	Bldg:10	Bldg: 10	10	10	40	60%	25%
			Flg:20	Slg: 15					

1. Bldg = building without front-loading garage, or portion of building without front-loading garage. Flg = front loading garage.
2. No setback is required (i.e., a 0-foot setback is permitted) for zero lot line development on the zero lot line side.
3. Bldg = building without side-loading garage, or portion of building without side-loading garage. Slg = side loading garage.

Table 119-31-7. R-2 District Other Residential Standards

Residential Use Type	Minimum Lot or Parcel Width (feet)	Minimum Lot or Parcel Size (square feet)	Minimum Front Road Setback ¹ (feet)	Minimum Side Road Setback ² (feet)	Minimum Side Yard Setback ² (feet)	Minimum Rear Yard Setback (feet)	Maximum Building Height ³ (feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel
Single-family attached	20	1,600	Bldg: 10	Bldg: 10 / 5 *5	Bldg: 10	10	40	65%	20%
			Flg: 20	Slg: 10	Flg: 20				
<u>Cottage Homes</u>	<u>20</u>	<u>1,600</u>	<u>Bldg: 10</u>	<u>Bldg: 10</u>	<u>Bldg: 5</u>	<u>Bldg: 10</u>	<u>36</u>	<u>65%</u>	<u>20%</u>
Multifamily dwellings ⁴	-	10,000	15	10	10	20	60	50%	25%
Assisted living facilities	-	-	20	20	20	20	75	50%	25%
Foster care facilities and group homes	50	3,500	Bldg: 10	Bldg: 10	Bldg: 10	10	40	60%	25%
			Flg: 20	Slg: 10	Flg: 20				

1. Bldg = building without front-loading garage, or portion of building without front-loading garage. Flg = front loading garage.

2. Bldg = building without side-loading garage, or portion of building without side-loading garage. Slg = side loading garage. No setback is required for single-family attached dwelling units along the shared wall.

3. The maximum building height for buildings abutting lots containing single-family detached dwellings shall be 40 feet, regardless of the number in this column.

4. For multifamily developments, setbacks shall be measured from the boundary of the parcel. No other setbacks apply to buildings within the parcel, except buildings are subject to building separation requirements in the Florida Building Code and fire safety codes.

5. The minimum side yard setback for Single-family attached and cottage homes with no more than two attached units shall be reduced to five feet (5').

Table 119-31-8. R-2 District Nonresidential Standards

Nonresidential Use Type	Minimum Parcel Size (square feet)	Minimum Parcel Width (feet)	Minimum Front Setback (feet)	Minimum Side Road Setback (feet)	Minimum Side Yard Setback (feet)	Minimum Rear Setback (feet)	Maximum Building Height ² (feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel
Religious uses	43,560	100	20	20	30	30	50	35%	25%
Educational uses	43,560	100	20	20	30	30	40	35%	25%
Recreational	N/A	-	15	15	15	151	40	30%	40%
Residential amenity center	20,000	-	20	30	30	301	30	40%	25%
Conservation uses	-	-	-	-	-	-	-	-	-

1. No setback required if abutting a lake or open space tract.
2. All mechanical equipment located on rooftops must be screened by parapets or other architectural features.

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

File Attachments for Item:

D. Proposed Millage Rate for the Fiscal Year 2026 Ad Valorem Tax and a Date and Time for the First Public Hearing

Submitted By: Finance

RESOLUTION NO. 2025-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA,
ADOPTING A PROPOSED MILLAGE RATE FOR THE CITY'S GENERAL OPERATING
FUND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER
20, 2026; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND
PROVIDING AN EFFECTIVE DATE.**

City of Westlake

Budget Calendar - Fiscal Year 2026 Annual Budget

Key Dates	Activity / Tasks	
By June 1	Receipt of Estimated Assessable Property Values	
Tue June 24	City of Westlake Budget Workshop	
Mon June 30	County School Board Budget 1st Hearing	**
By July 1	Property Appraiser certifies the taxable values	
Tue July 1	City of Westlake Regular Council Meeting – Preliminary Budget Presentation; Approve Tentative Millage Rate and date of first public hearing; Set assessment rate for solid waste collection.	
Sun August 4	Deadline for submitting DR 420 to Property Appraiser & Tax Collector a) Include Proposed Millage Rate b) the current rollback rate c) The date, time, and meeting place of the first public budget hearing	
Tue September 2	City of Westlake Special Council Meeting – 1 ST Budget Hearing	
Tue September 9	Palm Beach County 1 st Hearing	**
Wed September 10	County School Board Budget 2nd Hearing	**
Thu September 11	City of Westlake Special Council Meeting - 2nd and Final Budget Hearing ALL COUNCIL MEMBERS MUST BE IN ATTENDANCE	**
Fri September 13	Deadline to Send Adopted Millage Rate to Property Appraiser & Tax Collector	
Tues September 16	Palm Beach County 2nd Hearing	
Thu October 11	Deadline to Certify Compliance with Florida Department of Revenue	**

** Per Florida Statutes, the public hearing dates scheduled by a county government or school board shall not be used by any other taxing authority within the county for its public hearings.

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CITY OF WESTLAKE

RESOLUTION NO. 2025-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE CITY'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 20, 2026; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the proposed budget has been prepared estimating expenses and revenues of the City of Westlake, Florida for Fiscal Year 2026, with detailed information, including revenues to be derived from sources other than ad valorem levy, and the City Manager has made recommendations as to the amount to be appropriated for the ensuing year; and

WHEREAS, the City Council has met and considered the recommendations of City staff relative to the proposed budget and the proposed millage rate to be levied to carry on the government of the City for the ensuing year; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA:

SECTION 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed by the City Council and incorporated herein by this reference.

SECTION 2. The proposed operating millage rate necessary to be levied against ad valorem valuation of property subject to taxation in the City of Westlake, Florida to produce a sufficient sum which together with department and other revenues will be sufficient to pay for appropriations made in the preliminary budget for the fiscal year is hereby set at _____ mills.

SECTION 3. The proposed millage rate will be reflected in the Palm Beach County Appraiser TRIM Notice, which shall serve to notify all property owners of a public hearing to be held on the **2nd** day of September 2025 at **6 pm** for the purposes of hearing objections or criticisms of the tentative budget and millage to be presented at that time.

SECTION 4. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

SECTION 5. CONFLICTS. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6. SEVERABILITY. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND APPROVED by City Council for the City of Westlake, on this **1st** day of July 2025.

City of Westlake
JohnPaul O'Connor, Mayor

Zoie Burgess, City Clerk

File Attachments for Item:

E. Resolution 2025-16 Levying the Annual Special Assessment for Residential Solid Waste Services for Fiscal Year 2025-26

Submitted By: City Attorney's Office

RESOLUTION 2025-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES IN THE CITY OF WESTLAKE, FLORIDA; PROVIDING FOR PURPOSE AND DEFINITIONS; PROVIDING FOR LEGISLATIVE DETERMINATIONS; ESTABLISHING THE ESTIMATED RATE FOR THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025; DIRECTING THE PREPARATION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.



Meeting Agenda Item Coversheet

MEETING DATE:		July 1, 2025		Submitted By: City Attorney's Office	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Resolution _2025-16 Levying the Annual Special Assessment for Residential Solid Waste Services for Fiscal Year 2025-26			
STAFF RECOMMENDATION: (MOTION READY)		Motion to approve Resolution 2025-16 Levying the Annual Special Assessment for Residential Solid Waste Services for Fiscal Year 2025-26			
SUMMARY and/or JUSTIFICATION:		<p>The City currently provides residential solid waste services within the City through an agreement entered into with Waste Management. The City levies the annual special assessment and collects it through the annual property tax bills using the uniform method for the levy and collection of special assessments provided by State law.</p> <p>The proposed resolution constitutes the Preliminary Assessment Resolution which levies a Residential Solid Waste Services Non-Ad Valorem Special Assessment for the Fiscal Year beginning October 1, 2025, and provides for a noticed public hearing to adopt the special assessment on September 11, 2025.</p>			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Resolution 2025-16 Appendix A – Estimated Residential Solid Waste Services Assessment Rate Schedule Appendix B – Form of Notice to be Published Appendix – C – Form of Mailed Notice			
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
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) <u>Please keep text indented.</u></i>		RESOLUTION 2025-16 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES IN THE CITY OF WESTLAKE, FLORIDA; PROVIDING FOR PURPOSE AND DEFINITIONS; PROVIDING FOR LEGISLATIVE DETERMINATIONS; ESTABLISHING THE ESTIMATED RATE FOR THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025; DIRECTING THE PREPARATION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):					\$

CITY OF WESTLAKE
RESOLUTION NO. 2025-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES IN THE CITY OF WESTLAKE, FLORIDA; PROVIDING FOR PURPOSE AND DEFINITIONS; PROVIDING FOR LEGISLATIVE DETERMINATIONS; ESTABLISHING THE ESTIMATED RATE FOR THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025; DIRECTING THE PREPARATION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City of Westlake Ordinance No. 2021-02, as adopted, provides the authority for the City to impose Residential Solid Waste Services Special Assessments against Residential property located within the City, and provides findings of special benefit to Residential property as a result of such services; and,

WHEREAS, the City has in place an Agreement with Waste Management Inc. of Florida, a corporation authorized to do business in the State of Florida (hereinafter the "Contract"), pursuant to which the City provides Residential Solid Waste Services to, among others, all residential properties that receive Residential Solid Waste Services within the City; and,

WHEREAS, the City believes it is in the best interests of the residents and residential properties owners to collect funds for the costs of the City's Residential Solid Waste Services to all residential units that receive Residential Solid Waste Services by the City, through its Contract, through the levy and collection of a special assessment, as such will eliminate direct quarterly or monthly billing and charges to residents, permit the payment for the services on an annual basis along with property taxes and other special assessments, reduce the administrative costs of the Residential Solid Waste Collection Program to the City, and ensure that all properties that receive Residential Solid Waste Services from the City through the Contract pay for such so that no property is over-charged by virtue of the failure of other properties to pay for such; and,

WHEREAS, Residential Solid Waste Services provided by the City through its Contract as defined hereinafter provide the requisite special benefit to Assessed Property such that they may be funded through a special assessment; and,

WHEREAS, City Administration has reviewed the budget for Residential Solid Waste Services, for residential units that receive Residential Solid Waste Services by the City through the Contract, to ensure that the Residential Solid Waste Services Special Assessment meets the legal requirements for special benefit and fair apportionment; and,

WHEREAS, the City Council determines that it is fair and equitable to levy and collect a non-ad valorem special assessment to fund the Residential Solid Waste Services provided by the City through its Contract, consistent with the methodology and allocation as provided

1 hereinafter.

2 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF**
3 **WESTLAKE, FLORIDA:**

4
5 **SECTION 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed
6 by the City Council and incorporated herein by this reference.

7 **SECTION 2. AUTHORITY.** This Resolution is adopted pursuant to the provisions of
8 Ordinance No. 2021-02 (the "Ordinance"), Sections 166.021 and 166.041, Florida Statutes, and
9 other applicable provisions of law.

10 **SECTION 3. PURPOSE.** This Resolution constitutes the Preliminary Assessment
11 Resolution as defined in the Ordinance which initiates the process for developing the
12 Residential Solid Waste Services Special Assessment Roll and directs the imposition of a
13 Residential Solid Waste Services Special Assessment as described hereinafter, for the Fiscal Year
14 beginning October 1, 2025. Its purpose is to provide procedures and standards for the levy and
15 collection of a Residential Solid Waste Services Special Assessment for all Assessed Properties
16 that receive Residential Solid Waste Services under the general home rule powers of a
17 municipality to impose special assessments, and to authorize a procedure for the funding of
18 Residential Solid Waste Services providing special benefits to Assessed Properties within the
19 City.

20 **SECTION 4. DEFINITIONS.** All capitalized words and terms not otherwise defined
21 herein shall have the meanings set forth in the Ordinance. Unless the context indicates
22 otherwise, words imparting the singular number, include the plural number, and vice versa. As
23 used in this Resolution, the following terms shall have the following meanings unless the
24 context hereof otherwise requires:

1 **"Assessed Property"** means Tax Parcels with an Improvement Code of Residential
2 Property that contain Dwelling Units that have obtained Certificates of Occupancy from the
3 City, and which receive Residential Solid Waste Services provided by the City

4 **"Assessment Coordinator"** means the person designated by the City to administer the
5 City's Residential Solid Waste Services, or such person's designee.

6 **"Contract"** means that Agreement with Waste Management Inc. of Florida, a
7 corporation authorized to do business in the State of Florida., as may be amended from time
8 to time.

9 **"Cost Apportionment"** means the apportionment of the Residential Solid Waste
10 Services Assessed Cost among all Assessed Properties that receive Residential Solid Waste
11 Services pursuant to the apportionment methodology described in Section 8 of this Preliminary
12 Assessment Resolution.

13 **"Estimated Residential Solid Waste Services Special Assessment Rate Schedule"**
14 means that rate schedule attached hereto as Appendix "A" and hereby incorporated herein by
15 reference, specifying the Residential Solid Waste Services Assessed Costs determined in Section
16 9 of this Preliminary Assessment Resolution and the estimated Residential Solid Waste Services
17 Special Assessments established in Section 9 of this Preliminary Assessment Resolution.

18 **"Improvement Codes"** mean the building use codes (also known as DOR codes)
19 assigned by the Property Appraiser to Tax Parcels within the City.

20 **"Residential Property"** means those Tax Parcels with a Code Description designated as
21 Single-Family "Residential" within the Improvement Codes and those otherwise designated as
22 "Residential" within the Improvement Codes that are Collection Units that receive curbside
23 Residential Solid Waste Services by the City through the Contract.

1 **"Tax Parcel"** means a parcel of property located within the City to which the Property
2 Appraiser has assigned a distinct ad valorem property tax identification number.

3 **SECTION 5. PROVISION AND FUNDING OF RESIDENTIAL SOLID WASTE SERVICES.**

4 (A) Upon the imposition of the Residential Solid Waste Services Special Assessment for
5 Residential Solid Waste Services upon Assessed Property located within the City, the City shall
6 provide Residential Solid Waste Services to such Assessed Property through the Contract. The
7 cost to provide such Residential Solid Waste Services to Assessed Properties, as described
8 herein, shall be funded from the proceeds of the Residential Solid Waste Services Special
9 Assessment.

10 (B) It is hereby ascertained, determined, and declared that each parcel of Assessed
11 Property located within the City will be benefited by the City's provision of Residential Solid
12 Waste Services in an amount not less than the Residential Solid Waste Services Special
13 Assessment imposed against such parcel, computed in the manner set forth in this Preliminary
14 Assessment Resolution.

15 **SECTION 6. IMPOSITION AND COMPUTATION OF RESIDENTIAL SOLID WASTE**
16 **SERVICES SPECIAL ASSESSMENTS.** Residential Solid Waste Services Special Assessments

17 shall be imposed against all Assessed Properties that receive Residential Solid Waste Services,
18 as provided herein. The Cost Apportionment described herein is approved and adopted as the
19 methodology to impose and compute the Residential Solid Waste Services Special Assessment.

20 **SECTION 7. LEGISLATIVE DETERMINATIONS OF AUTHORITY, SPECIAL BENEFIT**
21 **AND FAIR APPORTIONMENT.** The City Council incorporates and adopts the legislative findings
22 relating to the Residential Solid Waste Services within the Ordinance, and makes the following

1 additional legislative findings.

2 7.1 Section 403.706(1), Florida Statutes, provides that the City is responsible to
3 collect and transport solid waste from within its boundaries to a solid waste disposal facility.

4 7.2 To fulfill its obligations, the City entered into the Contract.

5 SPECIAL BENEFIT

6 7.3 The City provides Residential Solid Waste Services to the Assessed Properties
7 through its Contract. All Assessed Properties receive Residential Solid Waste Services, and
8 therefore are required to receive the City's Residential Solid Waste Services through the City's
9 Contract.

7.4 The special benefit provided to the Assessed Properties as a result of the provision of Residential Solid Waste Services by the City through its Contract, and as a result of the Residential Solid Waste Services Special Assessment include by way of example and not limitation, the availability and use of Residential Solid Waste Services by the owners and occupants of the Assessed Properties, the enhancement of environmentally responsible use and enjoyment of developed residential properties in the City, the protection of public health and safety, ensuring sanitary collection and disposal of solid waste from residential units in the City, a potential increase in value to property, and better service to landowners and tenants.

18 7.5 The City's provision of Residential Solid Waste Services through its Contract
19 possesses a logical relationship to the use and enjoyment of the Assessed Properties by:

20 7.5.1 protecting and potentially increasing the value of the Assessed
21 Properties by providing solid waste services;

22 7.5.2 enhancing the environmentally responsible use of residential land in
23 the City;

7.5.3 protecting the health of intended occupants in the use and enjoyment of Assessed Properties by ensuring the proper collection and disposal of solid waste from the Assessed Properties;

4 7.6 Commercial properties, and multi-family residential properties in the City that
5 do not receive curbside collection services, are not specially benefited by the City's Residential
6 Solid Waste Services funded by the Residential Solid Waste Collection Special Assessment in
7 that those properties receive volume-based Solid Waste Services. Given the fact that
8 commercial properties, and residential properties with containerized collection services receive
9 Solid Waste Services on a volume basis, it is not possible to determine the exact annual costs
10 that can be apportioned to each property; therefore, it is not possible to ensure that an
11 assessment levied upon these properties can be fairly apportioned. As a result, it is fair and
12 reasonable not to levy a special assessment for the funding of residential Solid Waste Services
13 upon those properties.

14 IMPOSITION AND COLLECTION

15 7.7 The Residential Solid Waste Services Special Assessments to be imposed
16 pursuant to this Resolution shall constitute non-ad valorem assessments within the meaning
17 and intent of the Uniform Assessment Collection Act.

18 7.8 The Residential Solid Waste Services Special Assessment imposed pursuant to
19 this Resolution is imposed by the City Council of the City of Westlake, not the Palm Beach
20 County Board of County Commissioners, Property Appraiser or Tax Collector. Any activity of
21 the Property Appraiser or Tax Collector under the provisions of this Resolution, and pursuant
22 to the City's agreements with such entities, shall be construed as ministerial.

23 7.9 So long as the Residential Solid Waste Services Special Assessment is levied,

1 the Assessed Properties will no longer be billed directly by the City for the Residential Solid
2 Waste Services they receive from the City through the Contract.

3 APPORTIONMENT

4 7.10 The size or the value of the Residential Property does not determine the scope of
5 the required solid waste services. The potential demand for Residential Solid Waste Services is
6 driven by the existence of a Residential unit.

7 7.11 Apportioning the Residential Solid Waste Assessed Costs for Residential Solid Waste
8 Services attributable to Assessed Properties on a per Residential unit basis is required to avoid cost
9 inefficiency and unnecessary administration and is a fair and reasonable method.

10 7.12 Because commercial properties, and multi-family residential properties that are
11 containerized collection do not benefit from the provision of Residential Solid Waste Services by
12 the City through the Contract, the Residential Solid Waste Services Assessed Costs are not
13 apportioned to those properties.

14 **SECTION 8. COST APPORTIONMENT METHODOLOGY.** The Contract provides for an
15 annual charge to the Assessed Properties for the Residential Solid Waste Services provided by
16 the City through its Contract. As described in the Ordinance, the Residential Solid Waste
17 Services Assessed Costs include other costs associated with the Residential Solid Waste
18 Collection Special Assessment, including a factor for early payment of tax bills, which are then
19 allocated to the Assessed Properties in addition to the annual charge in the Contract to
20 determine the Assessment Amount. The Assessment Amount is then multiplied by the number
21 of Residential units on such Tax Parcel. For the Fiscal Year commencing October 1, 2025, the
22 annual charge for Assessed Properties shall be 280.60 per Residential Unit, as reflected in
23 Appendix "A."

1 Interim special assessments are authorized to be levied upon Assessed Properties at
2 the time of issuance of certificates of occupancy by the City. The assessment amount due at
3 the time of issuance of a certificate of occupancy shall be pro-rated on a monthly basis, and
4 pursuant to a schedule created by the Assessment Coordinator and available in the building
5 department. The interim assessment will also include the estimated assessment for the full
6 following fiscal year in order to recover the costs of providing Residential Solid Waste Services
7 to the Assessed Property until such time as the special assessment is placed on a future
8 property tax bill. The Assessment Coordinator is authorized to address issues where an Interim
9 Assessment is collected and an annual assessment is levied on a property tax bill for the same
10 Dwelling Unit for the same period of time to ensure no overpayments for the Residential Solid
11 Waste Services provided by the City.

12 **SECTION 9. DETERMINATION OF RESIDENTIAL SOLID WASTE SERVICES ASSESSED**
13 **COSTS; ESTABLISHMENT OF ANNUAL RESIDENTIAL SOLID WASTE SERVICES ASSESSMENT**
14 **RATES.**

15 (A) The Residential Solid Waste Collection Service Assessed Costs to be assessed and
16 apportioned among Assessed Properties pursuant to the Cost Apportionment for the Fiscal Year
17 commencing October 1, 2025, is the amount determined in the manner described in Section 8
18 above. The Estimated Residential Solid Waste Services Special Assessment Rate Schedule is
19 attached hereto as Appendix A. The approval of the Estimated Residential Solid Waste Services
20 Special Assessment Rate Schedule by the adoption of this Preliminary Assessment Resolution
21 determines the amount of the Residential Solid Waste Services Assessed Costs.

1 (B) The estimated Residential Solid Waste Services Special Assessments specified in the
2 Estimated Residential Solid Waste Services Special Assessment Rate Schedule are hereby
3 established to fund the Residential Solid Waste Services Assessed Costs determined to be
4 assessed in the Fiscal Year commencing October 1, 2025.

5 (C) The estimated Residential Solid Waste Services Special Assessments established in
6 this Preliminary Assessment Resolution shall be the estimated assessment rates applied by the
7 Assessment Coordinator in the preparation of the updated Residential Solid Waste Services
8 Special Assessment Roll for the Fiscal Year commencing October 1, 2025, as provided in Section
9 10 of this Preliminary Assessment Resolution.

10 **SECTION 10. ANNUAL RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT**
11 **ROLL.**

12 (A) The Assessment Coordinator is hereby directed to prepare, or cause to be prepared,
13 a Residential Solid Waste Services Special Assessment Roll for the Fiscal Year commencing
14 October 1, 2025, in the manner provided in this Preliminary Assessment Resolution. The
15 Assessment Coordinator shall apportion the estimated Residential Solid Waste Collection
16 Service Assessed Cost to be recovered through Residential Solid Waste Services Special
17 Assessments in the manner set forth in this Preliminary Assessment Resolution. A copy of this
18 Preliminary Assessment Resolution, the Ordinance, and the Residential Solid Waste Services
19 Special Assessment Roll shall be maintained on file in the office of the City Clerk and open to
20 public inspection. The foregoing shall not be construed to require that the Residential Solid
21 Waste Services Special Assessment Roll proposed for the Fiscal Year commencing October 1,
22 2025 be in printed form if the amount of the Residential Solid Waste Services Special

1 Assessment for each parcel of property can be determined by the use of a computer terminal
2 available to the public.

3 (B) It is hereby ascertained, determined, and declared that the method of determining
4 the Residential Solid Waste Services Special Assessments for the City's Residential Solid Waste
5 Services as set forth in this Preliminary Assessment Resolution is a fair and reasonable method
6 of apportioning the Residential Solid Waste Services Assessed Cost among parcels of Assessed
7 Property located within the City, as the methodology and apportionment assures that no
8 property is assessed an amount greater than the benefit which it receives from the Residential
9 Solid Waste Services provided by the City through its Contract.

10 **SECTION 11. AUTHORIZATION OF PUBLIC HEARING.** There is hereby established a
11 public hearing to be held at 6:00 p.m., on September 11, 2025, in City of Westlake Council
12 Chambers, 4 The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd., Westlake, Florida,
13 33470, at which time the City Council will receive and consider any comments on the
14 Residential Solid Waste Services Special Assessment from the public and affected property
15 owners and consider imposing the Residential Solid Waste Services Special Assessment and
16 collecting such assessments on the same bill as ad valorem taxes.

17 **SECTION 12. NOTICE BY PUBLICATION.** The Assessment Coordinator shall publish
18 notice of the public hearing authorized by Section 11 hereof, in the manner and time provided
19 within the Ordinance. The notice shall be published no later than August 22, 2025, in
20 substantially the form attached hereto as Appendix B.

1 **SECTION 13. NOTICE BY MAIL.** The Assessment Coordinator shall also ensure timely
2 notice by mail, in the manner and time provided within the Ordinance. The notice shall be
3 mailed no later than August 22, 2025, in substantially the form attached hereto as Appendix C.

4 **SECTION 14. PROOF OF NOTICE.** The Assessment Coordinator may provide proof of
5 such notice by affidavit, if any is required pursuant to the Ordinance or Resolution.

6 **SECTION 15. APPLICATION OF ASSESSMENT PROCEEDS.** Proceeds derived by the City
7 from the Residential Solid Waste Services Special Assessments will be utilized for the provision
8 of Residential Solid Waste Services, facilities, and programs by the City, through its Contract, as
9 described herein.

10 **SECTION 16. CONFLICT.** All resolutions or parts of resolutions in conflict herewith are
11 hereby repealed to the extent of such conflict.

12 **SECTION 17. SEVERABILITY.** If any clause, section, other part or application of this
13 Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in
14 part or application, it shall not affect the validity of the remaining portions or applications of
15 this Resolution.

16 **SECTION 18. EFFECTIVE DATE.** This Preliminary Assessment Resolution shall take effect
17 immediately upon its passage and adoption.

18 **PASSED AND APPROVED** by City Council for the City of Westlake, on this ____ day of July,
19 2025.

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City of Westlake
JohnPaul O'Connor, Mayor

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12

Zoie Burgess, City Clerk

Approved as to Form and Sufficiency
City Attorney

APPENDIX A

ESTIMATED RESIDENTIAL SOLID WASTE SERVICES ASSESSMENT RATE SCHEDULE

SECTION A-1 DETERMINATION OF RESIDENTIAL SOLID WASTE SERVICES ASSESSED COSTS. The estimated Residential Solid Waste Services Assessed Costs to be assessed for the Fiscal Year commencing October 1, 2025, is \$526,168.00.

SECTION A-2 ESTIMATED RESIDENTIAL SOLID WASTE SERVICES ASSESSMENTS. The estimated Residential Solid Waste Services Special Assessments to be assessed and apportioned among benefitted parcels pursuant to the Cost Apportionment Methodology to generate the estimated Residential Solid Waste Services Assessed Cost for the Fiscal Year commencing October 1, 2025, are hereby established as follows for the purpose of this Preliminary Assessment Resolution:

\$ 324.00 PER RESIDENTIAL UNIT

APPENDIX B

FORM OF NOTICE TO BE PUBLISHED

To be published no later than August 22, 2025

INSERT MAP OF CITY

NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENTS

Notice is hereby given that the City Council of the City of Westlake will conduct a public hearing to consider imposing Residential Solid Waste Services Special Assessments upon Residential Units that receive Residential Solid Waste Services, for the provision by the City of Residential Solid Waste Services to such properties within the City of Westlake.

The hearing will be held at 6:00 p.m., on September 11, 2025, in City of Westlake Council Chambers, The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd., City of Westlake, Florida, 33470 for the purpose of receiving public comment on the proposed assessments. All affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If a person decides to appeal any decision made by the City Council with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the Clerk of the City at (561) 530-5880, at least seven days prior to the date of the hearing.

The assessment for each parcel of residential property that receives Residential Solid Waste Services from the City will be based upon the total number of Residential units attributed to that parcel. The annual assessment shall be \$324.00 per Residential Unit.

Copies of the Assessment Ordinance, the Initial Assessment Resolution, the Preliminary Assessment Resolution and the Residential Solid Waste Services Special Assessment Roll are available for inspection at the City Clerk's Office, Westlake City Hall, 4001 Seminole Pratt Whitney Road, Westlake, Florida, 33470.

The assessments will be collected by the Tax Collector on the ad valorem tax bill to be mailed in November 2025, as authorized by section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the property, which may result in a loss of title.

If you have any questions, please contact the City Clerk at (561) 530-5880, Monday through Friday between 9:00 a.m. and 4:00 p.m.

CITY CLERK

CITY OF WESTLAKE

APPENDIX C
FORM OF MAILED NOTICE

1 [INSERT DATE], 2025
2
3 **[Name]**
4 **[Address]**
5 Westlake, Florida 33470
6
7 RE: *Tax Parcel #*

<p>CITY OF WESTLAKE, FLORIDA NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR RESIDENTIAL SOLID WASTE SERVICES - NON-AD VALOREM ASSESSMENTS</p>

8 Dear Property Owner:
9

10 As required by Section 197.3632, Florida Statutes, and City of Westlake Ordinance No.
11 2021-02, notice is given by the City of Westlake that a special assessment for Residential Solid
12 Waste Services using the tax bill collection method may be levied by the City of Westlake on
13 your property for the fiscal year October 1, 2025 - September 30, 2026.
14

15 The purpose of this assessment is to collect the Residential Solid Waste Services Special
16 Assessment benefiting property located within the City of Westlake. The total Residential Solid
17 Waste Services Special Assessment revenue to be collected within the City of Westlake is
18 \$526,168.00. The Residential Solid Waste Services Special Assessment is based on the number
19 of Residential Units that receive curbside Residential Solid Waste Services, including curbside
20 collection of solid waste and recyclable materials on your property. The special assessment is
21 \$324.00 per Residential Unit. Your property has 1 Residential Units. The total special
22 assessment for your property is \$ 324.00.
23

24 A public hearing will be held at 6:00 p.m. on September 11, 2025, in City of Westlake
25 Council Chambers, The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd., Westlake,
26 Florida 33470, for the purpose of receiving public comment on the proposed assessment. You
27 and all other affected property owners have a right to appear at the hearing and to file written
28 objections with the City Council within 20 days of this notice. If you decide to appeal any
29 decision made by the City Council with respect to any matter considered at the hearing, you
30 will need a record of the proceedings and may need to ensure that a verbatim record is made,
31 including the testimony and evidence upon which the appeal is to be made. In accordance with
32 the Americans with Disabilities Act, persons needing a special accommodation or an interpreter
33 to participate in this proceeding should contact the City Clerk's office at (561) 530-5880, at least

1 three days prior to the date of the hearing.
2

3 Unless proper steps are initiated in a court of competent jurisdiction to secure relief
4 within 20 days from the date of City Council action at the above hearing (including the method
5 of apportionment, the rate of assessment and the imposition of assessments), such action shall
6 be the final adjudication of the issues presented.
7

8 Copies of the Residential Solid Waste Services Special Assessment Ordinance, the Initial
9 Assessment Resolution, the Preliminary Assessment Resolution, and the assessment roll are
10 available for inspection at Westlake City Hall - City Clerk's Office, 4001 Seminole Pratt Whitney
11 Road, Westlake, Florida 33470.
12

13 The Residential Solid Waste Services non-ad valorem assessment amount shown on
14 this notice for the above parcel will be collected on the ad valorem tax bill mailed in November
15 2025. Failure to pay the assessments will cause a tax certificate to be issued against the
16 property which may result in a loss of title.
17

18 If you have any questions regarding your Residential Solid Waste Services Special
19 Assessment, please contact the City Clerk at (561) 530-5880, Monday through Friday between
20 9:00 a.m. and 4:00 p.m.
21

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26

*** * * * * THIS IS NOT A BILL * * * * ***

27
28
29

File Attachments for Item:

A. Education Advisory Board Initiative - Approving Fundraising Flyers and Authorizing the Mayor to execute letter regarding School Fundraising Activities

Submitted By: Education Advisory Board Liaison, Vice Mayor Greg Langowski

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

[Your Name]

[Your Organization Name]

[Your Contact Information]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Business Owner/Manager],

Subject: Sponsorship Opportunity – Supporting Westlake Public School Students

I am reaching out on behalf of the Education Advisory Board and their efforts to support the local schools within our community. The Education Advisory Board, serves as volunteers on behalf of the City Council, and they would love to explore an exciting partnership opportunity that would not only benefit your business but also support the students in the City of Westlake.

The Education Advisory Board are organizing a fundraising initiative to provide students with the opportunity to participate in after-school clubs such as Robotics Club, Chess Club, Sports Clubs, and other enriching activities. These clubs play a crucial role in fostering creativity, teamwork, and leadership skills among students, but many students are unable to participate due to financial constraints.

The Advisory Board is seeking local food businesses like yours to partner with the City by hosting a fundraiser on a night of your choice. The concept is simple: we invite families and supporters of schools in Westlake to dine at your establishment on a date and time frame of your choice, and in return, we kindly ask for a donation of 10% of the dining proceeds during that time.

This partnership offers multiple benefits for your business:

- Increased foot traffic from local families and community members eager to support a great cause.
- Positive brand recognition and goodwill as a community-driven business.
- Promotion of your business through our community networks, including blogs, flyers, social media, and school newsletters.

We would like the opportunity to discuss this initiative further and work with you to make it a successful event. Please let us know if you would be willing to participate or if you have any questions. We truly appreciate your time and consideration and hope to collaborate to create a meaningful impact in our community.

Thank you for your support, and we look forward to the possibility of partnering with you!

Best regards,

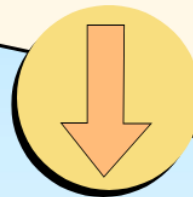
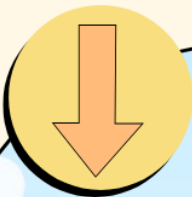
Mayor JohnPaul O'Connor
City of Westlake

FUNDRAISER

EVENT



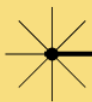
JOIN US FOR A NIGHT OF
GIVING TO SUPPORT
SEMINOLE RIDGE HIGH!



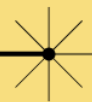
{RESTAURANT NAME AND LOGO HERE}

Organized by the volunteers of Westlake's
Education Advisory Board

FRIDAY, JANUARY 17 2025



123 ANYWHERE ST., ANY CITY



FUNDRAISER

EVENT

JOIN US FOR A NIGHT OF
GIVING TO SUPPORT OSCEOLA
CREEK MIDDLE!



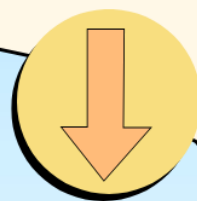
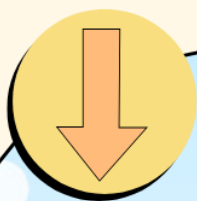
FRIDAY, JANUARY 17 2025

123 ANYWHERE ST., ANY CITY

FUNDRAISER

EVENT

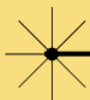
JOIN US FOR A NIGHT OF
GIVING TO SUPPORT GOLDEN
GROVE ELEMENTARY!



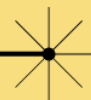
{RESTAURANT NAME AND LOGO HERE}

Organized by the volunteers of Westlake's
Education Advisory Board

FRIDAY, JANUARY 17 2025



123 ANYWHERE ST., ANY CITY



File Attachments for Item:

B. Education Advisory Board Initiative - Authorizing the Mayor to execute letter regarding school zoning boundaries

Submitted By: Education Advisory Board Liaison, Vice Mayor Greg Langowski

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

July 6, 2025

Palm Beach County School Board
3300 Forest Hill Blvd
West Palm Beach, FL 33406

Dear Members of the School Board,

On behalf of the City of Westlake, I respectfully request your reconsideration of the current zoning boundaries for Western Pines Middle School to include students residing in the City of Westlake.

Westlake was designed as a master-planned community with the intention of providing residents with convenient access to key services—schools, parks, and public safety—within city limits. This vision has been integral to the city’s identity and appeal. However, the current school zoning configuration places an undue burden on our residents by assigning middle school students to a campus located farther away, outside the city. This not only contradicts the foundational principles on which Westlake was developed but also diminishes the sense of community and local connection that schools help to foster.

Many Westlake families have voiced their concern and disappointment over the lack of a “home” middle school within the community. For parents and students alike, the ability to attend schools in proximity encourages stronger neighborhood ties, increases participation in school events, and makes daily routines more manageable.

The recent construction of a multi-modal path connecting Westlake directly to both Golden Grove Elementary and Western Pines Middle makes the inclusion of Westlake students at these schools a practical and forward-thinking solution. This pathway supports safer, more efficient commuting

by foot, bike, or carts, alleviating traffic concerns and further underscoring the logic behind rezoning.

We urge the School Board to align school zoning with the growth and needs of the Westlake community. By including Westlake students in the Western Pines Middle School zone, the district will not only ease transportation challenges but also promote a stronger, more cohesive community for students and families alike.

Thank you for your time and consideration. We welcome any opportunity to further discuss this matter and work together toward a resolution that benefits both the school district and the families it serves.

Sincerely,

Mayor JohnPaul O'Connor
City of Westlake