

# CITY OF WESTLAKE



## AGENDA

### City Council Regular Meeting

Monday, August 09, 2021

6:30 PM

Westlake Council Chambers  
4005 Seminole Pratt Whitney Road  
Westlake, Florida 33470

In efforts to balance the need for the City of Westlake to function and conduct business during the COVID-19 pandemic, we will adhere to the recommended social/physical distancing (staying at least six feet away from each other) guidelines, per the Centers for Disease Control and Prevention (CDC) and Palm Beach County's directives. There will be limited seating available in the Council Chambers. Therefore, preregistration will be required for in-person participation.

The instructions for preregistration attendance/participation and viewing of the meeting are outlined below:

#### **PREREGISTRATION FOR IN-PERSON ATTENDANCE:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses must preregister to attend/participate in a meeting by sending an email to City Clerk, Zoie Burgess at [zburgess@westlakegov.com](mailto:zburgess@westlakegov.com) or by phone at 561-530-5880 no later than one (1) business day prior to the meeting date (e.g. by 4:00 P.M. on a Friday, if the meeting is scheduled for that Monday, etc.)
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the City Clerk. For Public Hearing Quasi-Judicial meetings, precedence into the Council Chambers will be given to applicants, their representatives, and/or witnesses over all other preregistered parties.

#### **COMMUNICATIONS MEDIA TECHNOLOGY – WEBEX:**

Members of the public may also participate in the meeting through electronic means and may access as follows:

1. Join the Webex meeting from your computer, tablet or smartphone at the following link:  
<https://cityofwestlake.my.webex.com/>

Meeting ID: 132 296 9946

Password: hello

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

United States Toll: +1-408-418-9388

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Procedures for Public Comment are also provided via the City website:

<https://www.westlakegov.com/cityclerk/page/covid-19-public-meetings>

### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O’Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

Donald J. Doody, Esq., Interim City Attorney

[TENTATIVE: SUBJECT TO REVISION]

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA**

**PUBLIC COMMENTS AND REQUESTS- (OPEN FORUM NON-AGENDA ITEMS)**

*This section of the agenda allows for comments from the public to speak on any item not presented on the agenda. 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 the Council, state your name and address for the record.*

**CONSENT AGENDA**

*This section of the agenda consists of routine or administrative items that require final approval by the City Council and may be approved in its entirety by a single motion. There will be no discussion of these items unless a City Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.*

- A. Approval of Meeting Minutes
  - 1. July 12, 2021 - Regular City Council Meeting Minutes - DRAFT
- B. Approval Finance Statement
  - 1. Financial Report - June 2021

**PRESENTATIONS/PROCLAMATIONS**

- A. None

**PUBLIC HEARING - FIRST READING**

- A. None

**PUBLIC HEARING - SECOND READING**

- A.** **SECOND READING:** Ordinance 2021-08 – Establishing Qualifying Dates for the March 2022 Municipal Election

**Submitted By:** City Clerk

**ORDINANCE 2021-08**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING QUALIFYING DATES FOR THE MARCH 2022 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**

**PUBLIC HEARING - QUASI JUDICIAL**

- A. A Resolution for the POD PC-1 Westlake Recreation Center Phase 2

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-05**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN SUBMITTED BY MINTO PBLH, LLC FOR POD PC-1, AMENITY PARCEL PHASE 2, KNOWN AS WESTLAKE ADVENTURE PARK LOCATED AT 5490 KINGFISHER BOULEVARD IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

- B. A Resolution for the 7-11 2.0 Master Sign Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-23**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY VRE WESTLAKE 2.0 LLC FOR 7-ELEVEN 2.0 CONVENIENCE STORE AND GAS STATION LOCATED AT 4965 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

- C. A Resolution for the Grove Market Master Sign Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-25**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY 5060 LOXAHATCHEE RETAIL LLC FOR GROVE MARKET AT WESTLAKE LOCATED AT 5060 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**NEW BUSINESS**

- A. Palm Beach County League of Cities Voting Delegate and Alternates

**Submitted By:** City Clerk

**CITY COUNCIL COMMENTS**

- A. Councilwoman Katrina Long Robinson  
B. Councilwoman Kara Crump  
C. Councilman Patric Paul

D. Vice Mayor JohnPaul O'Connor

E. Mayor Roger Manning

**REPORT - STAFF**

**REPORT - CITY ATTORNEY**

**REPORT - CITY MANAGER**

**PUBLIC COMMENTS - AGENDA ITEMS ONLY**

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**ADJOURNMENT**

**Next Meeting (Subject to Change or be Cancelled):**  
City Council Regular/First Budget Hearing September 13, 2021

**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:** August 3, 2021

**File Attachments for Item:**

1. July 12, 2021 - Regular City Council Meeting Minutes - DRAFT

# CITY OF WESTLAKE



## MINUTES - DRAFT

**City Council Regular Meeting**  
Monday, July 12, 2021 at 6:30 PM

Westlake Council Chambers  
4005 Seminole Pratt Whitney Road  
Westlake, Florida 33470

In efforts to balance the need for the City of Westlake to function and conduct business during the COVID-19 pandemic, this meeting adhered to the recommended social/physical distancing (staying at least six feet away from each other) guidelines, per the Centers for Disease Control and Prevention (CDC) and Palm Beach County's directives. Limited seating was available in the Council Chambers and was required for in-person participation.

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### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O’Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

Donald J. Doody, Esq., Interim City Attorney



A Regular meeting of the City Council of the City of Westlake was held on Monday, July 12, 2021 at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that Councilman Patric Paul, Vice Mayor JohnPaul O'Connor, Mayor Roger Manning, Councilwoman Katrina Long-Robinson, Councilwoman Kara Crump, are present physically.

Ms. Burgess noted that City Manager Kenneth Cassel, Interim City Attorney Donald J. Doody, Planning & Zoning Director, Nilsa Zacarias, City Engineer Suzanne Dombrowski City Clerk Zoie Burgess and Deputy City Clerk Jomekeyia McNeil were present physically.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the Mayor and accepted at the appropriate times as indicated in the Agenda and those who wish to speak may use the "virtual" hand raise feature.

Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience that microphones are live.

Ms. Burgess further explained that microphones will be muted; audience members can unmute themselves and anyone that has called in should mute their device.

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

### **CALL TO ORDER**

Mayor Manning called the City of Westlake Regular City Council meeting of July 12, 2021 to order at 6:32 PM

### **ROLL CALL**

Present and constituting a quorum:

Councilwoman Katrina Long-Robinson  
Councilwoman Kara Crump  
Councilman Patric Paul  
Vice Mayor JohnPaul O'Connor  
Mayor Roger Manning

Also, present:

Kenneth Cassel, City Manager  
Donald J. Doody, Interim City Attorney  
Zoie P. Burgess, CMC, City Clerk  
Suzanne Dombrowski, City Engineer  
Nilsa Zacarias, Planning & Zoning Director

### **PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

**ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA**

Mayor Manning called for any additions, deletions, or modifications to the Agenda.

Motion by Vice Mayor O'Connor to approve agenda, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES

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

**PUBLIC COMMENTS AND REQUESTS- (OPEN FORUM NON-AGENDA ITEMS)**

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Mayor Manning inquired of any public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

There being no further comments, the next item followed.

**CONSENT AGENDA**

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Mayor Manning introduced the Consent Agenda Item.

A. Approval of Meeting Minutes

1. June 14, 2021 - Regular City Council Meeting Minutes – DRAFT

B. Approval Finance Statement

1. Financial Report - May 2021

Motion by Vice Mayor O'Connor to approve Consent Agenda, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES

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

**PRESENTATIONS/PROCLAMATIONS**

A. Legislative Update

**Presented By:** Senator Bobby Powell

Mayor Manning introduced Senator Bobby Powell Jr.

Senator Bobby Powell, Jr. presented a PowerPoint presentation A View From Tallahassee. He mentioned his Leadership Roles, Legislative Process, Senator Powell's Committee Assignments, Major Session Issues, Senator Powell's Legislation, 2021 Budget Highlights, and Staff of Senate District 30.

**PUBLIC HEARING - FIRST READING**

A. **FIRST READING:** ORDINANCE 2021-08 – Establishing Qualifying Dates for the March 2022 Municipal Election

**Submitted By:** City Clerk

**ORDINANCE 2021-08**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING QUALIFYING DATES FOR THE MARCH 2022 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Manning introduced item, Ordinance 2021-08 Establishing Qualifying Date for the March 2022 Municipal Election

Ms. Burgess read into record, by title only, Ordinance 2021-08.

Mayor Manning opened the floor for discussion.

Mr. Doody explained the reason for the Ordinance.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Mayor Manning noted there were no comments from Council.

Motion by Councilwoman Crump to adopt Ordinance 2021-08, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES

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

**PUBLIC HEARING - SECOND READING**

A. **SECOND READING:** Ordinance 2021-01 - Chapter 23 Nuisances, Code of Ordinances, "Noise Ordinance"

**Submitted By:** Planning & Zoning

**ORDINANCE 2021-01**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA TO INCLUDE A CHAPTER TO BE KNOWN AS "NUISANCE" AND ARTICLE TO BE KNOWN AS "NOISE"; PROVIDING FOR DEFINITIONS; PROVIDING FOR NOISE RESTRICTIONS; PROVIDING FOR EXEMPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR REPEAL OF CONFLICTING LAWS; PROVIDING FOR SEVERABILITY OF INVALID PROVISIONS; PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Ordinance 2021-01, noting second reading and approval on first reading June 14, 2021.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Mayor Manning inquired of Council comments.

Councilman Paul inquired at what point will decibel levels be measured from the amphitheater.

Mr. Cassel said that those projections were done during the original sound study that approved the Amenity Center and its exemption from the noise levels.

Ms. Zacarias read Table 1. Allowable Exterior Sound Levels per Sound Zone (Sound Standards) and Table 2. Allowable Exterior Sound Levels per Sound Zone for Outdoor Venues Approved With Extended Hours(Sound Standards) and referenced Section 17: Enforcement program Section B.

Mr. Cassel clarified the distance for measuring decibel levels.

Mayor Manning inquired of Council questions.

Motion by Vice Mayor O'Connor to approve Ordinance 2021-01 on Second Reading, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES

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

- B. SECOND READING:** Ordinance 2021-02 Amending Ordinance 2017-7 to authorize a Residential Solid Waste Services Special Assessment

**Submitted By:** Administration

**ORDINANCE 2021-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, TO AMEND ORDINANCE 2017-7 "SOLID WASTE COLLECTION" TO AUTHORIZE AND PROVIDE FOR THE LEVY AND COLLECTION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT RELATED TO THOSE SERVICES WITHIN CITY OF WESTLAKE; AMENDING DEFINITIONS IN ORDINANCE 2017-7 AND PROVIDING FOR ADDITIONAL DEFINITIONS AND FINDINGS RELATING TO THE SPECIAL ASSESSMENT; CREATING A NEW SECTION 10A TO ORDINANCE 2017-7, ENTITLED "RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT," AND SUBSECTIONS 10A-1 THROUGH 10A-19, AUTHORIZING THE IMPOSITION**

**AND COLLECTION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL AND FOR CORRECTING ERRORS AND OMISSIONS; PROVIDING THAT RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY UPON ADOPTION OF THE RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT ROLL; ESTABLISHING PROCEDURES AND METHODS FOR THE COLLECTION OF A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENTS; ESTABLISHING THE PRIORITY OF THE LIEN OVER PRIOR RECORDED LIENS OR MORTGAGES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Ordinance 2021-02, noting second reading and approval on first reading June 14, 2021.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Mayor Manning inquired of Council comments.

Vice Mayor O'Connor asked Mr. Cassel to explain the reason for ordinance and if it is the final step to ensure direct billing.

Mr. Cassel provided further explanation of the Ordinance and how the assessment will be administered.

Mr. Doody advised that a resolution will accompany this ordinance that sets the implementation of the assessments; the ordinance creates the basis in which the City imposes the assessment.

Mayor Manning opened the floor for discussion.

Mr. Doody noted that the only change between first and second reading to ensure that are imposed on closed properties.

Motion by Vice Mayor O'Connor to adopt Ordinance 2021-02, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilwoman Long Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES

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

**C. SECOND READING:** Ordinance 2021-03 - Chapter 3 Additional Medical Uses as Permitted in the Mixed-Use Zoning District

**Submitted By:** Planning & Zoning

**ORDINANCE 2021-03**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER THREE ENTITLED "ZONING DISTRICTS AND STANDARDS", TO INCLUDE PROVISIONS FOR ADDITIONAL MEDICAL USES AS PERMITTED USES WITHIN THE MIXED USE ZONING DISTRICT; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Ordinance 2021-03, noting second reading and approval on first reading June 14, 2021. Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Councilman Paul inquired if the Emergency Center verified what will be placed on the property.

Mr. Cassel responded no. He said that a letter will be sent to find out the intentions and he said what can be placed in the mixed use area.

Mayor Manning inquired of Council Comments.

Motion by Councilman Paul to approve Ordinance 2021-03, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES

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

- D. SECOND READING:** Ordinance 2021-04 – Chapter 5 Subdivision and Site Development Standards, Land Development Regulations

**Submitted By:** Engineering

**ORDINANCE NO. 2021-04**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING MANDATORY LAND DEVELOPMENT REGULATIONS WITHIN THE CITY OF WESTLAKE WHICH SHALL BE ENTITLED “LAND DEVELOPMENT REGULATIONS”; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR SUBDIVISION AND SITE DEVELOPMENT STANDARDS; PROVIDING FOR WAIVERS AND EXEMPTIONS; PROVIDING FOR CITY COUNCIL APPROVAL; PROVIDING FOR SITE DEVELOPMENT PERMITS; PROVIDING FOR REQUIRED IMPROVEMENTS; PROVIDING FOR DRIVEWAY AND ACCESS REQUIREMENTS; PROVIDING FOR MINIMUM DESIGN STANDARDS FOR LOCAL ROADS; PROVIDING FOR TIME OF COMPLETION OF REQUIRED IMPROVEMENTS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Ordinance 2021-04, noting second reading and approval on first reading June 14, 2021. Mayor Manning asked Ms. Dombrowski to clarify outline in the staff report.

Ms. Dombrowski, City Engineer read the changes and provisions in the staff report and explained the reason for the changes. She mentioned the discussions had with staff regarding the road standard graphics to be placed in a separate book and mentioned that a proposed document will come before Council.

Mayor Manning confirmed that the City Manager and City Attorney approve of item and called for any additional questions or comments.

Mayor Manning called for a Motion.

Ms. Burgess advised that the request for public comments need to be made.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Motion by Councilwoman Crump to adopt Ordinance 2021-04, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES

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

- E. **SECOND READING:** Ordinance 2021-05 Amending Ordinance No. 2019-12 and Chapter 1 of the City's Code of Ordinances by Clarifying the Duties, Responsibilities and Composition of the Planning and Zoning Board

**Submitted By:** Administration

**ORDINANCE 2021-05**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE NO. 2019-12, ADOPTED OCTOBER 28, 2019; AMENDING CHAPTER 1 OF THE CITY'S CODE OF ORDINANCES BY CLARIFYING THE DUTIES, RESPONSIBILITIES AND COMPOSITION OF THE PLANNING AND ZONING BOARD; REPEALING ORDINANCE NO. 2016-3; REPEALING ORDINANCE NO. 2020-09, ADOPTED SEPTEMBER 14, 2020; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

Ms. Burgess read into record, by title only, Ordinance 2021-05, noting second reading and approval on first reading June 14, 2021.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Mayor Manning inquired of Administration comments.

Mr. Cassel responded no; this cleans and clarifies it.

Mayor Manning inquired of Council comments.

Motion by Councilwoman Crump to adopt 2021-05, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES

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

**PUBLIC HEARING – QUASI JUDICIAL**

A. A Resolution for the FPU Temp Gas Time Extension

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-13**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING A SEVENTH (7<sup>TH</sup>) TIME EXTENSION FOR A SPECIAL PERMIT APPLICATION OF A TEMPORARY GAS UTILITY, WITHIN POD F OF WESTLAKE TTD. FLORIDA PUBLIC UTILITIES COMPANY (FPU) IS REQUESTING A SIXTH (6) MONTH TIME EXTENSION TO DECEMBER 31, 2021, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced the item.

Ms. Burgess advised that this item requires disclosure of any Ex-Parte communications.

Ms. Burgess read into record, by title only, Resolution 2021-13.

Ms. Burgess swore in all participants that will be speaking on this item.

Ms. Zacarias presented a PowerPoint presentation of Florida Public Utilities (FPU) Seventh Time Extension Temporary Gas Facility. She advised that this is a six (6) month extension to December 31, 2021. She advised that once the construction of the permanent gas lines start the approximate timeline to complete the project is four (4) months. She said that staff is recommending FPU to submit written progress reports every three (3) months.

Doug Moreland, Manager of Gas Operations for Florida Public Utilities explained the reason for the extension and the completion date. He mentioned that construction will start on the South end on State Road A.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

**Alicia Torres 5847 Whipoorwill Circle** – Ms. Torres commented that permitting has been an issue and asked for clarification on the timeframe of completion. She asked if there will be any traffic disruptions during the construction.

Mr. Moreland responded twelve (12) to sixteen (16) weeks and said the goal is December 31<sup>st</sup>. He said that there should be few disruptions in Westlake.

Mayor Manning inquired of Council comments.

Vice Mayor O'Connor commented how realistic is the six (6) months as this is the seventh (7<sup>th</sup>) extension. He inquired if FPU will come before Council again in another six (6) months.

Mr. Moreland said that the goal is to complete the project and coming before Council again is not the goal. He commented he knows that this has been a long time, and this is realistic as FPU has the permits in place except for the last one.

Vice Mayor O'Connor requested Mr. Cassel to copy him on the two (2) progress reports.

Mr. Cassel advised that the reports have been summarized in the City Manager reports.

Vice Mayor O'Connor requested to receive detailed updates and suggested to have reports submitted bi-monthly along with more communication.

Mr. Moreland commented that FPU will be happy to finish the project and provide bi-monthly reports.

Mayor Manning inquired who will issue the last permit.



Mr. Cassel responded Seminole Improvement District (SID).

Mr. Cassel noted that SID is working through it and talking with the contractors. He advised that the final details are being worked out through Legal; this will happen in six (6) months.

Councilman Paul inquired if the containers are safe.

Mr. Moreland responded the containers are safe and are being monitored by satellite.

Council questions on safety, location of facilities and final structure.

Mr. Moreland responded to Council questions.

Mayor Manning inquired of comments.

Motion by Councilwoman Long-Robinson to approve Resolution 2021-13 including the provision to require a bi-monthly reports, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Vice Manor O'Connor YES, with the report to Council as well.

Mr. Cassel commented that the report will be forwarded to Council.

Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES

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

B. A Resolution for the Fitness Trail Site Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-18**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN FOR AN APPROXIMATELY 39 ACRES WELLNESS AND FITNESS TRAIL LOCATED AT 16302 GREEN LANE- POD I IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced the item.

Ms. Burgess advised that this item requires disclosure of any Ex-Parte communications.

Ms. Burgess read into record, by title only, Resolution 2021-18.

Ms. Burgess swore in all participants that will be speaking on this item.

Ms. Zacarias presented a PowerPoint presentation for the Wellness & Fitness Trail. She noted that the Palm Beach Sheriff's Office (PBSO) was contacted by the City Manager and there is no objection to the proposed improvements and advised that staff recommends.

Donaldson Hearing of Coteleur & Hearing on behalf of applicant Minto PBLH, LLC., presented a PowerPoint "Westlake" Wellness & Fitness Trail. He noted the area where the Fitness Trail will be located, the multi-modal pathway access points and access times. He advised that Phase II of the Adventure Park will be before Council on the August 9<sup>th</sup> agenda for approval.

Councilwoman Crump inquired as to who is responsible for maintaining the park.

Mr. Hearing confirmed SID's responsibility.

Vice Mayor O'Connor inquired on the start date.

Tara Duhy of Lewis, Longman and Walker, P.A. on behalf Minto PBLH, LLC., advised that the applicant is ready to go.

Further Council discussion on access permissions.

Mr. Doody inquired if there is anything in place that the City can rely upon that this will remain a park for any given period.

Mr. Cassel responded that this is SID's property and SID is building the facility. SID can put something out for the City, but SID's intent is always and has been in SID's Charter to provide parks etc. for the public; it can be put in the operation.

Mr. Doody advised that in terms of the approval the City should have some understanding that this will not be converted in five (5) years for some other use.

Seth Behn Lewis, Longman & Walker, P.A. District Counsel for SID advised that this a SID lake water management track and noted the reason for the secondary use.

Mr. Doody inquired if the park will be maintained for a certain amount of time.

Mr. Behn responded yes; SID has management responsibility and powers.

Mr. Doody inquired if rules and policies can be implemented by SID regulating the use of the park.

Mr. Behn confirmed that there would be and further explained that it is a public park under SID's responsibility.

Vice Mayor O'Connor asked if not used for a park will it remain a green easement.

Mr. Cassel advised that this area would be a lake or multi-modal path.

Council discussion on size of path and uses if not used as a park.

Mr. Doody said that he just wants to make it clear for the record that even though Council will be approving the item that this is SID's responsibility.

Mayor Manning inquired on public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

**Alicia Torres 5847 Whippoorwill Circle**- Ms. Torres asked Mr. Hearing to speak to the resident verses' nonresident access to the trail. She inquired if Mr. Hearing is stating that it will be accessible to everybody during daylight.

Mr. Hearing responded yes.

Mr. Cassel confirmed that it will be accessible from dusk to dawn as it is owned and operated by a public entity. He explained that it can be accessed for emergency purposes after hours for emergency personal.

Motion by Councilwoman Crump to adopt Resolution 2021-18, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES

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

C. A Resolution for the Pod H Master Sign Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-19**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN FOR THE WESTLAKE LANDINGS, COMMERCIAL PLAZA, LOCATED AT 16860 PERSIMMON BOULEVARD WEST ON APPROXIMATELY 50.826 ACRES, PURSUANT TO CHAPTER 6, OF THE SIGN CODE, MINTO PBHL LLC IS REQUESTING A MASTER SIGN PLAN APPROVAL FOR GROUND AND DIRECTIONAL SIGNAGE AND FOUR WAIVERS OF CODE PROVISIONS, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced the item.

Ms. Burgess advised that this item requires disclosure of any Ex-Parte communications.

Ms. Burgess read into record, by title only, Resolution 2021-19.

Ms. Burgess swore in all participants that will be speaking on this item.

Ms. Zacarias presented a PowerPoint presentation Pod H "Westlake Landings" Master Sign Plan. She noted that Westlake Landings was presented before the Council in June. She mentioned the total site acres of 50.826 and the waivers being requested.

Councilman Paul inquired on the signage heights for Publix.

Ms. Zacarias responded fourteen feet (14').

Mr. Cassel noted the sign location for Publix and Landings. He said that there will be consistency in this area for signage.

Mr. Doody requested for Mr. Cassel to be sworn in.

Ms. Burgess swore in Mr. Cassel to speak on this item.

Ms. Zacarias continued with the presentation and noted that only one ground sign per building is authorized.

Councilman Paul inquired on the height of the signs compared to the number of tenants.

Ms. Zacarias advised that the Code states eight (8') feet and there are six (6) tenants. The applicant wants to show more tenants; this is the reason for the increase in height.

Councilman Paul said that the Code would need to be amended.

Mr. Cassel said that staff can take a look at the Code to bring back as an adjustment to the sign code to tie in the number of tenants to the overall height without having to come back for waivers.

Ms. Duhay noted the purpose of the master sign plan and waivers. She mentioned what is looked at from a developer's perspective and said that the developer is happy with the sign plan.

Ms. Zacarias commented that every sign cannot be considered a master sign plan and there are conditions for a master sign plan.

Councilwoman Crump inquired if signage will be on the buildings.

Mr. Hearing responded there will be.

Mr. Hearing presented a PowerPoint presentation Pod H – "Westlake Landings" Master Sign Program. He advised that Minto is the master developer of the parcel and noted the benefits of the master sign plan. He mentioned the separate petition for the Self-Storage applicant. He advised that Minto is dictating to the developers the signs that can be used to ensure that signage is consistent.

Vice Mayor O'Connor inquired on the lighting of signs and signage on the buildings.

Mr. Hearing noted the use of LED lights with no special colors. He advised that tenants can have their own logo or national trademark logos.

Council discussions on the master signage.

Mr. Cassel identified the flexibility of the Code with the master sign plan. He advised that anyone that comes in without a master plan has to meet the Code criteria that has been set.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

**Alicia Torres 5847 Whippoorwill Circle**- Ms. Torres asked if there are enough empty storefronts that there are empty tenant openings in the big name sign and who maintains those empty spots.

He advised that the Master Property Owner Association (POA) for Westlake Landings will be responsible for managing and maintaining the signs.

Motion by Vice Mayor O'Connor to adopt Resolution 2021-19, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES

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

D. A Resolution for the Self-Storage – Master Sign Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-20**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN FOR A SELF SERVICE STORAGE FACILITY LOCATED IN THE WESTLAKE LANDINGS PLAZA ON POD H – PARCEL E AT 4701 SEMINOLE PRATT WHITNEY ROAD ON APPROXIMATELY 5.75 ACRES, PURSUANT TO CHAPTER 6, OF THE SIGN CODE; APPROVING WALL IDENTIFICATION SIGNS, WINDOW AND DOOR SIGNS, GROUND POST DIRECTORY SIGN AND APPROVING ONE WAIVER OF CODE PROVISIONS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

Due to a client conflict, the Interim City Counsel, Mr. Doody, recused himself and stepped down from dais. Attorney Pamala Ryan sat in for the Agenda item.

Mayor Manning introduced the item.

Ms. Burgess advised that this item requires disclosure of any Ex-Parte communications.

Ms. Burgess swore in all participants that will be speaking on this item.

Ms. Burgess read into record, by title only, Resolution 2021-20.

Ms. Zacarias presented a PowerPoint presentation Pod H Self Storage Master Sign Plan. She noted that the Site Plan Review was approved by Council at the June meeting; the signage was part of the approval. She advised that the applicant is requesting approval with one waiver; she noted the location of signage and explained the reason for the waiver.

Mr. Hearing on behalf of Pinnacle Self Storage noted Chris Perry, Owner/Developer of Pinnacle Self Storage attended the June Council meeting. He presented a PowerPoint presentation Pod H "Westlake Landings" Parcel F – Self Service Storage Master Sign Program. He noted the location of the signage, access points and how signage will be identified.

Vice Mayor O'Connor inquired on the lighting for signage facing Seminole Pratt Whitney Road.

Mr. Hearing noted that it would be push through copy lighting.

Mayor Manning inquired on Council comments.

Mr. Cassel commented that when Fire Rescue reviews they will require some kind of identification on all the other buildings; the fact that the developer has placed this in the master sign plan will help with Fire Rescue response time.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Motion by Vice Mayor O'Connor to approve Resolution 2021-20 to also include the waiver, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES

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

**PUBLIC HEARING**

- A. Resolution 2021-22 Establishing the Estimated Rate for the Residential Solid Waste Services

**Submitted By:** Administration

**RESOLUTION 2021-22**

**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, 2021; 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.**

Mayor Manning introduced the item.

Ms. Burgess noted Interim City Counsel Mr. Doody returned to the dais.

Ms. Burgess read into record, by title only, Resolution 2021-22.

Mr. Cassel said this is the final piece to put the assessment on the roll and collect the fee in the tax roll. He mentioned that the proposed rate is \$280.60 per year; it is currently \$252.24 he believes per year. He noted the difference in change and advised that he does not have the estimated cost of what the

increase maybe. He advised that by setting the rate \$280.60 the City may be able to hold that assessment flat for a couple of years until the other assessment comes up until it increases.

Councilman Paul inquired if a refrigerator is considered solid waste.

Mr. Cassel responded that this is called white goods and noted that there is a provision for white goods and bulks goods.

Councilman Paul inquired where can residents find this information.

Mr. Cassel responded he believes it is on the website and will make sure that the website is updated.

Vice Mayor O'Connor inquired on the contract renewal and the actual cost of services.

Mr. Cassel responded that the contract is coming up for renewal in 2 to 3 years. He said that the incremental increase has not been received for this year. He advised that he is expecting an increase of 2% to 3% which is allowed by the contract.

Further Council discussion on contract and fees.

Mayor Manning inquired of Council comments

Mr. Doody clarified for the record that this is the initial assessment resolution. He advised that the intent is to show that a notice will be published by August 24<sup>th</sup> this year providing for a Special Council Meeting on September 13<sup>th</sup> at 6:30 PM for Council consideration on the matter and provides for mailing to the residents.

Vice Mayor O'Connor inquired if the real figures will be available by September 13<sup>th</sup>.

Mr. Cassel responded he should have them.

Mayor Manning inquired of public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Councilwoman Long-Robinson made a recommendation for this to be updated on the website for the constituents.

Motion by Councilwoman Long-Robinson to approve Resolution 2021-22, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES

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

**NEW BUSINESS**

- A. Second addendum to professional services agreement between City of Westlake and NZ Consultants

**Submitted By:** Administration

Mayor Manning introduced the item.

Mr. Cassel explained the reason for the extension.

Mayor Manning commented on the zoning items coming through and said that he is pleased to see that Mr. Cassel has recommended renewing the contract.

Vice Mayor O'Connor commented that Ms. Zacarais does an incredible job.

Ms. Zacarias commented that it is a team effort; there is a lot of people behind the scenes.

Councilwoman Long-Robinson thanked Mr. Cassel for his recommendation to keep NZ Consultants. She commented that Ms. Zacarias has done a phenomenal job of branding.

Councilwoman Crump commented great job.

Motion by Councilwoman Long-Robinson to approve the amendment between the City of Westlake and NZ Consultants, seconded by Vice Mayor O'Connor.

**UPON ROLL CALL:**

Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES

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

B. Second Addendum to the Law Enforcement Service Agreement

**Submitted By:** Administration

Mayor Manning introduced the item.

Mr. Cassel said that the recommendation is to approve the second amendment which will be at the rate the City had before with the same number of officers.

Motion by Vice Mayor O'Connor to approve the second addendum to the Law Enforcement Services Agreement, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES

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

C. Proposed Millage Rate for the Fiscal Year 2022 Ad Valorem Tax and a Date, Time and Place for the First Public Budget Hearing

**Submitted By:** Finance

**RESOLUTION 2021-21**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SEND A PROPOSED MILLAGE RATE OF \_\_\_\_\_ MILLS TO THE PROPERTY APPRAISER FOR THE FISCAL YEAR 2022 AD VALOREM TAX AND SETTING MONDAY SEPTEMBER 13, 2021 AT 6:30 P.M. AT THE WESTLAKE COUNCIL CHAMBERS, 4005 SEMINOLE PRATT WHITNEY ROAD, WESTLAKE, FLORIDA AS THE DATE, TIME AND PLACE FOR THE FIRST PUBLIC HEARING; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Manning introduced the item.

Ms. Burgess read into record, by title only, Resolution 2021-21.

Mr. Cassel advised that the City is proposing to hold the proposed millage rate at 5.125. He mentioned that the proposed draft budget in the Council packet. He asked Council to hold a Workshop Monday, August 2<sup>nd</sup> at 6PM as a Budget Workshop to go over the Budget line by line.

Councilwoman Crump inquired on the July 26<sup>th</sup> Workshop online.

Mr. Cassel responded that there is a conflict and asked for the meeting to be held August 2<sup>nd</sup>.

Vice Mayor O'Connor commented on Ms. Burgess reading the Resolution to be determined and whether it has to be adopted today.

Mr. Cassel advised that Council has to have the discussion today to set the millage. He stated he is recommending Council to set the millage at 5.125 and noted the motion.

Mr. Doody advised that Council would be setting the millage cap; Council cannot go higher but can go lower.

Mr. Cassel responded that the millage will be able to be dropped once the City has the sufficient tax base to cover.

Mayor Manning inquired on the meeting time.

Council consensus on Workshop to be held August 2<sup>nd</sup> at 6:30 PM.

Motion by Vice Mayor O'Connor to approve Resolution 2021-21.

Ms. Burgess reminded Mayor Manning of public comments.

Mr. Doody inquired if Council has a second on the motion.

Councilman Paul seconded motion.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

**UPON ROLL CALL:**

Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES

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

**CITY COUNCIL COMMENTS**

A. Councilwoman Katrina Long-Robinson

Councilwoman Long-Robinson thanked Mr. Cassel for following up with Winn-Dixie and mentioned being copied in email for the partnership between Winn-Dixie and Seminole Ridge Community High School. She requested Mr. Cassel to provide an update at the August meeting on United Health Systems (UHS) on what the original vision was approved by Council. She requested for Council to speak with constituents in Palm Beach Gardens as UHS is planning to build there. She thanked Ms. Burgess and Ms. McNeil for coordinating to have Senator Bobby Powell present before Council. She requested for staff to coordinate to have Representative Rick Roth to present. She thanked everyone for working to get the City up and running.

B. Councilwoman Kara Crump

No Comment.



C. Councilman Patric Paul

Councilman Paul commented on golf carts being mishandled by young people; he is concerned with safety. He noted that residents really need to be responsible and not allow kids to be on golf carts that are too young to operate them.

D. Vice Mayor JohnPaul O'Connor

Vice Mayor O'Connor thanked Council for their leadership. He mentioned that he is very excited about Phase 2 of the Amenity Center and happy that Council has agreed to keep the taxes as the way they are.

E. Mayor Roger Manning

Mayor Manning thanked everyone for a great job and thanked Ms. Zacarias for her leadership over the past five (5) years. He commented that he passes the torch to Vice Mayor O'Connor and Mr. Cassel to work with Mr. Carter on City Hall. He commented that he is proud to see where the City has come in the five (5) years, and he enjoys what he does from the inside.

**REPORT - STAFF**

A. Palm Beach County Sheriff's Office - Monthly Report: June

**Submitted By:** Captain Craig Turner

For Informational Purposes Only

Mayor Manning introduced the item.

Mr. Cassel advised that Fire Rescue did not provide a report; it will be forwarded to Council once received.

Captain Craig Turner commented it is the coolest thing to see a City grow and thanked everyone for what they do every day. He provided updates and mentioned that the Traffic Agreement has been turned into Palm Beach County Sheriff's (PBSO) Legal; he will follow up to find out when it will be returned to the City.

Vice Mayor O'Connor inquired on the Hammocks Traffic Agreement. He asked if any PBSO Deputy can enforce the traffic agreement behind the gates or does it have to be a Westlake assigned PBSO Deputy.

Captain Turner responded that the agreement studies the roadways and signage to make sure that it is legal, and it does not give the deputies within Westlake right to enforce in that area. He said that PBSO does not want deputies getting involved in neighborhood issues as law enforcement officers and they are to report issues to the District. If PBSO finds out that deputies are getting into neighborhood disputes PBSO will interject and make sure that it stops.

Vice Mayor O'Connor asked Mr. Cassel if the Hammocks has submitted their agreement.

Mr. Cassel responded that he has not received anything from Cresswind nor the Hammocks.

Vice Mayor O'Connor said that he will check with John Hutchins of the Homeowners Association.

**REPORT - CITY ATTORNEY**

Mayor Manning introduced the item.

Mr. Doody advised that he does not have anything.

**REPORT - CITY MANAGER**

Mayor Manning introduced the item.

Mr. Cassel advised Council that the Request for Qualification (RFQ) for Attorney Services is prepared but he recommends that the City remain with Goren, Cherof, Doody & Ezrol, P.A. until after the March 2022 Election; and go out with the RFQ at this time if the new Council members desire to; this way the new Council has their stamp on it.

Mayor Manning inquired on the ninety (90) day period submitted by the Interim Counsel.

Mr. Doody responded that the firm serves at the will of this Council.

Vice Mayor O'Connor asked Mr. Cassel to provide the cost on what was previously spent on Legal and what is being spent on Interim Counsel, and the benefits of an outside firm verses inhouse Counsel.

Mr. Cassel responded that the City is averaging \$13k a month on the lower end; this would put the City at about \$156k - \$175k total a year. He mentioned in the proposed budget a figure of \$275k has been allocated . He noted what the firm has been providing the City and is well within the amount and explained why. He mentioned that Engineering's contract will come back before Council this year for a recommendation to extend.

Mayor Manning inquired at what point does Council decide whether to stay with the current firm until March and is this something Council can decide on now.

Mr. Cassel responded Council can ask the firm right now if the firms minds staying on.

Mr. Doody said that the issue is if Council wants to carry out the RFQ.

Council discussion on whether to carry out the RFQ or extend services.

Motion by Vice Mayor O'Connor to extend Interim City Services until April 2022, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES

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

Mr. Cassel provided a follow up on fireworks from Zambelli's Group for a next year Fourth of July celebration. He noted that funds are in the budget for this. He noted that the Building Department is changing software from Blueprints to Cityview. He mentioned the meeting between Palm Beach County Fire Rescue (PBCFR) and commented that PBCFR has conveyed that they are the City's Fire Department. He said that PBCFR will not do anything without letting the City know what is going on. He mentioned the projects taken place.; mentioned the positions be added to the Building Department; he noted the total inspections being done and processed a day. He commented he is thankful for the staff and vendors that he has. He mentioned the next traffic shift scheduled for August 8th; the 24/7 live voice services to take calls and customer is coming online for Seminole Improvement District.

Council discussion on fireworks and corporate sponsorship

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**PUBLIC COMMENTS - AGENDA ITEMS ONLY**

*This section of the agenda allows for comments from the public to speak on items only presented on the agenda. 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.*

Mayor Manning called for public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

**Alicia Torres - 5847 Whippoorwill Circle** - Ms. Torres asked when the 24/7 SID Customer Service calls be effective.

Mr. Cassel responded by the end of the week and noted that callers will call the same SID number except the calls will go to a live person.

Mr. Torres inquired on the emergency communication notification system between City and the SID.

Mr. Cassel responded that he has to follow up with the City Clerk to see how to integrate the two together.

**ADJOURNMENT**

Mayor Manning identified the next Regular Council Meeting and adjourned at 9:37 PM.

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Zoie P. Burgess, City Clerk

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Roger Manning, Mayor

**File Attachments for Item:**

1. Financial Report - June 2021



## MEMORANDUM

**TO: Members of the City Council, City of Westlake**  
**FROM: Steven Fowler, Accountant; Trumaine Easy, Accounting Director**  
**CC: Ken Cassel, City Manager**  
**DATE: July 20, 2021**  
**SUBJECT: June Financial Report**

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Please find attached the June 2021 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](mailto:Steven.Fowler@inframark.com).

### **General Fund**

- Total Revenues through June were approximately 53% of the annual budget. FY2021 Ad Valorem Tax collections were approximately 96%. The annual budget includes revenue from a funding agreement with the Developer. The Developer is invoiced quarterly for any year-to-date excess of actual expenditures over actual revenue. The Developer was invoiced in July for the deficit at June 30.
- Total Expenditures through June were approximately 66% of the annual budget.

### **Special Revenue Fund – Housing Assistance Program**

- Total Revenues through June were approximately 580% of the annual budget, which is a result of a higher than anticipated rate of residential construction. 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 June were approximately 132% of the annual budget.
- Total Expenditures through June were approximately 66% of the annual budget.

# City of Westlake

## Financial Report

*June 30, 2021*



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**City of Westlake**

**Financial Statements**

**June 30, 2021**



**Balance Sheet**  
June 30, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<b><u>ASSETS</u></b>				
<b>Current Assets</b>				
Cash - Checking Account	\$ 1,657,491	\$ -	\$ -	\$ 1,657,491
Accounts Receivable	670	-	-	670
Due From Other Districts	719	-	-	719
Due From Other Funds	-	-	1,542,009	1,542,009
Investments:				
Money Market Account	552,621	1,916,037	-	2,468,658
Deposits	641	-	-	641
<b>Total Current Assets</b>	<b>2,212,142</b>	<b>1,916,037</b>	<b>1,542,009</b>	<b>5,670,188</b>
<b>Noncurrent Assets</b>				
Mortgages Receivable	-	369,146	-	369,146
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>369,146</b>	<b>-</b>	<b>369,146</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,212,142</b>	<b>\$ 2,285,183</b>	<b>\$ 1,542,009</b>	<b>\$ 6,039,334</b>
<b><u>LIABILITIES</u></b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 58,866	\$ 4,154	\$ 104,601	\$ 167,621
Accrued Expenses	5,500	-	66,922	72,422
DBPR surcharge	7,542	-	-	7,542
DCA surcharge	11,145	-	-	11,145
Unearned Revenue	114,754	-	-	114,754
Deferred Revenue-Developer Submittals (Minto)	-	-	8,669	8,669
Other Current Liabilities	665,544	-	-	665,544
Due To Other Funds	1,542,009	-	-	1,542,009
<b>Total Current Liabilities</b>	<b>2,405,360</b>	<b>4,154</b>	<b>180,192</b>	<b>2,589,706</b>
<b>TOTAL LIABILITIES</b>	<b>2,405,360</b>	<b>4,154</b>	<b>180,192</b>	<b>2,589,706</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Deposits	641	-	-	641
<b>Restricted for:</b>				
Special Revenue	-	2,281,029	1,361,817	3,642,846
<b>Unassigned:</b>				
	(193,859)	-	-	(193,859)
<b>TOTAL FUND BALANCES</b>	<b>\$ (193,218)</b>	<b>\$ 2,281,029</b>	<b>\$ 1,361,817</b>	<b>\$ 3,449,628</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,212,142</b>	<b>\$ 2,285,183</b>	<b>\$ 1,542,009</b>	<b>\$ 6,039,334</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2021

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ -	\$ 450	\$ 450
Ad Valorem Taxes	1,164,549	1,164,549	1,119,844	(44,705)
Ad Valorem Taxes - Discounts	(46,582)	(46,582)	(43,037)	3,545
Local Option Gas Tax	100	-	-	-
FPL Franchise	113,700	85,275	91,520	6,245
Electricity	152,900	114,675	92,915	(21,760)
Water	27,000	20,250	25,367	5,117
Gas	19,000	14,250	21,057	6,807
Communication Services Taxes	17,800	13,350	19,744	6,394
Occupational Licenses	5,000	3,750	1,625	(2,125)
Building Permits - Admin Fee	45,500	34,125	90,281	56,156
Other Licenses, Fees & Permits	2,300	1,725	635	(1,090)
State Revenue Sharing Proceeds	4,700	3,525	3,889	364
Administrative Fees	10,500	7,875	8,144	269
Other Public Safety Chrgs/Fees	2,500	1,875	3,424	1,549
Garbage/Solid Waste Revenue	3,600	2,700	164,982	162,282
Other Operating Revenues	13,200	9,900	13,898	3,998
Judgements and Fines	-	-	597	597
Interest - Tax Collector	-	-	175	175
Developer Contribution	1,512,933	-	-	-
Lien Search Fee	-	-	4,038	4,038
<b>TOTAL REVENUES</b>	<b>3,048,700</b>	<b>1,431,242</b>	<b>1,619,548</b>	<b>188,306</b>
<b>EXPENDITURES</b>				
<b>Legislative</b>				
Mayor/Council Stipend	146,400	109,800	109,800	-
FICA Taxes	11,200	8,400	8,400	-
ProfServ-Legislative Expense	24,000	-	-	-
Public Officials Insurance	3,900	2,925	4,025	(1,100)
Misc-Event Expense	25,000	-	-	-
Council Expenses	15,000	11,250	5,265	5,985
Dues, Licenses, Subscriptions	1,900	1,900	1,395	505
<b>Total Legislative</b>	<b>227,400</b>	<b>134,275</b>	<b>128,885</b>	<b>5,390</b>
<b>City Manager</b>				
Contracts-City Manager	222,900	167,175	167,175	-
Office Supplies	15,500	11,625	8,768	2,857
Dues, Licenses, Subscriptions	2,200	1,650	2,078	(428)
<b>Total City Manager</b>	<b>240,600</b>	<b>180,450</b>	<b>178,021</b>	<b>2,429</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2021

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
<b><u>City Clerk</u></b>				
ProfServ-Web Site Maintenance	18,000	13,500	9,450	4,050
Contracts-City Clerk	125,100	93,825	93,825	-
Postage and Freight	1,400	1,050	877	173
Printing	22,500	1,459	1,459	-
Legal Advertising	28,200	21,150	15,497	5,653
Miscellaneous Services	-	-	341	(341)
Dues, Licenses, Subscriptions	1,400	1,400	9,385	(7,985)
<b>Total City Clerk</b>	<b>196,600</b>	<b>132,384</b>	<b>130,834</b>	<b>1,550</b>
<b><u>Finance</u></b>				
Auditing Services	5,300	5,300	5,250	50
Contracts-Finance	92,700	69,525	69,525	-
<b>Total Finance</b>	<b>98,000</b>	<b>74,825</b>	<b>74,775</b>	<b>50</b>
<b><u>Legal Counsel</u></b>				
ProfServ-Legal Services	404,000	303,000	39,124	263,876
ProfServ-Other Legal Charges	-	-	339,175	(339,175)
Outside Legal Services	115,000	-	-	-
Miscellaneous Services	-	-	180	(180)
Miscellaneous Expenses	10,100	7,575	5,891	1,684
<b>Total Legal Counsel</b>	<b>529,100</b>	<b>310,575</b>	<b>384,370</b>	<b>(73,795)</b>
<b><u>Other Administrative Services</u></b>				
ProfServ-Info Technology	144,700	108,525	131,796	(23,271)
ProfServ-Compliance Service	25,000	-	-	-
Contracts-Admin. Service	158,700	119,025	119,025	-
Misc-Public Relations	50,000	-	-	-
General Government	115,000	16,344	16,344	-
Emergency Comm. Program	25,000	-	-	-
<b>Total Other Administrative Services</b>	<b>518,400</b>	<b>243,894</b>	<b>267,165</b>	<b>(23,271)</b>
<b><u>Facility Services</u></b>				
Telephone, Cable & Internet Service	21,200	15,900	10,858	5,042
Lease - Copier	20,500	15,375	11,985	3,390
Lease - Building	12,500	500	500	-
Insurance (Liab,Auto,Property)	4,000	4,000	4,088	(88)
Miscellaneous Services	1,200	900	1,043	(143)
Cleaning Services	43,500	23,186	23,186	-
Principal-Capital Lease	7,600	5,620	5,644	(24)
Interest-Capital Lease	2,600	2,020	2,017	3
<b>Total Facility Services</b>	<b>113,100</b>	<b>67,501</b>	<b>59,321</b>	<b>8,180</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Community Services</u></b>				
Contracts-Solid Waste	-	-	190,388	(190,388)
Contracts-Sheriff	662,000	496,500	487,500	9,000
Electricity	43,300	32,475	61,399	(28,924)
R&M-Community Maintenance	26,700	20,025	20,025	-
Operating Supplies	25,000	18,750	27,238	(8,488)
<b>Total Community Services</b>	<b>757,000</b>	<b>567,750</b>	<b>786,550</b>	<b>(218,800)</b>
<b><u>Other Fees and Charges</u></b>				
Misc-Contingency	134,000	6,409	6,409	-
<b>Total Other Fees and Charges</b>	<b>134,000</b>	<b>6,409</b>	<b>6,409</b>	<b>-</b>
<b><u>Reserves</u></b>				
1st Quarter Operating Reserves	234,500	175,875	-	175,875
<b>Total Reserves</b>	<b>234,500</b>	<b>175,875</b>	<b>-</b>	<b>175,875</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>3,048,700</b>	<b>1,893,938</b>	<b>2,016,330</b>	<b>(122,392)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(462,696)	(396,782)	65,914
Net change in fund balance	\$ -	\$ (462,696)	\$ (396,782)	\$ 65,914
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>203,563</b>	<b>203,563</b>	<b>203,563</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 203,563</b>	<b>\$ (259,133)</b>	<b>\$ (193,219)</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ -	\$ 2,866	\$ 2,866
Donations	150,000	112,500	867,000	754,500
<b>TOTAL REVENUES</b>	<b>150,000</b>	<b>112,500</b>	<b>869,866</b>	<b>757,366</b>
<b>EXPENDITURES</b>				
<b>Public Assistance</b>				
Misc-Admin Fee (%)	11,300	8,475	12,298	(3,823)
Assistance Program	138,700	104,025	-	104,025
<b>Total Public Assistance</b>	<b>150,000</b>	<b>112,500</b>	<b>12,298</b>	<b>100,202</b>
<b>TOTAL EXPENDITURES</b>	<b>150,000</b>	<b>112,500</b>	<b>12,298</b>	<b>100,202</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	857,568	857,568
Net change in fund balance	\$ -	\$ -	\$ 857,568	\$ 857,568
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>1,423,461</b>	<b>1,423,461</b>	<b>1,423,461</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,423,461</b>	<b>\$ 1,423,461</b>	<b>\$ 2,281,029</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Building Permits	\$ 1,159,200	\$ 869,400	\$ 1,980,836	\$ 1,111,436
Reinspection Fees	8,600	6,450	37,700	31,250
Building Permits - Surcharge	2,000	1,500	23,878	22,378
Other Building Permit Fees	15,000	11,250	63,300	52,050
Building Permits - Admin Fee	64,400	48,300	124,956	76,656
Engineering Permits	590,900	443,175	435,969	(7,206)
Planning & Zoning Permits	231,000	173,250	70,381	(102,869)
<b>TOTAL REVENUES</b>	<b>2,071,100</b>	<b>1,553,325</b>	<b>2,737,020</b>	<b>1,183,695</b>
<b>EXPENDITURES</b>				
<b>Comprehensive Planning</b>				
ProfServ-Engineering	562,900	422,175	219,758	202,417
ProfServ-Info Technology	28,100	21,075	25,623	(4,548)
ProfServ-Planning/Zoning Board	231,000	173,250	215,279	(42,029)
ProfServ-Consultants	28,000	21,000	4,325	16,675
ProfServ-Building Permits	1,219,900	914,925	901,457	13,468
Outside Legal Services	-	-	825	(825)
Postage and Freight	-	-	19	(19)
Telephone, Cable & Internet Service	1,200	900	857	43
Lease - Copier	-	-	3,800	(3,800)
Printing	-	-	681	(681)
Miscellaneous Services	-	-	378	(378)
Office Supplies	-	-	2,200	(2,200)
<b>Total Comprehensive Planning</b>	<b>2,071,100</b>	<b>1,553,325</b>	<b>1,375,202</b>	<b>178,123</b>
<b>TOTAL EXPENDITURES</b>	<b>2,071,100</b>	<b>1,553,325</b>	<b>1,375,202</b>	<b>178,123</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	1,361,818	1,361,818
Net change in fund balance	\$ -	\$ -	\$ 1,361,818	\$ 1,361,818
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	-	-	-	
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,361,818</b>	

# **City of Westlake**

## **Supporting Schedules**

**June 30, 2021**

### Cash and Investment Report

June 30, 2021

<b>GENERAL FUND</b>
---------------------

<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	\$1,657,491
Money Market	BankUnited	MMA	0.20%	\$552,621
		<b>Subtotal</b>		<b><u>\$2,210,112</u></b>

<b>SPECIAL REVENUE FUND</b>
-----------------------------

Money Market	BankUnited	MMA	0.20%	\$1,916,037
		<b>Subtotal</b>		<b><u>\$1,916,037</u></b>
		<b>Total</b>		<b><u><u>\$4,126,148</u></u></b>



**City of Westlake**

Bank Reconciliation

Bank Account No. [REDACTED] Bank United GF  
 Statement No. 0621  
 Statement Date 6/30/2021

<b>G/L Balance (LCY)</b>	1,657,491.05	<b>Statement Balance</b>	1,687,414.16
<b>G/L Balance</b>	1,657,491.05	<b>Outstanding Deposits</b>	50.00
<b>Positive Adjustments</b>	0.00		
<hr/>		<b>Subtotal</b>	1,687,464.16
<b>Subtotal</b>	1,657,491.05	<b>Outstanding Checks</b>	29,973.11
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<hr/>			
<b>Ending G/L Balance</b>	1,657,491.05	<b>Ending Balance</b>	1,657,491.05
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference	
<b>Outstanding Checks</b>							
6/15/2021	Payment	[REDACTED]	ADVANCED DISPOSAL	25,378.55	0.00	25,378.55	
6/21/2021	Payment	[REDACTED]	COPPERFASTEN TECHNOLOGIES LIMITED	990.00	0.00	990.00	
6/21/2021	Payment	[REDACTED]	MILNER INC LEASE	3,378.28	0.00	3,378.28	
6/21/2021	Payment	[REDACTED]	SKYY COVE, LLC	150.00	0.00	150.00	
6/30/2021	Payment	[REDACTED]	Payment of Invoice 004459	76.28	0.00	76.28	
<b>Total Outstanding Checks.....</b>				<b>29,973.11</b>		<b>29,973.11</b>	
 <b>Outstanding Deposits</b>							
6/29/2021		DEP01763	GP TRASH BIN	G/L Acc	50.00	0.00	50.00
<b>Total Outstanding Deposits.....</b>				<b>50.00</b>		<b>50.00</b>	

**File Attachments for Item:**

**A. SECOND READING:** Ordinance 2021-08 – Establishing Qualifying Dates for the March 2022 Municipal Election

**Submitted By:** City Clerk

**ORDINANCE 2021-08**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING QUALIFYING DATES FOR THE MARCH 2022 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		August 9, 2021	<b>Submitted By:</b> City Clerk	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		<b>SECOND READING:</b> ORDINANCE 2021-08 – Establishing Qualifying Dates for the March 2022 Municipal Election		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		<b>Motion to approve Ordinance 2021 Establishing Qualifying Dates for the March 2022 Municipal Election</b>		
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>The City's general municipal election is held annually on the second Tuesday in March. Currently the City's qualifying period for the general election begins on the last Tuesday of January to the second Tuesday of February.</p> <p>The PBC Supervisor of Elections (SOE) is strongly recommending that all municipalities change their qualifying periods for the March 2022 Municipal Election (March 8, 2022) so that qualifying ends on or before the 95<sup>th</sup> day before election (December 3, 2021) to accommodate statutory vote-by-mail requirements and allow SOE staff the appropriate time for election preparations.</p>		
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>		<b>BUDGET:</b>	
	<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
	<b>EXHIBIT(S):</b>	x	<b>OTHER:</b>	
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	ORDINANCE 2021-08 EXHIBIT "A" - Palm Beach County Supervisor of Elections Memo			
<b>SELECT, if applicable</b>	<b>RESOLUTION:</b>		<b>ORDINANCE:</b>	x
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <b><u>Please keep text indented.</u></b>	<p style="text-align: center;"><b>ORDINANCE 2021-08</b></p> <p><b>AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING QUALIFYING DATES FOR THE MARCH 2022 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE</b></p>			
<b>FISCAL IMPACT (if any):</b>	N/A		\$ --	

**ORDINANCE 2021-08**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING QUALIFYING DATES FOR THE MARCH 2022 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Section 11 (Elections) of the City Charter sets the dates for qualifying for municipal elections from and including noon on the last Tuesday in January to and including noon on the second Tuesday in February, of the year in which the election is held; and

**WHEREAS**, in order to accommodate the statutory vote-by-mail requirements, the Palm Beach County Supervisor of Elections (“SOE”) has “strongly recommended” that the City amend its qualifying period to ensure that it ends no later than Friday, December 3, 2021, ninety-five (95) days before Election Day. A copy of the SOE’s request is attached hereto as Exhibit “A” and incorporated herein; and

**WHEREAS**, the SOE has further advised that it may not be able to accommodate the elections of those municipalities that do not change their qualifying dates, as requested; and

**WHEREAS**, Section 166.021(4), F.S., authorizes the City Council, by ordinance, to amend the qualifying dates set forth in the City Charter; and

**WHEREAS**, in response to the SOE’s request, the City Council seeks to change the qualifying dates for the City’s March 2022 general election to Tuesday, November 2, 2021, at 12:00 p.m., through Tuesday, November 9, 2021 at 12:00 p.m.; and

**WHEREAS**, the City Council finds that changing the dates of the City’s March 2022 general municipal election, as requested by the SOE, is in the best interests of the citizens and residents of the City.

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

**Section 1: Incorporation.** The facts and recitations contained in the preamble of this ordinance are adopted and incorporated by reference as if set forth herein. All exhibits attached hereto are expressly incorporated herein and made a part of this ordinance.

**Section 2:** In accordance with Section 166.021(4), F.S., and at the request of the Palm Beach County Supervisor of Elections, the qualifying dates for the City's March 2022 general election are hereby established as Tuesday, November 2, 2021, at 12:00 p.m., through Tuesday, November 9, 2021 at 12:00 p.m.

**Section 3: Conflicts.** All ordinances and parts of ordinances which conflict with this ordinance are hereby repealed.

**Section 4: 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 5: Effective Date:** This Ordinance shall be effective upon adoption on second reading.

THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

**PASSED AND APPROVED** on this \_\_\_\_ day of \_\_\_\_\_, 2021, on first reading.

**PUBLISHED** on this \_\_\_\_ day of \_\_\_\_\_, 2021 in the Palm Beach Post.

**PASSED AND ADOPTED** on this \_\_\_\_ day of \_\_\_\_\_ 2021, on second reading.

CITY OF WESTLAKE, FLORIDA

\_\_\_\_\_  
Mayor, Roger Manning

ATTEST:

\_\_\_\_\_  
City Clerk, Zoie P. Burgess, CMC

Approved as to Form and Sufficiency

\_\_\_\_\_  
Interim City Attorney's Office



Dear Municipal Clerks, Commissions, and Councils,

Congratulations to those of you who participated in a successful 2021 election cycle! The recent March Elections demonstrated the municipalities' commitment to democracy and to the voters of Palm Beach County. We were honored to work with you.

The Palm Beach County Supervisor of Elections office (SOE) is committed to facilitating secure, transparent, and accurate elections. To that end, due to updates in Florida Law in recent years, we have determined that certain changes in municipal charters and ordinances are necessary to ensure the efficient and cost-effective administration of future elections.

### *Qualifying Dates*

To accommodate statutory vote-by-mail requirements, the SOE strongly recommends that each municipality who has not already done so amend its qualifying period so that its qualifying period ends on or before the 95<sup>th</sup> day before Election Day.

For example, qualifying for the March 8, 2022 election would end no later than Friday, December 3, 2021, allowing the SOE staff to program the necessary elections, create and proofread the ballot language, submit ballot templates to participating municipalities for approval, print vote-by-mail ballots, and prepare those ballots for mailing. We mail the military and overseas ballots 45 days before the election.

Failure to amend the qualifying period may result in the inability of the SOE to accommodate the elections of those municipalities. Our system does not allow us to "close" or move forward one city at a time, so any delay by one municipality results in our inability to move forward with the others.

### *Runoff Elections*

While many municipalities no longer hold runoff elections, several still maintain provisions requiring a majority vote to win an election. Many municipalities have mentioned to us that the runoff elections are detrimental to their budgets because often the municipality has not budgeted for that expense. With so few holding runoff elections, the municipality does not benefit from the same degree of cost sharing as a Uniform Municipal Election that is held simultaneously with other municipalities. The county does not fund the municipal elections.

Please understand that we are happy to hold runoff elections, but are cognizant of the cost burden it places on municipalities. If you determine that you no longer wish to have runoff elections, please revise your charters or ordinances accordingly.



### *Polling Locations*

It has come to our attention that some charters include provisions requiring specific polling locations or specifying that polling locations be within city or town limits. While this may not present an issue for stand-alone elections, when municipalities wish to participate in uniform or countywide elections, this becomes logistically problematic and expensive, if not impossible. The SOE urges municipalities to remove any provisions to this effect, as it will be impossible to guarantee specific polling locations in future elections if the municipality is joining a countywide election.

### *Single Canvassing Board for Uniform Municipal Elections*

The final question presented for consideration by the municipalities is the designation of the Palm Beach County Supervisor of Elections as the official Supervisor of each Uniform Municipal Election, such that one single Canvassing Board may be empowered to canvass all of the municipal elections held simultaneously on a given day. The municipal clerks would still be qualifying officers for their municipality's candidates.

This is an optional service, and each municipality can make its own determination as to whether they want to designate the Palm Beach County Supervisor of Elections as the official Supervisor of their election. As required under the Florida election laws, at least one (1) member of the Canvassing Board is required to be present during activities such as the pre-election testing of tabulation equipment (the Logic and Accuracy test), opening, tabulation, duplication, and the canvassing of ballots. A municipality may choose to maintain its own Canvassing Board; however, if they choose to do so, the Supervisor of Elections may elect not to serve as a Canvassing Board member for that municipality.

In some municipalities, an election may be required in order to make these changes. The Secretary of State has called for a Special Primary Election on November 2, 2021, for the U.S. House of Representatives District 20 seat. While this district may not include a municipality that would be required to have an election, we will be happy to accommodate a municipality that wishes to do so. (If the municipality is within Congressional District 20, it would also result in a cost savings to that municipality.) Please let the Supervisor of Elections know by July 15, 2021, whether your municipality plans to participate in the November 2, 2021 election. We will not be able to hold an election outside of this date.





**Wendy Sartory Link**  
Palm Beach County Supervisor of Elections  
[www.pbcelections.org](http://www.pbcelections.org)

Again, congratulations on a successful election season. The Palm Beach County Supervisor of Elections looks forward to many future elections in partnership with our local governments.

Sincerely,

Wendy Sartory Link  
Supervisor of Elections Palm Beach County

240 South Military Trail, West Palm Beach, FL 33415 | Post Office Box 22309, West Palm Beach, FL 33416  
Telephone: 561.656.6200 | Fax Number: 561.656.6287

**File Attachments for Item:**

A. A Resolution for the POD PC-1 Westlake Recreation Center Phase 2

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-05**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN SUBMITTED BY MINTO PBLH, LLC FOR POD PC-1, AMENITY PARCEL PHASE 2, KNOWN AS WESTLAKE ADVENTURE PARK LOCATED AT 5490 KINGFISHER BOULEVARD IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		8/9/21	<b>Submitted By:</b> Gina Lawrence		
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		A Resolution for the POD PC-1 Westlake Recreation Center Phase 2			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to approve Resolution 2021-05, the POD PC-1 Westlake Recreation Center Phase 2			
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>The subject application is located on Pod PC-1 that includes a total of 14.88 acres and is situated on the east side of Seminole Pratt Whitney Road. <b>Phase 2</b> (4.17 acres) will complete the development of the amenity parcel, <i>Westlake Adventure Park</i>.</p> <p>The applicant is requesting approval of a Site Plan Review for <b>Phase 2</b> of the PC-1 Amenity Center known as Westlake Adventure Park. Phase 2 will add one (1) approximately 3,407 sq. ft. adult only swimming pool with a lap area, one (1) approximately 6,903 sq. ft. lodge building, one (1) approximately 323 sq. ft. pool entry building, one (1) pool cabana building and four (4) basketball courts. The application includes one (1) monument sign, a parking area and a landscaping plan.</p> <p>The initial <b>Phase 1</b> (10.72 acres) of the subject Amenity Center was approved by the City Council on February 1, 2018. The application included a swimming pool, pavilions, concession areas, outdoor amphitheater, BMX pump park and landscaping.</p>			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>	X	<b>PROCLAMATION:</b>	
		<b>EXHIBIT(S):</b>	X	<b>OTHER:</b>	
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Resolution 2021-05, Staff report, Application, Justification Statement, Final Site Plan, Architectural Narrative, Landscape plan, Photometric Plan, Conceptual Engineering, Graphics			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>	X	<b>ORDINANCE:</b>	
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <b><u>Please keep text indented.</u></b></i>		A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN SUBMITTED BY MINTO PBLH, LLC FOR POD PC-1, AMENITY PARCEL PHASE 2, KNOWN AS WESTLAKE ADVENTURE PARK LOCATED AT 5490 KINGFISHER BOULEVARD IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.			

<b>FISCAL IMPACT</b> <i>(if any):</i>		\$
---------------------------------------	--	----

**RESOLUTION 2021-05**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN SUBMITTED BY MINTO PBLH, LLC FOR POD PC-1, AMENITY PARCEL PHASE 2, KNOWN AS WESTLAKE ADVENTURE PARK LOCATED AT 5490 KINGFISHER BOULEVARD IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City's Land Development Regulations provides procedures for the review and adoption of site plans by the City Council; and

**WHEREAS**, the developer Minto PBLH, LLC, submitted an application for a Site Plan review and approval for Pod PC-1 – Amenity Parcel Phase 2, known as Westlake Adventure Park, located at 5490 Kingfisher Boulevard Westlake, Florida, 33470, containing approximately 4.17 acres, legally described in the attached Exhibit "A", and

**WHEREAS**, City staff has reviewed the proposed Site Plan Application, SPR -2020-11, which consists of an approximately 6,903 sq. ft. lodge building, an approximately 323 sq. ft. pool entry building, an approximately 3,407 sq. ft. adult only swimming pool with a lap area, a pool cabana building and four (4) basketball courts all as provided in the attached Exhibit "B", (Site Plan); and

**WHEREAS,** City staff has reviewed the drainage requirements, the landscape plans and other site related improvements for the Site Plan, and finds the application consistent with the City's Interim Land Development Regulations and the City's Codes; and

**WHEREAS,** the Site Plan is consistent with all of the requirements of the City of Westlake's Interim Land Development Regulations and the City's Codes, the city staff recommends approval of the SitePlan Review; and

**WHEREAS,** pursuant to law, notice has been given by publication in a paper of general circulation in Palm Beach County, notifying the public of this proposed resolution and of the public hearing; and

**WHEREAS,** the City Council for the City of Westlake finds that the adoption of this resolution is in the best interest and welfare of the residents of the City of Westlake.

**THAT:**

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

**Section 1: Recitals:** The above recitals are true and correct and are incorporated here in by thisreference.

**Section 2: Approval of Site Plan:** The City Council for the City of Westlake hereby approves the Site Plan Application, SPR 2020-11, submitted by Minto PBLH, LLC for Pod PC-1– Amenity Parcel Phase 2, known as Westlake Adventure Park which consists of an approximately 6,903 sq. ft. lodge building, an approximately 323 sq. ft. pool entry building, an approximately 3,407 sq. ft. adult only swimming pool with a lap area, a pool cabana building and four (4) basketball

courts located at located at 5490 Kingfisher Boulevard, Westlake, Florida, 33470, as described in the Site Plan, attached hereto as Exhibit "B", located on approximately 4.17 acres, in the City of Westlake, and in Palm Beach County, Florida.

**Section 3. Conflicts:** All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

**Section 4. Severability:** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

**Section 5: Effective Date:** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 9<sup>th</sup> day of August, ,2021.

**PUBLISHED** on this -- day of July, 2021 in the Palm Beach Post.

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City of Westlake  
Roger Manning, Mayor

---

Zoie Burges, City Clerk

---

Approved as to Form and Sufficiency  
Donald Doody, Interim City Attorney

Exhibit "A"

Legal Description

Westlake Amenity Parcel (PC-1)

DESCRIPTION:

A PARCEL OF LAND BEING O.S.T. 3 AS SHOWN ON THE PLAT OF TOWN CENTER PARKWAY NORTH AS RECORDED IN PLAT BOOK 123, PAGES 106 THROUGH 118, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA AND A PORTION OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCE** AT THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST; THENCE S.01°33'05"W. ALONG THE EAST LINE OF SAID SECTION 1, A DISTANCE OF 250.33 FEET TO A POINT ON THE NORTH LINE OF THE 80 FOOT M-CANAL EASEMENT AS RECORDED IN DEED BOOK 1156, PAGE 58 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA AND AS SHOWN IN ROAD PLAT BOOK 6, PAGE 136 OF SAID RECORDS, AND AS MONUMENTED; THENCE S.88°36'57"W. ALONG SAID NORTH LINE OF THE 80 FOOT M-CANAL EASEMENT, A DISTANCE OF 2750.66 FEET; THENCE S.01°23'03"E., DEPARTING SAID NORTH LINE OF 80.00 FOOT M-CANAL EASEMENT, A DISTANCE OF 1542.71 FEET TO A POINT ON THE SOUTH BOUNDARY OF TOWN CENTER PARKWAY NORTH AS RECORDED IN PLAT BOOK 123, PAGES 106 THROUGH 118, OF SAID PUBLIC RECORDS; THENCE CONTINUE ALONG SAID SOUTH BOUNDARY OF TOWN CENTER PARKWAY NORTH FOR THE FOLLOWING FOUR (4) COURSES; 1) THENCE N.90°00'00"E., A DISTANCE OF 357.06 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE SOUTHWEST WITH A RADIUS OF 950.00 FEET; 2) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 24°39'15", A DISTANCE OF 408.78 FEET TO A NON-TANGENT INTERSECTION; 3) THENCE S.12°19'26"E., A DISTANCE OF 55.23 FEET; 4) THENCE S.59°12'32"W., A DISTANCE OF 75.09 FEET TO THE **POINT OF BEGINNING**; THE FOLLOWING SIX (6) COURSES BEING ALONG THE SOUTHWESTERLY BOUNDARY LINE OF TOWN CENTER PARKWAY AS SHOWN ON SAID PLAT OF TOWN CENTER PARKWAY NORTH; 1) THENCE N.75°15'27"E., A DISTANCE OF 61.91 FEET TO A NON-TANGENT INTERSECTION WITH A CURVE CONCAVE SOUTHWESTERLY WITH A RADIUS OF 950.00 FEET AND A RADIAL BEARING OF S.34°05'18"W. AT SAID INTERSECTION; 2) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 31°09'00", A DISTANCE OF 516.48 FEET TO THE POINT OF TANGENCY; 3) THENCE S.24°45'42"E., A DISTANCE OF 66.74 FEET TO THE POINT OF

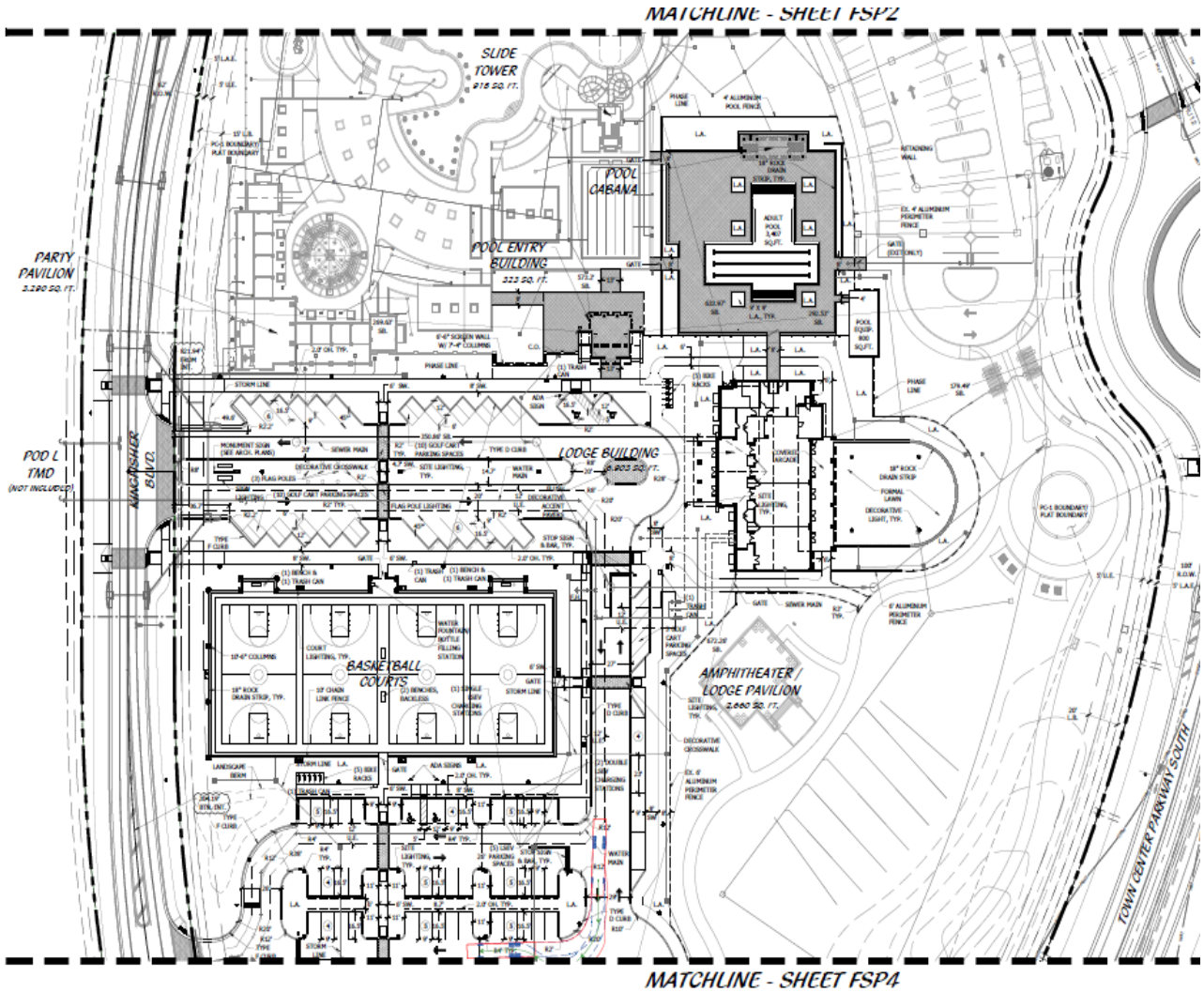


CURVATURE OF A CURVE CONCAVE WESTERLY WITH A RADIUS OF 70.00 FEET; 4) THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 54°11'53", A DISTANCE OF 66.22 FEET TO THE POINT OF REVERSE CURVATURE WITH A CURVE CONCAVE EASTERLY WITH A RADIUS OF 110.00 FEET; 5) THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 77°37'46", A DISTANCE OF 149.04 FEET TO POINT OF REVERSE CURVATURE WITH A CURVE CONCAVE SOUTHWESTERLY WITH A RADIUS OF 70.00 FEET; 6) THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 57°17'52", A DISTANCE OF 70.00 FEET TO THE POINT OF COMPOUND CURVATURE WITH A CURVE CONCAVE NORTHWESTERLY WITH A RADIUS OF 950.00 FEET; THENCE SOUTHWESTERLY ALONG SAID SOUTHWESTERLY BOUNDARY OF TOWN CENTER PARKWAY AND ITS WESTERLY EXTENSION, AND THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 51°24'52", A DISTANCE OF 852.48 FEET TO A NON-TANGENT INTERSECTION; THENCE N.72°24'54"W., A DISTANCE OF 34.52 FEET; THENCE N.26°06'12"W., A DISTANCE OF 119.16 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY WITH A RADIUS OF 1069.00 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 26°06'11", A DISTANCE OF 487.02 FEET TO THE POINT OF TANGENCY; THENCE N.00°00'01"W., A DISTANCE OF 165.77 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY WITH A RADIUS OF 1069.00 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 28°42'52", A DISTANCE OF 535.74 FEET TO THE POINT OF TANGENCY; THENCE N.28°42'51"E., A DISTANCE OF 115.94 FEET; THENCE N.75°15'27"E., A DISTANCE OF 17.96 FEET TO THE **POINT OF BEGINNING.**

**CONTAINING:** 648,192 SQUARE FEET OR 14.880 ACRES MORE OR LESS.

# Exhibit "B"

## Site Plan Pod PC-1 Amenity Center Phase 2





## City of Westlake

### Planning and Zoning Department – Staff Report

City Council Meeting 8/9/21

#### PETITION DESCRIPTION

**PETITION NUMBER.:** SPR-2020-11 PC-1 **Phase 2** Westlake Adventure Park

**OWNER:** Minto PBLH, LLC

**APPLICANT:** Cotleur & Hearing

**ADDRESS:** 5490 Kingfisher Boulevard, Westlake, FL 33470

**PCN:** 77-40-43-01-05-006-0000

**REQUEST:** The applicant is requesting approval of a Site Plan Review for Phase 2 of the PC-1 Amenity Center known as Westlake Adventure Park. Phase 2 will add one (1) adult only swimming pool with a lap area, one (1) lodge building, one (1) pool entry building, one (1) pool cabana building and four (4) basketball courts. The application includes one (1) monument sign, a parking area and a landscaping plan.

#### SUMMARY

The subject application is located on Pod PC-1 that includes a total of 14.88 acres and is situated on the east side of Seminole Pratt Whitney Road. **Phase 2** (4.17 acres) will complete the development of the amenity parcel, *Westlake Adventure Park*.

The applicant is requesting approval of a Site Plan Review for **Phase 2** of the PC-1 Amenity Center known as Westlake Adventure Park. Phase 2 will add one (1) approximately 3,407 sq. ft. adult only swimming pool with a lap area, one (1) approximately 6,903 sq. ft. lodge building, one (1) approximately 323 sq. ft. pool entry building, one (1) pool cabana building and four (4) basketball courts. The application includes one (1) monument sign, a parking area and a landscaping plan.

The initial **Phase 1** (10.72 acres) of the subject Amenity Center was approved by the City Council on February 1, 2018. The application included a swimming pool, pavilions, concession areas, outdoor amphitheater, BMX pump park and landscaping.

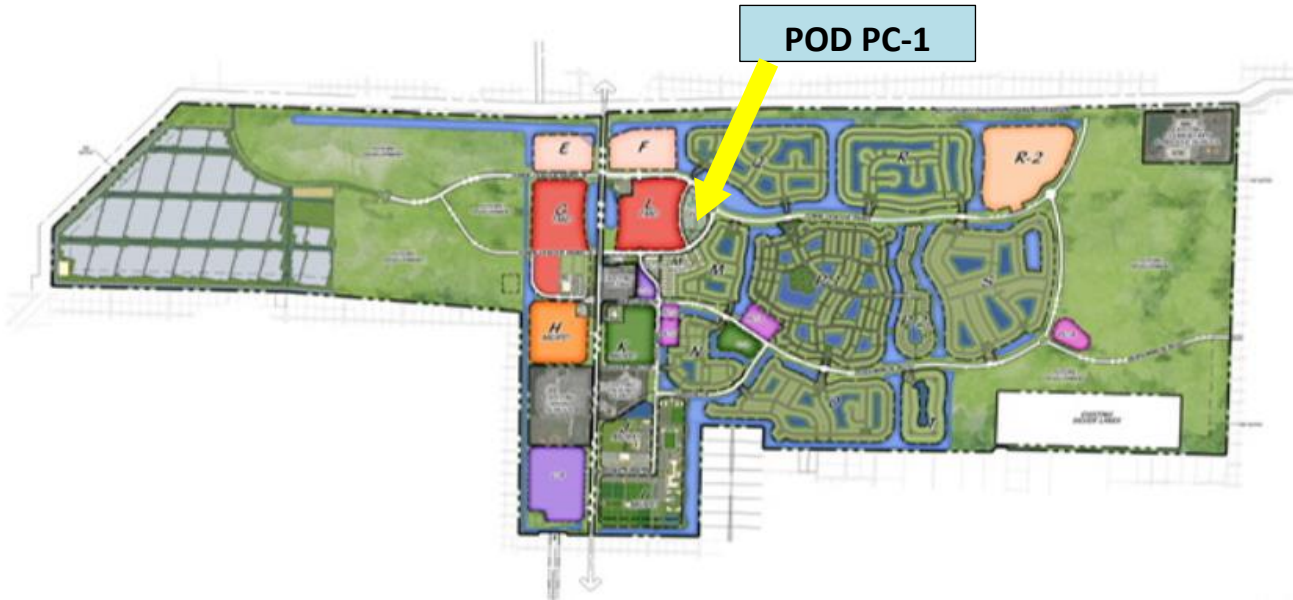
#### STAFF RECOMMENDATION

Based upon the facts and findings contained herein, the Planning and Zoning Department and the Engineering Department recommends approval of the above referenced application.

**PETITION FACTS**

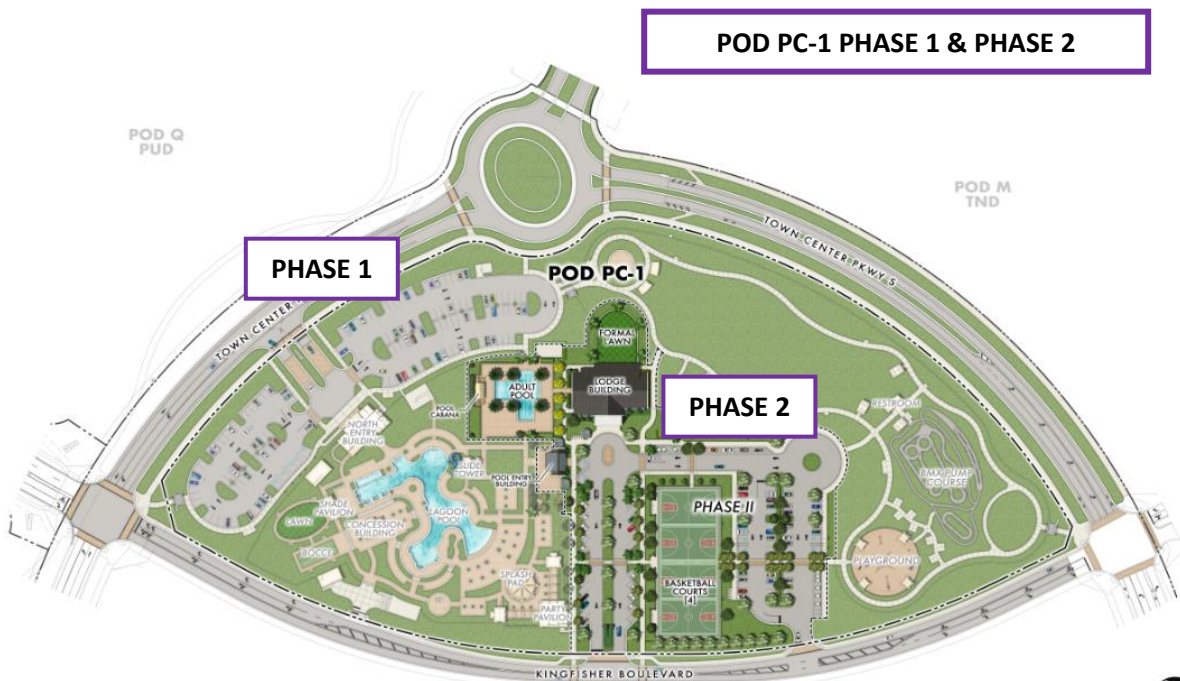
- a. Total Gross Site Area: 14.89 acres
- b. Phase 1: 10.72 acres
- c. Phase 2: 4.17 acres (*subject application*)
- d. Land Use and Zoning
 

Future Land Use	Mixed Use
Zoning	Mixed Use



**BACKGROUND**

The subject application is located on Pod PC-1 that includes a total of 14.88 acres and is situated on the east side of Seminole Pratt Whitney Road. The amenity center consists of Phase 1 (approved in 2018); and, the subject application for Phase 2 which will complete the development of the amenity parcel, *Adventure Park*.



The applicant is requesting approval of a Site Plan Review for Phase 2 (4.17 acres) of the PC-1 Amenity Center Adventure Park. Phase 2 will add one (1) adult only swimming pool with a lap area, one (1) lodge building, one (1) cabana building and four (4) basketball courts. The application includes one (1) monument sign, a parking area and a landscaping plan.

Please see the following prior approvals regarding the Amenity Center:

**SP-2017-02 PC-1 Phase 1 - Site Plan Review**

Application for Site Plan review in Pod PC-1 as a private amenity parcel or Neighborhood Recreation Facility including a variety of recreational amenities open to Westlake residents only. The application included a swimming pool, pavilions, concession areas, outdoor amphitheater, BMX pump park etc. The subject Site Plan application was heard and approved by the City Council on February 1, 2018.

**SPM-2018-03 PC-1 Minor Site Plan Modification**

Application for Site Plan Modification to modify the previously approved Site Plan to add one picnic pavilion and update the design of the BMX pump park. Both changes are located on the southern portion of the property. The pathways for the pump park have been modified slightly to allow a more fluid biking design. The overall pump park square footage will remain the same as previously approved. The subject Minor Site Plan application was approved administratively by the Planning and Zoning Director on April 9, 2018.

**SPM-2018-04 PC-1 Site Plan Modification**

Application for Site Plan Modification to amend the previously approved Site Plan for Pod PC-1 to reconcile the architectural elevation and building footprint changes that have been made during the development of the construction plans. The majority of the building elevation changes include minor material and color adjustments. The entry building involved elevations changes to accommodate additional windows. The footprint changes were minor in nature and resulted in a net increase of 104 square feet. The subject Site Plan Modification was heard and approved by the City Council on May 21, 2018.

**SPM-2018-05 PC-1 Minor Site Plan Modification – Food Truck**

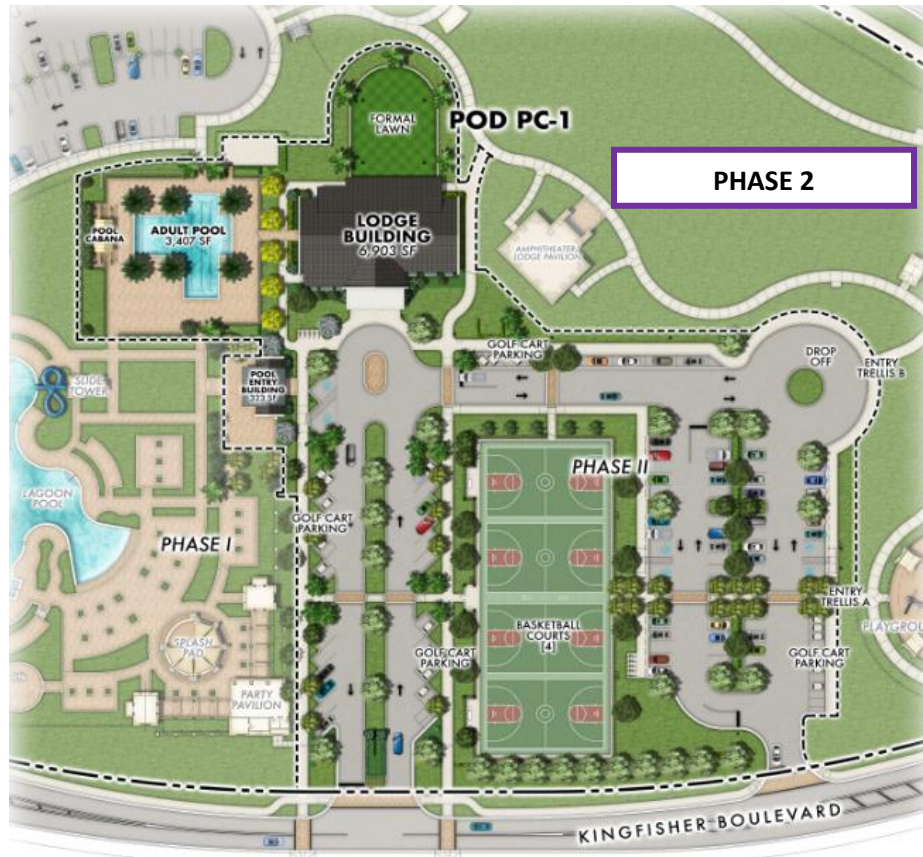
Application for Site Plan Modification to modify the previously approved Site Plan to add a Food Truck Court and picnic pavilions within the PC-1 Amenity Center. The subject Minor Site Plan application was approved administratively by the Planning and Zoning Director on November 20, 2018.

**STAFF ANALYSIS**

The applicant is proposing a secondary phase within the 14.89-acre parcel as a Private Civic pod with a recreational use category. *Phase 2 consists of 4.17 acres and includes the following initiatives:*

- Adult Only Pool with a lap area (3,407 sq. ft.)
- Pool cabana (480 sq. ft)
- Loge Building fronted by an expansive open lawn area (6,903 sq. ft)
- Adult Pool Entry Building (323 sq. ft)
- Four (4) Regulation Basketball Courts

The total sq. ft. of buildings and pavilions is 7,226 sq. ft.



The subject application is in compliance with the Mixed-Use Standards Zoning Code:

Zoning District: Mixed Use	REQUIRED BY CODE	PROPOSED	COMMENTS
Setbacks			
Front	Main Structure: 20'	<i>Adult Pool Entry Building:</i> 292.53 <i>Lodge Building:</i> 179.49'	In compliance
Rear	Main Structure: 10'	<i>Adult Pool Entry Building:</i> 269.63' <i>Lodge Building:</i> 350.86'	In compliance
Side Street	Main Structure: 10'	<i>Adult Pool Entry Building:</i> 573.20' <i>Lodge Building:</i> 633.97'	In compliance
Lot Coverage	Max Lot Coverage: 45%	27.98%	In compliance
Building Height	120 ft. max	<i>Adult Pool Entry Building:</i> 11'4" <i>Lodge Building:</i> 14'8"	In compliance

Parking	Required parking: 1/240 SF = 48	50 standard spaces 5 LSEV 6 ADA	In compliance
Sidewalks	Pedestrian walkways must be a minimum of 5 ft. wide	5' +	In compliance
Minimum Pervious / Open Space	Minimum 25%	46.20% overall	In compliance
Bike Racks	5% of parking required. Total: 6 required	10	In compliance

**Access, Vehicular Circulation and Traffic Analysis**

The amenity parcel has vehicular access from Town Center Parkway North and from Kingfisher Boulevard. For Phase 1, the entry driveway on Town Center Parkway North will be a divided entrance that will direct traffic to the main parking area at the northeast portion of the property. To accommodate the second phase, an additional access point is located along Kingfisher Boulevard, which separates Pod PC-1 and Pod L. Phase 2 is proposing 211 parking spaces, in addition to 37 golf cart parking spaces.

The subject project is intended to be for use by City of Westlake residents only; therefore, there is no generation of outside traffic. Because the approved uses and the facility are internal to the City, no additional traffic will be generated, and the project is in compliance with Palm Beach County Traffic Performance Standards.

**Signage**

A monument sign is proposed to be located at the Kingfisher Boulevard entrance during Phase II. Building signage on the lodge buildings and the monument sign will be consistent with the Phase I Design Standards. Two smaller monument signs are proposed to be located at the northernmost and southernmost points of the property, where Town Center Parkway intersects with Kingfisher Boulevard and be connected to a trellis feature.



**MONUMENT SIGN  
LOCATION**



**Landscape**

Landscape buffers are proposed throughout the property along the perimeter. The property is bound wholly by rights-of-way. Town Center Parkway North (100' wide) abuts the northeast portion of the property, Town Center Parkway South (100' wide) abuts the southeast portion of the property, and Kingfisher Boulevard (62' wide) abuts the entire west side of the property. Based on the respective right-of-way widths a 20-foot wide landscape buffer will be provided along the eastern property line and a 15-foot wide landscape buffer will be provided along the western property line. The proposed landscape includes buffer and foundation plantings in accordance with City Land Development Regulations.

**Drainage**

A system of inlets and storm drains conveys runoff to the master SID system for water treatment and attenuation.

**Traffic**

The subject project is intended to be for use by City of Westlake residents only; therefore, there is no generation of outside traffic.

**Fire Rescue**

The site plan application was reviewed by Mr. Wesley Jolin, IAAI-CFI, Fire Safety Specialist, from Palm Beach County Fire Rescue.

**FINAL REMARKS**

SPR-2020-11 will be heard by the City Council on August 9, 2021. The public hearing was advertised in compliance with the City's code. The subject application was reviewed by the City of Westlake staff (Planning and Zoning, Engineering), Seminole Improvement District (SID) and Palm Beach County Fire Rescue.

Based upon the facts and findings contained herein, the Departments of Planning and Zoning and Engineering recommends approval of the subject application.





## CITY OF WESTLAKE

### Engineering Department

4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470  
Phone: (561) 530-5880  
[www.westlakegov.com](http://www.westlakegov.com)

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<b>DATE:</b>	3/16/2021
<b>APPLICATION NUMBER:</b>	SPR-2020-11
<b>DESCRIPTION:</b>	Westlake Adventure Park, Pod PC-1 Phase 2 Site Plan Review
<b>APPLICANT:</b>	Cotleur & Hearing
<b>OWNER:</b>	Minto PBLH, LLC
<b>REQUEST:</b>	Site Plan Review
<b>LOCATION:</b>	16210 Town Center Pkwy. North, Westlake, FL
<b>STAFF REVIEW:</b>	<b>RECOMMENDATION OF APPROVAL</b>

The Engineering Department recommends approval of the application referenced above.

---

This letter has been prepared by the following individual, in association with their consultants and subconsultants:

A handwritten signature in blue ink, appearing to read "Suzanne Dombrowski".

Suzanne Dombrowski, P.E.  
Chen Moore and Associates  
Tel: 561.746.6900 x 1035  
Email: [sdombrowski@chenmoore.com](mailto:sdombrowski@chenmoore.com)



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

<b>DEPARTMENTAL USE ONLY</b>	
Ck. #	_____
Fee:	_____
Intake Date:	_____
<b>PROJECT #</b>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

**APPLICATION FOR SITE PLAN REVIEW**

**PLANNING & ZONING BOARD**

Meeting Date: \_\_\_\_\_

**CITY COUNCIL**

Meeting Date: \_\_\_\_\_

**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 attached checklist. If not applicable, indicate with N/A.

*The Planning & Zoning Board meets the second Monday of the month at 6:00 p.m., as needed in the City Council Chambers, 4005 Seminole Pratt Whitney Road. The applicant will be informed in writing of their scheduled meeting date. After review and recommendation by the Planning & Zoning Board, applications will be heard by the City Council. The City Council meets on the second Monday of the month at 6:30 p.m., in the City Council Chambers.*

**I. PROJECT DESCRIPTION & APPLICANT INFORMATION**

**PROJECT NAME:** Westlake Adventure Park (Pod PC-1, Phase 2) *SPR-2020-11*

**PROJECT ADDRESS:** 16210 Town Center Pkwy North

**DESCRIPTION OF PROJECT:** Pod PC-1 Phase 2 completes the development of this amenity parcel or Neighborhood Recreation Facility for the Westlake community, now known as Westlake Adventure Park on the remaining 4 + plus acres.

Property Control Number (PCN), list additional on a separate sheet: 77-40-43-01-05-006-0000

Estimated project cost: \_\_\_\_\_

**Property Owner(s) of Record (Developer)** Minto PBLH, LLC

Address: 16604 Town Center Parkway, Suite B, Westlake, FL 33470

Phone No.: 954-973-4490 Fax No.: \_\_\_\_\_ E-mail Address: JFCarter@mintousa.com

**Agent (if other than owner complete consent section on page 3):**

Name: Donaldson E. Hearing - Cotleur & Hearing

Address: 1934 Commerce Lane, Ste. 1, Jupiter, FL 33458

Phone No.: 561-747-6336 Fax No.: \_\_\_\_\_ E-mail Address: dhearing@cotleur-hearing.com

**II. LAND USE & ZONING**

A) ZONING MAP DESIGNATION Private Civic B) FUTURE LAND USE MAP DESIGNATION Downtown Mixed Use

C) Existing Use(s) Westlake Adventure Park

D) Proposed Use(s), as applicable Westlake Adventure Park, Phase 2

**III. ADJACENT PROPERTIES**

	Name of Business/ Subdivision	Land Use Designation	Zoning Designation	Existing Use(s)	Approved Use(s)
<b>NORTH</b>	Pod Q -The Hammocks	R-1, R-2	R-1, R-2	Residential	Residential
<b>SOUTH</b>	Pod M -Sky Cove	R-2	R-2	Residential	Residential
<b>EAST</b>	Same as both above	R-2	R-2	Residential	Residential
<b>WEST</b>	Pod L	Downtown Mxd Use	Mixed Use	Vacant	Vacant


**V. OWNER/APPLICANT 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.

John F. Cotleur  
 Owner's Name (please print)  
  
 Owner's Signature  
1/27/21  
 Date

Donaldson E. Hearing  
 Applicant/Agent's Name (please print)  
  
 Applicant/Agent's Signature  
1.27.2021  
 Date

# ***Westlake Adventure Park, Phase 2***

## ***Pod PC-1 Phase 2 (SPR-2020-11)***

### ***Justification Statement***

January 29, 2021

**Revised June 3, 2021**

#### **Introduction**

The Applicant is requesting approval of the Final Site Plan for Phase 2 of Pod PC-1 located within the Westlake Traditional Town Development (TTD). Pod PC-1 is a 14.89-acre private civic pod situated centrally within the TTD property on the east side of Seminole Pratt Whitney Road, and is located in the City of Westlake.

#### **Background**

The Minto Westlake site is located East and West of Seminole Pratt Whitney Blvd., South of 60<sup>th</sup> Street North, and North of 50<sup>th</sup> Street N, East of Mead Hill Drive, and 44<sup>th</sup> Street North, East of 190<sup>th</sup> Terrace North and West of 140<sup>th</sup> Avenue North. The 3,788.60-acre property has a current FLUA designation of Agricultural Enclave and Rural Residential-10. The property is currently in active construction...

Minto Westlake is roughly co-extensive with 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**

On October 29, 2014, the property received approval from the Board of County Commissioners for a Comprehensive Plan Amendment (Ordinance 2014-030), Rezoning and Preliminary Master Plan (Resolution 2014-1646), and Requested Uses (Resolutions 2014-1647 and 1648).

Ordinance No. 2014-030 approved an amendment to the Comprehensive Plan for the site-specific Agricultural Enclave, including a Conceptual Master Plan and Implementing Principles. The Ordinance also made various text changes to the Plan related to the Agricultural Enclave Future Land Use. These Amendments were codified and are included as part of the Palm Beach County's Comprehensive Plan.

Resolution No. 2014-1646 approved the Zoning application for the Minto West Traditional Development District. The Resolution included rezoning the property from Agricultural Residential (AR) and Public Ownership (PO) Zoning Districts to the Traditional Town Development (TTD) Zoning District.

Resolution No. R-2014-1647 approved a Requested Use for a College or University to be located within the property.

Resolution No. R-2014-1648 approved a Requested Use for a Hotel to be located within the property.

The Board of County Commission approved a corrective resolution (No. R-2014-1892), which amended Engineering Condition E.9 of Resolution 2014-1646 to add "iii. Notwithstanding the foregoing, no connection of Persimmon Boulevard shall be made to 140th prior to the issuance of the 2700<sup>th</sup> dwelling unit permit."

On June 20, 2016, the City of Westlake became the 39th municipality in Palm Beach County.

On January 23, 2017, the City approved an amendment to the Final Master Plan (MPA-2016-01), which allowed minor adjustments to the pod boundaries and acreages of Pods F, P, Q, R, L, and PC-1, dwelling unit allocations, and rights-of-way.

On November 13, 2017, the City approved an amendment (MPA-2017-01) to the Final Master Plan, which allowed minor adjustments to the pod boundaries, acreages, and dwelling units of Pods R and Q. Eleven dwelling units were transferred from Pod R to Pod Q.

On March 12, 2018, Ordinance No. 2017-05 approved the adoption of the City of Westlake Comprehensive Plan and Future Land Use Map.

Ordinance No. 2018-04 approved an amendment to the City's interim Land Development Code to modify the TDD Block Dimensions and Street Design Standards.

Ordinance No. 2018-05 approved an amendment to the City's interim Land Development Code to modify the TND land use, general standards, lot size and setback regulations.

On April 4, 2018, Resolution No. 2018-12 approved the final plat for Town Center Parkway South, Phase II.

On May 21, 2018, Resolution No. 2018-13 approved the amended site plan for Pod PC-1, Amenity Parcel.

On May 14, 2018, Resolution No. 2018-11 approved the final plat for Town Center Parkway Phase II.

On July 3, 2018, Resolution No. 2018-14 approved the amended final plat for Town Center Parkway South, Phase II.

On July 3, 2018, Resolution No. 2018-15 approved the final plat for Ilex Way Phase 1.

On September 10, 2018, Resolution No. 2018-16 approved the final plat for the Meadows of Westlake Phase 1.

On September 10, 2018, Resolution No. 2018-20 approved the final plat for Del Webb at Westlake. This application has been formally withdrawn.

On September 24, 2018, Resolution No. 2018-24 approved the final plat for the School Site C-3.

On September 24, 2018, Resolution No. 2018-25 approved the final plat for Persimmon Boulevard East, Plat 2.

On October 8, 2018, Resolution No. 2018-28 approved the final plat for Waters Edge Drive.

On December 14, 2018, the City of Westlake approved an amendment (MPA-2018-02) to the Final Master Plan, which allowed minor adjustments to the pod dwelling units of Pods M, O, P, S and to modify the pod acreages of Pods M, P, S, PC-2, and PC-3.

On January 14, 2019, Resolution No. 2019-01 approved the final plat for Ilex Way II.

On January 14, 2019, Resolution No. 2019-02 approved the final plat for Ilex Way III.

On January 14, 2019, Resolution No. 2019-03 approved the final Packing House plat.

On January 14, 2019, Resolution No. 2019-04 approved the final plat for Cresswind 'Pod P'.

On March 11, 2019, Resolution No. 2019-07 approved the final plat for Meadows of Westlake Phase II.

On March 11, 2019, Resolution No. 2019-08 approved the final plat for Westlake Civic Tract.

On March 20, 2019, The City of Westlake approved an amendment (MPA-2019-01) to the Final Master Plan, which allowed minor adjustments to the boundaries, acreages and dwelling unit allocation in Pods P, S, and N.

On April 8, 2019, Resolution No. 2019-10 approved the final plat for Sky Cove Phase 1A (Pod M).

On April 8, 2019, Resolution No. 2019-11 approved the final plat for Sky Cove Phase 1B (Pod M).

On July 8, 2019, Resolution No. 2019-12 approved the final plat for 7-Eleven Gas Station.

On July 8, 2019, Resolution No. 2019-15 approved the Site Plan for 7-Eleven Gas Station.

On July 8, 2019, Resolution No. 2019-16 approved the Requested Use for 7-Eleven Gas Station.

On August 12, 2019, Resolution No. 2019-18 approved the Plat for Pod K.

On August 12, 2019, Resolution No. 2019-19 approved the Plat for Pod R (Meadows Phase 2).

On August 12, 2019, Resolution No. 2019-20 approved the Plat for Kingfisher.

On September 9, 2019, Ordinance No. 2019-06 established the Mandatory Signage Design.

- On September 9, 2019, Ordinance No. 2019-07 established the Mandatory Landscaping Design and Buffers.
- On September 23, 2019, Ordinance No. 2019-09 established Chapter 3 and Adopting of the Zoning Map.
- On February 10, 2020, Ordinance No. 2019-10 established Regulations for Parking within the City of Westlake.
- On October 28, 2019, Resolution No. 2019-28 approved the Re-plat of Persimmon West.
- On October 28, 2019, Resolution No. 2019-32 approved the Requested Use for ISTF.
- On October 28, 2019, Resolution No. 2019-31 approved the Site Plan for ISTF Phase 1A.
- On October 28, 2019, Resolution No. 2019-33 approved the ISTF Plat.
- On October 28, 2019, Resolution No. 2019-35 approved the 7-Eleven 2.0 Requested Use.
- On October 28, 2019, Resolution No. 2019- 34 approved the Site Plan for 7-Eleven 2.0.
- On October 28, 2019, Resolution No. 2019-36 approved the Plat for Pod H.
- On November 4, 2019, Resolution No. 2019-29 approved the Plat for Ilex Way Phase III.
- On November 4, 2019, Ordinance 2019-12 approved Chapter 1 (Administration).
- On November 4, 2019, Ordinance 2019-13 approved Chapter 2 (Land Development).
- On November 4, 2019, Resolution 2019-38 approved the Plat for Christ Fellowship Church West Campus.
- On December 9, 2019, Resolution No. 2019-39 approved the Site Plan for Christ Fellowship Church West Campus.
- On December 9, 2019, Resolution No. 2019-40 approved the Site Plan for the International Soccer Training Facility Phase 1B (ISTF).
- On May 11, 2020, Resolution No. 2020-09 approved the Plat for Cresswind Palm Beach Phase 2 (Pod P), A/K/A (Pod P-1).
- On May 11, 2020, Resolution No. 2020-08 approved the final plat for Persimmon Boulevard East Plat 3.
- On June 08, 2020, Resolution 2020-10 approved the Plat for Sky Cove Phase 1B (Pod M).
- On June 08, 2020, Resolution 2020-12 approved the Plat for Groves of Westlake (Pod O).

On June 08, 2020, Resolution 2020-13 approved the Plat for Tract PC-5 (PBC Tax Collector's and DMV offices)

On June 08, 2020, Resolution 2020-14 approved the Site Plan for the PBC Tax Collector's and DMV offices.

On July 13, 2020, Resolution 2020-16 approved the Site Plan for the Cresswind Palm Beach Amenity Center.

On July 13, 2020, Resolution 2020-11 approved the Final Plat for Green Lane.

On August 10, 2020, Resolution 2020-03 approved a Site Plan Amendment for 7-Eleven 1.0 .

On August 10, 2020, Resolution 2020-04 approved a Site Plan Amendment for 7-Eleven 2.0.

On August 10, 2020, Resolution 2020-05 approved the Final Plat for Persimmon Boulevard East Plat 4.

On August 10, 2020, Resolution 2020-22 approved the Final Plat for Groves of Westlake Phase 2.

On September 14, 2020, Resolution 2020-26 approved the Final Plat for Pod T – Estates of Westlake.

On November 09, 2020, Resolution 2020-32 approved the Final Plat for the Westlake Plaza (Publix).

On November 09, 2020, Resolution 2020-33, approved the Master Site Plan for the Publix at Westlake Plaza.

On November 09, 2020, Resolution 2020-34, approved the Site Plan for the Publix Grocery Store, Drive through Pharmacy, Liquor Store , and 9,600 sf of Inline retail.

On November 12, 2020, The City of Westlake approved an amendment (MPA-2020-04) to the Final Master Plan, which allowed minor adjustments to the dwelling unit allocations and land area in Pods N, S, and U.

On December 14, 2020, Resolution 2020-36, approved the Final Plat for Sky Cove South, Phase 1A (Pod N).

On December 14, 2020, Resolution 2020-37, approved the Final Plat for Sky Cove South, Phase 1B (Pod N).

On December 14, 2020, Resolution 2020-38, approved the Master Sign Plan for 7-Eleven 1.0.

On December 14, 2020, Resolution 2020-39, approved the Master Sign Plan for the Publix at Westlake Plaza.

On December 15, the City of Westlake approved an amendment (MPA-2020-05) to the Final Master Plan, which allowed minor adjustments in Pod S.

On January 11, 2021, Resolution 2020-01, approved the Final Plat for Town Center Parkway South-West.

On January 11, 2021, Resolution 2020-02, approved the Final Plat for Pod G South-West.

On February 8, 2021, Resolution 2021-03, approved the Final Plat for Pod S - Phase I, Orchards of Westlake.



On March 8, 2021, Resolution 2021-06, approved the Final Plat for Pod M- 2 – Crossings of Westlake.

On March 8, 2021, Resolution 2021-07, approved the Final Plat for Pod S - Phase II, Orchards of Westlake.

On April 12, 2021, Resolution PZ-2021-01, approved a variance to Pod M-2 The Crossings of Westlake.

On May 10, 2021, Resolution 2021-04, Council approved a variance to Pod M-2 The Crossings of Westlake.

On May 10, 2021, Resolution 2021-11, approved the Final plat for Cresswind Palm Beach, Phase 3 (Pod P-1 Phase 3).

### **Subject Request**

The Applicant is requesting approval of the Site Plan for Pod PC-1, Phase 2, located within the Westlake TTD. Pod PC-1 is a 14.89-acre site situated on the east side of Seminole Pratt Whitney Road, abutting Pod L on its west boundary, Pod M on its southeast boundary, and Pod Q on its northeast boundary.

The pod has a private civic designation on the TTD Master Plan. The master plan contains approximately 53 acres of private civic areas with 150,000 square feet of associated civic entitlements. The Applicant previously received site plan approval for Pod PC-1 on May 21, 2018 (Resolution 2018-13).

### **Conditions of Approval**

The Westlake Development Order, Resolution 2014-1646, outlines three conditions of approval that are specific to Private Civic (PC) pods, and for which the Applicant has demonstrated compliance, as follows:

1. Development of the Private Civic Pods, PC-1 to PC-5, shall follow the development regulations of a Traditional Neighborhood District and Neighborhood Center requirements. (ONGOING: ZONING-Zoning)

***The Applicant has designed the project in accordance with the existing and proposed ULDC text amendment language that relate to the Neighborhood Center.***

2. The private Civic Pods shall receive Site Plan approval, by the required approving authority (i.e., ORO, ZC, or BCC), prior to the development of each Pod. (ONGOING: ZONING – Zoning)

***The review process is determined by the uses proposed within the individual private civic parcel. The principal proposed use is Neighborhood Recreation Facility, which is a permitted use in the Neighborhood Center district. As part of the site plan request, an outdoor pavilion is proposed, which is classified as Outdoor Entertainment. This use requires City Council approval.***

3. To comply with the Civic uses limitation of Planning Condition 2 and preserve appropriate intensity for the development of Public Civic Pods, development of the Private Civic Pods (PC-1 to PC-5) shall be limited to a combined total not to exceed 150,000 square feet. Intensity of Public Civic uses not measured by square footage for Concurrency purposes (i.e., fire station, school, park, etc.) shall not count against the Civic use limitation of Planning Condition 2. (ORO: PROPERTY REAL ESTATE MANAGEMENT – Property Real Estate Management)

***The proposed project includes a total of approximately 20,270 square feet of civic use (Phase I, containing approximately 13,044 square feet, and Phase II, containing approximately 7,226 square feet). A traffic statement verifying the projects compliance with the 150,000 square foot maximum has been included herein.***

### **Site Plan**

Pod PC-1 Phase 2, completes the development of this amenity parcel or Neighborhood Recreation Facility for the Westlake community, now known as Westlake Adventure Park on the remaining 4 + plus acres. Phase I currently showcases a variety of recreational amenities serving the surrounding residents. The property currently contains an extensive meandering family pool, a formal lap pool, sports courts, kid playgrounds, walking paths, biking areas, open lawns, pavilions, concession and picnic areas and an outdoor amphitheater. Phase 2 will add an adult only pool with a lap area, a Lodge building fronted by an expansive open lawn area, a Pool cabana building and 4 regulation basketball courts. Commencement of construction of Phase 2 is contemplated early 2021, with completion by the Spring of 2022.

### **Access & Vehicular Circulation**

The amenity parcel has vehicular access from Town Center Parkway North and from Kingfisher Boulevard. The entry driveway on Town Center Parkway North will be a divided entrance that will direct traffic to the main parking area at the northeast portion of the property. This parking area has 144 parking spaces. All parking space and drive aisle dimensions are consistent with Article 6 of the ULDC. All parking areas provide safe and effective circulation patterns and do not contain any dead ends. The parking lot has also been designed to meet the necessary turning radius for PBC Fire Rescue vehicles. A second access point is located along Kingfisher Boulevard, which separates Pod PC-1 and Pod L. An additional 67 parking spaces are being provided off Kingfisher Blvd.

### **Traffic**

The subject project is intended to be for use by City of Westlake residents only; therefore, there is no generation of outside traffic. The proposed amenities in Phase I and II total approximately 20,070 square feet of community recreation center uses. The Private Civic sites for Westlake are approved for a total of 150,000 square feet. Because the approved uses and the facility are internal to the City, no additional traffic will be generated, and the project is in compliance with Palm Beach County Traffic Performance Standards. A letter from the Traffic Engineer of record has been included with the submittal.

### **Landscaping and Buffers**

Landscape buffers are proposed throughout the property along the perimeter. The property is bound wholly by rights-of-way. Town Center Parkway North (100' wide) abuts the northeast portion of the property, Town Center Parkway South (100' wide) abuts the southeast portion of the property, and Kingfisher Boulevard (62' wide) abuts the entire west side of the property. Based on the respective right-of-way widths a 20-foot-wide landscape buffer will be provided along the eastern property line and a 15-foot-wide landscape buffer will be provided along the western property line.

Landscaping will be provided throughout the parking lot areas as prescribed in Article 7. Foundation plantings are also proposed for all of the buildings and pavilions on site. The Landscape Plan will be submitted with the Engineering submittal.

### **Signage**

The Applicant is proposing a series of monumentation and building signage throughout the site. The Pod Entry sign, as depicted in the Design Standards, will be located at the two entrances on Town Center Parkway North and Kingfisher Boulevard. The signs at the Kingfisher entrance will be provided during Phase II. Two smaller monument signs are proposed to be located at the northernmost and southernmost points of the property, where Town Center Parkway intersects with Kingfisher Boulevard. These two signs will be connected to a trellis feature and tie into the surrounding hardscape and landscape design.

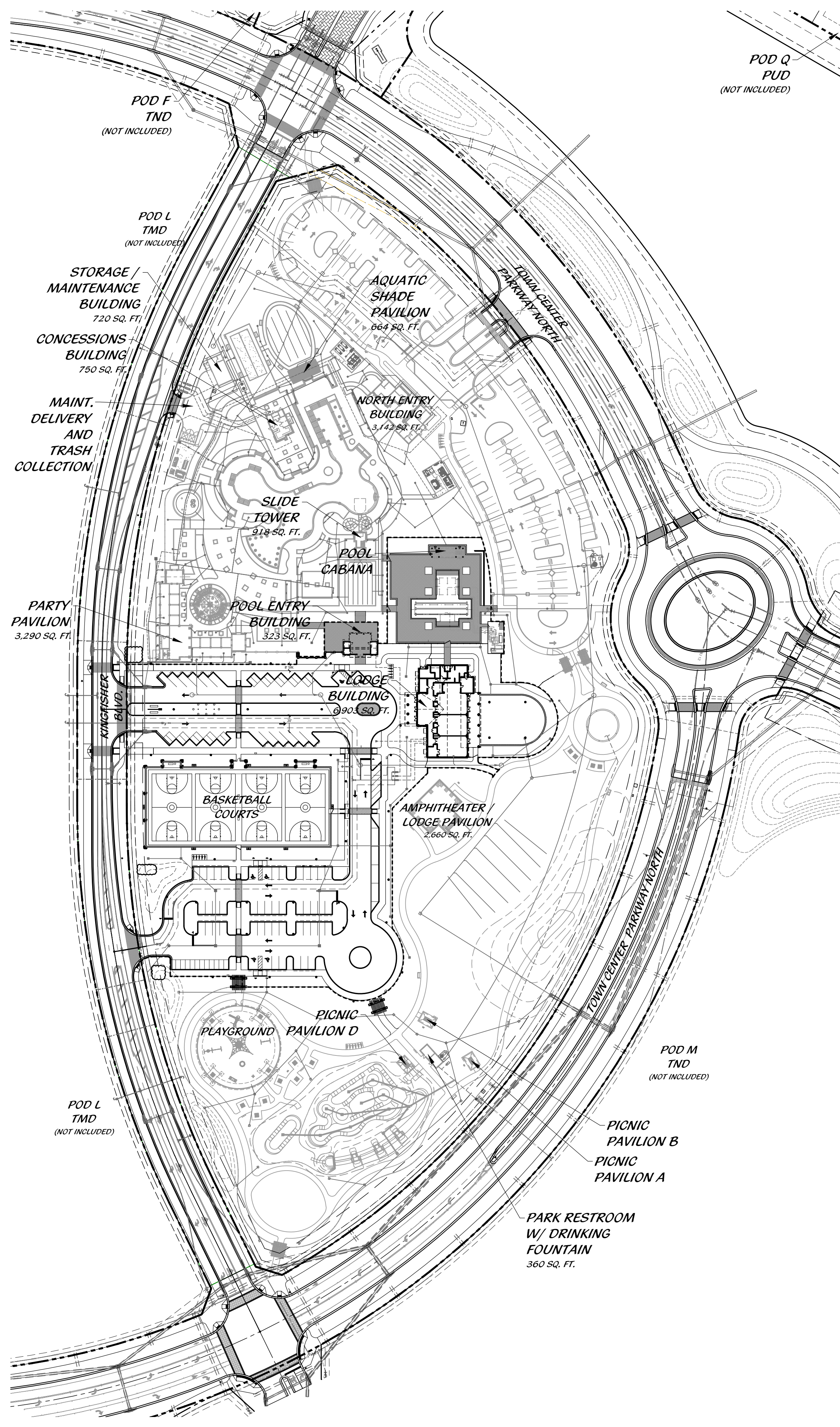
The proposed signage is consistent with the linear footage calculations in Article 3, as well as the ULDC Text Amendment currently under review with the City.

### **Design Standards**

The applicant has not prepared a typical Design Standards booklet for Phase 2. Typically Design Standards represent a conceptual design program, and this Phase 2 submittal will contain a substantially complete representation of the final architectural facade, elements, colors, and materials to be used.

### **Conclusion**

The Applicant is requesting approval of the Pod PC-1, Phase 2, Site Plan as presented. The Applicant will work closely with Staff to bring this application to completion as quickly as possible. The Applicant and the entire development team are available to answer any questions Staff might have and/or provide necessary information to supplement the information provided in the submittal.



**SITE DATA**

NAME OF APPLICATION: WESTLAKE AMENITY PHASE II - POD PC-1  
 ADDRESS: 6490 KINGFISHER BLVD.  
 PETITION NUMBER: SPR 2020-11  
 CH PROJECT NUMBER: 13-0518.32.01  
 LAST BBC APPROVAL DATE: 10/29/2014  
 LAST CITY OF WL APPROVAL: 4/2/2020  
 RESOLUTION NUMBERS: TTD/R-2014-1646, R-2014-1647, R-2014-1648, ORDINANCE 2014-030, MPA-2016-01, MPA-2017-01, MPA-2019-01, MPA-2019-02, MPA 2020-01

FUTURE LAND USE DESIGNATION: CIVIC  
 EXISTING ZONING DISTRICT: CIVIC/ EDUCATION  
 OVERLAY: NONE  
 SECTION / TOWNSHIP / RANGE: 01 / 43 / 40  
 PROPERTY CONTROL NUMBER(S): 77-40-43-01-00-000-1010  
 EXISTING USE: PHASE I AMENITY & VACANT  
 APPROVED USE: PRIVATE CIVIC  
 PROPOSED USE: PRIVATE CIVIC

	ACRES	SQ. FT.
TOTAL SITE AREA	14.89	648,491
PHASE I DEVELOPMENT AREA	10.72	467,022
PHASE II DEVELOPMENT AREA	4.17	181,469

	REQUIRED	PROVIDED
MAX BUILDING HEIGHT (PH 1 AND PH 2)	50'	40'
MAX LOT COVERAGE (PH 1 AND PH 2)	35%	3.12%
MINIMUM PERVIOUS AREA (PH 1 AND PH 2)	50%	54.85%

BUILDING DATA (PHASE 1)	SQ. FT.	HT. (50' MAX.)	FAR (SF/466,723)
NORTH ENTRY BUILDING	3,142	35'	0.67%
CONCESSIONS BUILDING	750	25'	0.16%
SLIDE TOWER	918	40'	0.20%
PARTY PAVILION	3,290	32'	0.70%
STORAGE / MAINTENANCE BUILDING	720	18'	0.15%
AQUATIC SHADE PAVILION	664	20'	0.14%
AMPHITHEATER / LODGE PAVILION	2,660	26'	0.57%
PARK RESTROOM	360	20'	0.08%
PICNIC PAVILIONS A, B, & D (180 SF or .0375% EA)	540	20'	0.12%
<b>SUB TOTAL</b>	<b>13,044</b>		<b>2.79%</b>

BUILDING DATA (PHASE 2)	SQ. FT.	HT. (50' MAX.)	FAR (SF/466,723)
ADULT POOL ENTRY BLDG	323	26'	0.0%
LODGE BUILDING	6,903	37' - 8"	1.1%
<b>SUB TOTAL</b>	<b>7,226</b>		<b>1.11%</b>
<b>TOTALS</b>	<b>20,270</b>		<b>3.91%</b>

PARKING REQUIREMENTS	REQUIRED	PROVIDED
<b>PHASE I</b>		
BUILDING AREA 1/240 SF	54	144
ADA (INCLUDED IN TOTAL)		5
<b>PHASE II</b>		
BUILDING AREA 1/240 SF	30	67
STANDARD SPACES		56
LSEV SPACES		5
ADA (INCLUDED IN TOTAL)		6
<b>TOTAL PARKING</b>	<b>84</b>	<b>211</b>
ADA (INCLUDED IN TOTAL)		11
GOLF CART PARKING ( NOT INCLUDED IN TOTAL)		37

BICYCLE PARKING SPACES	REQUIRED	PROVIDED
<b>PHASE I</b>		
12% OF REQUIRED	7	17
<b>PHASE II</b>		
12% OF REQUIRED	4	10
<b>TOTAL</b>	<b>14</b>	<b>27</b>

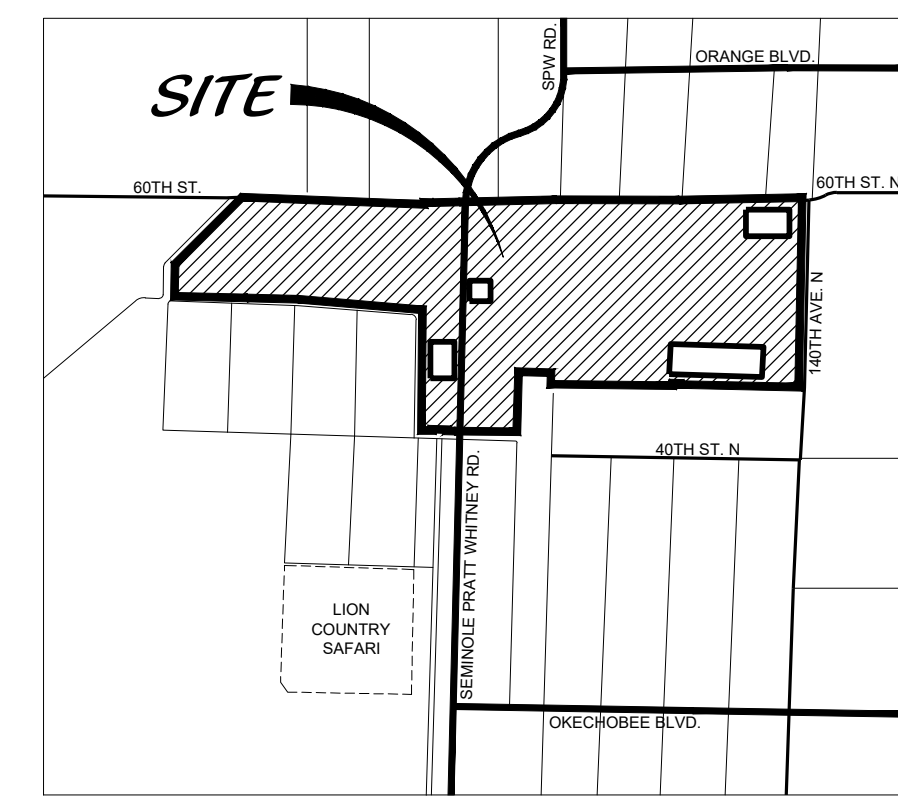
PHASE I AREA CALCULATIONS	SQ. FT.	ACRES	%
BUILDING LOT COVERAGE	9,984.79	0.23	1.54%
VEHICULAR USE AREA	76,448	1.76	11.79%
SIDEWALKS AND POOL DECKS	80,960	1.86	12.48%
(ADDITIONAL FROM PHASE II 1,244 SQ. FT.)			
GREEN SPACE (PERVIOUS AREA)	299,629	6.88	46.20%
<b>SUB TOTAL</b>	<b>467,022</b>	<b>10.72</b>	<b>72.02%</b>

PHASE II AREA CALCULATIONS	SQ. FT.	ACRES	%
BUILDING LOT COVERAGE (INC. ROOF & COVERED PATIO AREAS)	10,225	0.23	1.58%
VEHICULAR USE AREA	58,798	1.35	9.07%
SIDEWALKS AND POOL DECKS	56,354	1.29	8.69%
GREEN SPACE (PERVIOUS AREA)	56,092	1.29	8.65%
<b>SUB TOTAL</b>	<b>181,469</b>	<b>4.17</b>	<b>27.98%</b>
<b>TOTAL</b>	<b>648,491</b>	<b>14.89</b>	<b>100.00%</b>

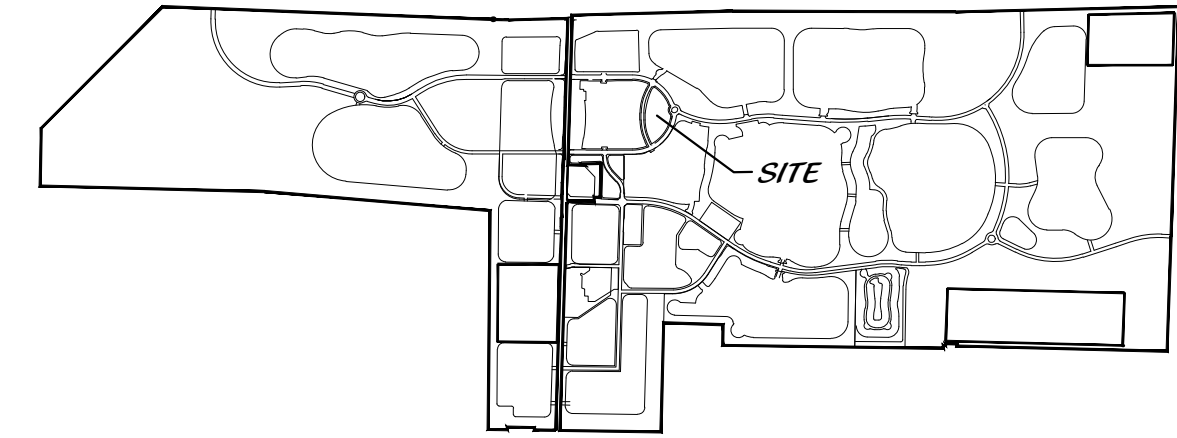
PHASE 1 SETBACK CHART	FRONT (15')	SIDE STREET (15')	REAR (10')
<b>BUILDING (NEAREST STREET FRONTAGE)</b>			
NORTH ENTRY BUILDING (TOWN CENTER PKWY. N.)	145'-4"	272'-8"	226'-0"
CONCESSIONS BUILDING (KINGFISHER BLVD.)	293'-0"	285'-5"	118'-9"
SLIDE TOWER (KINGFISHER BLVD.)	293'-10"	449'-4"	264'-8"
PARTY PAVILION (KINGFISHER BLVD.)	457'-0"	499'-7"	38'-10"
STORAGE / MAINTENANCE BUILDING (KINGFISHER BLVD.)	295'-0"	226'-4"	23'-10"
AQUATIC SHADE PAVILION (TOWN CENTER PKWY. S.)	208'-4"	227'-9"	122'-9"
AMPHITHEATER / LODGE PAVILION (TOWN CENTER PKWY. S.)	214'-6"	582'-1"	351'-3"
PARK RESTROOM (TOWN CENTER PKWY. S.)	76'-7"	322'-0"	302'-4"
PICNIC PAVILION A (TOWN CENTER PKWY. S.)	38'-8"	348'-0"	347'-10"
PICNIC PAVILION B (TOWN CENTER PKWY. S.)	114'-6"	360'-7"	314'-4"
PICNIC PAVILION D (TOWN CENTER PKWY. S.)	100'-6"	297'-0"	271'-0"

PHASE 2 SETBACK CHART	FRONT (15')	SIDE STREET (15')	REAR (10')
<b>BUILDING (NEAREST STREET FRONTAGE)</b>			
ADULT POOL ENTRY BLDG (TOWN CENTER PKWY. N.)	292.53'	573.20'	269.63'
LODGE BUILDING (TOWN CENTER PKWY. S.)	179.49'	633.97'	350.86'

**LOCATION MAP**



**COMMUNITY KEY MAP**



**PROJECT TEAM**

**PROPERTY OWNER**  
 MINTO COMMUNITIES USA  
 4400 WEST SAMPLE RD, SUITE 200  
 COCONUT CREEK, FLORIDA 33073  
 PHONE: 954-973-4490  
 FAX: 954-978-5330

**CIVIL ENGINEER**  
 SIMMONS & WHITE  
 2581 METROCENTRE BLVD., SUITE 3  
 WEST PALM BEACH, FLORIDA 33407  
 PHONE: 561-478-7848

**SITE PLANNER**  
 COTLEUR & HEARING  
 833 WEST 5TH ST  
 JUPITER, FLORIDA 33458  
 PHONE: 561-747-6336  
 FAX: 561-747-1377

**MEP ENGINEER**  
 WOJCIESZAK & ASSOCIATES  
 1001 WEST 1ST ST  
 STUART, FLORIDA 34994  
 PHONE: 772-286-8696  
 FAX: 772-286-4521

**ARCHITECT**  
 N2 ARCHITECTURE + DESIGN  
 2081 SE OCEAN BLVD., SUITE 1A  
 STUART, FLORIDA 34996  
 PHONE: 772-220-4411

**STRUCTURAL ENGINEER**  
 BOB RUDE STRUCTURES  
 10451 SIX MILE CYPRESS PKWY., UNIT 501  
 FORT MYERS, FLORIDA 33966  
 PHONE: 239-277-7771

**INTERIOR DESIGN**  
 ANSANA INTERIOR DESIGN  
 309 S. ORLANDO AVE., SUITE B  
 WINTER PARK, FLORIDA 32789  
 PHONE: 407-440-1530

**TRAFFIC ENGINEER**  
 PINDER TROUTMAN CONSULTING, INC.  
 2009 VISTA PARKWAY, SUITE 111  
 WEST PALM BEACH, FLORIDA  
 PHONE: 561-296-9698  
 FAX: 561-684-6336

**SURVEYOR**  
 GEOPPOINT SURVEYING INC.  
 4152 WEST BLUE HERON BLVD., SUITE 105  
 RIVIERA BEACH, FLORIDA 33404  
 PHONE: 561-444-2720

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SHEET NO.	SHEET NAME
FSP1	OVERALL SITE PLAN
FSP2	SITE PLAN
FSP3	SITE PLAN
FSP4	SITE PLAN
FSP5	SITE DETAILS

**LEGEND**

C.O. EQUIP.	CLEAN-OUT EQUIPMENT
EX.	EXISTING
F.H.	FIRE HYDRANT
L.A.	LANDSCAPE AREA
L.A.E.	LIMITED ACCESS EASEMENT
L.B.	LANDSCAPE BUFFER
O.H.	OVERHANG
R.O.W.	RADIUS
SB.	RIGHT-OF-WAY
SW.	SETBACK
TYP.	SIDEWALK
U.E.	TYPICAL UTILITY EASEMENT

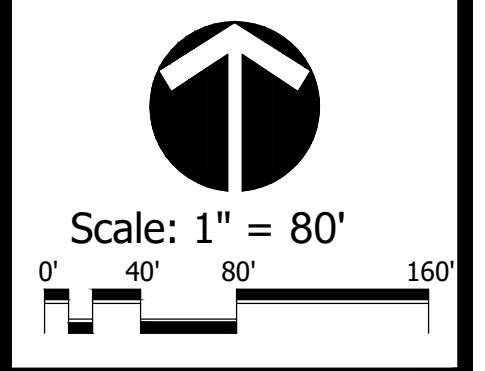
**DRO AMENDMENTS**

**ZONING STAMP**

**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

**MINTO WESTLAKE  
 POD PC-1  
 PHASE II SITE PLAN**  
 City of Westlake, Florida

DESIGNED	DEH
DRAWN	MCR
APPROVED	DEH
JOB NUMBER	13-0518.32.01
DATE	01-29-21
REVISIONS	03-03-21
	06-03-21
	07-21-21



July 21, 2021 8:53:29 a.m.  
 Drawing: 13-0518.32.01.SP.DWG



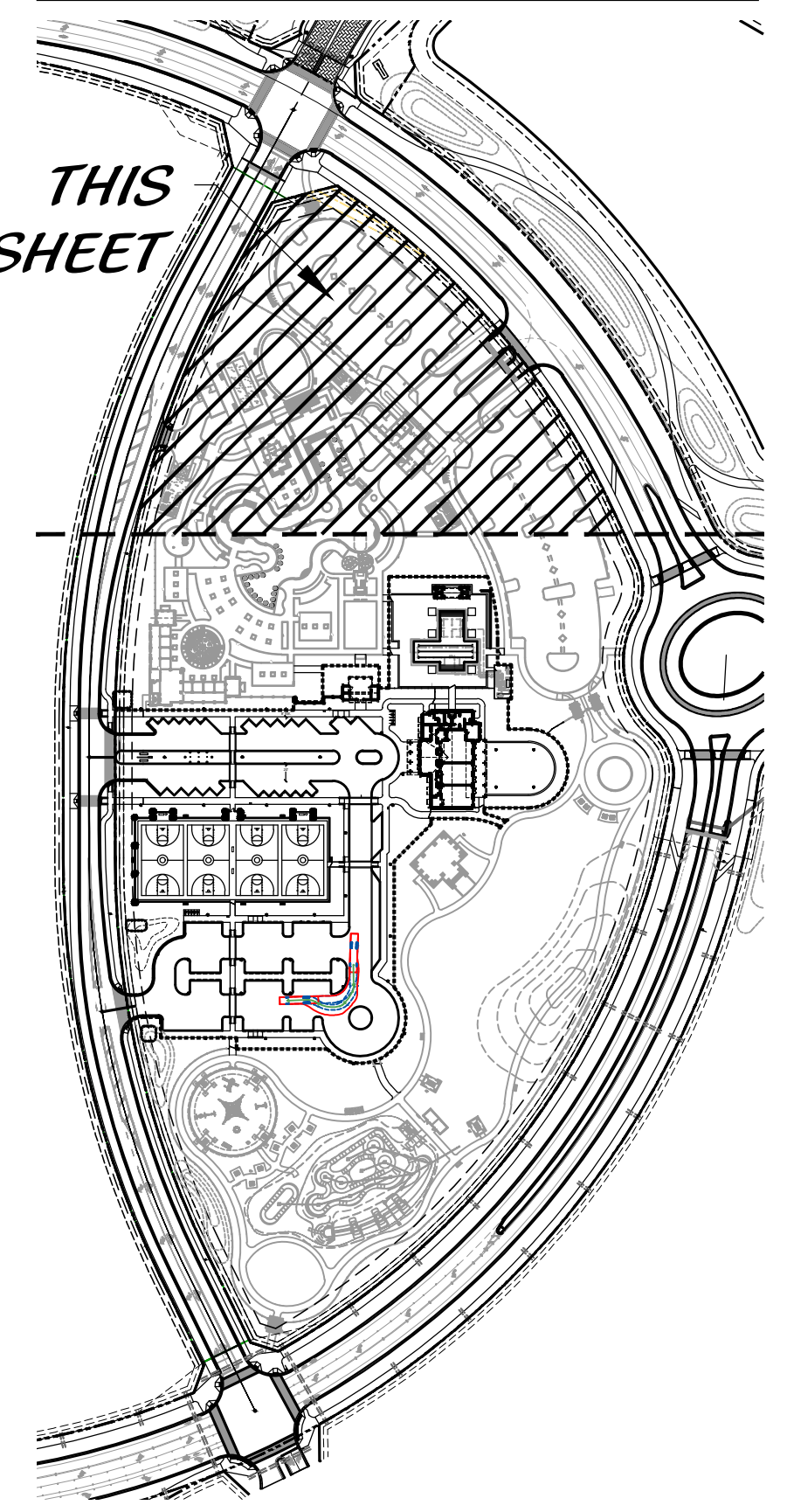
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PUD  
(NOT INCLUDED)

POD F  
TND  
(NOT INCLUDED)

POD L  
TMD  
(NOT INCLUDED)

SHEET MAP

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SHEET



MATCHLINE - SHEET FSP3



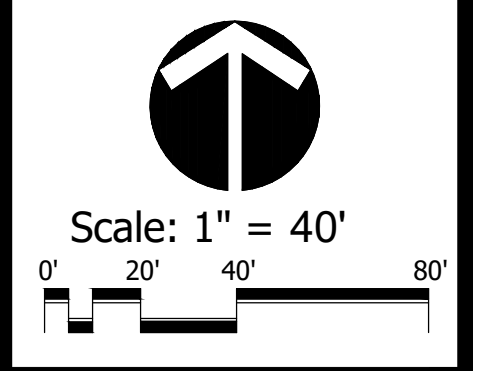
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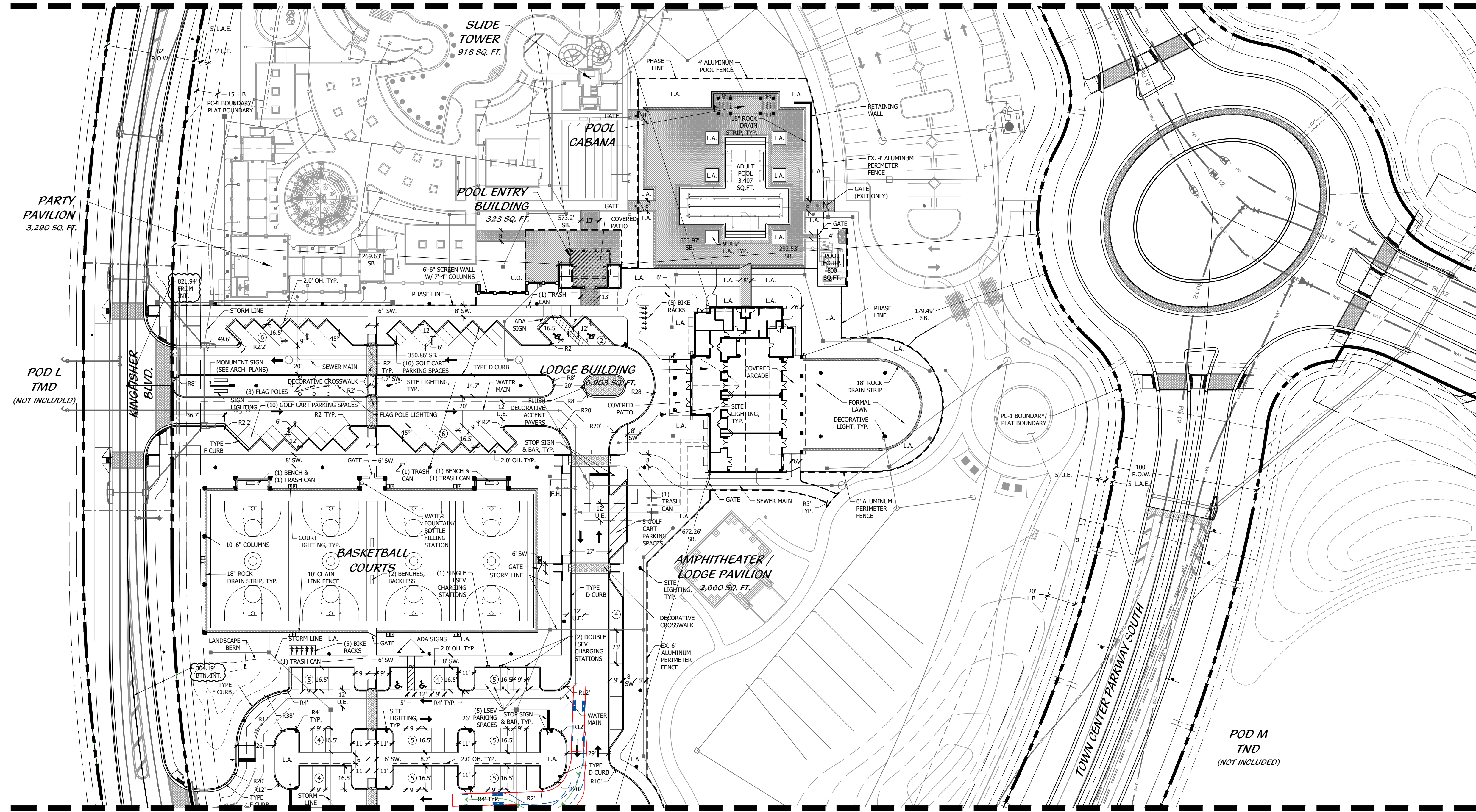
DRO AMENDMENTS

ZONING STAMP



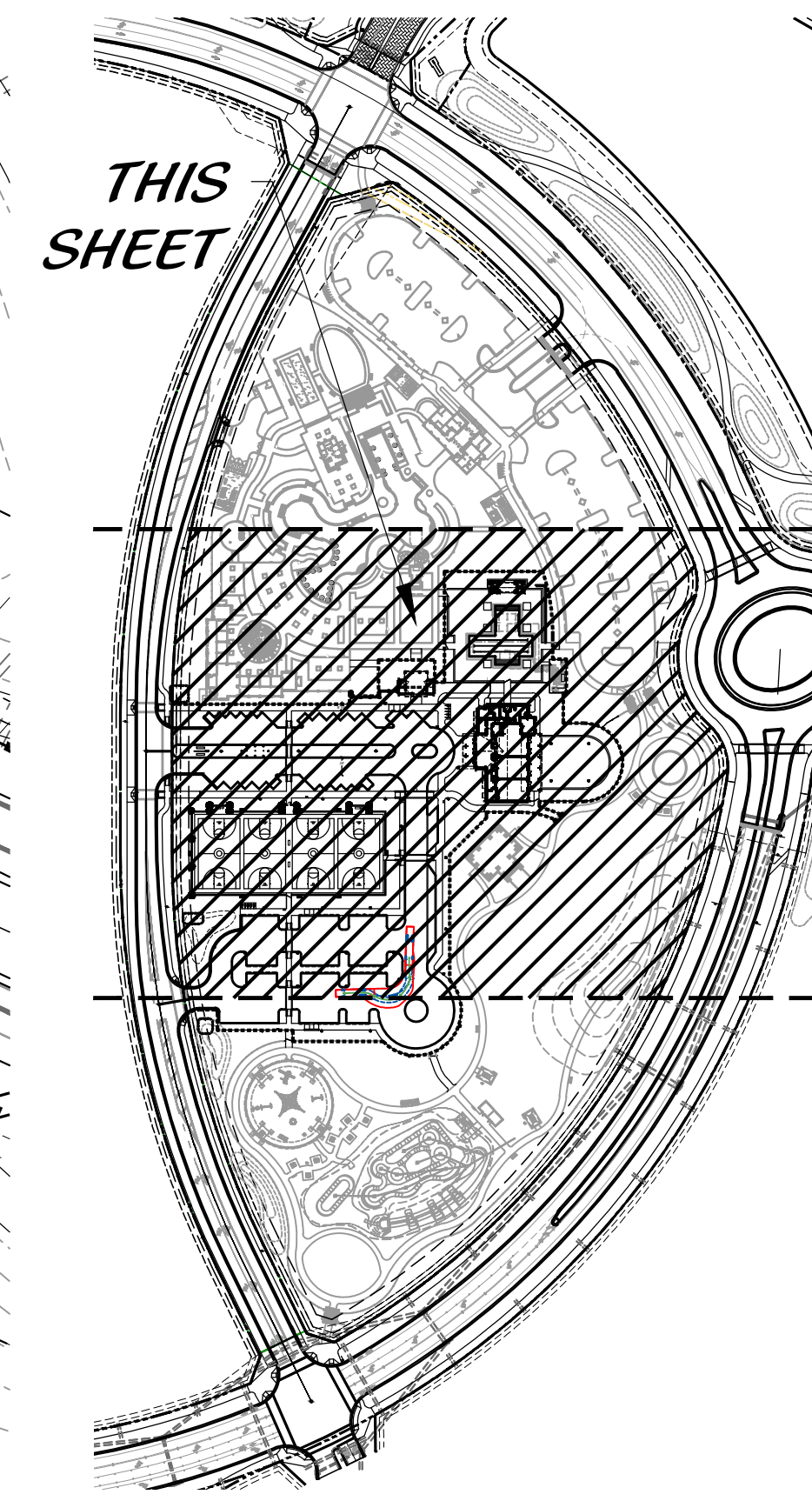
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Drawing: 13-0518.32.01 SP.DWG

MATCHLINE - SHEET FSP2

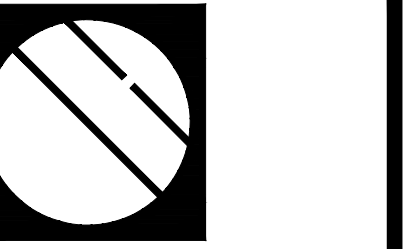


MATCHLINE - SHEET FSP4

SHEET MAP



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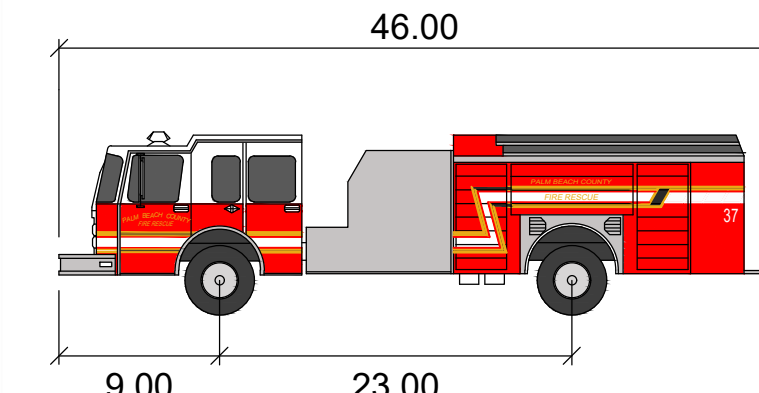


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**POD PC-1**  
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City of Westlake, Florida

DESIGNED	DEH
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JOB NUMBER	13-0518.32.01
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	06-03-21
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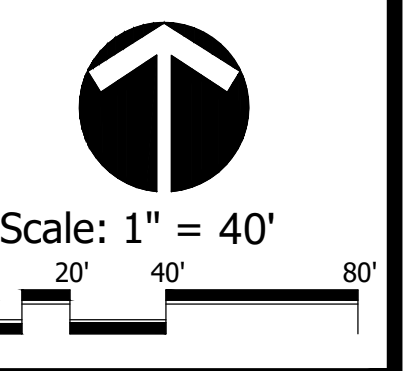
Palm Beach County Fire Rescue

Width	: 8.50
Track	: 8.50
Lock to Lock Time	: 6.0
Steering Angle	: 45.0

RED = VEHICLE BODY  
BLUE = TIRE TRACK PATH

DRO AMENDMENTS

ZONING STAMP

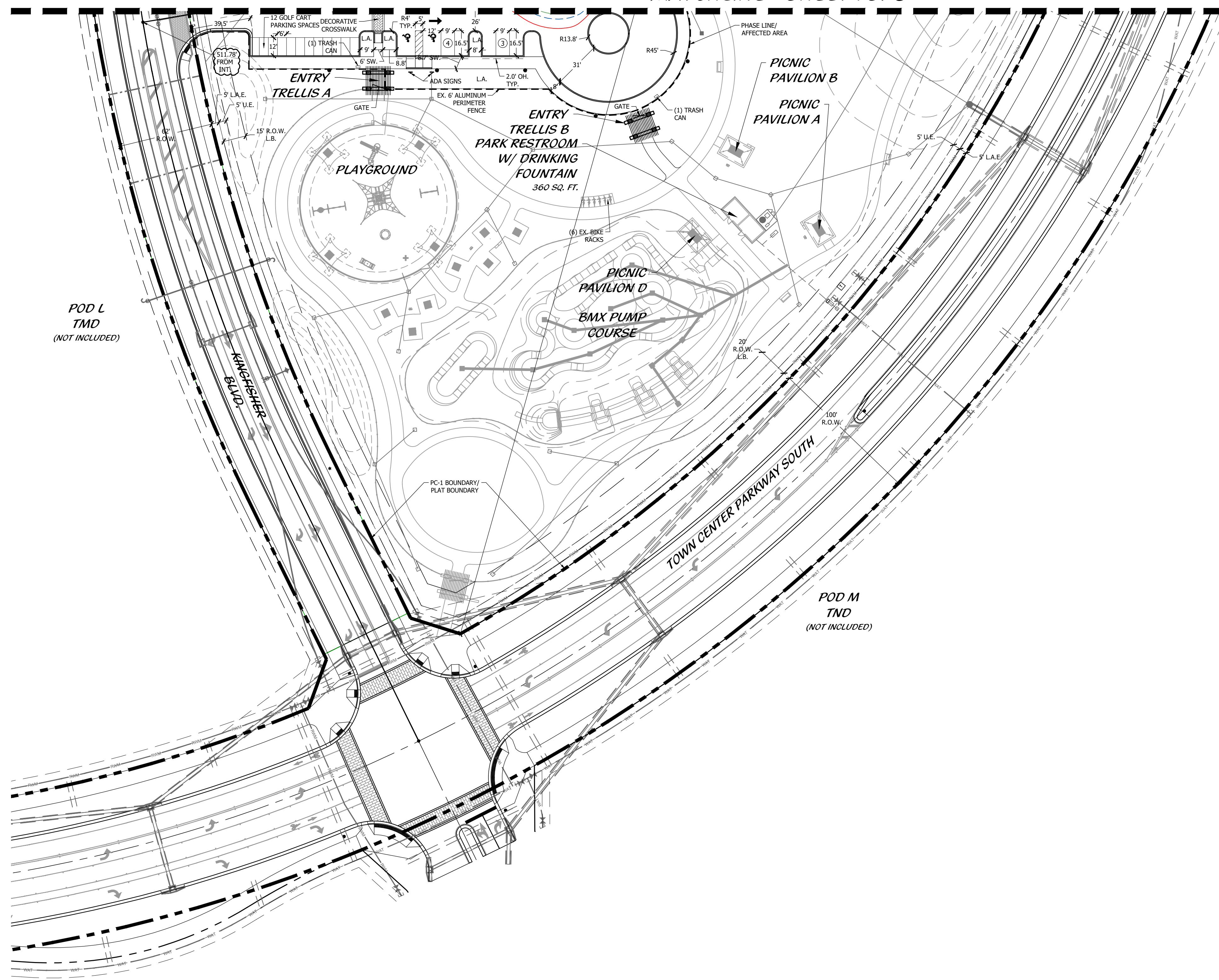


July 21, 2021 8:53:29 a.m.  
Drawing: 13-0518.32.01.SP.DWG

FSP3 OF 5

© COTLEUR & HEARING, INC.  
These drawings are the property of the architect and are not to be used for extensions or on other projects except by agreement in writing with the architect. Immediately report any discrepancies to the architect.

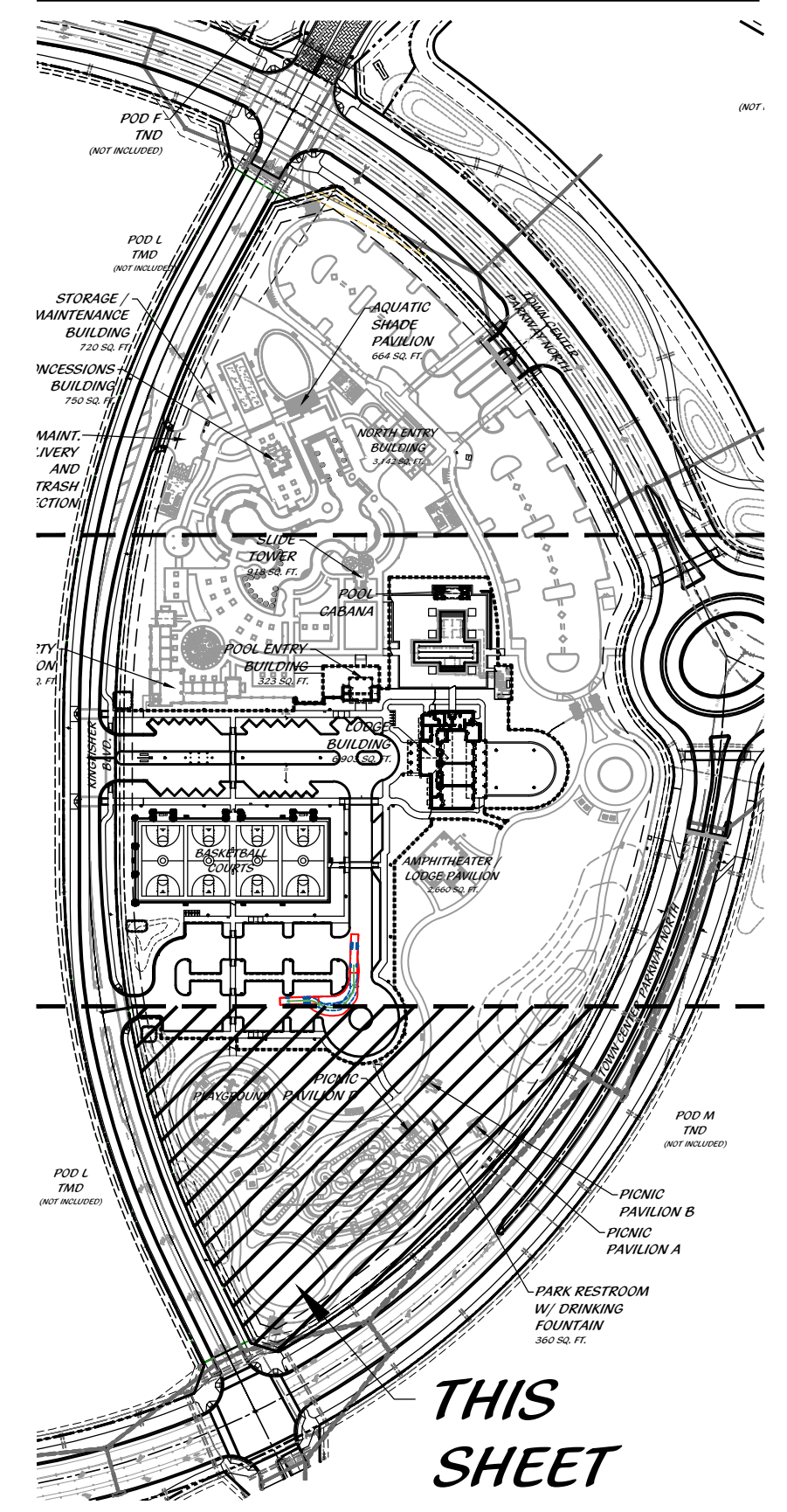
MATCHLINE - SHEET FSP3



POD L  
TMD  
(NOT INCLUDED)

POD M  
TMD  
(NOT INCLUDED)

SHEET MAP



THIS SHEET

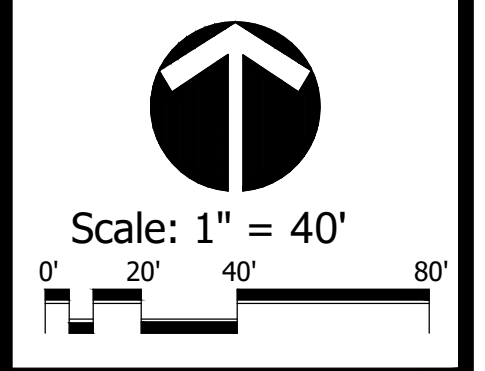
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July 21, 2021 8:53:29 a.m.  
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**Pool Entry Building:**

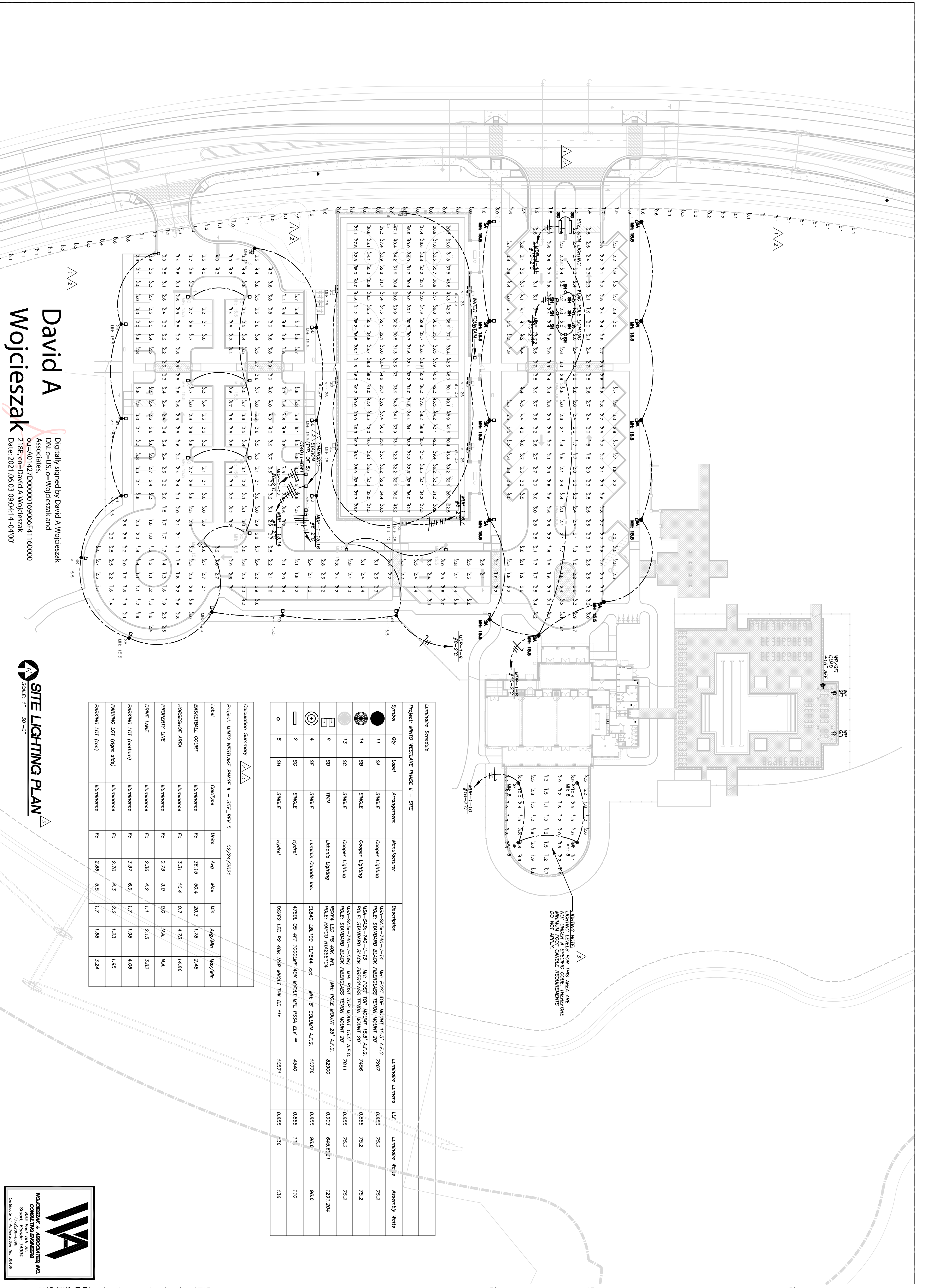
The overall scale and size of secondary pool entrance building has been decreased in square footage and overall scale. This is mainly due to the proximity of the new proposed lodge building. The lodge building has been designed to serve as a community building for various functions and the overall size of the previously designed pool entrance building detracted from the overall appeal of the lodge.

The existing pool entrance building is meant to serve as the main entry to the amenity center and providing a much larger building for a second entrance would take away from the sense of arrival to the facility.

**Lodge Building:**

The lodge building has been mirrored on the site and some of the roof lines have been adjusted. This is to create more sufficient separation from the adult pool and the small private lawn at the rear of the lodge. It also allows for the entry of the lodge building to be aligned with the center of the entry drive to provide a grander sense of arrival to the lodge building. The previous orientation of the building caused the need for several walkways to access certain areas of the building and site. Now that the building is mirrored the way finding aspect of the project has been made more efficient.

Additionally, there are operations and maintenance benefits to having the restrooms and mechanical areas of the north side of the building to allow for easier access for the amenity center employees. It also enhances security in this area.



LIGHTING NOTE: FOR THIS AREA ARE NOT UNDER A SPECIFIC CODE, THEREFORE MINIMUM FOOT CANDLE REQUIREMENTS DO NOT APPLY.

Symbol	Qty	Label	Arrangement	Manufacturer	Description	Luminaire Lumens	LLF	Luminaire Wg. S	Assembly Wgts
●	11	SA	SINGLE	Cooper Lighting	MSL-53X-740-U-14 MH: POST TOP MOUNT 15.5' A.F.G. POLE: STAINLESS BLACK FIBERGLASS TENON MOUNT 20"	7267	0.855	75.2	75.2
●	14	SB	SINGLE	Cooper Lighting	MSL-53X-740-U-13 MH: POST TOP MOUNT 13.5' A.F.G. POLE: STAINLESS BLACK FIBERGLASS TENON MOUNT 20"	7456	0.855	75.2	75.2
●	13	SC	SINGLE	Cooper Lighting	MSL-53X-740-U-SMG MH: POST TOP MOUNT 15.5' A.F.G. POLE: STANDARD BLACK FIBERGLASS TENON MOUNT 20"	7811	0.855	75.2	75.2
●	8	SD	TWIN	Urbane Lighting	RSF4 LED P2 40K WFL MH: POLE MOUNT 25' A.F.G. POLE: HARPO RIVIERA1C4	82900	0.903	645.6(21)	1291.204
●	4	SF	SINGLE	Luminis Canada Inc.	CL540-LBL100-CLPB44-xx MH: 8' COLUMN A.F.G.	10776	0.855	96.6	96.6
●	2	SG	SINGLE	Hydrel	4750L QS 4FT 1000LMF 40K MWOLT WFL P55A EVL **	4540	0.855	111	110
○	8	SH	SINGLE	Hydrel	DS572 LED P2 40K NSF MWCLT THK DD ***	10571	0.855	136	136

Label	Code/Type	Units	Avg	Max	Min	Avg/Min	Max/Min
BASKETBALL COURT	Illuminance	Fc	36.15	50.4	20.3	1.78	2.48
HORSESHOE AREA	Illuminance	Fc	3.31	10.4	0.7	4.73	14.88
PROPERTY LANE	Illuminance	Fc	0.73	3.0	0.0	N/A	N/A
DRIVE LANE	Illuminance	Fc	2.36	4.2	1.1	2.15	3.82
PARKING LOT (eastern)	Illuminance	Fc	3.37	6.9	1.7	1.98	4.06
PARKING LOT (right side)	Illuminance	Fc	2.70	4.3	2.2	1.23	1.95
PARKING LOT (99)	Illuminance	Fc	2.86	5.5	1.7	1.88	3.24

**David A Wojcieszak**  
Associates,  
Digitally signed by David A Wojcieszak  
DN: c=US, o=Wojcieszak and Associates,  
ou=A01427DD0000169066F41160000  
218F, cn=David A Wojcieszak  
Date: 2021.06.03 09:04:14 -04'00'

**SITE LIGHTING PLAN**  
SCALE: 1" = 30'-0"



**File Attachments for Item:**

B. A Resolution for the 7-11 2.0 Master Sign Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-23**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY VRE WESTLAKE 2.0 LLC FOR 7-ELEVEN 2.0 CONVENIENCE STORE AND GAS STATION LOCATED AT 4965 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		8/9/21	<b>Submitted By:</b> Gina Lawrence	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		A Resolution for the 7-11 2.0 Master Sign Plan		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to approve Resolution 2021-23, the 7-11 2.0 Master Sign Plan		
<b>SUMMARY and/or JUSTIFICATION:</b>	<p>The applicant is requesting approval for a Master Sign Plan Application, MSP-2021-06, for 7-Eleven 2.0 Convenience Store and Gas Station which consists of a primary ground sign, primary ID wall sign, a principal tenant wall sign, directional signs, canopy and wall signs, and approval of three (3) waivers to the sign code provisions.</p> <p>The subject application includes the following <b>three (3)</b> waivers:</p> <ol style="list-style-type: none"> <li>1. The proposed 7-Eleven and Laredo Taco signs facing Seminole Pratt Whitney Road and Persimmon Boulevard West are logo signs. Both logos are proposed as six (6) feet in height each. However, the City Code maximum allowable height is three (3) feet.</li> <li>2. The proposed combined square footage of both logo signs facing Seminole Pratt Whitney Road and Persimmon Boulevard West are 109 Square feet. However, the City Code maximum allowable square footage is 90 Square Feet.</li> <li>3. The proposed copy area of Ground Sign located on the East side of the entrance on Persimmon Boulevard West is 70 Square feet. However, the City Code maximum allowable square footage is 60 Square feet.</li> </ol>			
	<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>	
		<b>STAFF REPORT:</b>	X	<b>PROCLAMATION:</b>
		<b>EXHIBIT(S):</b>	X	<b>OTHER:</b>
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Resolution 2021-23, Staff report, Application, Justification Statement, 7-11 2.0 Approved Signage Program		
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>	X	<b>ORDINANCE:</b>

<p><b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b>  <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>  <b><u>Please keep text indented.</u></b></p>	<p>A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY VRE WESTLAKE 2.0 LLC FOR 7-ELEVEN 2.0 CONVENIENCE STORE AND GAS STATION LOCATED AT 4965 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</p>
<p><b>FISCAL IMPACT</b> <i>(if any):</i></p>	<p></p>

**RESOLUTION 2021-23**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY VRE WESTLAKE 2.0 LLC FOR 7-ELEVEN 2.0 CONVENIENCE STORE AND GAS STATION LOCATED AT 4965 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City's Land Development Regulations provides procedures for the review and adoption of site plans by the City Council; and

**WHEREAS**, the developer VRE Westlake 2.0 LLC submitted an application for a Master Sign Plan approval for 7-Eleven 2.0 Convenience Store and Gas Station, located at 4965 Seminole Pratt Whitney Road, Westlake, Florida, 33470, containing approximately 2.477 acres, legally described in the attached Exhibit "A",and

**WHEREAS**, the 7-Eleven 2.0 Convenience Store and Gas Station is in the Downtown Mixed Use zoning district fronting Seminole Pratt Whitney Road includes approximately 4,500 square feet convenience store with a taco food take out service, a 16-position fueling station, and a car wash; and

**WHEREAS**, City staff has reviewed the proposed Master Sign Plan Application, MSP - 2021-06, which consists of a primary ground sign, primary ID wall sign, a principal tenant wall sign, directional signs, canopy and wall signs, and approval of three (3) waivers to the sign code provisions, all as provided in the attached Exhibit "B", (Master Sign Plan); and

**WHEREAS**, the Master Sign Plan is consistent with all of the requirements of the City of Westlake's Interim Land Development Regulations and the City's Codes, the city staff recommends

approval of the Master Sign Plan; and

**WHEREAS**, pursuant to law, notice has been given by publication in a paper of general circulation in Palm Beach County, notifying the public of this proposed resolution and of the public hearing; and

**WHEREAS**, the City Council for the City of Westlake finds that the adoption of this resolution is in the best interest and welfare of the residents of the City of Westlake.

**THAT:**

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

**Section 1: Recitals:** The above recitals are true and correct and are incorporated here in by this reference.

**Section 2: Approval of Master Sign Plan:** The City Council for the City of Westlake hereby approves the Master Sign Plan Application, MSP-2021-06, submitted by VRE Westlake 2.0 LLC for 7-Eleven 2.0 Convenience Store and Gas Station which consists of a primary ground sign, primary ID wall sign, a principal tenant wall sign, directional signs, canopy and wall signs, and approval of three (3) waivers to the sign code provisions, located at 4965 Seminole Pratt Whitney Road, Westlake, Florida, 33470, as described in the Master Sign Plan, attached hereto as Exhibit "B", located on approximately 2.477 acres, in the City of Westlake, and in Palm Beach County, Florida.

**Section 3: Approval of Waivers:** The City Council for the City of Westlake hereby approves the following three (3) waivers for the 7-Eleven 2.0 Convenience Store and Gas Station:

1. The proposed 7-Eleven and Laredo Taco signs facing Seminole Pratt Whitney Road and Persimmon Boulevard West are logo signs. Both logos are proposed as six (6) feet in height each. However, the City Code maximum allowable height is three (3) feet.

2. The proposed combined square footage of both logo signs facing Seminole Pratt Whitney Road and Persimmon Boulevard West are 109 Square feet. However, the City Code maximum allowable square footage is 90 Square Feet.
3. The proposed copy area of Ground Sign located on the East side of the entrance on Persimmon Boulevard West is 70 Square feet. However, the City Code maximum allowable square footage is 60 Square feet.

**Section 3. Conflicts:** All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

**Section 4. Severability:** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

**Section 5: Effective Date:** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 9<sup>th</sup> day of August, 2021.

**PUBLISHED** on this -- day of July, 2021 in the Palm Beach Post.

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City of Westlake  
Roger Manning, Mayor

---

Zoie Burges, City Clerk

---

Approved as to Form and Sufficiency  
Donald Doody, Interim City Attorney



**EXHIBIT 'A'**  
**Legal Description**  
**7-Eleven 2.0**

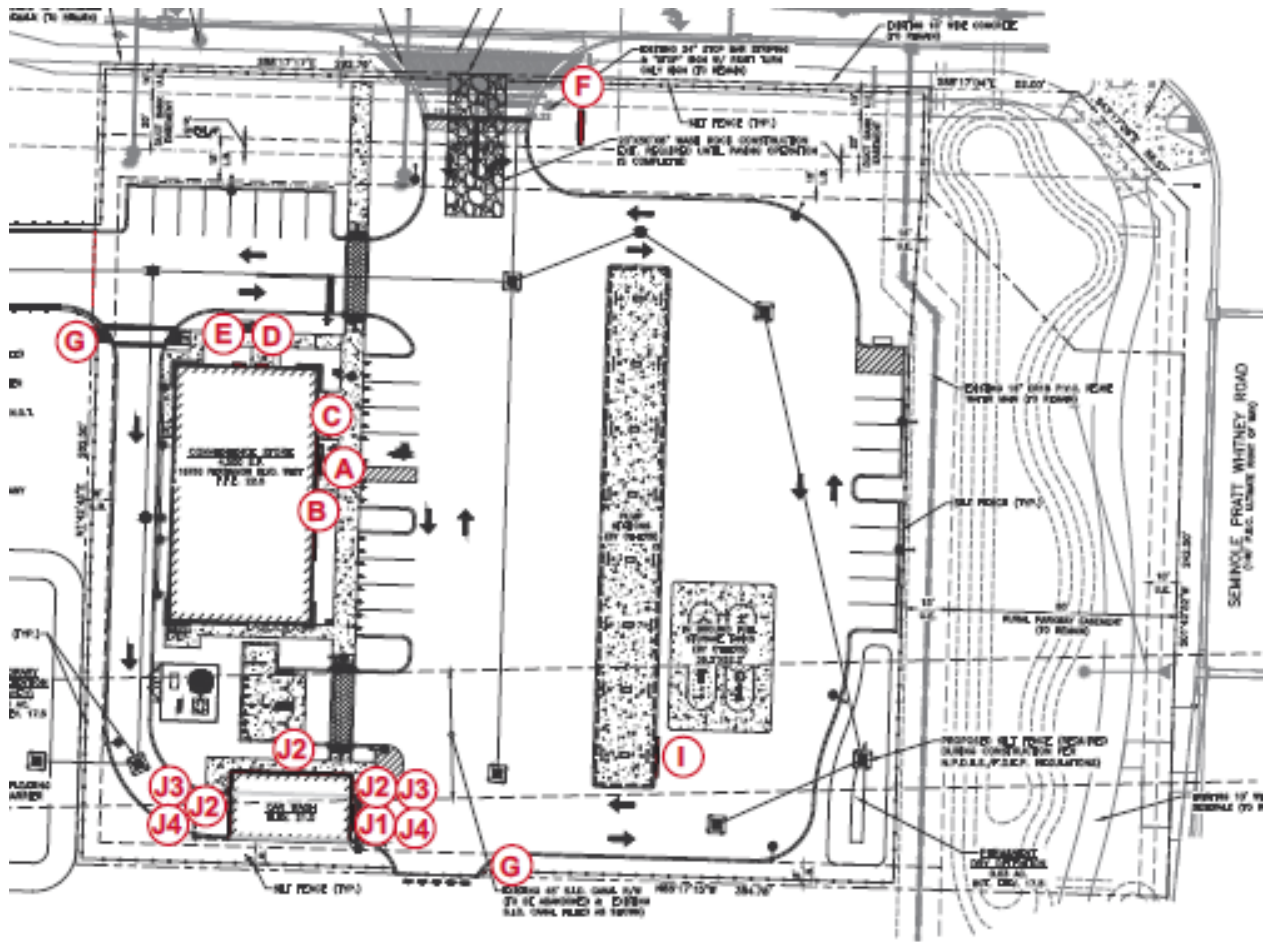
A PARCEL OF LAND LYING IN SECTION 12, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCE** AT THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST; THENCE S.00°59'07"W., ALONG THE WEST LINE OF SAID SECTION 1, A DISTANCE OF 349.11 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY OF M-CANAL, A 250 FOOT WIDE CITY OF WEST PALM BEACH RIGHT-OF-WAY, DESCRIBED IN DEED BOOK 1156, PAGE 58, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY; THENCE S.87°46'28"E., ALONG SAID SOUTHERLY RIGHT-OF-WAY OF M-CANAL, AS FOUND MONUMENTED, A DISTANCE OF 370.84 FEET; THENCE N.88°36'57"E., ALONG SAID SOUTHERLY RIGHT-OF-WAY OF M-CANAL, AS FOUND MONUMENTED, A DISTANCE OF 1,406.04 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF SEMINOLE-PRATT WHITNEY ROAD, A 100 FOOT WIDE RIGHT-OF-WAY, DESCRIBED IN OFFICIAL RECORD BOOK 1544, PAGE 378, AND ROAD PLAT BOOK 4, PAGE 34, BOTH OF SAID PUBLIC RECORDS; THENCE S.01°42'52"W., ALONG SAID WEST RIGHT-OF-WAY LINE, A DISTANCE OF 3,416.52 FEET TO THE NORTHERLY MOST CORNER OF ADDITIONAL RIGHT-OF-WAY FOR SEMINOLE-PRATT WHITNEY ROAD, DESCRIBED IN OFFICIAL RECORD BOOK 10289, PAGE 488, OF SAID PUBLIC RECORDS; THENCE ALONG THE WEST LINE OF SAID ADDITIONAL RIGHT-OF-WAY OF SEMINOLE-PRATT WHITNEY ROAD FOR THE FOLLOWING THREE (3) COURSES: 1) S.02°59'15"W., A DISTANCE OF 540.13 FEET; 2) THENCE S.01°42'52"W., A DISTANCE OF 280.00 FEET; 3) THENCE S.00°26'29"W., A DISTANCE OF 193.91 FEET; THENCE N.89°33'31"W., A DISTANCE OF 62.32 FEET TO A POINT ON THE WEST LINE OF PARCEL 101, AN EXISTING RIGHT-OF-WAY, AS RECORDED IN OFFICIAL RECORDS BOOK 28479, PAGE 822, OF SAID PUBLIC RECORDS AND THE **POINT OF BEGINNING**; THENCE ALONG THE WEST LINE OF SAID PARCEL 101 FOR THE FOLLOWING TWO (2) COURSES: 1) S.43°17'06"E., A DISTANCE OF 56.57 FEET; 2) S.01°42'52"W., A DISTANCE OF 242.50 FEET; THENCE N.88°17'15"W., A DISTANCE OF 384.78 FEET; THENCE N.01°42'45"E., A DISTANCE OF 282.50 FEET; THENCE S.88°17'17"E., A DISTANCE OF 292.79 FEET; THENCE S.88°17'04"E., A DISTANCE OF 52.00 FEET TO THE **POINT OF BEGINNING**.

CONTAINING: 107,901.51 SQUARE FEET OR 2.477 ACRES MORE OR LESS.

**Exhibit "B"**

# Master Sign Plan 7-Eleven 2.0 Convenience Store and Gas Station





**City of Westlake**

**Planning and Zoning Department – Staff Report**

City Council Meeting 8/9/2021

---

**PETITION DESCRIPTION**

**PETITION NUMBER:** MSP-2021-06 7-Eleven 2.0 Master Sign Plan  
**OWNER:** Westlake Fueling, LLC  
**APPLICANT:** Cotleur & Hearing  
**ADDRESS:** 4695 Seminole Pratt Whitney Road  
**PCN:** 77404301710000010

**REQUEST:** The applicant is requesting approval for a Master Sign Plan for 7-Eleven 2.0. Gas Station, Convenience Store Facility and Car Wash per Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes three (3) waivers.

**SUMMARY**

The applicant is requesting approval for a Master Sign Plan Application, MSP-2021-06, for 7-Eleven 2.0 Convenience Store and Gas Station which consists of a primary ground sign, primary ID wall sign, a principal tenant wall sign, directional signs, canopy and wall signs, and approval of three (3) waivers to the sign code provisions.

The subject application includes the following **three (3)** waivers:

1. The proposed 7-Eleven and Laredo Taco signs facing Seminole Pratt Whitney Road and Persimmon Boulevard West are logo signs. Both logos are proposed as six (6) feet in height each. However, the City Code maximum allowable height is three (3) feet.
2. The proposed combined square footage of both logo signs facing Seminole Pratt Whitney Road and Persimmon Boulevard West are 109 Square feet. However, the City Code maximum allowable square footage is 90 Square Feet.
3. The proposed copy area of Ground Sign located on the East side of the entrance on Persimmon Boulevard West is 70 Square feet. However, the City Code maximum allowable square footage is 60 Square feet.

**STAFF RECOMMENDATION**

Based upon the facts and findings contained herein, the Department of Planning and Zoning recommends approval of the subject application without conditions.

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## BACKGROUND

In 2019, the City of Westlake received an application to develop a 7-Eleven Gas facility including a 4,500 sq. ft. convenience store, a 16-position fueling station and a car wash. The subject parcel is located West of Seminole Pratt Whitney Road and South of Persimmon Boulevard West. The subject application was reviewed by the City of Westlake staff (Planning and Zoning, Landscaping and Engineering), Palm Beach County Fire Rescue and the Seminole Improvement District (SID). The City Council approved the subject application on October 28, 2019.

In 2020, the City Council approved a site plan amendment on August 10, 2020. The subject application included a taco food takeout service and modifications to the dumpster, sidewalk and landscaping.

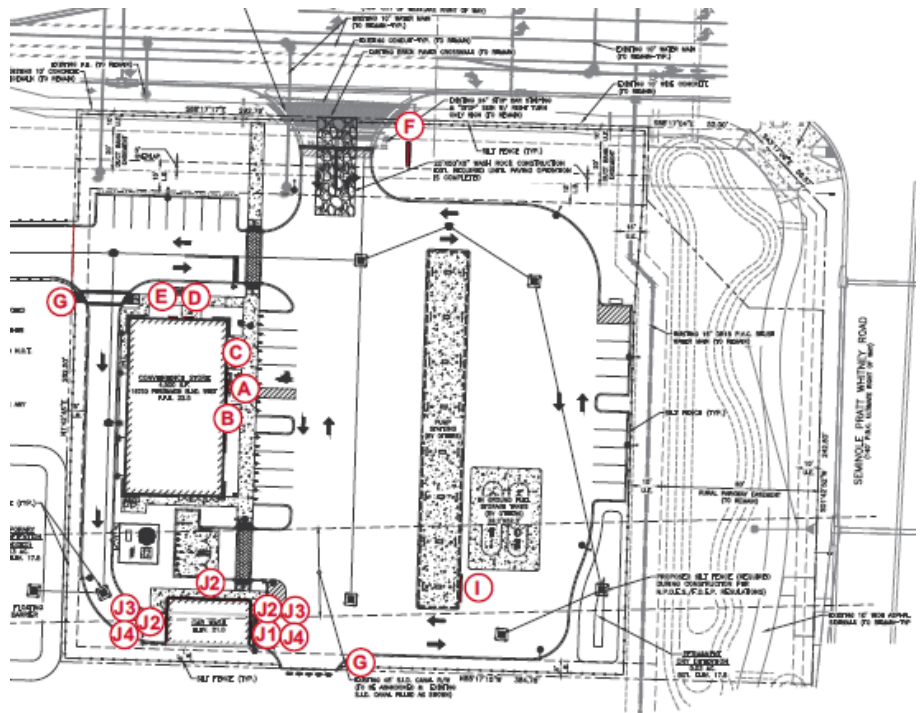
## STAFF ANALYSIS

The applicant is requesting approval for a Master Sign Plan for 7-Eleven 2.0. Gas Station and Convenience Store Facility. Per Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes three (3) waivers.

The proposed Master Sign Plan includes the following signs:

### Signs included in the Master Sign Plan:

- A- Wall Sign
- B- Illuminated Tri-Stripes
- C- Wall Sign
- D- 7-11 Logo Wall Sign
- E- Wall Sign
- F- Monument Sign
- G- Directional Signs
- I- Canopy Sign
- J1- Car Wash Channel Letter
- J2- Car Wash Tri-Stripe
- J3- Car Wash Ent/Ext Panel
- J4- Car Wash Clearance Bars

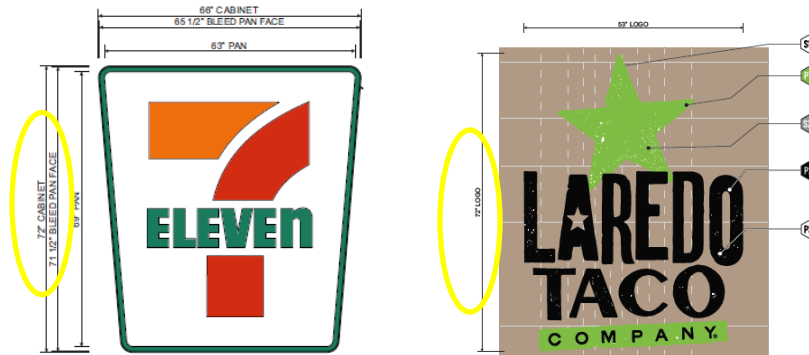


Per Chapter 6. Sign. Section 6.9 Master Sign Plan: *The City Council, at the time of development order or site plan approval or amendment, maywaive one or more of the requirements of this chapter as part of a master sign plan. A master sign plan may be considered for two or more signs.*

(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 this chapter.

As part of the subject Master Sign Plan, the applicant is requesting the following three (3) waivers to the building(s) façade signage:

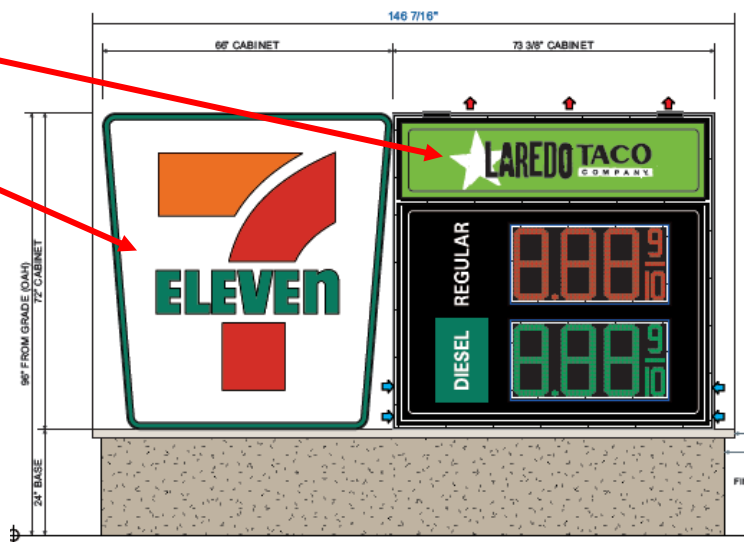
1. Height of Signs: The 7-Eleven proposed logo sign and Laredo Taco proposed logo sign on the north **and** east side is six (6) feet in height. Per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*. The code maximum height is thirty-six (36) inches (3 feet).



2. Square Footage of Signs: The applicant proposed a combined square footage of both logo signs to be 109 Square feet. However, the City Code maximum allowable square footage is 90 Square Feet.

3. Square Footage of Monument Sign: The proposed copy area of Ground Sign located on the East side of the entrance on Persimmon Boulevard West is 70 Square feet. However, the City Code maximum allowable square footage is 60 Square feet.

Waiver requests  
10 sq. ft. difference  
from Code.  
70 sq. ft – 60 sq ft.



The subject application consistent with Chapter 6, Sign, Section 6.9 Master Sign Plan as follows. See below for Code specifics:

The applicant is requesting approval for a Master Sign Plan for 7-Eleven 1.0. Gas Station and Convenience Store Facility. The subject application includes three (3) waivers.

- (C) The master sign plan shall indicate location, number, size, font, color, type of sign, landscaping, and illumination of proposed sign(s). The Master Sign Plan shall be guided by the purpose and intent section of this chapter. Application for a master sign plan shall include the following:
  - (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.
  - (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 this Chapter.

The applicant is requesting Four (4) waivers from the following code section:

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions <sup>1</sup>	Additional Requirements	Requested Waivers
Wall Sign for Principal Structure or Building Identification or Principal Tenant	90 square feet	1	One set of 2 signs [Principal Structure or Building name and Principal Tenant name] on façade(s) fronting ROW	N/A	Sign(s) must be located at top of building, and/or below second floor line. Sign letters shall not exceed 36 inches in height including lowercase letters. Sign for building and tenant identification purposes. Each building is allowed a principal tenant wall sign. Maximum 1 name or message per sign. Sign(s) shall not exceed 80 percent of the width of the building, with a minimum of 10 percent clear area on each outer edge of the building.	

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions <sup>1</sup>	Additional Requirements
Non-Residential Pod Entry Monument	60 sq. ft.	1	2 per access-way	See Figure 6-3	Two 60-sq. ft. copy areas permitted per sign: 1. one for pod identification on horizontal structure, and 2. one for tenant names on the vertical totem. Graphics and logos are prohibited on the vertical totem.

Requested Waivers
3. Square Footage of Ground Sign Copy Area.

**FINAL REMARKS**

MSP-2021-06 will be heard by the City Council on August 9, 2021. The public hearing was advertised in compliance with the City’s code.

Based upon the facts and findings contained herein, the Planning and Zoning Department recommends approval of the subject application.



**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 SITE PLAN REVIEW

**PLANNING & ZONING BOARD**

Meeting Date: \_\_\_\_\_

**CITY COUNCIL**

Meeting Date: \_\_\_\_\_

**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 attached checklist. If not applicable, indicate with N/A.

*The Planning & Zoning Board meets the **second Monday of the month at 6:00 p.m.**, as needed in the City Council Chambers, 4005 Seminole Pratt Whitney Road. The applicant will be informed in writing of their scheduled meeting date. After review and recommendation by the Planning & Zoning Board, applications will be heard by the City Council. The City Council meets on **the second Monday of the month at 6:30 p.m.**, in the City Council Chambers.*

### I. PROJECT DESCRIPTION & APPLICANT INFORMATION

**PROJECT NAME:** 7-Eleven 2.0 Westlake

**PROJECT ADDRESS:** 4965 Seminole Pratt Whitney Rd.

**DESCRIPTION OF PROJECT:** Convenience store and gas station

Property Control Number (PCN), list additional on a separate sheet: 77-40-43-01-17-000-0010

Estimated project cost: TBD

**Property Owner(s) of Record (Developer)** VRE Westlake 2.0 LLC

Address: 1211 S White Chapel Blvd. , Southlake, TX 76092-9303

Phone No.: 504-256-0881 Fax No.: \_\_\_\_\_ E-mail Address: RClaborne@verdad.com

**Agent (if other than owner complete consent section on page 3):**

Name: Donaldson Hearing

Address: 1934 Commerce Lane, Ste. 1, Jupiter, FL 33458

Phone No.: 561-747-6336 Fax No.: \_\_\_\_\_ E-mail Address: DCesaro@cotleur-hearing.com



**II. LAND USE & ZONING**

- A) ZONING MAP DESIGNATION MUPD B) FUTURE LAND USE MAP DESIGNATION Downtown Mixed Use  
 C) Existing Use(s) 7-Eleven Convenience Store and Gas Station  
 D) Proposed Use(s), as applicable Same as above – Under Construction

**III. ADJACENT PROPERTIES**

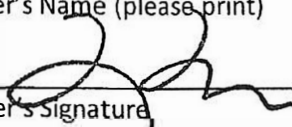
	Name of Business/ Subdivision	Land Use Designation	Zoning Designation	Existing Use(s)	Approved Use(s)
<b>NORTH</b>	Pod G	Downtown MXD	MU	Vacant	Publix/Vacant
<b>SOUTH</b>	Pod H – Westlake Landings	Downtown MXD	MU	Vacant	Westlake Landings/Vacant
<b>EAST</b>	Pod K	Downtown MXD	Med	Vacant	Vacant
<b>WEST</b>	Pod H – Westlake Landings	Downtown MXD	MU	Vacant	Westlake Landings/Vacant

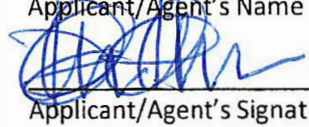
**V. OWNER/APPLICANT ACKNOWLEDGEMENT AND CONSENT**

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

I/we, the owners, hereby give consent to Coteleur & 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.

Jason Keen  
 Owner's Name (please print)  
  
 Owner's Signature  
6/11/2021  
 Date

Donaldson Hearing  
 Applicant/Agent's Name (please print)  
  
 Applicant/Agent's Signature  
6.11.2021  
 Date

## **7-ELEVEN 2.0**

### ***Master Sign Plan Request***

### ***Justification Statement***

On October 28, 2019, Resolution 2019-34 approved the site plan 7-Eleven 2.0, a Gas Station, Car Wash and Convenience Store. Subsequently on August 10, 2020, the site plan was approved as amended to include a 4,500 square foot Laredo taco food service within the 7-Eleven convenience store.

At the time of the 2019 approval, a signage package was approved. As this project has evolved, and currently under construction, the 7-Eleven corporation has requested some minor changes to the previously approved signage program. Some of the changes will result in the request for waivers from the sign code, as follows:

- 1) There will be one Ground Sign located on the east side of the entrance off of Persimmon Blvd. West. The location has not changed, however, the revised sign will include 70 SF of copy area, which exceeds the allowable 60 SF, by 10 SF. However, the applicant feels this waiver is justified in order to bring proper attention to its Laredo Taco tenant, which will be a welcome addition to 7-Eleven's customers.
- 2) There will be one set of 2 signs on the EAST side wall, facing SPW. one for the Principal Tenant, 7-Eleven and a second for the Laredo Taco tenant who will be operating within the convenience store. Both the 7-Eleven channel sign and the Laredo Taco channel sign will be 6' in height, exceeding the maximum code requirement of 3 feet (36"). The 7-Eleven logo channel letter sign and branding stripe over the entrance door will total 83.3 SF. The Laredo Taco channel letter sign to the right on the wall will total 26.5 SF. The combined square footage of these signs will be approximately 109 SF, which will exceed the 90 SF allowable by 19 SF. The applicant feels these waivers are justified in order to bring proper attention to their brand and the Laredo Taco tenant, given the limited visibility from Seminole Pratt Whitney (an 80 foot densely planted and bermed landscape buffer exists along Seminole Pratt Whitney which significantly limits visibility from this primary arterial roadway serving the property).
- 3) There will be one set of 2 signs on the NORTH side wall, facing PERSIMMON BLVD. WEST; one for the Principal Tenant, 7-Eleven (as described above, but not including the branding stripe), and a second for the Laredo Taco tenant (also as described above). While both of these signs will be 6' in height also, their combined square footage is 54.2 SF, well below the 90 SF maximum code requirement. Again, the applicant feels these waivers are justified in order to bring proper attention to their brand and the Laredo Taco tenant, given the additional amount of future commercial traffic coming to the surrounding area (i.e., Publix at Westlake Plaza and the various shoppes and commercial uses earmarked for Westlake Landings).

All other signage size and locations on the site remain consistent with the original approval.

This submittal will serve as the formal master sign plan for this site, and as such, we respectfully request a speedy review and approval in the interest of time.

The waivers noted herein are summarized on the table below.

Sign Type	Code Req'mt.	Applicant Request	Deviation
<b>Ground Sign for Commercial Building Within Pod</b>  <b>Entry Ground Sign</b>	<b>Height – 8'</b> <b>Width – 15'</b> <b>Sign Area – 120 sf.</b> <b>Copy Area – 60 sf.</b> <b>6 Tenants</b> <b>Base – 2' or 30% of OH (2.4')</b>	<b>Height – 8'</b> <b>Width – 12'.16"</b> <b>Sign Area – 97 sf.</b> <b>Copy Area – 70 sf.</b> <b>2 Tenants</b> <b>Base – 2'</b>	<b>None</b> <b>None</b> <b>-23 sf.</b> <b>+ 10 sf.</b> <b>- 4 Tenants</b> <b>None</b>
<b>Wall Signs for Principal Structure or Building ID or Principal Tenant Fronting ROW</b>  <b>7-ELEVEN &amp; STRIPE, Fronting SPW</b>	<b># of Signs - 2</b> <b>Height – 3'</b> <b>Width – 15'</b> <b>Copy Area – 90 sf.</b>	<b># of Signs – 1 of 2</b> <b>Height – 6'</b> <b>Width – 18'</b> <b>Sign Area – 83.3 sf.</b>	<b>None</b> <b>+3'</b> <b>+3'</b> <b>- 6.7 sf.</b>
<b>Wall Signs for Principal Structure or Building ID or Principal Tenant Fronting ROW</b>  <b>LAREDO TACO, Fronting SPW</b>	<b># of Signs - 2</b> <b>Height – 3'</b> <b>Width – 15'</b> <b>Copy Area – 90 sf.</b>	<b># of Signs – 2 of 2</b> <b>Height – 6'</b> <b>Width – 4'.4'</b> <b>Copy Area – 26.5 sf.</b>	<b>None</b> <b>+3'</b> <b>- 10'.6"</b> <b>- 93.5 sf.</b>
<b>Wall Signs for Principal Structure or Building ID or Principal Tenant Fronting ROW</b>  <b>7-ELEVEN, Fronting Persimmon Blvd. West</b>	<b># of Signs - 2</b> <b>Height – 3'</b> <b>Width – 15'</b> <b>Copy Area – 90 sf.</b>	<b># of Signs – 1 of 2</b> <b>Height – 6'</b> <b>Width – 4'.4'</b> <b>Copy Area – 27.7 sf.</b>	<b>None</b> <b>+3'</b> <b>- 10'.6"</b> <b>- 62.3 sf.</b>
<b>Wall Signs for Principal Structure or Building ID or Principal Tenant Fronting ROW</b>  <b>LAREDO TACO, Fronting Persimmon Blvd. West</b>	<b># of Signs - 2</b> <b>Height – 3'</b> <b>Width – 15'</b> <b>Copy Area – 90 sf.</b>	<b># of Signs – 2 of 2</b> <b>Height – 6'</b> <b>Width – 4'.4'</b> <b>Copy Area – 26.5 sf.</b>	<b>None</b> <b>+3'</b> <b>- 10'.6"</b> <b>- 93.5 sf.</b>



# Proposed - June 2021



Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
09.19.19	R4	Update Elevations
04.21.20	R5	Add LTC to site
08.10.20	R6	Update Site Plan & Elevations
08.18.20	R7	Show the newer LTC Taco signage
09.02.20	R8	Show the new style of 7-11 & LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

### SQUARE FOOTAGE FORMULA

#### Code Information:

#### Wall Signs

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined.

Allowed:	TO BE REVIEW
Keystone W/S:	33.0 sqft
LTC W/S:	26.5 sqft
7-11 Logo W/S:	27.7 sqft
LTC W/S:	26.5 sqft
Monument Sign:	70.0 sqft
Directional (2):	6.0 sqft
Canopy Sign:	32.0 sqft
Car Wash:	11.2 sqft
<b>Proposed:</b>	<b>232.9 sqft</b>

<b>ALLOWED TOTAL</b>	<b>TO BE REVIEW</b>
<b>PROPOSED TOTAL</b>	<b>232.9 SQ. FT.</b>

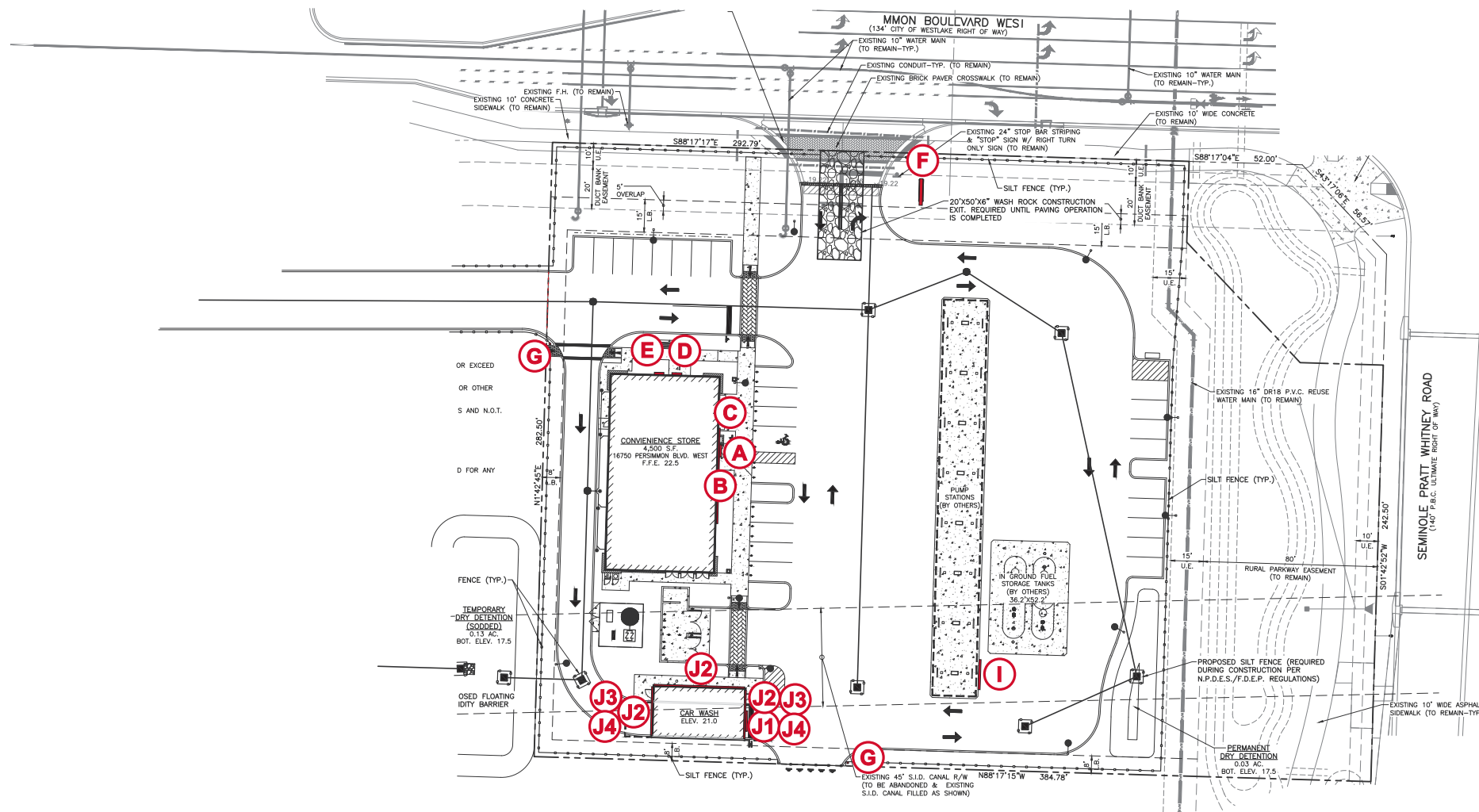
Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 1



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS: THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 360-16, THE AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) 7-16, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE (ACI 308-14), THE SPECIFICATION FOR ALUMINUM (AIAA 6053-10) (CURRENT EDITION).

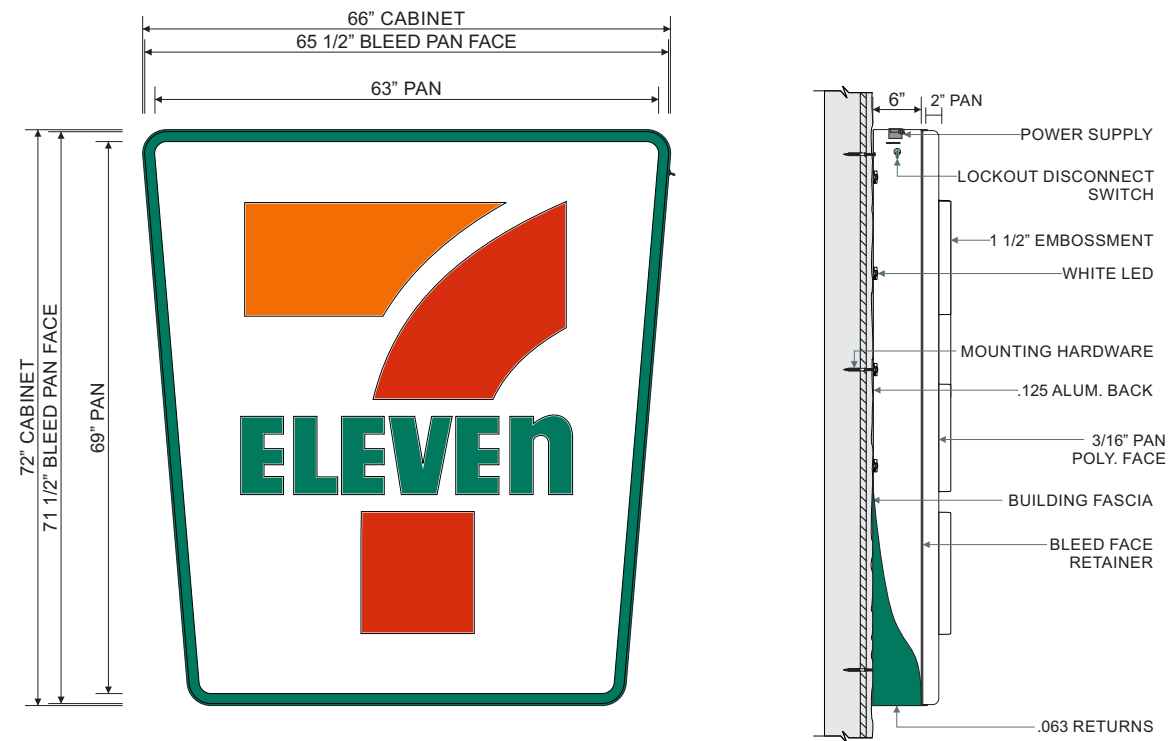


<b>(A)</b>	Keystone Wall Sign
<b>(B)</b>	Illum. Poly Tri-Stripes
<b>(C)</b>	LTC Halo Wall Sign
<b>(D)</b>	7-11 Logo C.L Wall Sign
<b>(E)</b>	LTC Halo Wall Sign
<b>(F)</b>	Monument Sign
<b>(G)</b>	Directional Signs
<b>(I)</b>	C.L Canopy Sign
<b>(J1)</b>	Car Wash 16" Channel Letter
<b>(J2)</b>	Car Wash ACM Tri-Stripe
<b>(J3)</b>	Car Wash Ent./Ext. Panel
<b>(J4)</b>	Car Wash Clearance Bars

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09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**



ONE (1) 72" x 66" "KEYSTONE" INTERNALLY ILLUMINATED S/F WALL SIGN CABINET. 3/16" THICK BLEED PAN FACE & EMBOSSSED WHITE POLY. FACE W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE. 6" DEEP ALUM. CABINET W/ ALUM. BLEED FACE RETAINERS & SIDES TO BE PAINTED 341C GREEN. CABINET TO BE INTERNALLY ILLUMINATED W/ WHITE LEDS.

VINYL SPECS: 3M 3630-44 ORANGE, 3M 3630-33 RED, 3M 3630-30 GREEN  
PAINT SPECS: PMS 341C GREEN

NOTE: "LOGO EMBOSSMENT DEPTH PROPORTIONAL TO HEIGHT"  
NOTE: HARBINGER MAY REQUIRED TO SUPPLY ALUM. TUBE FRAME SUPPORT

Front & Side View - 72" x 66" Keystone Wall Sign Cabinet - Sign A

1/2" = 1'-0"

Display Square Footage(Cabinet): 33.0

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 2

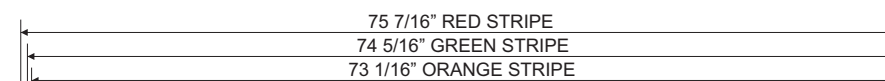
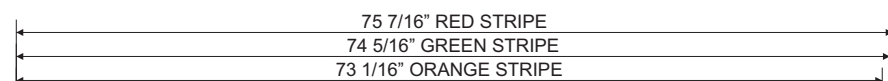


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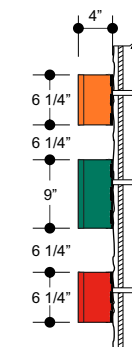
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ZONING: N/A

**SQUARE FOOTAGE FORMULA**



BREAK FOR KEYSTONE LOGO



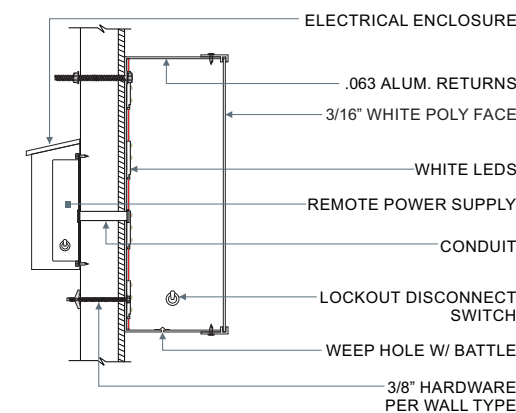
ONE (1) SET OF 6 1/4" - 9" TALL **POLYCARBONATE TRI-STRIPES** FACE LIT CHANNEL FORMS.  
3/16" THICK WHITE POLYCARBONATE FACES W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE.  
4" DEEP .063 ALUMINUM RETURNS & "F" TYPE RETAINERS PAINTED TO MATCH FACES. INTERNALLY ILLUMINATED W/ WHITE LEDS.

**PANTONE 341C GREEN**  
(VINYL 3M 3630-30)

**PANTONE O21C ORANGE**  
(VINYL 3M 3630-44)

**PANTONE 485C RED**  
(VINYL 3M 3630-33)

**NOTE: NO JEWELITE ATTACHED TO FORMS.**  
**NOTE: TOP STRIPE TO BE (2) TWO SEPARATE CABINETS PER BUILDING ELEVATION LAYOUT.**



TYPICAL SECTION: NOT TO SCALE

Front & Side View - Polycarbonate Tri-Stripe Channel Forms - **Signs B**

3/8" = 1'-0"

Display Square Footage(Cabinet): **50.3**

<b>ALLOWED TOTAL</b>	<b>TO BE REVIEW</b>
<b>PROPOSED TOTAL</b>	<b>232.9 SQ. FT.</b>

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 3



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ZONING: N/A

**SQUARE FOOTAGE FORMULA**

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 4



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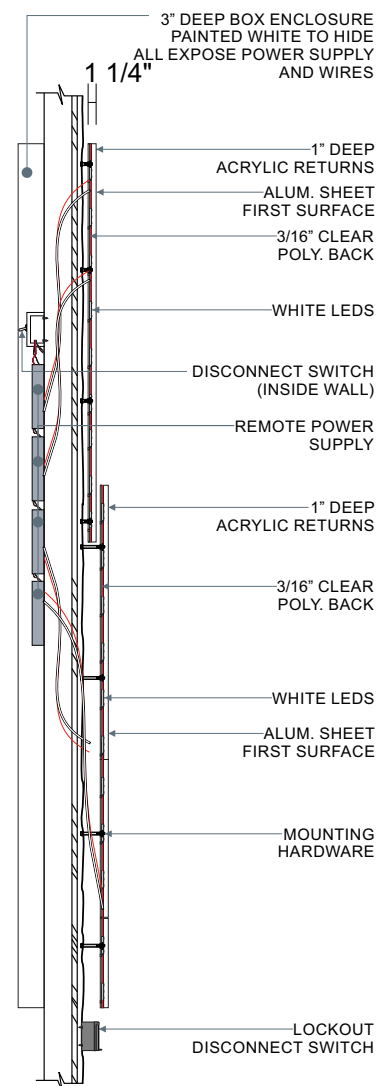
104

**NOTE: CUSTOMER TO BE ADVISED, EACH LETTER SET/LOGO WILL REQUIRE A POWER SUPPLY WITH WIRES RUNNING THROUGH THE EXTERIOR OF THE WALL. SIGN SHOWN BELOW REQUIRES LOT OF HOLE DRILLING THROUGH THE WALL. ALL POWER SUPPLIES, WIRES, DISCONNECT SWITCH TO BE INSTALL PLACE WITHIN INSIDE OF THE WALL.**



ONE (1) 72" X 53" HALO LIT "LAREDO TACO" WALL SIGN.

NOTE: PROVIDE CUSTOMER WITH ENCLOSURE BOX TO HIDE ALL EXPOSE POWER SUPPLY AND WIRES, PAINTED WHITE  
NOTE: LTC WALL SIGN TO HAVE OPAQUE PAINTED SIDES, NOT TO BE ILLUMINATED



Display Square Footage (Letters): 26.5

Front & Side View - 72" X 53" Laredo Taco S/F Wall Cabinet - Sign C  
3/4" = 1'-0"



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ZONING: N/A

**SQUARE FOOTAGE FORMULA**

**Code Information:**

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined

Allowed:	TO BE REVIEW
Keystone W/S:	33.0 sqft
LTC W/S:	26.5 sqft
Proposed:	59.5 sqft

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

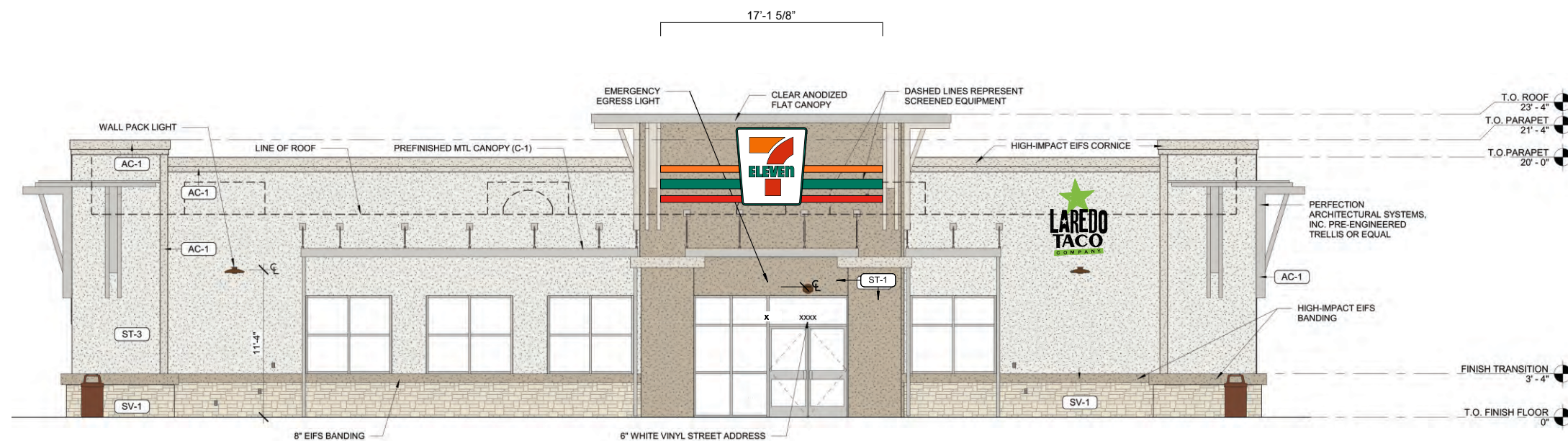
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Page: 5



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 360-16, THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 308-16, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-16), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).

**NOTE: ELEVATIONS AND ILLUSTRATED SIGNAGE REQUIRES CORPORATE 7-ELEVEN APPROVAL PRIOR TO PRODUCTION**  
**NOTE: TRI-STRIPES IS CONSIDERED AS WALL ARCHITECTURAL DESIGN OF THE BUILDING**

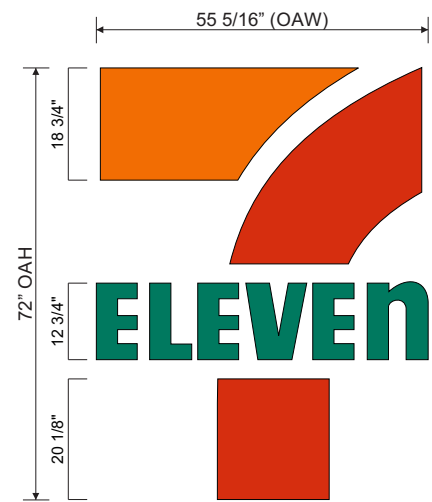


East Elevation Photo Overlay - Signs A, B, & C  
3/32" = 1'-0"

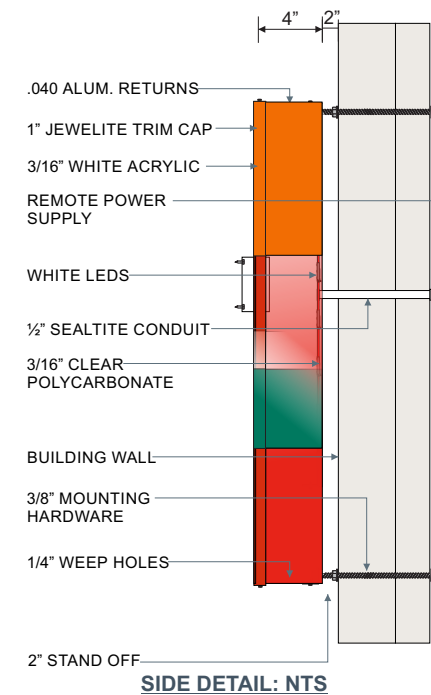
Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
09.19.19	R4	Update Elevations
04.21.20	R5	Add LTC to site
08.10.20	R6	Update Site Plan & Elevations
08.18.20	R7	Show the newer LTC Taco signage
09.02.20	R8	Show the new style of 7-11 LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**



**NIGHT VIEW**



ONE (1) 72" TALL DUAL ILLUMINATED REMOTE MOUNTED LOGO. 4" DEEP ALUMINUM RETURNS. 3/16" THICK WHITE ACRYLIC FACES W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE. 1" (JEWELITE) TRIM CAP, PAINT TO MATCH WITH LOGO. W/ 3/16" THICK CLEAR POLYCARBONATE BACKS W/ WHITE VINYL. LETTERS PAINTED **PMS 021 ORANGE, PMS 485 RED, PMS 341C GREEN**

RETURN TO MATCH FACE COLOR. LETTERS TO BE DUAL-ILLUMINATED W/ WHITE LEDES.

**PAINT SPECS: PMS 021 ORANGE, PMS 485 RED, PMS 341C GREEN**  
**VINYL SPECS: 3M 3630-44 ORANGE, 3M 3630-33 RED, 3M 3630-30 GREEN**

Front & Side View - 72" Internally Illuminated Remote Channel Logo - **Sign D**

3/8" = 1'-0"

Display Square Footage: **27.7**

<b>ALLOWED TOTAL</b>	<b>TO BE REVIEW</b>
<b>PROPOSED TOTAL</b>	<b>232.9 SQ. FT.</b>

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 6



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 360-16, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-16), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).

Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
09.19.19	R4	Update Elevations
04.21.20	R5	Add LTC to site
08.10.20	R6	Update Site Plan & Elevations
08.18.20	R7	Show the newer LTC Taco signage
09.02.20	R8	Show the new style of 7-11 & LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

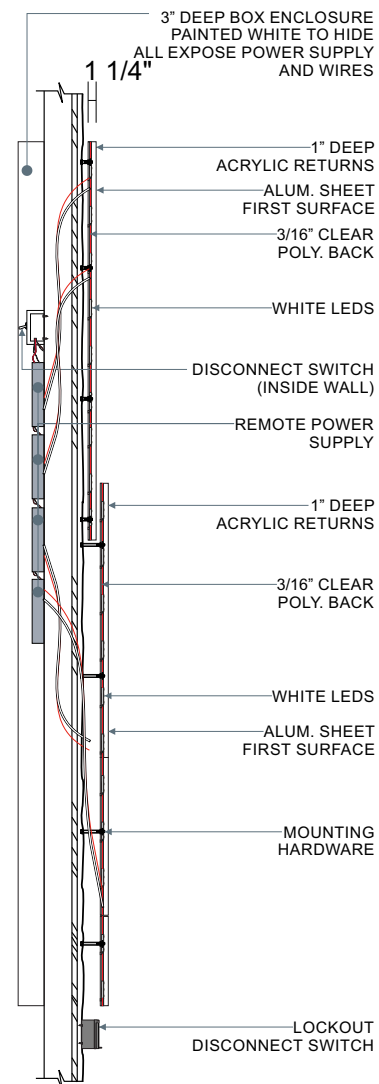
Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF ARCHITECTS (AIA) CONSTRUCTION MANUAL OF STEEL CONSTRUCTION, 9TH EDITION, THE SOCIETY OF AMERICAN ARCHITECTS (SAA) CONSTRUCTION MANUAL OF STEEL CONSTRUCTION, 9TH EDITION, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-14), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).

**NOTE: CUSTOMER TO BE ADVISED, EACH LETTER SET/LOGO WILL REQUIRE A POWER SUPPLY WITH WIRES RUNNING THROUGH THE EXTERIOR OF THE WALL. SIGN SHOWN BELOW REQUIRES LOT OF HOLE DRILLING THROUGH THE WALL. ALL POWER SUPPLIES, WIRES, DISCONNECT SWITCH TO BE INSTALL PLACE WITHIN INSIDE OF THE WALL.**



TWO (2) 72" X 53" HALO LIT "LAREDO TACO" WALL SIGN.

NOTE: PROVIDE CUSTOMER WITH ENCLOSURE BOX TO HIDE ALL EXPOSE POWER SUPPLY AND WIRES, PAINTED WHITE  
NOTE: LTC WALL SIGN TO HAVE OPAQUE PAINTED SIDES, NOT TO BE ILLUMINATED

Front & Side View - 72" X 53" Laredo Taco S/F Wall Cabinet - Sign E  
3/4" = 1'-0"

Display Square Footage (Letters): 26.5

Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
09.19.19	R4	Update Elevations
04.21.20	R5	Add LTC to site
08.10.20	R6	Update Site Plan & Elevations
08.18.20	R7	Show the newer LTC Taco signage
09.02.20	R8	Show the new style of 7-11 & LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**

**Code Information:**

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined

Allowed:	TO BE REVIEW
Proposed:	54.2 sqft

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

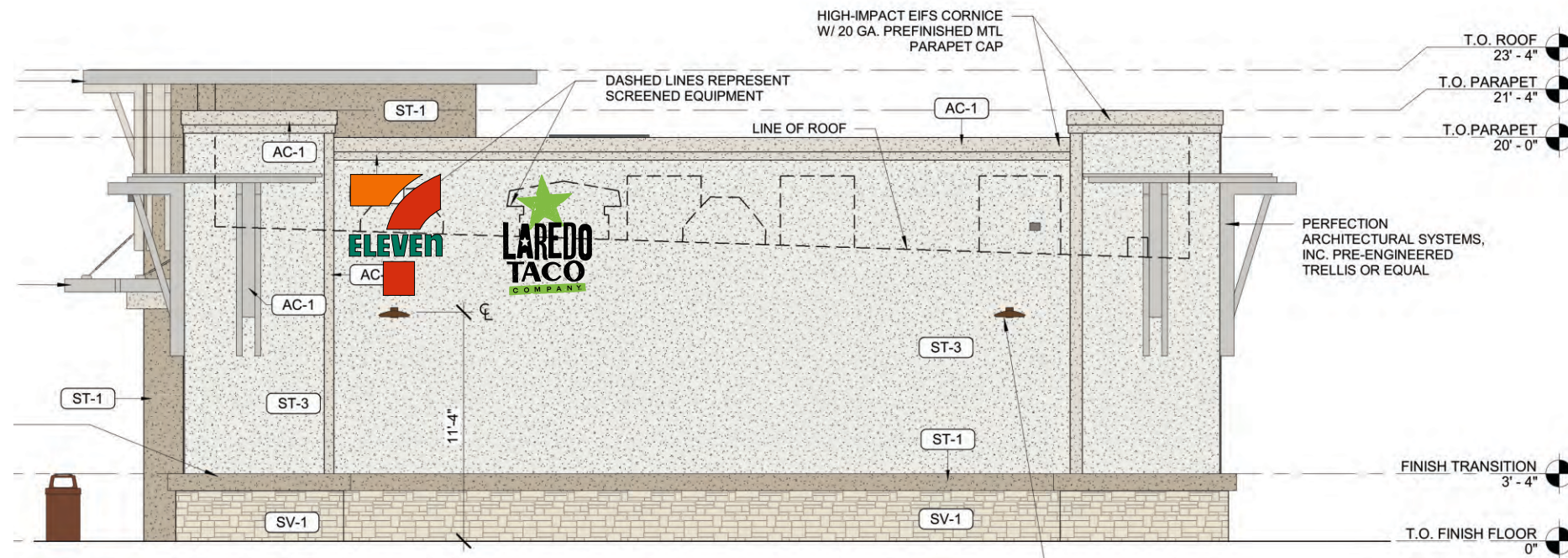
Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 360-16, THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 308-16, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-16), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).

**NOTE: ELEVATIONS AND ILLUSTRATED SIGNAGE REQUIRES CORPORATE 7-ELEVEN APPROVAL PRIOR TO PRODUCTION**



Proposed North Elevation - Signs D & E

1/8" = 1'-0"

**SQUARE FOOTAGE FORMULA**

**Code Information:**

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined

Allowed:	TO BE REVIEW
Proposed:	70.0 sqft

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

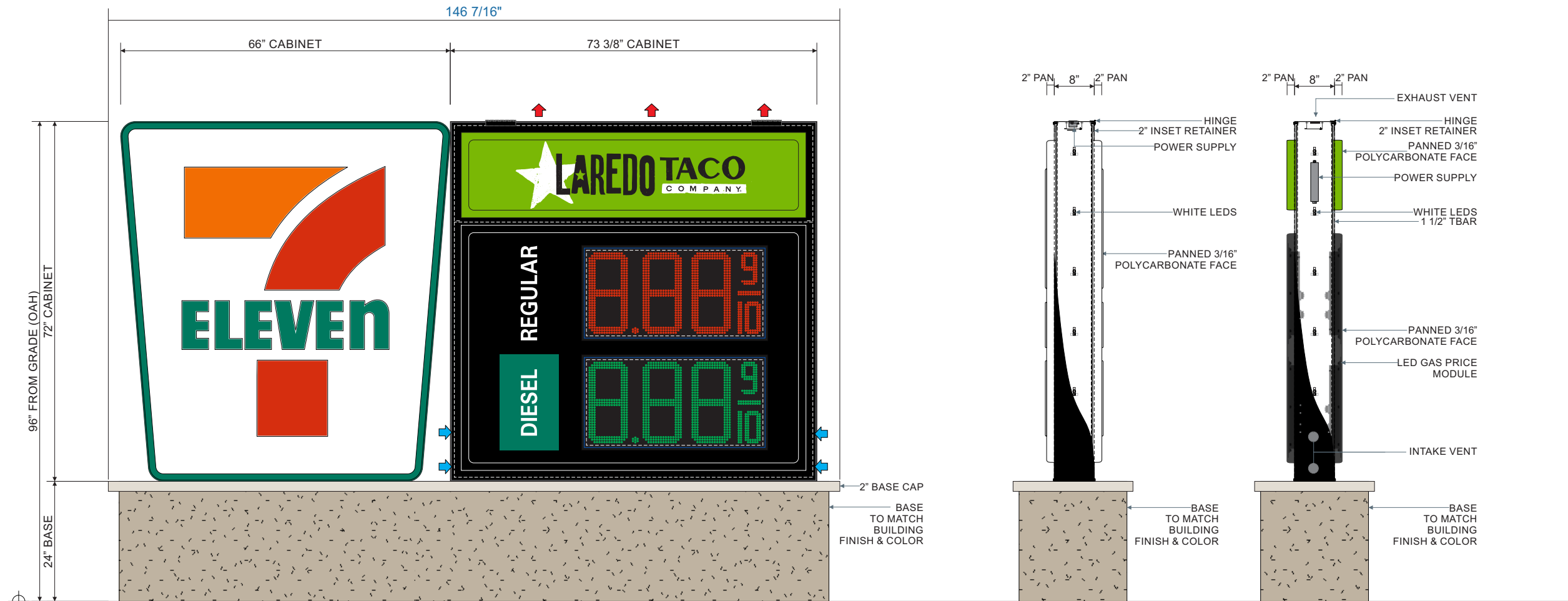
Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 9



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF ARCHITECTS (AIA) CONSTRUCTION MANUAL OF STEEL CONSTRUCTION, 9TH EDITION, THE SOCIETY OF ARCHITECTS (S.O.A.) THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-14), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).

**NOTE: STEEL CENTER POLE & SIGN FOOTER TO BE PROVIDED BY INSTALLER.**  
**NOTE: STUCCO BASE AND ANY NEEDED FOOTER / PAD TO APPLY STUCCO TO BE PROVIDED AND COMPLETED BY THE GC.**



ONE (1) **NON STANDARD 72" X 66"** D/F INTERNALLY ILLUMINATED "MAIN ID" SIGN CABINET. 3/16" THICK PAN FORMED & EMBOSSED WHITE POLYCARBONATE FACES W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE. 8" DEEP EXTRUDED ALUM. CABINET W/ 2" INSET HINGED RETAINERS TO BE PAINTED **TRICORN BLACK SW 6258**. CABINET TO BE INTERNALLY ILLUMINATED W/ WHITE LEDS. 2" INSET RETAINERS TO BE HINGED ON ONE SIDE OF CABINET.

ONE (1) **NON STANDARD** D/F 2-PRODUCT DIESEL / LTC INTERNALLY ILLUMINATED SIGN CABINET W/ RED & GREEN LED DIGITS. CABINET TO BE INTERNALLY ILLUMINATED W/ WHITE LEDS. 8" DEEP EXTRUDED ALUM. CABINET & 2" INSET RETAINERS ALL TO BE PAINTED **TRICORN BLACK SW 6258**. RETAINER TO BE HINGED ON BOTH SIDES OF THE CABINET W/ TBAR. PROVIDE CUSTOMER W/ **STANDARD 12" DIGIT RED & GREEN LED MODULES**.

**GAS PRICE FACE:** 3/16" THICK PAN FORMED CLEAR POLYCARBONATE FACES BACK SPRAYED **TRICORN BLACK SW 6258** THEN **PMS WHITE** W/ **3M 3630-30 GREEN** TRANSLUCENT VINYL & **3M 7725-12 BLACK** VINYL TRIM AROUND LED WINDOW APPLIED SECOND SURFACE.

**LTC FACE:** 3/16" THICK PAN FORMED CLEAR POLYCARBONATE FACES BACK SPRAYED **LTC GREEN** THEN **PMS WHITE** W/ TRANSLUCENT VINYL APPLIED SECOND SURFACE.

**7-ELEVEN PAINT SPECS:** PMS WHITE, TRICORN BLACK SW 6258

**LTC COLOR SPECS:** PMS 376 C GREEN, PMS WHITE, PMS BLACK

**7-ELEVEN VINYL SPECS:** 3M 3630-44 ORANGE, 3M 3630-33 RED, 3M 3630-30 GREEN & 3M 7725-12 BLACK

**NOTE: SIGN CABINET TO HAVE INTAKE & EXHAUST FANS FOR PROPER LED MODULE VENTILATION.**

**NOTE: GRADE TYPE TO BE CONFIRMED PRIOR TO PRODUCTION.**

**NOTE: STEEL (CENTER OF BOTH CABINET), STUCCO BASE (TO MATCH EXISTING BUILDING) & FOOTING SPECS ALL TO BE PROVIDED BY OTHERS.**

**NOTE: CUSTOMER TO PROVIDE A SEPARATE DEDICATED CIRCUIT FOR LED GAS PRICE DIGITS**

**SEP PRICE VISION LED UNITS:**

**LED UNIT SIZE:** 22.082" X 44.924"  
**LED CHARACTER SIZE:** 19.980"

Front & Side View - M37 & L37G2D/LTC Monument Sign - Sign Type F

1/2" = 1'-0"

Display Square Footage (Cabinets Combined): **70.0**

Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
09.19.19	R4	Update Elevations
04.21.20	R5	Add LTC to site
08.10.20	R6	Update Site Plan & Elevations
08.18.20	R7	Show the newer LTC Taco signage
09.02.20	R8	Show the new style of 7-11 & LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**

**Code Information:**

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined

Allowed:	TO BE REVIEW
Proposed:	6.0 sqft

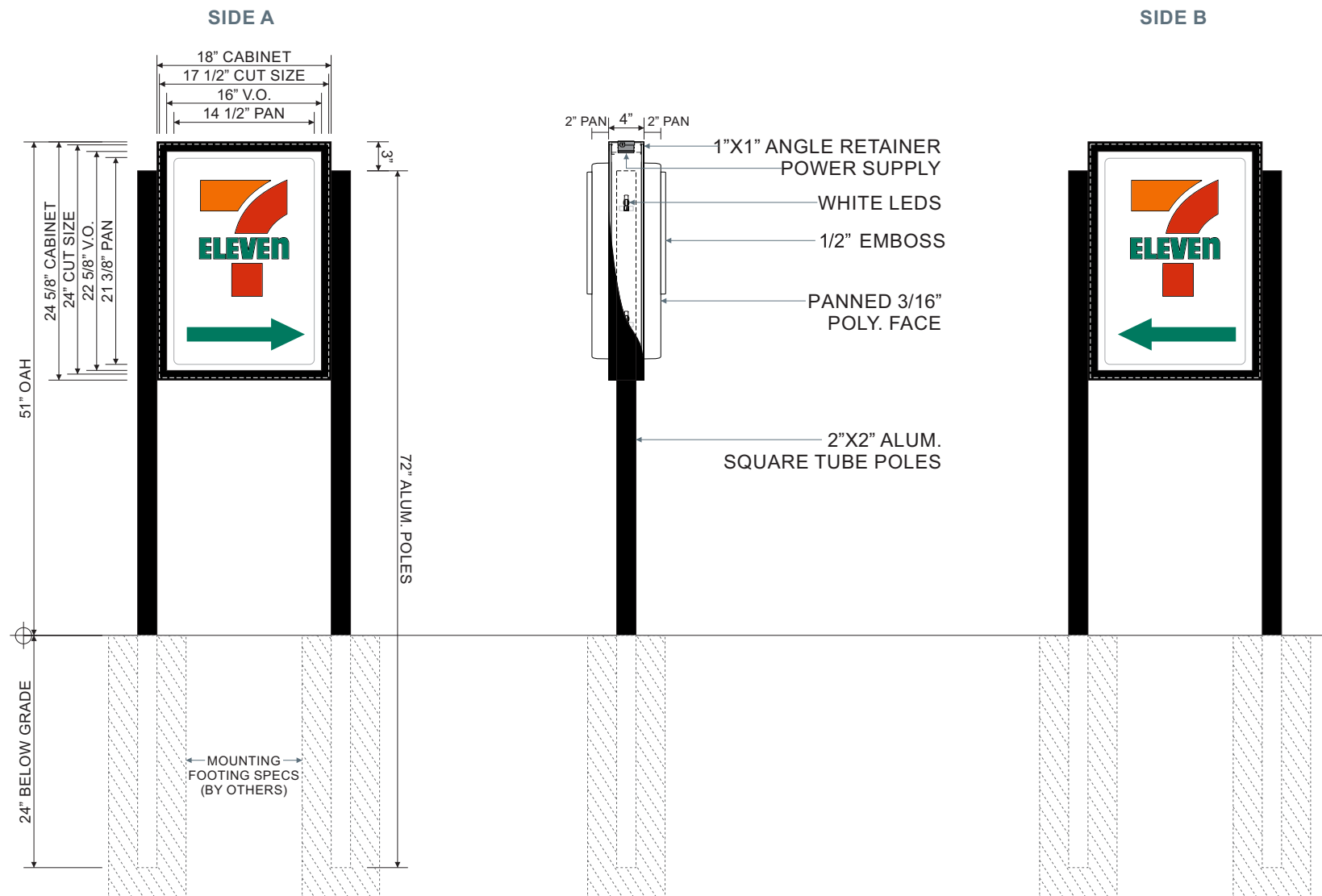
ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF ARCHITECTS (AIA) CONSTRUCTION MANUAL OF STEEL CONSTRUCTION, 9TH EDITION, THE SOCIETY OF AMERICAN ARCHITECTS (SAA) CONSTRUCTION MANUAL OF STEEL CONSTRUCTION, 9TH EDITION, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-14), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).



TWO (2) STANDARD D/F INTERNALLY ILLUMINATED DIRECTIONAL SIGN CABINETS.  
3/16" THICK PAN & EMBOSSED WHITE POLYCARBONATE FACES W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE.  
4" DEEP ALUM. CABINET W/ 1" RETAINERS TO BE PAINTED TRICORN BLACK SW 6258.  
CABINET TO BE INTERNALLY ILLUMINATED W/ WHITE LEDS.

VINYL SPECS: 3M 3630-44 ORANGE, 3M 3630-33 RED, 3M 3630-30 GREEN  
PAINT SPECS: TRICORN BLACK SW 6258

**NOTE: ARROWS TO ALWAYS BE FACING TOWARDS STORE.**

Front Elevation & Side Detail - Standard D/F Directional Sign Cabinet - Sign G

3/4" = 1'-0"

Display Square Footage: 3.0 Each

Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
09.19.19	R4	Update Elevations
04.21.20	R5	Add LTC to site
08.10.20	R6	Update Site Plan & Elevations
08.18.20	R7	Show the newer LTC Taco signage
09.02.20	R8	Show the new style of 7-11 & LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**

**Code Information:**

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined

Allowed:	TO BE REVIEW
Proposed:	32.0 sqft

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_



THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF ARCHITECTS (AIA) CONSTRUCTION MANUAL OF STEEL CONSTRUCTION, 9TH EDITION, THE SOCIETY OF AMERICAN ARCHITECTS (SAA) CONSTRUCTION MANUAL OF STEEL CONSTRUCTION, 9TH EDITION, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-14), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).



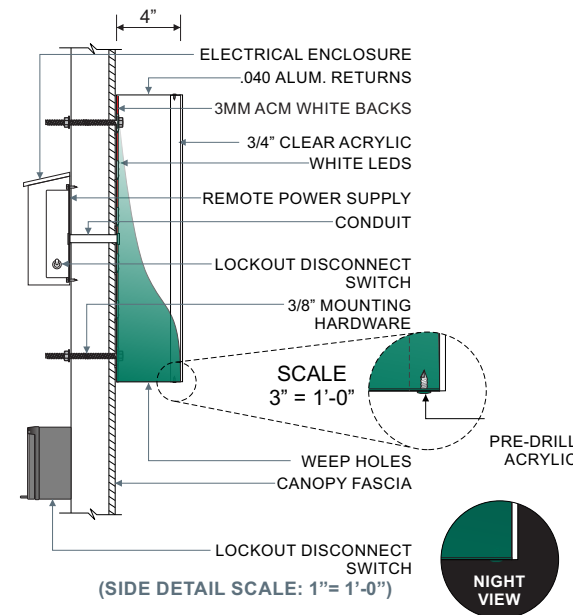
SET (1) SET OF **HORIZON CL30REM 30"** INTERNALLY ILLUMINATED REMOTE CHANNEL LETTERS. 3/4" THICK CLEAR ACRYLIC FACES W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE. 4" DEEP ALUMINUM RETURNS PAINTED **PMS 021 ORANGE, PMS 485 RED, PMS 341 GREEN**. FACE ATTACHED W/PRE-DRILLED SCREWS PAINTED TO MATCH WITH LETTERS. LETTERS TO BE INTERNALLY ILLUMINATED W/ WHITE LEDS.

VINYL SPECS: 3M 3630-44 ORANGE, 3M 3630-33 RED, 3M 3630-30 GREEN  
PAINT SPECS: PMS 021 ORANGE, PMS 485 RED, PMS 341 GREEN

**NOTE: ACTUAL LOCATION OF DISCONNECT SWITCH BOX MAY VARY. CIRCUITS AND SWITCH TO BE PROVIDED BY OTHERS. INPUT VOLTAGE - 120V  
ALL SIGNAGE WILL BE (MET) LISTED.(U.L.) 48STD COMPLIANT AND CARRY (MET) LABELS**

Front & Side View - **HORIZON CL30REM 30"** Internally Illuminated Remote Channel Letters - Sign I

3/8" = 1'-0"



(SIDE DETAIL SCALE: 1"= 1'-0")

Display Square Footage: **32.0**



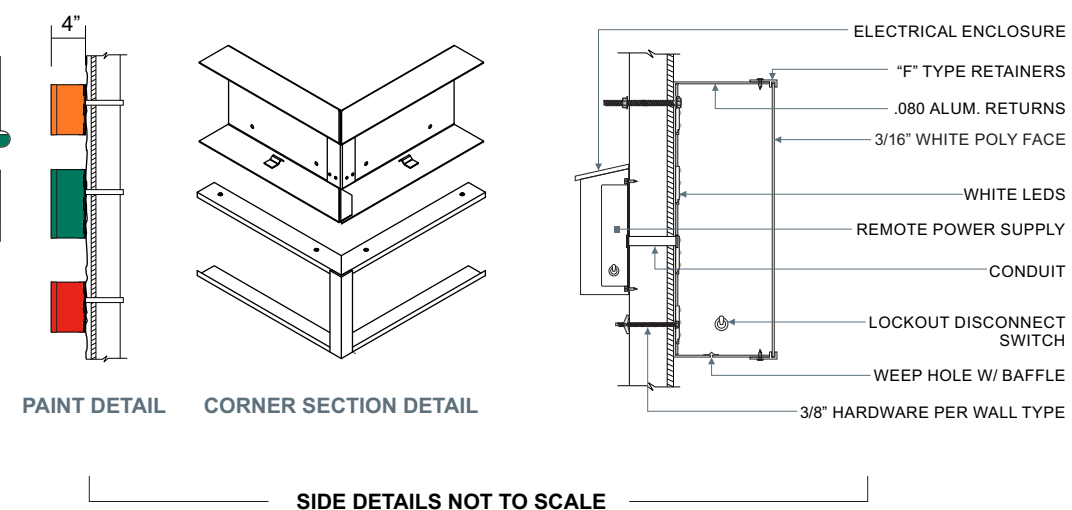
TWO (2) SETS OF 6 1/4" TALL **POLYCARBONATE TRI-STRIPES** FACE LIT CHANNEL FORMS. 3/16" THICK WHITE POLYCARBONATE FACES W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE. 4" DEEP .063 ALUMINUM RETURNS & "F" TYPE RETAINERS PAINTED TO MATCH FACES.

ONE (1) SET OF 9" TALL **POLYCARBONATE TRI-STRIPES** FACE LIT CHANNEL FORMS. 3/16" THICK WHITE POLYCARBONATE FACES W/ TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE. 4" DEEP .063 ALUMINUM RETURNS & "F" TYPE RETAINERS PAINTED TO MATCH FACES. INTERNALLY ILLUMINATED W/ WHITE LEDS.

**ORANGE STRIPE = 31'-7" WIDTH**  
**GREEN STRIPE = 36'-0" WIDTH**  
**RED STRIPE = 40'-0" WIDTH**

Front Elevation - **36" Canopy Height** - Sign And Tri-Stripes Layout - Architectural Element - Sign I

1/4" = 1'-0"



SIDE DETAILS NOT TO SCALE

Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
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09.02.20	R8	Show the new style of 7-TI & LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**

**Code Information:**

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined

Allowed:	TO BE REVIEW
Proposed:	32.0 sqft

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

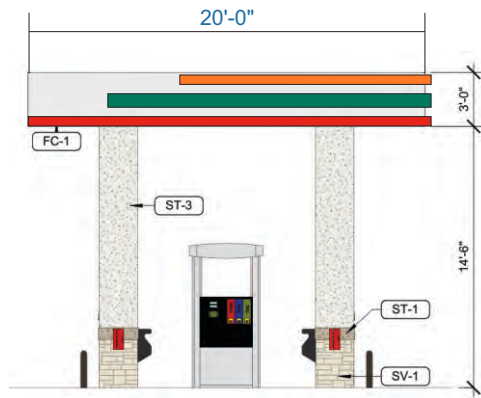
Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_



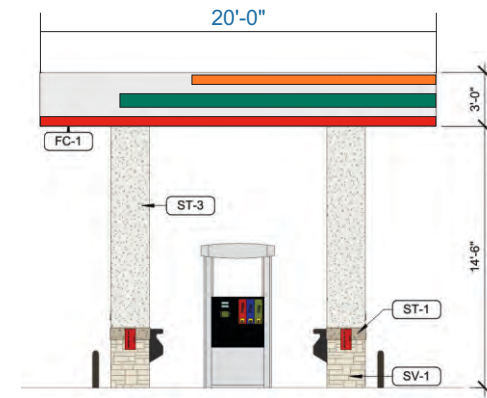
THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 360-16, THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 308-16, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-16), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).

**ILLUMINATED STRIPES**



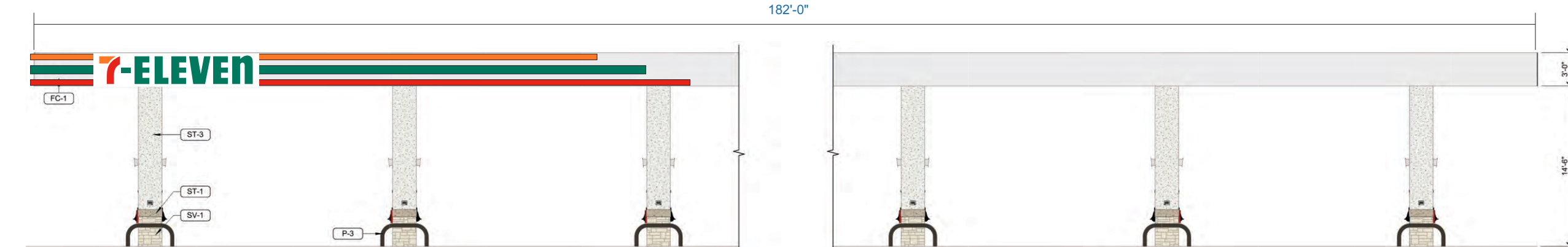
SOUTH ELEVATION:

**VINYL STRIPES**



NORTH ELEVATION:

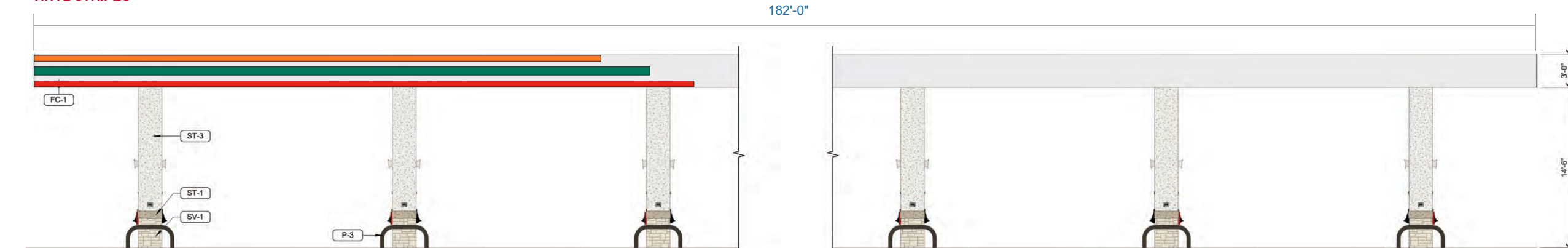
**ILLUMINATED STRIPES**



EAST ELEVATION: 9.0 SQ. FT.

BREAKLINE USED TO HIDE TWO (2) PUMPS IN ORDER TO FIT DRAWING ON SHEET.

**VINYL STRIPES**



WEST ELEVATION:

BREAKLINE USED TO HIDE TWO (2) PUMPS IN ORDER TO FIT DRAWING ON SHEET.

**Canopy Overlay - Sign Type I**

3/32" = 1'-0"



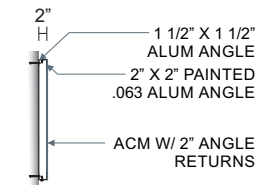
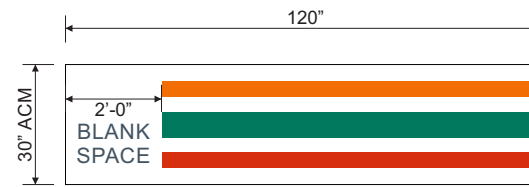
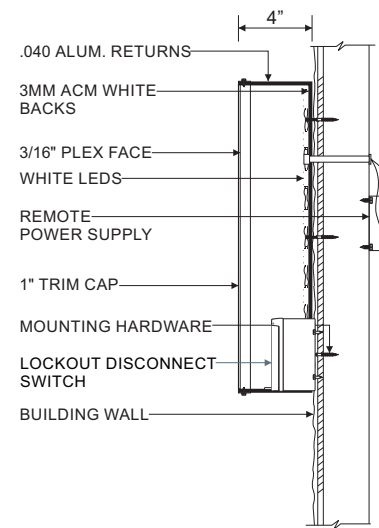
100 3/8" OAL

# CAR WASH

16" OAH

ONE (1 SET OF 16" INTERNALLY ILLUMINATED REMOTE CHANNEL LETTERS. 3/16" THICK WHITE ACRYLIC FACES W/ 3M 3630-26, GREEN TRANSLUCENT VINYL GRAPHICS APPLIED FIRST SURFACE. LETTERS TO BE INTERNALLY ILLUMINATED W/ WHITE LEDS. 4" DEEP ALUMINUM RETURNS PRE-PAINTED DURANODIC BRONZE. 1" DURANODIC BRONZE TRIM CAP.

**NOTE: ACTUAL LOCATION OF DISCONNECT SWITCH BOX MAY VARY. CIRCUITS AND SWITCH TO BE PROVIDED BY OTHERS. INPUT VOLTAGE - 120V  
ALL SIGNAGE WILL BE (MET) LISTED,(U.L.) 48STD COMPLIANT AND CARRY (MET) LABELS  
NOTE: DISCONNECT SWITCH BOX TO BE PAINTED WHITE TO MATCH WITH ACM WHITE BACKER.**



**THREE (3) 3MM THICK ACM PANELS FOR AN EXISTING CARWASH BUILDING FASCIA. PAINTED ACM PANELS W/ DIGITALLY PRINTED GRAPHICS PRINTED APPLIED FIRST SURFACE, W/ 3M 8520 OVER LAMINATE. PANELS TO BE ALIGNED FLUSH NEXT TO ONE ANOTHER ONTO EXISTING CARWASH BUILDING FASCIA.**

**7-ELEVEN COLOR SPECS: PMS-021C ORANGE, PMS-485C RED, PMS-341C GREEN**

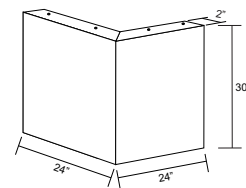
**NOTE: INSTALL CORNER SECTIONS FIRST, THEN TRIMMING THE SECTIONS NEXT TO THE CORNER PIECES**

**NOTE: LONG SIDE PANELS TO HAVE SYMMETRICAL SEAMS**

Front & Side View - **Standard 16"** Remote "Car Wash" Channel Letters - **Sign J**

1/2" = 1'-0"

Display Square Footage: **11.2**

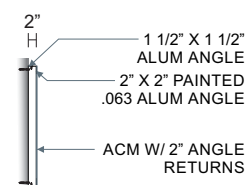
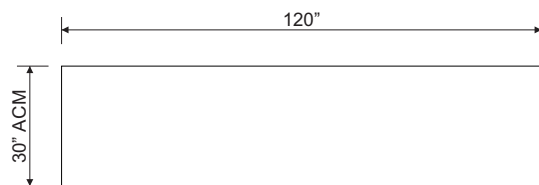


**TWO (2) 3MM THICK ACM PANELS FOR AN EXISTING CARWASH BUILDING FASCIA. PAINTED ACM PANELS W/ BRAKE FORMED INTERNAL STRUCTURE.**

**NOTE: INSTALL CORNER SECTIONS FIRST**

Front View - **ACM Panels** Tatayama Style ACM Panels - **Sign Type J2**

1/4" = 1'-0"

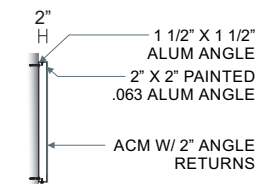
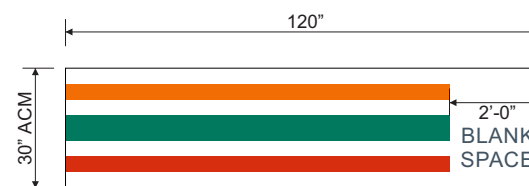


**ONE (1) 3MM THICK ACM PANELS FOR AN EXISTING CARWASH BUILDING FASCIA. PAINTED ACM PANELS FIRST SURFACE PANELS TO BE ALIGNED FLUSH NEXT TO ONE ANOTHER ONTO EXISTING CARWASH BUILDING FASCIA.**

**NOTE: INSTALL CORNER SECTIONS FIRST, THEN MIDDLE SECTION OR ABOVE VEHICULAR ENTRANCE/EXIT OF EACH ELEVATION TRIMMING THE SECTIONS THAT TOUCH THE CORNER PIECES.**

Front View - **ACM Panels** Tatayama Style ACM Panels - **Sign Type J2**

1/4" = 1'-0"



**THREE (3) 3MM THICK ACM PANELS FOR AN EXISTING CARWASH BUILDING FASCIA. PAINTED ACM PANELS W/ DIGITALLY PRINTED GRAPHICS PRINTED APPLIED FIRST SURFACE, W/ 3M 8520 OVER LAMINATE. PANELS TO BE ALIGNED FLUSH NEXT TO ONE ANOTHER ONTO EXISTING CARWASH BUILDING FASCIA.**

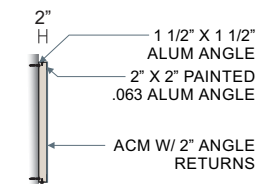
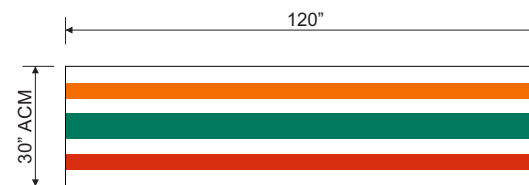
**7-ELEVEN COLOR SPECS: PMS-021C ORANGE, PMS-485C RED, PMS-341C GREEN**

**NOTE: INSTALL CORNER SECTIONS FIRST, THEN TRIMMING THE SECTIONS NEXT TO THE CORNER PIECES**

**NOTE: LONG SIDE PANELS TO HAVE SYMMETRICAL SEAMS**

Front View - **ACM Panels** Tatayama Style ACM Panels - **Sign Type J2**

1/4" = 1'-0"



**FOUR (4) 3MM THICK ACM PANELS FOR AN EXISTING CARWASH BUILDING FASCIA. PAINTED ACM PANELS W/ DIGITALLY PRINTED GRAPHICS PRINTED APPLIED FIRST SURFACE, W/ 3M 8520 OVER LAMINATE. PANELS TO BE ALIGNED FLUSH NEXT TO ONE ANOTHER ONTO EXISTING CARWASH BUILDING FASCIA.**

**7-ELEVEN COLOR SPECS: PMS-021C ORANGE, PMS-485C RED, PMS-341C GREEN**

**NOTE: INSTALL CORNER SECTIONS FIRST, THEN TRIMMING THE SECTIONS NEXT TO THE CORNER PIECES**

**NOTE: LONG SIDE PANELS TO HAVE SYMMETRICAL SEAMS**

Front View - **ACM Panels** Tatayama Style ACM Panels - **Sign Type J2**

1/4" = 1'-0"

# harbinger

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[www.harbingersign.com](http://www.harbingersign.com)

CLIENT: 7-Eleven #41265 (1045616)

ADDRESS: SWC OF SEMINOLE PRATT & PERSIMMON  
WEST PALM BEACH, FL 33401

CONTACT:DPM: RCC: VERDAD

SALES ASSOC.: Rick Guarino

PROJECT MGR: Brian Hutto

DESIGNER: Brandon Winebarger/Mullins

**SVE\_41265 (1045616)\_Q11905\_R10**

F:\Customers\7 Eleven\Art\

Date	Rev.	Description
11.03.20	R10	Update adding notes on page 9 - FM
08.23.19	R2	Update art to add new site plan & elevations
09.16.19	R3	Change Menu Base/Add up SU for site
09.19.19	R4	Update Elevations
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08.10.20	R6	Update Site Plan & Elevations
08.18.20	R7	Show the newer LTC Taco signage
09.02.20	R8	Show the new style of 7-11 & LTC Signage
09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**

ALLOWED TOTAL	TO BE REVIEW
<b>PROPOSED TOTAL</b>	<b>232.9 SQ. FT.</b>

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 13



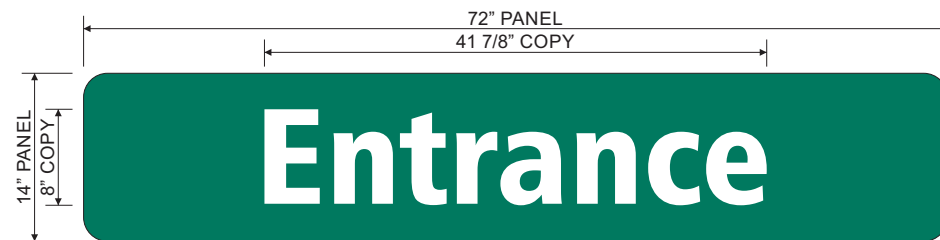
THE STRUCTURAL DESIGN CONFORMS TO THE FOLLOWING CODES AND SPECIFICATIONS:  
THE FLORIDA BUILDING CODE SIXTH EDITION (2017), THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 360-16, THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) 308-16, THE AMERICAN CONCRETE INSTITUTE BUILDING CODE FOR STRUCTURAL CONCRETE (ACI 308-16), THE SPECIFICATION FOR ALUMINUM BY THE ALUMINUM ASSOCIATION (CURRENT EDITION).

113

Date	Rev.	Description
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09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

SQUARE FOOTAGE FORMULA



ONE (1) 3MM THICK ACM "ENTRANCE" PANEL. WHITE ACM ROUTED PANEL WITH GREEN VINYL THEN WHITE VINYL ON TOP, APPLIED FIRST SURFACE. PANEL TO BE INSTALLED FLUSH ONTO BUILDING WALL.

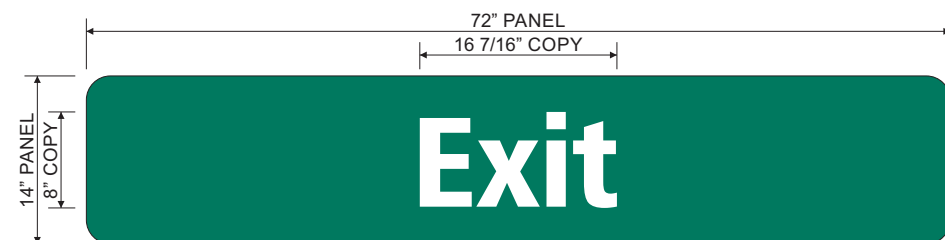
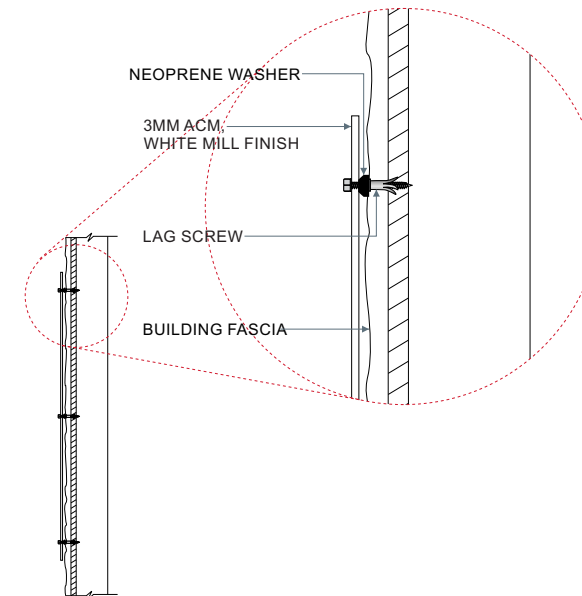
VINYL COLOR SPECS: 3M 3630-30 GREEN, WHITE

**NOTE: MOUNTING METHOD TO CAR WASH BUILDING MAY CHANGE PER LOCATION**

Front & Side View - Standard 1'-2"x6'-0" Entrance Panel - Sign J3

3/4" = 1'-0"

Display Square Footage: 7.0



ONE (1) 3MM THICK ACM "EXIT" PANEL. WHITE ACM ROUTED PANEL WITH GREEN VINYL THEN WHITE VINYL ON TOP, APPLIED FIRST SURFACE. PANEL TO BE INSTALLED FLUSH ONTO BUILDING WALL.

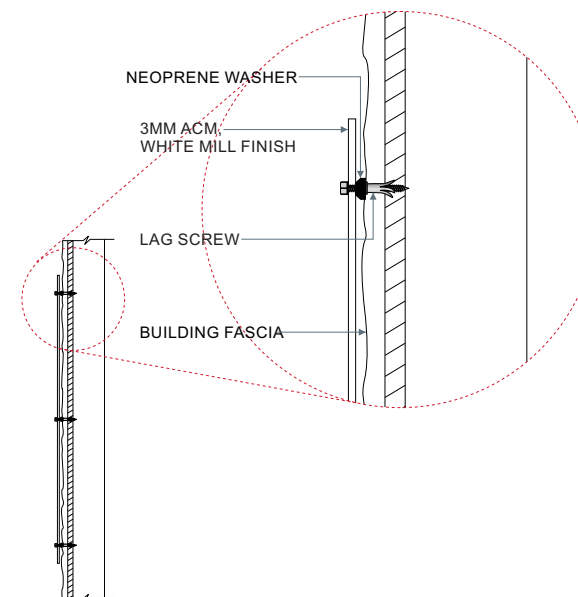
VINYL COLOR SPECS: 3M 3630-30 GREEN, WHITE

**NOTE: MOUNTING METHOD TO CAR WASH BUILDING MAY CHANGE PER LOCATION**

Front & Side View - Standard 1'-2"x6'-0" Exit Panel - Sign J3

3/4" = 1'-0"

Display Square Footage: 7.0



ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 14

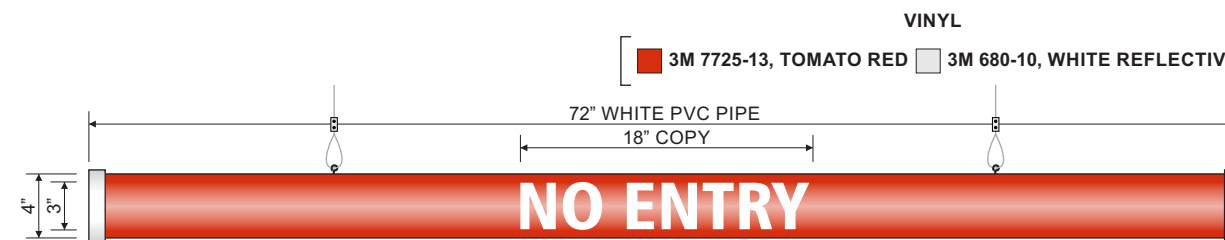


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ZONING: N/A

SQUARE FOOTAGE FORMULA

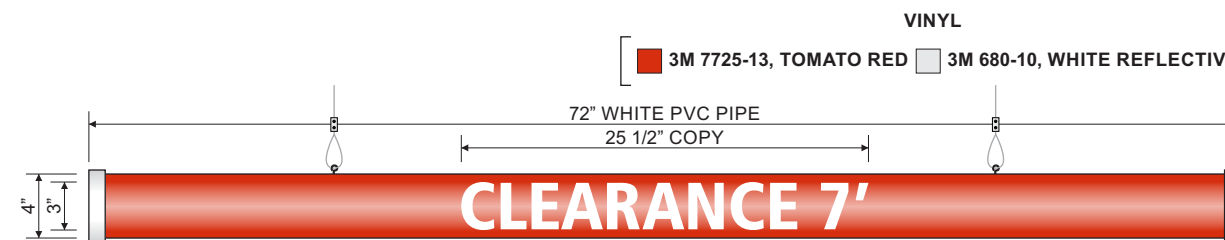


ONE (1) STANDARD 4" DIAMETER NO ENTRY BAR.  
4" DIAMETER **WHITE** PVC PIPE TO HAVE **3M 7725-13, TOMATO RED** OPAQUE VINYL GRAPHICS APPLIED FIRST SURFACE.  
TWO (2) **WHITE** PVC END CAPS TO BE ON BOTH SIDES OF THE PIPE. PROVIDE TWO (2) EYE BOLTS, SETS OF 4'-0" CABLE W/  
SETS OF HARDWARE (TOP & BOTTOM OF CABLE) FOR ATTACHMENT. EXISTING CLEARANCE BAR TO BE REPLACED WITH THE NEW ONE.

Front Elevation - Standard 4"x72" Clearance Bar - Sign J4

1" = 1'-0"

Display Square Footage: 2.0



ONE (1) STANDARD 4" DIAMETER CLEARANCE BAR.  
4" DIAMETER **WHITE** PVC PIPE TO HAVE **3M 7725-13, TOMATO RED** OPAQUE VINYL GRAPHICS APPLIED FIRST SURFACE.  
TWO (2) **WHITE** PVC END CAPS TO BE ON BOTH SIDES OF THE PIPE. PROVIDE TWO (2) EYE BOLTS, SETS OF 4'-0" CABLE W/  
SETS OF HARDWARE (TOP & BOTTOM OF CABLE) FOR ATTACHMENT. EXISTING CLEARANCE BAR TO BE REPLACED WITH THE NEW ONE.

Front Elevation - Standard 4"x72" Clearance Bar - Sign J4

1" = 1'-0"

Display Square Footage: 2.0

ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Page: 15



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09.14.20	R9	Revised art per mark-up in email chain by RCC

ZONING: N/A

**SQUARE FOOTAGE FORMULA**

**Code Information:**

City of West Lake is under a moratorium that says, any signage submitted will have to go before a board meeting to be discussed and determined

Allowed:	TO BE REVIEW
Proposed:	11.2 sqft

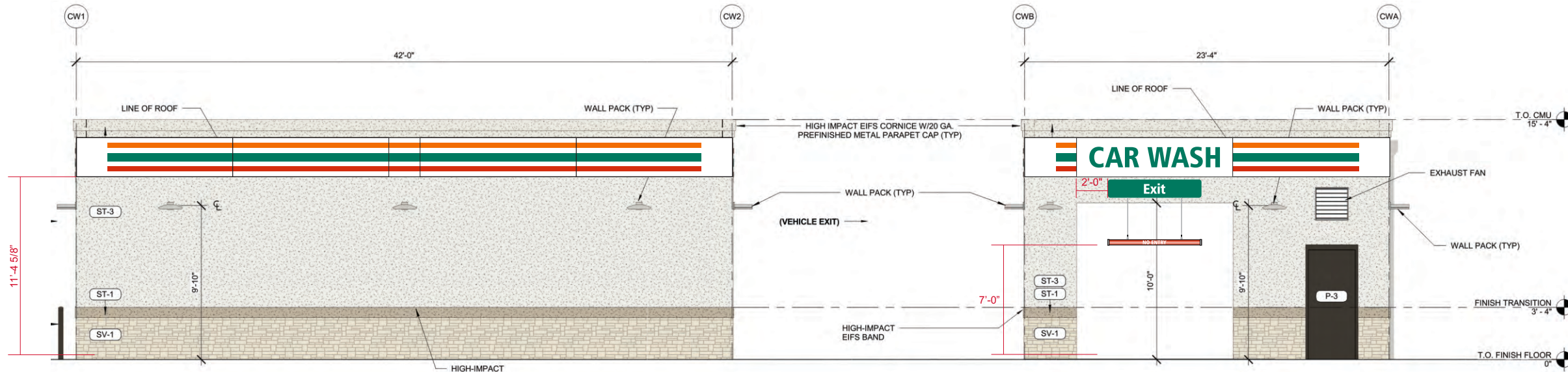
ALLOWED TOTAL	TO BE REVIEW
PROPOSED TOTAL	232.9 SQ. FT.

Site Notes:

Customer Approval: \_\_\_\_\_ DATE: \_\_\_\_\_



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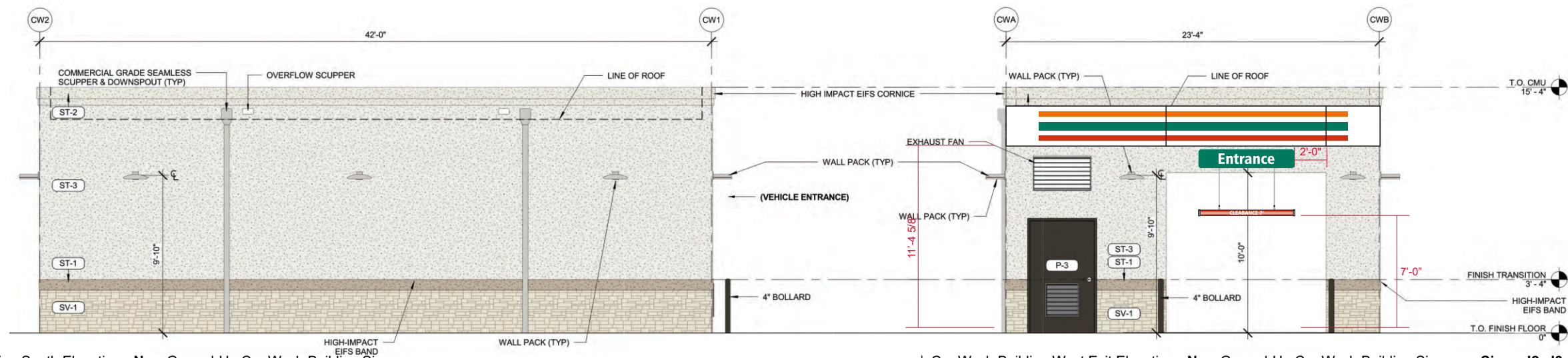


Car Wash Building North Elevation - New Ground-Up Car Wash Building Signage - Sign J2

1/8" = 1'-0"

Car Wash Building East Entrance Elevation - New Ground-Up Car Wash Building Signage - Signs J1, J2, J3, J4

1/8" = 1'-0"



Car Wash Building South Elevation - New Ground-Up Car Wash Building Signage

1/8" = 1'-0"

Car Wash Building West Exit Elevation - New Ground-Up Car Wash Building Signage - Signs J2, J3, J4

1/8" = 1'-0"

**File Attachments for Item:**

C. A Resolution for the Grove Market Master Sign Plan

**Submitted By:** Planning & Zoning

**RESOLUTION 2021-25**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY 5060 LOXAHATCHEE RETAIL LLC FOR GROVE MARKET AT WESTLAKE LOCATED AT 5060 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>	8/9/21	<b>Submitted By:</b> Gina Lawrence	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>	A Resolution for the Grove Market Master Sign Plan		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)	Motion to approve Resolution 2021-25, the Grove Market Master Sign Plan		
<b>SUMMARY and/or JUSTIFICATION:</b>	<p>The applicant is requesting approval for a Master Sign Plan for Grove Market Shopping Center. Per Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes the following <b>three (3) waivers</b>:</p> <ol style="list-style-type: none"> <li>1. Ground Sign for commercial Building within Pod (Primary Ground Sign). The applicant is requesting to increase the height of the sign to fourteen (14) feet when the code requires eight (8) feet. Regarding these signs, the applicant is also requesting multiple code deviation in terms of width, copy area, number of tenants and height of base area, as detailed in the Master Sign Plan.</li> <li>2. Wall Signs for Principal Structure: The applicant is requesting two (2) lines per sign when the Code requires one (1) line per sign.</li> <li>3. Wall Signs for Principal Structure: The applicant is requesting three wall signs on the West Elevation facing Seminole Pratt Whitney Road when the Codes requires maximum one (1) wall sign.</li> </ol>		
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>		<b>BUDGET:</b>
	<b>STAFF REPORT:</b>	X	<b>PROCLAMATION:</b>
	<b>EXHIBIT(S):</b>	X	<b>OTHER:</b>
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Resolution 2021-25, Staff report, Application, Justification Statement, Grove market Westlake signage packet, MSP-1		
<b>SELECT, if applicable</b>	<b>RESOLUTION:</b>	X	<b>ORDINANCE:</b>

<p><b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b>  <i>(if Item is <b>not</b> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>  <b><u>Please keep text indented.</u></b></p>	<p>A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY 5060 LOXAHATCHEE RETAIL LLC FOR GROVE MARKET AT WESTLAKE LOCATED AT 5060 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</p>
<p><b>FISCAL IMPACT</b> <i>(if any):</i></p>	<p></p>

**RESOLUTION 2021-25**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE MASTER SIGN PLAN SUBMITTED BY 5060 LOXAHATCHEE RETAIL LLC FOR GROVE MARKET AT WESTLAKE LOCATED AT 5060 SEMINOLE PRATT WHITNEY ROAD PURSUANT TO CHAPTER 6 OF THE SIGN CODE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

5060 Loxahatchee Retail LLC

**WHEREAS**, the City's Land Development Regulations provides procedures for the review and adoption of site plans by the City Council; and

**WHEREAS**, the developer 5060 Loxahatchee Retail LLC submitted an application for a Master Sign Plan approval for Grove Market at Westlake, located at 5060 Seminole Pratt Whitney Road, Westlake, Florida, 33470, containing approximately 9.98 acres, legally described in the attached Exhibit "A",and

**WHEREAS**, the Grove Market at Westlake commercial plaza in the Downtown Mixed Use zoning district fronting on Seminole Pratt Whitney Road includes approximately 89,133 square feet commercial building.; and

**WHEREAS**, City staff has reviewed the proposed Master Sign Plan Application, MSP - 2021-05, which consists of a primary ground signs, tenant ground signs, directional signs, primary ID wall signs, projecting tenant ID signs and individual tenant signs and approval of three (3) waivers to the sign code provisions, all as provided in the attached Exhibit "B", (Master Sign Plan); and

**WHEREAS**, the Master Sign Plan is consistent with all of the requirements of the City of



Westlake's Interim Land Development Regulations and the City's Codes, the city staff recommends approval of the Master Sign Plan; and

**WHEREAS**, pursuant to law, notice has been given by publication in a paper of general circulation in Palm Beach County, notifying the public of this proposed resolution and of the public hearing; and

**WHEREAS**, the City Council for the City of Westlake finds that the adoption of this resolution is in the best interest and welfare of the residents of the City of Westlake.

**THAT:**

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

**Section 1: Recitals:** The above recitals are true and correct and are incorporated here in by this reference.

**Section 2: Approval of Master Sign Plan:** The City Council for the City of Westlake hereby approves the Master Sign Plan Application, MSP-2021-05, submitted by 5060 Loxahatchee Retail LLC for Grove Market at Westlake which consists of which consists of a primary ground signs, tenant ground signs, directional signs, primary ID wall signs, projecting tenant ID signs and individual tenant signs and approval of approval of three (3) waivers to the sign code provisions located at 5060 Seminole Pratt Whitney Road, Westlake, Florida, 33470, as described in the Master Sign Plan, attached hereto as Exhibit "B", located on approximately 9.98 acres, in the City of Westlake, and in Palm Beach County, Florida.

**Section 3: Approval of Waivers:** The City Council for the City of Westlake hereby approves the following three (3) waivers for the Grove Market at Westlake:

1. Ground Sign for commercial Building within Pod (Primary Ground Sign). The applicant is requesting to increase the height of the sign to fourteen (14) feet when the code requires eight (8) feet. Regarding these signs, the applicant is also requesting multiple code deviation

in terms of width, copy area, number of tenants and height of base area, as detailed in the Master Sign Plan.

2. Wall Signs for Principal Structure: The applicant is requesting two (2) lines per sign when the Code requires one (1) line per sign.
3. Wall Signs for Principal Structure: The applicant is requesting three wall signs on the West Elevation facing Seminole Pratt Whitney Road when the Codes requires maximum one (1) wall sign.

**Section 3. Conflicts:** All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

**Section 4. Severability:** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

**Section 5: Effective Date:** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 9<sup>th</sup> day of August, ,2021.

**PUBLISHED** on this -- day of July, 2021 in the Palm Beach Post.

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City of Westlake  
Roger Manning, Mayor

---

Zoie Burges, City Clerk

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Approved as to Form and Sufficiency  
Donald Doody, Interim City Attorney

**EXHIBIT A**

**LEGAL DESCRIPTION**

TRACT A, OF GROVE MARKET PLAT, A M.U.P.D. AS RECORD IN PLAT BOOK 82, PAGES 67 AND 68 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

LESS AND EXCEPT (MOBIL)

A PARCEL OF LAND IN "TRACT A" OF GROVE MARKET PLAT AS RECORDED IN PLAT BOOK 82, PAGES 67 AND 68 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SAID "TRACT A";

THENCE S 01°42'54" W FOR A DISTANCE OF 52.64 FEET TO THE POINT OF BEGINNING;

THENCE RUN S 87°47'40" E FOR A DISTANCE OF 139.77 FEET TO A POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO THE SOUTHWEST;

THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 20.00 FEET, THRU A CENTRAL ANGLE OF 20°00'00", FOR AN ARC DISTANCE OF 31.42 FEET TO A POINT OF TANGENCY;

THENCE RUN S 02°12'20" W FOR A DISTANCE OF 45.16 FEET TO A POINT OF CURVATURE OF A CIRCULAR CURVE, CONCAVE TO THE NORTHWEST;

THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE HAVING A RADIUS OF 19.32 FEET, THRU A CENTRAL ANGLE OF 19°58'29", FOR AN ARC DISTANCE OF 6.73 FEET TO A POINT OF TANGENCY;

THENCE RUN S 32°40'51" WEST FOR A DISTANCE OF 11.61 FEET TO A POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO THE NORTHWEST;

THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE HAVING A RADIUS OF 4.33 FEET, THRU A CENTRAL ANGLE OF 64°56'08", FOR AN ARC DISTANCE OF 4.91 FEET TO A POINT OF NON-TANGENCY;

THENCE RUN S 01°42'54" W FOR A DISTANCE OF 75.00 FEET TO A POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO THE EAST;

THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 64.69 FEET; THRU A CENTRAL ANGLE OF 23°17'02", FOR AN ARC DISTANCE OF 25.39 FEET TO A POINT OF NON-TANGENCY;

THENCE RUN S 88°17'44" E FOR A DISTANCE OF 5.17 FEET TO A POINT ON THE ARC OF A CIRCULAR CURVE CONCAVE TO THE NORTHEAST, THE CENTER OF WHICH BEARS NORTH 66°29'52" E FROM SAID POINT;

THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 59.98 FEET, THRU A CENTRAL ANGLE OF 04°50'01", FOR AN ARC DISTANCE OF 5.06 FEET TO A POINT OF NON-TANGENCY;

THENCE RUN S 01°42'51" W FOR A DISTANCE OF 3.56 FEET TO A POINT;

THENCE RUN N 87°47'40" W FOR A DISTANCE OF 103.01 FEET TO A POINT;

THENCE RUN N 01°42'54" E FOR A DISTANCE OF 194.80 FEET TO THE POINT OF BEGINNING. (CONTAINING 30,742 SQUARE FEET)

LESS AND EXCEPT (OUTPARCEL)

A PARCEL OF LAND IN "TRACT A" OF GROVE MARKET PLAT AS RECORDED IN PLAT BOOK 82, PAGES 67 AND 68 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHERLY MOST SOUTHWEST CORNER OF SAID "TRACT A";

THENCE N 43°17'20" W ALONG THE SOUTHWESTERLY LINE OF SAID TRACT A DISTANCE OF 113.13 FEET TO THE WEST LINE OF SAID "TRACT A".

THENCE N 01°42'54" E ALONG SAID WEST LINE A DISTANCE OF 116.75 FEET;

THENCE S 88°17'06" E A DISTANCE OF 27.05 FEET;

THENCE S 43°17'20" E A DISTANCE OF 184.95 FEET;

THENCE N 46°42'40" E A DISTANCE OF 18.48 FEET;

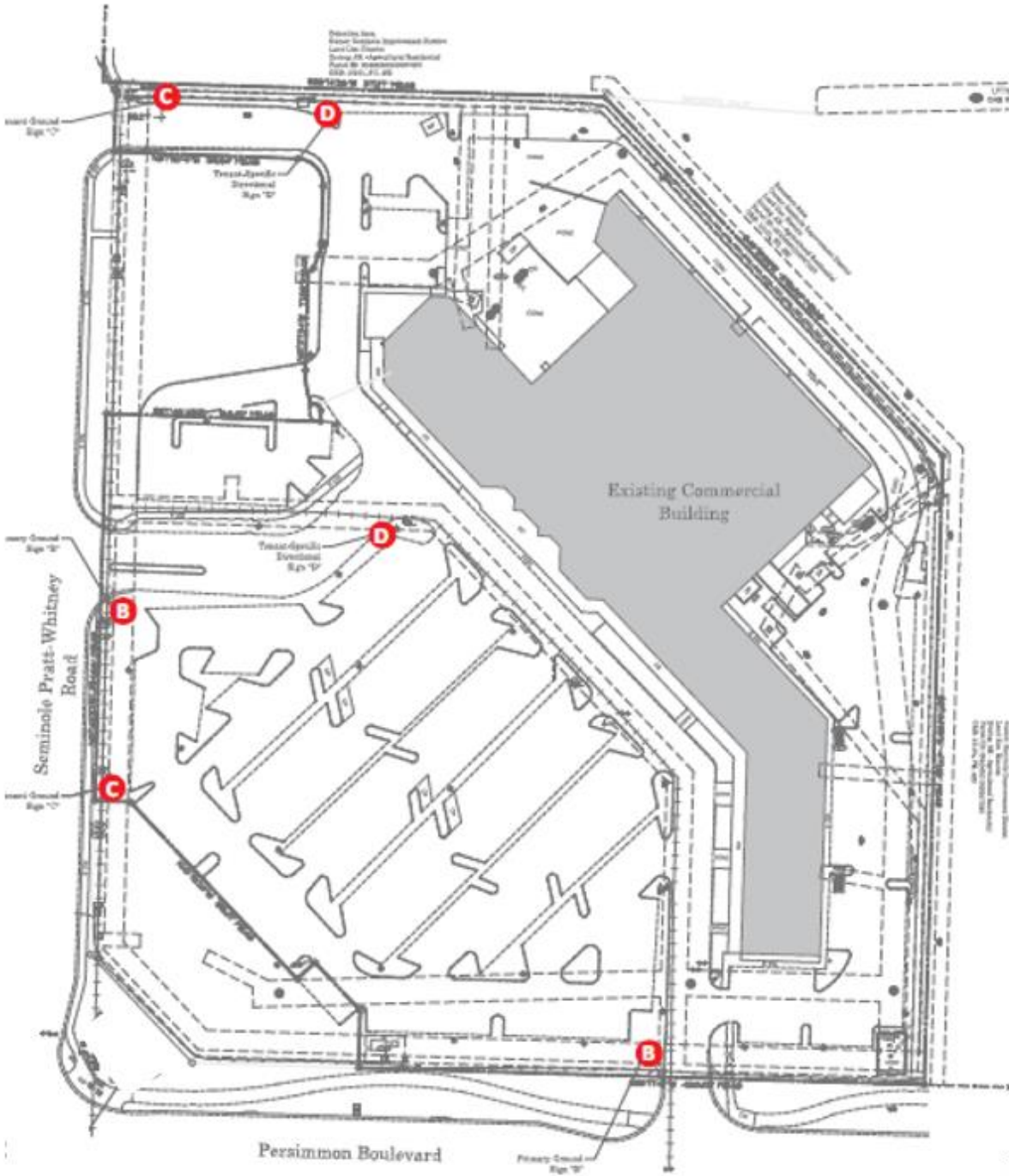
THENCE S 43°17'20" E A DISTANCE OF 50.30 FEET;

THENCE S 01°42'54" W A DISTANCE OF 43.47 FEET TO THE SOUTH LINE OF SAID "TRACT A";

THENCE N 88°17'06" W ALONG SAID SOUTH LINE A DISTANCE OF 126.47 FEET TO THE POINT OF BEGINNING.

Exhibit "B"

Master Sign Plan Grove Market at Westlake





## City of Westlake

### Planning and Zoning Department – Staff Report

City Council Meeting 8/9/2021

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#### PETITION DESCRIPTION

**PETITION NUMBER:** MSP-2021-05 Grove Market Master Sign Plan

**OWNER:** 5060 Loxahatchee Retail, LLC c/o Starwood Property Trust, Inc

**APPLICANT:** 2GHO

**ADDRESS:** 5060 Seminole Pratt Whitney Road

**PCN:** 77404301010010010

**REQUEST:** The applicant is requesting approval for a Master Sign Plan for Grove Market Shopping Center, Per Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes three (3) waivers.

#### SUMMARY

The applicant is requesting approval for a Master Sign Plan for Grove Market Shopping Center. Per Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes the following **three (3) waivers**:

1. Ground Sign for commercial Building within Pod (Primary Ground Sign). The applicant is requesting to increase the height of the sign to fourteen (14) feet when the code requires eight (8) feet. Regarding these signs, the applicant is also requesting multiple code deviation in terms of width, copy area, number of tenants and height of base area, as detailed in the Master Sign Plan.
2. Wall Signs for Principal Structure: The applicant is requesting two (2) lines per sign when the Code requires one (1) line per sign.
3. Wall Signs for Principal Structure: The applicant is requesting three wall signs on the West Elevation facing Seminole Pratt Whitney Road when the Codes requires maximum one (1) wall sign.

#### STAFF RECOMMENDATION

Based upon the facts and findings contained herein, the Department of Planning and Zoning recommends approval of the subject application without conditions.

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**BACKGROUND**

Grove Market Shopping Center was constructed by Stiles Corp in 1999 with the anchor space being built to suit for Winn-Dixie. 5060 Loxahatchee Retail, LLC acquired the center in September of 2016 and has owned the property since. With the addition of a new Winn-Dixie, the applicant would like to enhance the signage of the entire commercial plaza to remain consistent with the City’s vision.

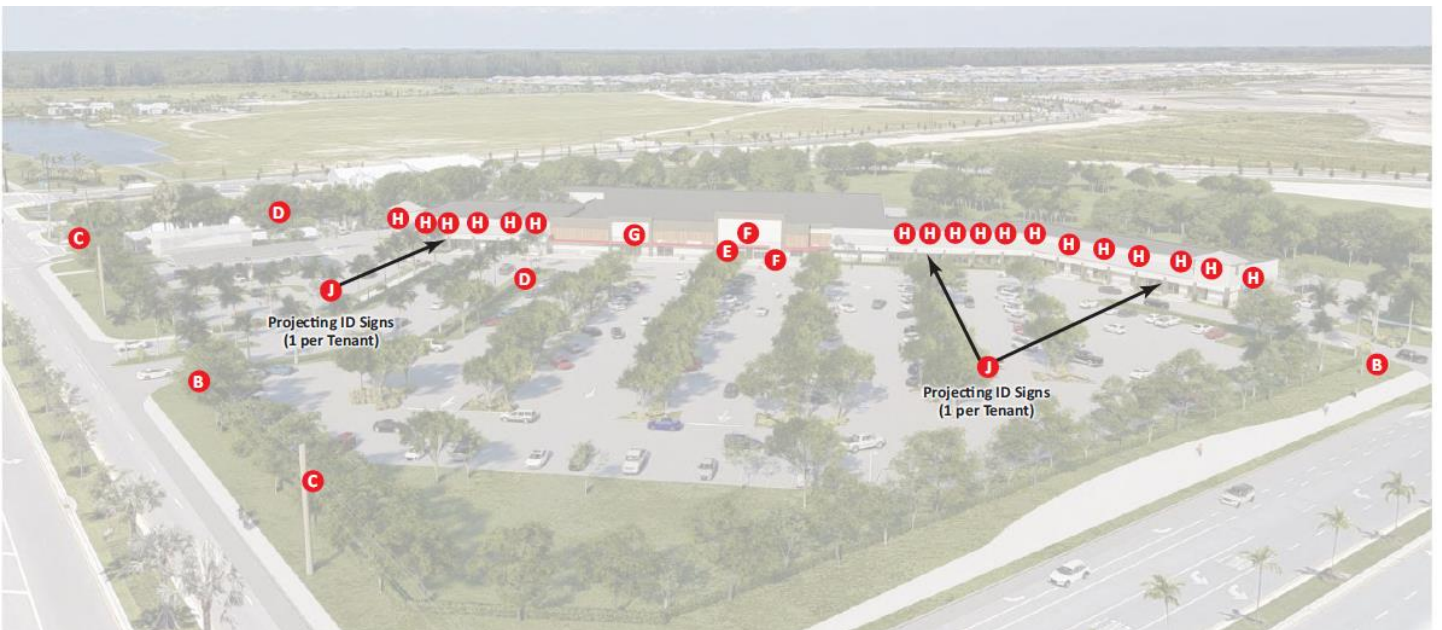
In 2021, the City of Westlake received an application to upgrade the entire architectural façade of the existing Grove Market Shopping Center. The subject application was heard and approved by the City Council on June 14, 2021.

**STAFF ANALYSIS**

The applicant is requesting approval for a Master Sign Plan for Grove Market Shopping Center, Per Chapter 6. Sign. Section 6.9 Master Sign Plan, the subject application includes **three (3)** waivers.

The proposed Master Sign Plan includes the following signs as presented below:

- B** GM: Primary Ground Sign
- C** GM: Tenant Ground Sign (future)
- D** GM: Directional Sign
- E** WD: Fresh food market Raceway Letters
- F** WD: Primary ID Channel Letters and Check-Mark Graphic
- G** WD: Winn Dixie Liquor Channel Letters
- H** Individual Tenant Signs
- J** GM: Projecting ID Signs



Per Chapter 6. Sign. Section 6.9 Master Sign Plan: *The City Council, at the time of development order or site plan approval or amendment, maywaive 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 this chapter.*

As part of the subject Master Sign Plan, the applicant is requesting the following three (3) waivers to the building(s) façade signage:

1. Height of Ground Signs: Ground Sign for commercial Building within Pod (Primary Ground Sign). The applicant is requesting to increase the height of the sign to fourteen (14) feet when the code requires eight (8) feet. Regarding these signs, the applicant is also requesting multiple code deviations in terms of width, copy area, number of tenants and height of base area, as detailed in the Master Sign Plan.



2. Number of Signs: The applicant is proposing two (2) **lines** per wall sign. Per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*, the code allows for one (1) line per wall sign.



3. Number of Signs: The applicant is proposing three (3) wall signs on the West Elevation facing Seminole Pratt Whitney Road. Per *Chapter 6, Signs, Section 6.20 Permitted Signs, Wall Sign for Principal Structure or Building Identification or Principal Tenant*, the code allows for one (1) wall sign.





The subject application consistent with Chapter 6, Sign, Section 6.9 Master Sign Plan as follows. See below for Code specifics:

The applicant is requesting approval for a Master Sign Plan for Grove Market Shopping Center. The subject application includes three (3) waivers.

- (C) The master sign plan shall indicate location, number, size, font, color, type of sign, landscaping, and illumination of proposed sign(s). The Master Sign Plan shall be guided by the purpose and intent section of this chapter. Application for a master sign plan shall include the following:
  - (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.
  - (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 this Chapter.

The applicant is requesting Three (3) waivers from the following code section:

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions <sup>1</sup>	Additional Requirements	Requested Waivers
Wall Sign for Principal Structure or Building Identification or Principal Tenant	90 square feet	1	One set of 2 signs [Principal Structure or Building name and Principal Tenant name] on façade(s) fronting ROW	N/A	<p>Sign(s) must be located at top of building, and/or below second floor line.</p> <p>Sign letters shall not exceed 36 inches in height including lowercase letters.</p> <p>Sign for building and tenant identification purposes.</p> <p>Each building is allowed a principal tenant wall sign.</p> <p>Maximum 1 name or message per sign.</p> <p>Sign(s) shall not exceed 80 percent of the width of the building, with a minimum of 10 percent clear area on each outer edge of the building.</p>	

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

Requested Waivers

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3. Height of Ground Sign.

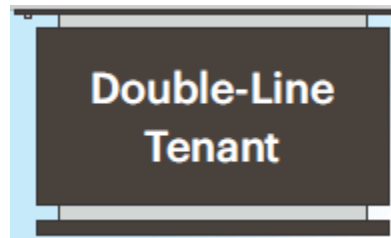
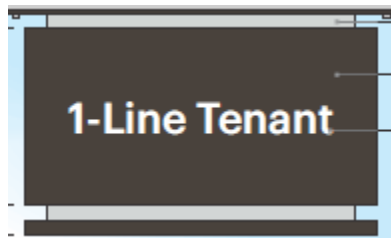
**Wall Tenant Signs**

The subject Master Sign Plan proposes that each tenant will have limited color selection in keeping with the new color scheme as approved by Landlord. The maximum sign height must not exceed 24 inches and can have channel letters in the following three fonts: Helvetica Bold, Helvetica Medium or Americana Extra Bold. Regional and National chains are permitted to use brand logo if approved by Landlord. Current tenants can choose to replace their sign to conform to the aesthetic changes.



**Projecting ID (hanging) Signs**

In addition to Wall Signs, the applicant is proposing hanging signs under the covered area. This will assist shoppers in identifying each store while on the walkway. Each hanging sign will have a consistent background and font color is limited to white.



**FINAL REMARKS**

MSP-2021-05 will be heard by the City Council on August 9, 2021. The public hearing was advertised in compliance with the City’s code.

Based upon the facts and findings contained herein, the Planning and Zoning Department recommends approval of the subject application.



## CITY OF WESTLAKE

### Engineering Department

4001 Seminole Pratt Whitney Road

Westlake, Florida 33470

Phone: (561) 530-5880

[www.westlakegov.com](http://www.westlakegov.com)

---

**DATE:** 7/15/2021  
**APPLICATION NUMBER:** MSP-2021-05  
**DESCRIPTION:** Grove Market Master Sign Plan  
**APPLICANT:** 2GHO, Inc.  
**OWNER:** 5060 Loxahatchee Retail, LLC  
**REQUEST:** Engineering Dept. Review  
**LOCATION:** 5060 Seminole Pratt Whitney Road, Westlake, FL 33470  
**STAFF REVIEW:** **RECOMMENDED APPROVAL**

The Engineering Department recommends approval of the application referenced above with the following note:

- Note that at the time of Landscape Permit application, the applicant/applicants' representative needs to provide a full existing conditions landscape plan and clearly show how any necessary infill per Code is provided. For example, a continuous hedge is required within all perimeter buffers – this needs to be provided and infilled as necessary within the perimeter buffers of the property. Additional items for infill such as this might be required. Please review Westlake Ordinance 2019-7 for full landscape code provisions.

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This letter has been prepared by the following individual, in association with their consultants and subconsultants:

A handwritten signature in blue ink, appearing to read "S. Dombrowski".

Suzanne Dombrowski, P.E.  
Chen Moore and Associates  
Tel: 561.746.6900 x 1035  
Email: [sdombrowski@chenmoore.com](mailto:sdombrowski@chenmoore.com)



City of Westlake Zoning Division
4001 Seminole Pratt Whitney Road
Loxahatchee, FL 33470
Phone: (561) 530-5880
www.Westlakegov.com

ADMINISTRATIVE REVIEW GENERAL APPLICATION

Check (✓) type of application:

- [✓] Zoning Review [ ] Agency Review [ ] Special Permit; Event Date:
[ ] Type IA Variance [ ] Type IB Variance [ ] Concurrency Determination
[ ] Potentially Buildable Lot [ ] Legal Lot of Record [ ] Concurrency Equivalency
[ ] Reasonable Accommodation [ ] Unity of Title Release [ ] Concurrency Administrative Exemption
[ ] Congregate Living Facility (CLF) Type I & Type II (RM District only)

In the box below, please provide a brief description of the Zoning Administration Review / Request:

This application request is for approval of the Master Sign Plan for the Grove Market .

I. PROPERTY LOCATION

- A. Control No. Control Name: The Grove Market Application Name: Same
B. Property Control Number (PCN): List additional PCN(s) on separate sheet and attach to application. PCN: 77-40-43-01-01-001-0010
C. Section/Township/Range: 01/43/40 Gross Acreage of Subject Property: 9.98 Gross Acreage of Affected Area: 9.98
D. Location of Subject Property (proximity to closest major intersection or road): NEC of Seminole Pratt Whitney Road and Persommon Boulevard East
E. Address: 5060 Seminole Pratt Whitney Road Project No:
F. Subdivision Name: Plat Name:
G. Water/Sewer Provider: Drainage District: Seminole Improvement District
H. Is Subject Property located in an Overlay District or Zone? If yes, provide the District or Zone:
I. What is the Use/Type of Development Commercial Square Footage/Number of Units

II. FUTURE LAND USE (FLU) AND ZONING

- A. Current Zoning District: PBC MUPD / Westlake MU Future Land Use Designation: PBC CH / Westlake Downton MU
B. Existing Use(s) on Subject Property: shopping center Proposed Use(s): shopping center

III. PLAT INFORMATION FOR AGENCY REVIEW ONLY

- A. Has Subject Property been platted? [✓] Yes [ ] No If Yes, OR Book & Page Number: PB 82, Page 67 & 68
B. Will existing plat be affected by request? [ ] Yes [✓] No If Yes, explain in Justification Statement

IV. APPLICANT INFORMATION

Applicant's Name: 5060 Loxahatchee Retail, LLC c/o Starwood Property Trust, Inc.
Address: 591 West Putnam Avenue City Greenwich, State CT Zip 06830
Phone: Fax: Email:

Current Property Owner(s): Same
Address: City State Zip
Phone: Fax: Email:

[ ] Check (X) here if applicant is a contract purchaser. Consent is required from the contract purchaser if a contract is pending to purchase the subject property. HOA or POA consent will be required if subject property is under common ownership or request is to modify any aspect of the project which applies to the entire development (i.e. condition of approval, internal roadway, etc.).

Agent\*: Emily O'Mahoney / Pat Lentini/Dylan Roden Name of Firm: 2GHO
Address: 1907 Commerce Lane Suite 101 City Jupiter State FL Zip 33458
Phone: 561-575-9557 Fax: 561-575-5260 Email: emily@2gho.com / pat@2gho.com dylan@2gho.com

\*All correspondence will be sent to agent unless otherwise specified.

OWNER/APPLICANT ACKNOWLEDGEMENT AND CONSENT

I/We, the owners, here by give consent to Emily O'Mahoney and 2GHO, Inc. to act on my/our behalf to submit this application, all required material and documents, and attend any 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.

Robert Spiak, as agent for  
5060 Loxahatchee Retail, LLC  
Owner's Name (please print)

RS as agent  
Owner's Signature

6/11/21  
Date

Emily O'Mahoney  
Applicant/Agent's Name (please print)

Emily O'Mahoney  
Applicant/Agents Signature

June 15, 2021  
Date

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this 11 day of June, 2021, by Robert Spiak, who is personally known to me or has produced \_\_\_\_\_ as identification.

[SEAL]



Carol E Horst  
Signature of Notary Public

Carol E. Horst  
Print, Type or stamp commissioned  
Name of Notary Public  
My Commission expires:



**Justification Statement  
The Grove Market at Westlake  
June 25, 2021  
Resubmittal: July 12, 2021  
July 13, 2021**

Gentile Holloway O'Mahoney & Associates, Inc. as agent for the owner, 5060 Loxahatchee Retail, LLC. is requesting a City Council Approval for the Master Sign Plan for The Grove Market located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98-acre parcel of land.

**Project History:**

The subject project was originally approved in unincorporated Palm Beach County in 1995 and received multiple approvals listed below. On June 20, 2016 the project was annexed into the city of Westlake.

THE GROVE MARKET APPROVALS THROUGH PALM BEACH COUNTY		
PETITION NO.	APPLICATION REQUEST	DATE OF APPROVAL
LGA 96-024	Land Use Amendment	August 22, 1996
1995-106	REZONING	August 22, 1996/R96-1355
1995-106	Development Order Amendment (DOA)/ Expedited Application	April 24, 1997/R97-623
1995-106	DOA To Add Medical Office And Vet Clinic	October 22, 1998/R98-1794
1996-106	DOA To Add C-Store With Gas Sales	June 27, 2011/R2011-0961
	Landscape changes to the overall site	August 2016
	ANNEXED INTO THE CITY OF WESTLAKE	June 20, 2016

Below is a list of the surrounding land use, zoning, property control numbers and existing uses:

	EXISTING FLU	EXISTING ZONING	PCN	EXISTING USE
<b>Subject Site</b>	Downtown Mixed Use	Mixed Use	77-40-43-01-01-001-0010	Shopping Center
<b>North</b>	Civic	Mixed Use	77-40-43-01-02-001-0000	Fire Station
<b>South</b>	Downtown Mixed Use	Mixed Use	Persimmon Blvd. E 77-40-43-12-01-001-0000	Wellington Regional Medical Center
<b>East</b>	Downtown Mixed Use	Mixed Use	77-40-43-01-07-023-0011	Seminole Improvement District – water tract
<b>West</b>	Downtown Mixed Use	Mixed Use	77-40-43-01-00-000-1010	Publix Center

THE GROVE MARKET  
MASTER SIGN PLAN APPLICATION  
June 25, 2021  
Resubmittal – July 12, 2021  
Revised July 13, 2021  
Page 2 of 4

**Requested Application:**

The proposed application is for the proposed Master Sign Plan for the overall project meeting the City of Westlake Sign Code. The site has an existing shopping center that is in the process of being refurbished and consequently the owner would like to update the signage for the center. As noted above, the site was recently annexed into the City of Westlake from unincorporated Palm Beach County.

5060 Loxahatchee Retail, LLC is proposing to upgrade the façade of the retail portions of the center to complement the Winn Dixie improvements that were previously approved. Specific improvements related to this application include the following:

- Patch/repair and paint the upper sign band with the new colors;
- Scrape/sand/prime and paint existing metal awnings;
- Remove existing latticework on awning façade, patch/repair and paint awning façade area and columns;
- Patch/repair and paint existing storefront wall; and
- Scrape/sand/prime and paint all storefront window and doorframes and mullions.

The proposed sign package is another part of upgrading the center. The package is very similar in sign types and sizes to what has been approved for the Publix Shopping Center across the street. This total refurbishment of building and signs will render a new fresh look to the center and be consistent with the Westlake objectives. Included with this submittal is a list of all the signs that are being proposed for the overall development, an existing plaza. The chart attached chart includes the monument signage and building signage along with the code requirements and proposed signs.

In summary, we are addressing:

- B. Ground Signs for Commercial Buildings within POD (Primary Ground Sign)
- C. Ground Sign for Commercial Buildings with POD (Secondary Ground Sign)
- D. Tenant Specific Directional Signs
- E. Ground Floor Permanent Copy Sign
- F. Wall Sign for Principal Structure of Building Identification or Principal Tenant (Winn-Dixie)
- G. Wall Sign for Principal Structure or Building Identification or Principal Tenant (Liquor)
- H. Wall Sign for Ground Floor Uses with Separate Entrances at Ground Level
- J. Projecting ID Signs

As Grove Market is an old center looking for a face lift while still maintaining a viable commercial center, the approach is a bit different from new development. The existing wall signage (H) (in red) for the in-line tenants is proposed to remain in place unless:

1. The tenant chooses to replace it, or:



THE GROVE MARKET  
 MASTER SIGN PLAN APPLICATION  
 June 25, 2021  
 Resubmittal – July 12, 2021  
 Revised July 13, 2021  
 Page 3 of 4

2. A new tenant moves in.

The new wall signage will need to be approved by the Landlord and will be:

1. One of the three following font types: Helvetica Bold, Helvetica Medium or Americana Extra Bold;
2. Limited in color selection (in keeping with the new color scheme) as directed by the Landlord;

Please note that for all signs, tenants with trademarks may be approved per their trademark including colors, fonts and symbols.

Sign J, the projecting (hanging) sign in the covered area, will have a consistent dark background so the font color is limited to white. All other signs may have different font colors (on light background) for which the tenant may apply to the Landlord for final say and approval prior to permitting.

The Sign J, projecting (hanging) sign, will be replaced by the landlord after approval of this amendment, to create a consistent undercover appearance and direction to the individual tenant shops.

For further detail of the proposed signage for the center including color, see the attached Atlas Sign package.

**Waivers are being requested for the proposed signage for Grove Market Center.** The Proposed Waivers are being requested to allow for increase sign areas for both the principal sign, secondary signs and the walls signs. The Grove Market has been in existence for many years, with mature landscape that can obscure the views into the center, allowing the increase in the sign sizes will allow for visibility from the roadways. Visibility to retail centers is necessary for the viability of the businesses located in them.

The table below summarizes all of the proposed signs and the waivers being requested.

Sign Key	Sign Type	Code Requirement	Applicant Request	Deviation
B	Ground Sign for Commercial Building within Pod (Primary Ground Sign)	Sec. 6.20 (table 6-1) <b>Height – 8'</b> Width – 12' Sign Area – 120 s.f. <b>Copy Area - 60 s.f.</b> <b>6 Tenants</b> Base – 2' or 30%	<b>Height – 14'</b> Width – N/A Sign Area – N/A <b>Copy Area - 81 s.f.</b> <b>9 tenants</b> Base – N/A	<b>+ 6'</b> N/A N/A <b>+ 21 s.f.</b> <b>+ 3 tenant signs</b> N/A
F	Wall Sign for Principal	Sec. – 6.20 (table 6-1)		

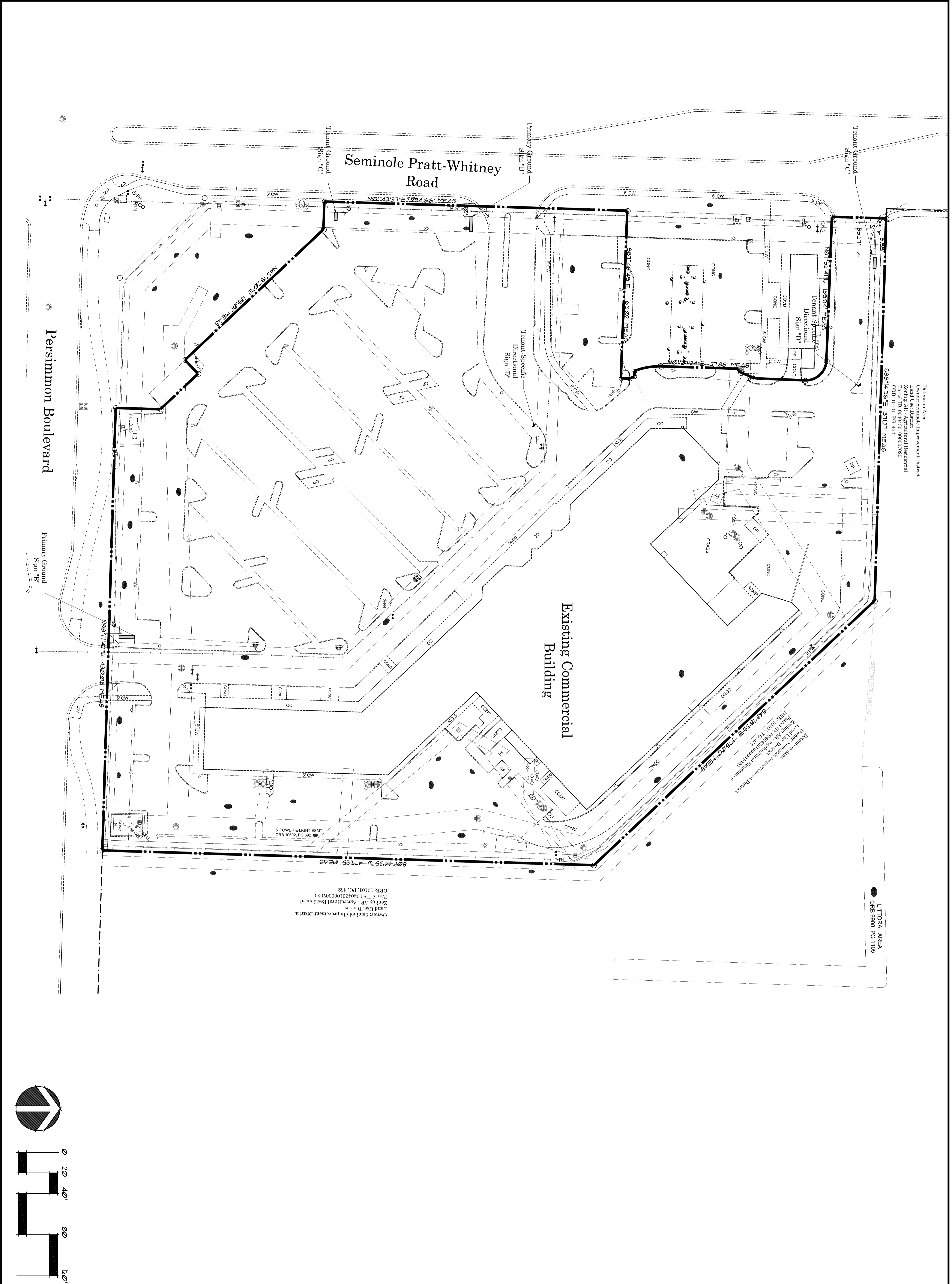
Sign Key	Sign Type	Code Requirement	Applicant Request	Deviation
	Structure (Winn Dixie main)	<b>Max. Number of Signs – one set of 2 signs (principal structure or building name and principal tenant name ) on façade(s) fronting ROW</b> <b>Copy Area - 90 s.f.</b> <b>Sign Letter – NTE 36”</b>	<b>3 wall signs</b>  <b>Copy Area - 240 s.f.</b> <b>Sign Letter – 6’</b>	<b>+ 2 wall sign</b>  <b>+ 3’</b>

**Waiver Criteria:**

Waivers to allow for deviations from the requirements of these LDRs pursuant to the following criteria:

- a) The proposed waiver is consistent with the Comprehensive Plan.  
**Response: The proposed waivers are for the signage modifications to the existing retail center. The existing retail center current land use is consistent with the Comprehensive Plan of the City of Westlake.**
  
- b) The applicant provides alternative standards to the specific land development sections subject to the waiver that meet the intent of the waived regulation.  
**Response: The proposed waivers allow for an alternative design to facilitate the visibility of the signs by proposing not only additional sign but some with increased sizes. The proposed signs will provide for visual impact for potential customers driving by.**
  
- c) The proposed waiver will not negatively impact the health, safety, and welfare of the residents in the City.  
**Response: The proposed waivers will not negatively impact the health, safety, or welfare of the residents.**

On behalf of the applicant, 2GHO, Inc. respectfully request approval of this application. The Project Managers at 2GHO are Emily O’Mahoney, Pat Lentini and Dylan Roden.

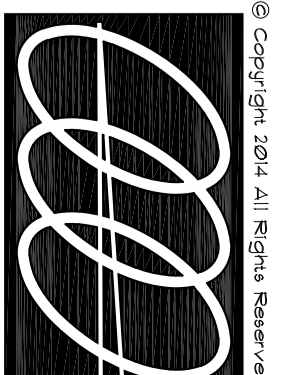
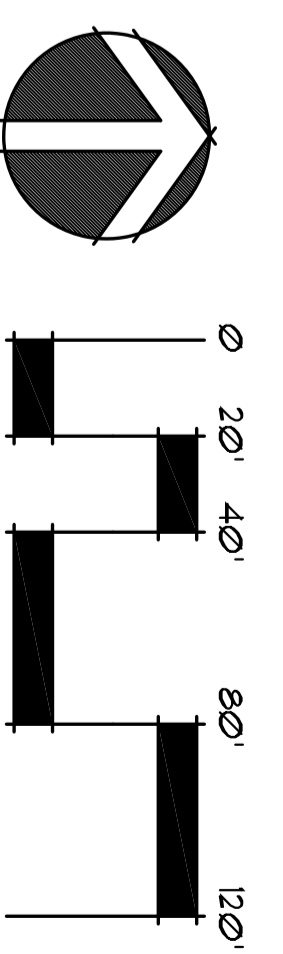


Devention Area  
 Owner: Seminole Improvement District  
 Land Use: District  
 Zoning: M- Agricultural Residential  
 Parcel ID: 06404301000007790  
 ORB: 10101, PG. 482

Devention Area  
 Owner: Seminole Improvement District  
 Land Use: District  
 Zoning: M- Agricultural Residential  
 Parcel ID: 06404301000007790  
 ORB: 10101, PG. 482

Owner: Seminole Improvement District  
 Land Use: District  
 Zoning: M- Agricultural Residential  
 Parcel ID: 06404301000007790  
 ORB: 10101, PG. 482

LITTORAL AREA  
 ORB 9908, PG 1005



**Gentle Glas  
 Holloway  
 O'Mahoney  
 & Associates, Inc.**  
 Landscape Architects  
 Planners  
 Environmental Consultants  
 1907 Commerce Lane  
 Suite 101  
 Jupiter, Florida 33456  
 561-575-5570  
 561-575-5260 FAX  
 www.g4hco.com

# Master Sign Plan

## Grove Market Shopping Center

West Lake, Florida

Designed:	DLE
Drawn:	DLE
Approved:	GGC/EMV/AMH
Date:	6/25/21
Job no:	21-0402
Revisions:	7/12/21

Scale: 1" = 40'

Sheet No.  
**MSP-1**  
 21-0402



Winn-Dixie  
Since 1925

## Grove Market @ Westlake, FL



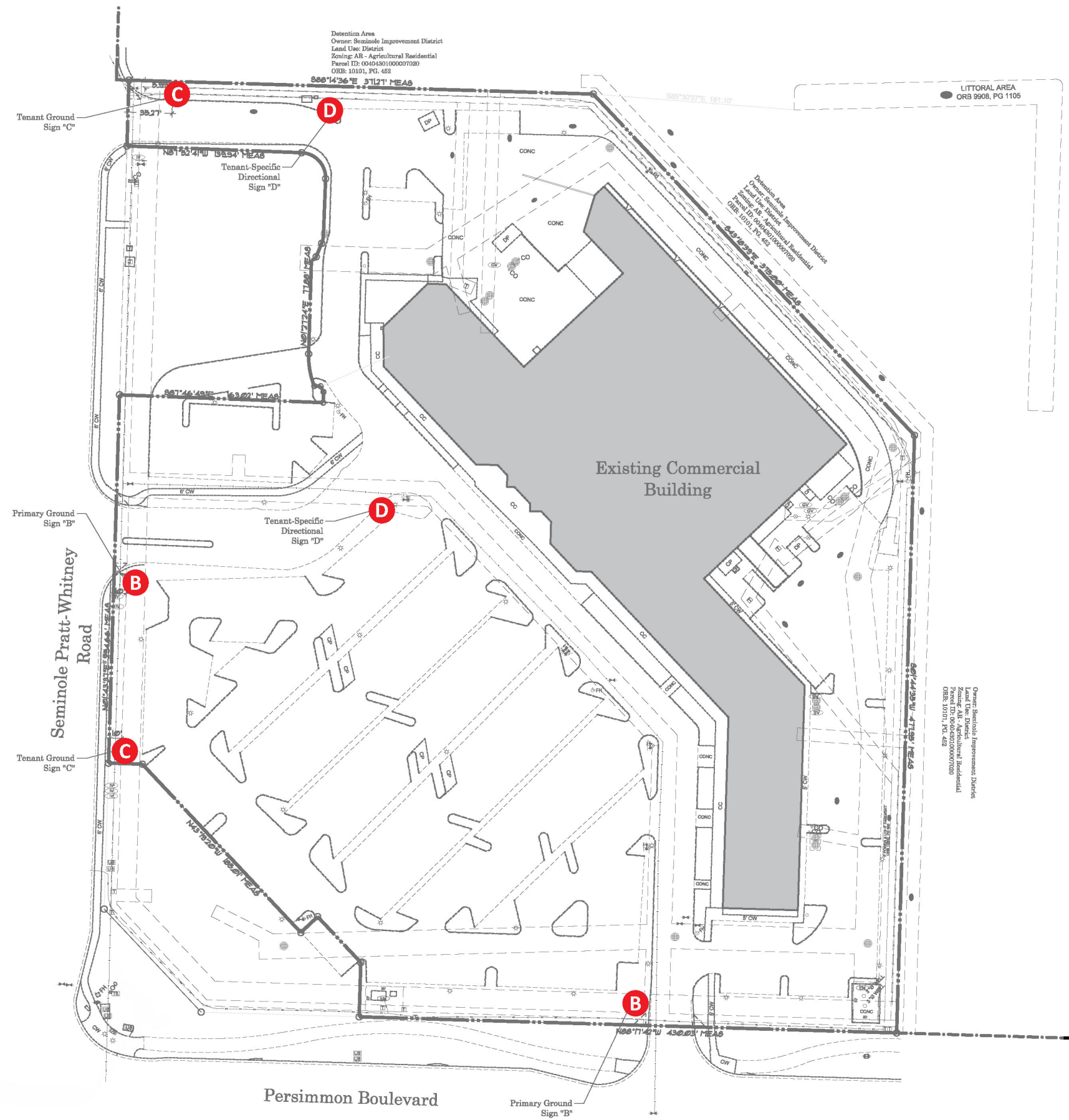
National Headquarters: 1077 West Blue Heron Blvd.  
West Palm Beach, Florida 33404  
800.772.7932  
[www.atlasbtw.com](http://www.atlasbtw.com)



**B**  
Quantity: (2)

**C**  
Quantity: (2)

**D**  
Quantity: (2)

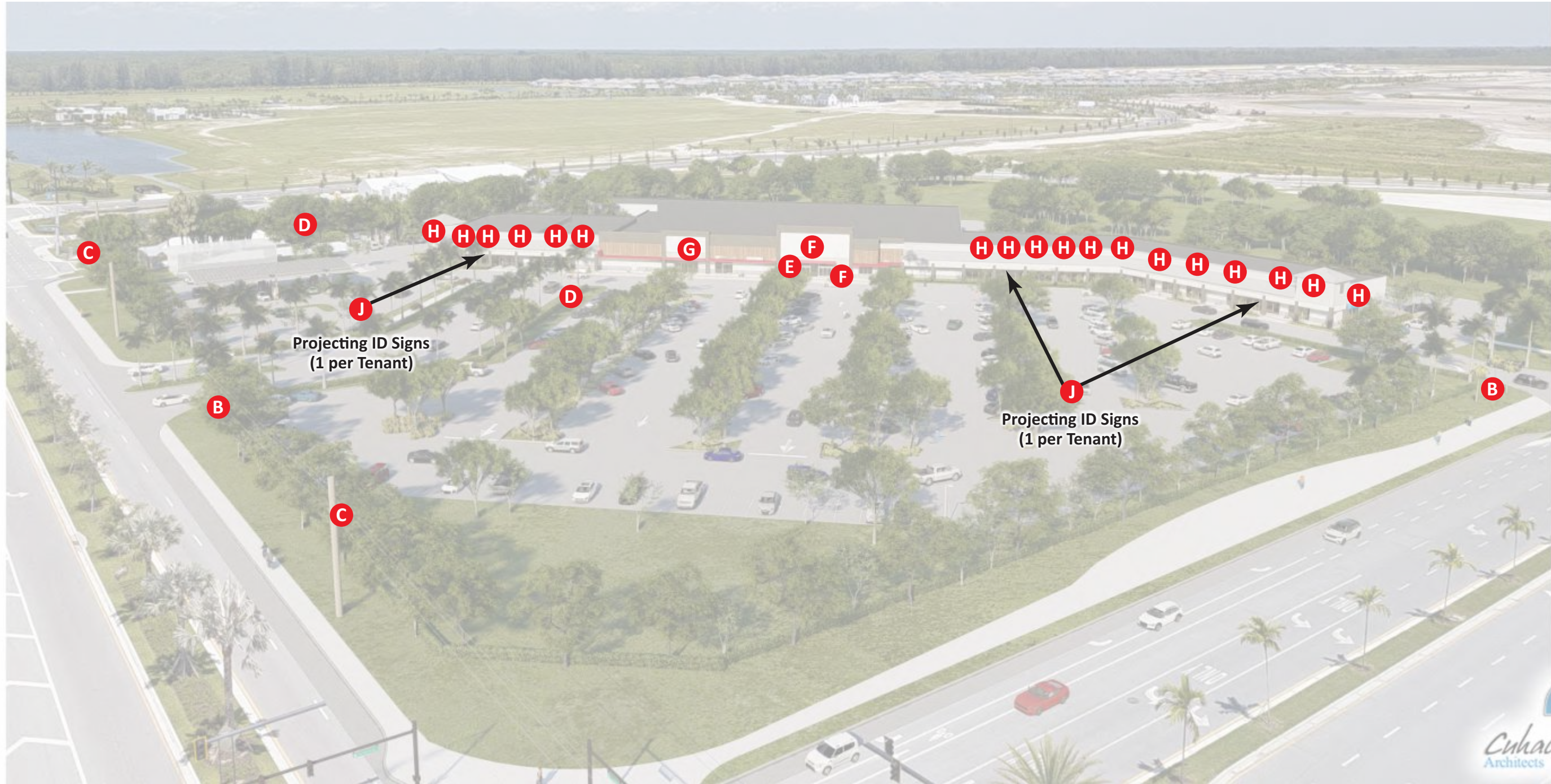


National Headquarters: 1077 West Blue Heron Blvd.  
West Palm Beach, Florida 33404  
800.772.7932  
www.atlasbtw.com

Revisions:	
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**GROUND SIGNS**

PM: AS	Address: Grove Market
Drawn By: MB	City State: West Lake, FL
Date: 07.12.2021	Drawing Number: 125187-S04



- B** GM: Primary Ground Sign
- C** GM: Tenant Ground Sign (future)
- D** GM: Directional Sign

- E** WD: Fresh food market Raceway Letters
- F** WD: Primary ID Channel Letters and Check-Mark Graphic

- G** WD: Winn Dixie Liquor Channel Letters
- H** Individual Tenant Signs
- J** GM: Projecting ID Signs

Revisions:	
...	...
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...	...
...	...

PM: AS	Address: Grove Market
Drawn By: MB	City State: West Lake, FL
Date: 06.23.2021	Drawing Number: 125187-S04



### Double Face Internally Illuminated Multi-Tenant Cabinet

Quantity: (2)

- SW 7656 Rhinetsone
- SW 7675 Sealskin
- 7328 White

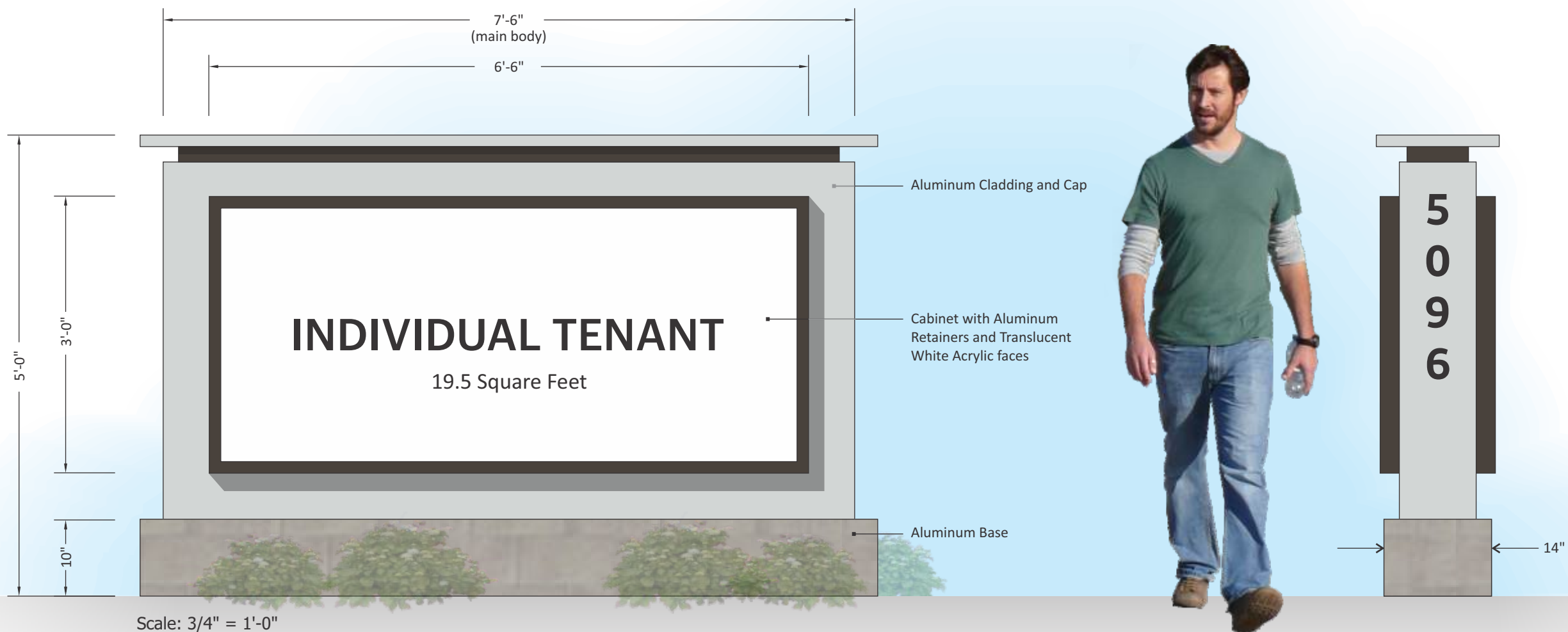
FONT STYLE: Either Helvetica bold, Helvetica Medium or Americana Extra Bold

FONT COLOR: As approved by landlord except protruding which are to be white

LOGOS: Permitted with trademarks as approved by landlord.

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

Revisions:	
...	...
...	...
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...	...



**Double Face Internally Illuminated Tenant Cabinet**

Quantity: (2)

**FOR OUT-PARCEL TENANTS ONLY (Future)**

- SW 7656 Rhinetsone
- SW 7675 Sealskin
- 7328 White

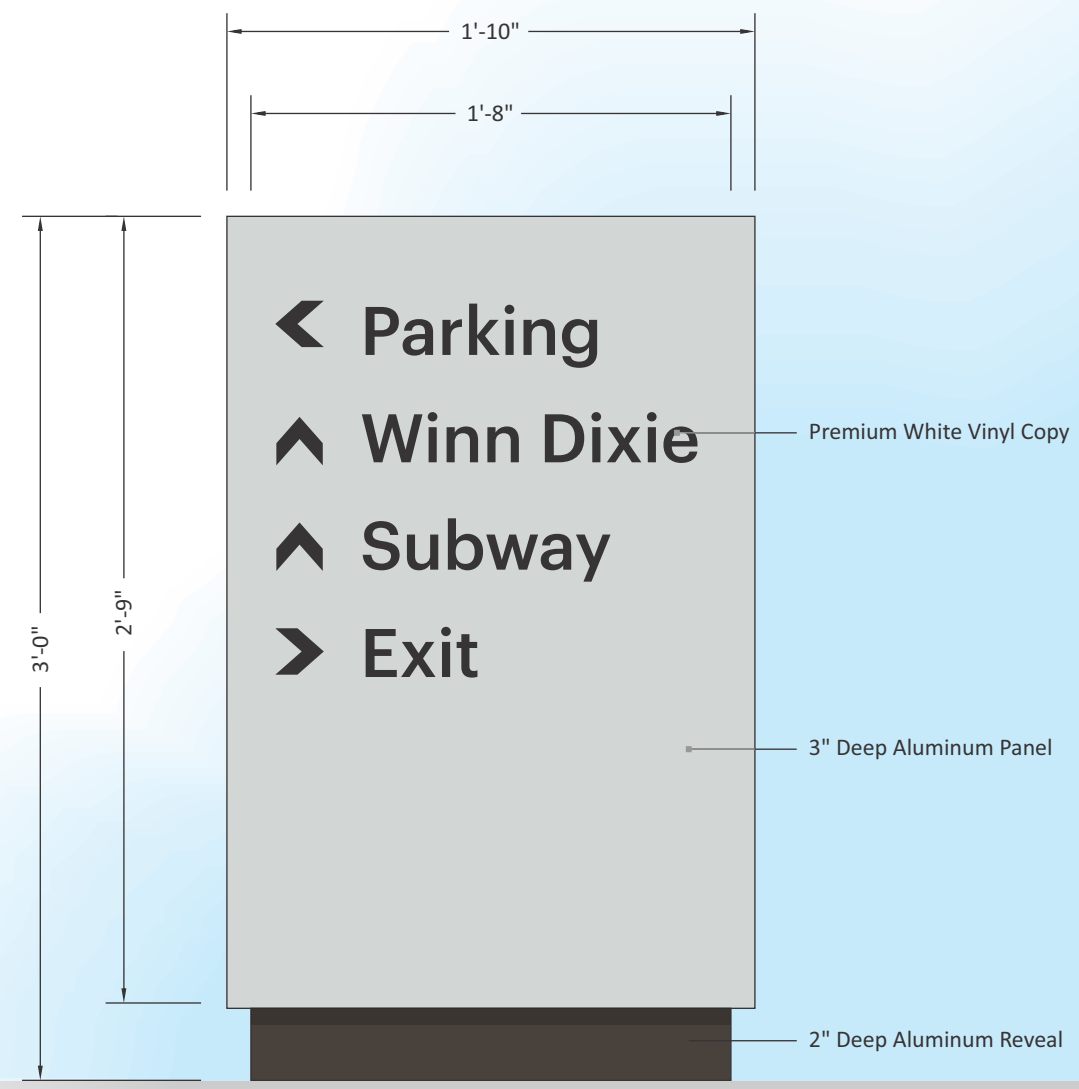
FONT STYLE: Either Helvetica bold, Helvetica Medium or Americana Extra Bold

FONT COLOR: As approved by landlord except protruding which are to be white

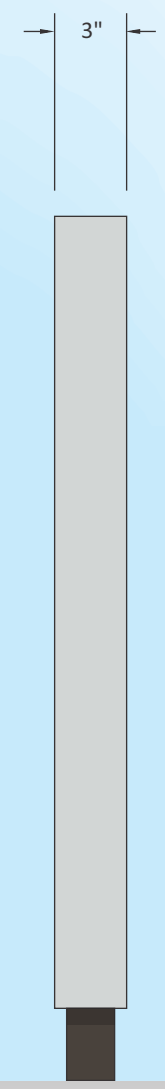
LOGOS: Permitted with trademarks as approved by landlord.

Revisions:	
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...	...
...	...
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◀ Parking  
 ▲ Winn Dixie  
 ▲ Subway  
 ▶ Exit



**Double Face Non-Illuminated Directional Signs**

Quantity: (2)

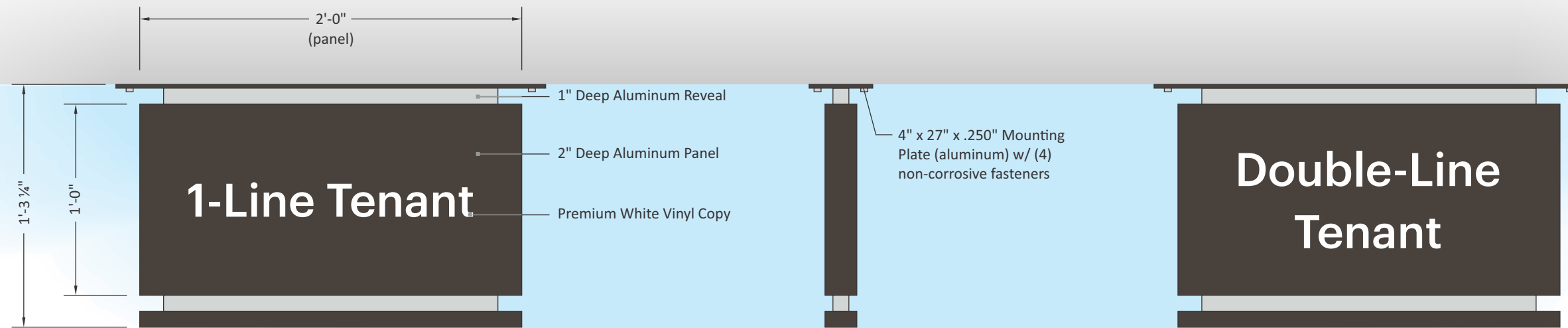
- SW 7656 Rhinetsone
- SW 7675 Sealskin
- 3M 7725-12 Black Vinyl

**FONT STYLE:** Either Helvetica bold, Helvetica Medium or Americana Extra Bold  
**FONT COLOR:** As approved by landlord except protruding which are to be white  
**LOGOS:** Permitted with trademarks as approved by landlord.

Revisions:	
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PM: AS	Address: Grove Market
Drawn By: MB	City State: West Lake, FL
Date: 06.23.2021	Drawing Number: 125187-S04



### Double Face Non-Illuminated Projecting Signs

Quantity: (18)

- SW 7656 Rhinetsone
- SW 7675 Sealskin
- 3M 7725-10 White Vinyl

FONT STYLE: Either Helvetica bold, Helvetica Medium or Americana Extra Bold

FONT COLOR: White only

LOGOS: Permitted with trademarks as approved by landlord.



Revisions:	
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PM: AS	Address: Grove Market
Drawn By: MB	City State: West Lake, FL
Date: 06.23.2021	Drawing Number: 125187-S04



**TENANT SIGNAGE CRITERIA:**

- Max sign height 24"; Two lines of copy Max.
- Tenant with double faced fascia (end cap) shall be allowed an additional sign.
- Max layout length shall not exceed 75% of façade width.
- Allowable square footage shall not exceed 75% of the linear length, Max 70 SF.
- Letters shall be all caps unless approved by Landlord.
- Regional and National chains are permitted to use brand logo if approved by Landlord.

- Sign Type: LED internally illuminated plastic face channel letters. Returns are aluminum and faces are secured with 1" jewelite trimcap.
- Mounting Method: 4" x 4" aluminum wireway, which houses the power supplies.
- All logos must be fabricated channel letters .040 aluminum, 4" returns in enamel paint approved by Landlord.
- All signs shall be U.L. Wired and labeled U.L. Approved.

**LANDLORD APPROVAL:**

- Prior to sign fabrication and installation, Tenant shall submit fully specified sign drawings to Landlord for review and approval.

**COMPLIANCE WITH LAWS:**

- All signs must comply with local building and zoning department requirements.

**INSTALLATION:**

- All signs must be installed by a licensed and insured sign contractor.

FONT STYLE: Either Helvetica bold, Helvetica Medium or Americana Extra Bold

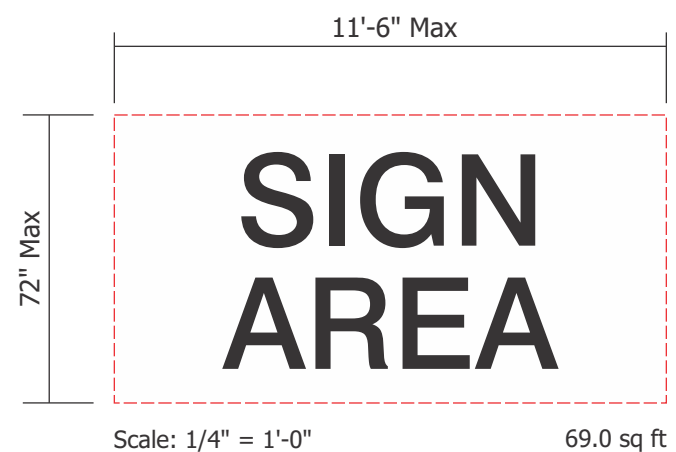
FONT COLOR: As approved by landlord except protruding which are to be white

LOGOS: Permitted with trademarks as approved by landlord.

*Note: Tenants will not be required to replace their wall signs and they may remain red.*

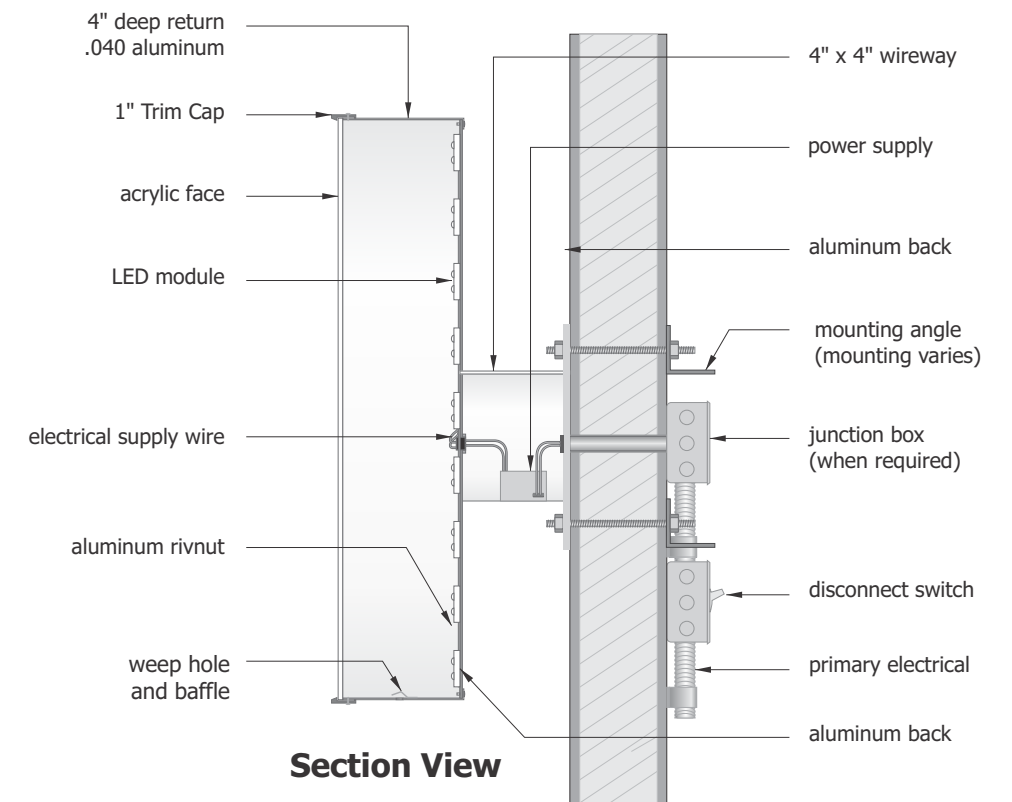
**Illuminated Tenant Signs**

Quantity: (18)



**NOTE FOR EACH TENANT:**

- Maximum letter height is 24".
- Maximum square footage is 70.00



ELECTRICAL NOTES	
1.	All materials and fasteners meet 3004.4
2.	All electrical components are UL listed, labeled and approved.
3.	Sign grounded according to NEC 6007.7
4.	Signs manufactured and listed NEC 600.3 and marked per NEC 600.4.
5.	All branch circuits per NEC 600 .5(B).1 or (B).2.
6.	All Signs controlled by photocell or time clock per FBC 13-415. (ABC).1.4.
7.	One visible 20 amp disconnect per sign per circuit per NEC 600.6(A).1

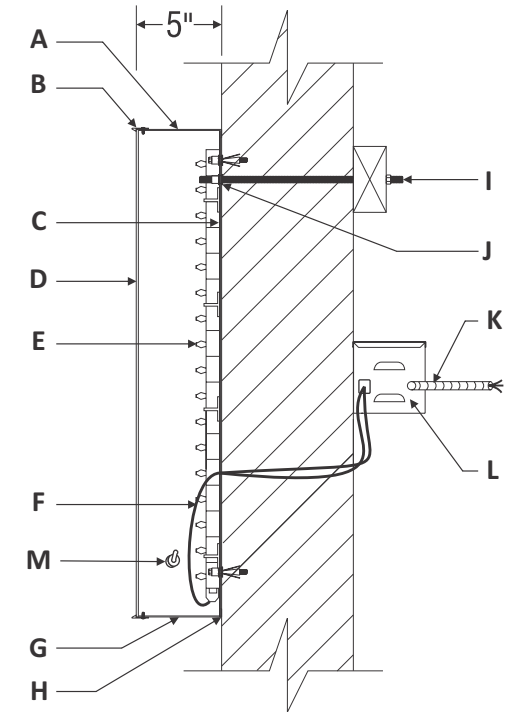
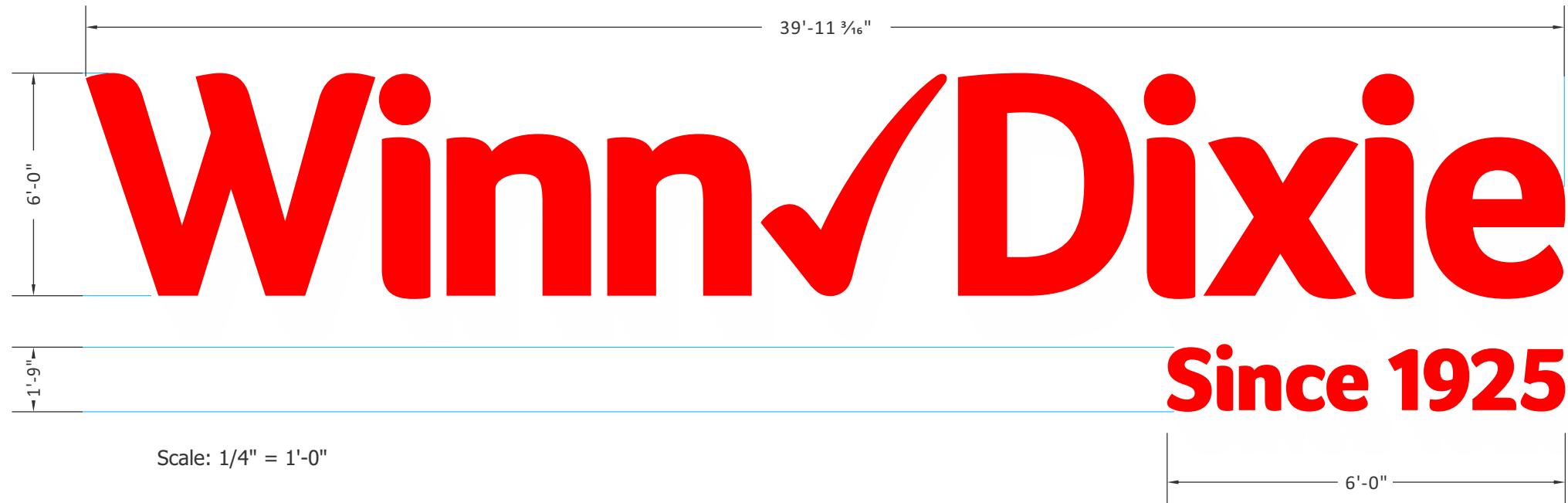


National Headquarters: 1077 West Blue Heron Blvd.  
West Palm Beach, Florida 33404  
800.772.7932  
www.atlasbtw.com

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PM: AS	Address: Grove Market
Drawn By: MB	City State: West Lake, FL
Date: 06.23.2021	Drawing Number: 125187-S04

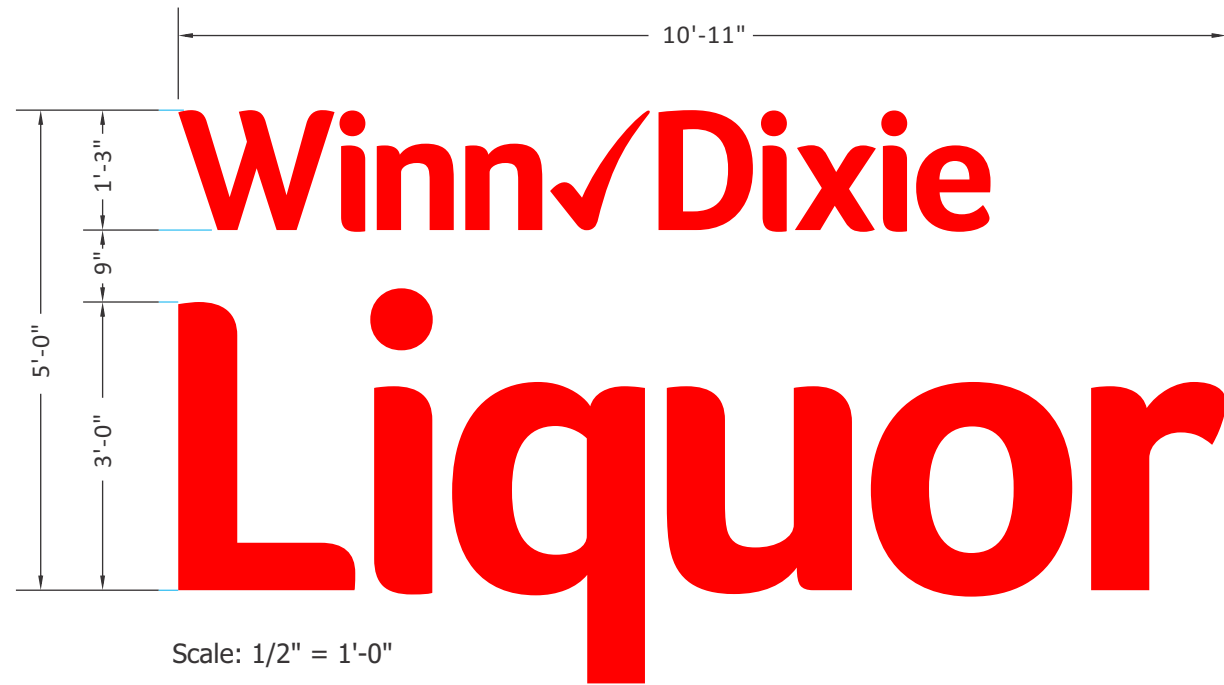


**TYPICAL WALL SECTION:**  
NOT TO SCALE

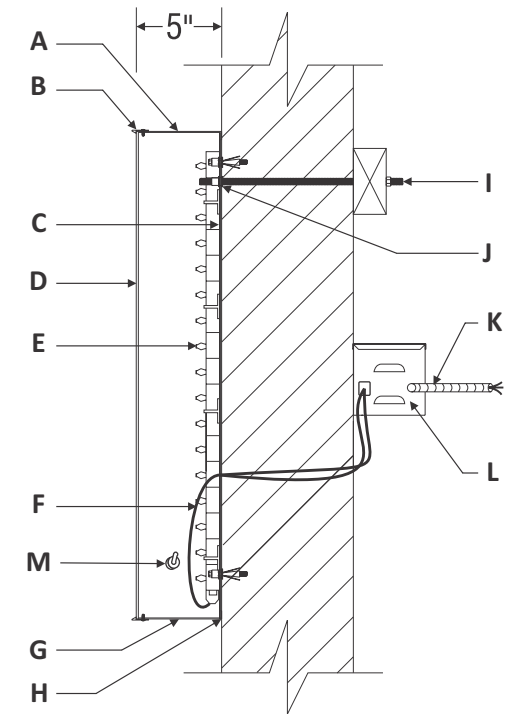
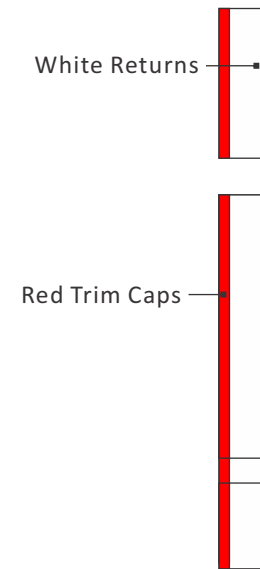


- A .050 x 5" (deep) Aluminum returns to painted white (matte)
- B 1" Red Jewelite Trim Caps
- C .063 Aluminum Backs
- D .150 Flat Red PCB Faces
- E Red GE TetraMAX LED Modules
- F Low-voltage power cable shielded with strain relief starting from power supply then letter-to-letter (behind fascia)
- G 1/4" Weep holes as required
- H Silicone bead around the inside of return and back to seal from water leakage
- I 1/4" Lag bolts or 3/8" threaded rods with 2" x 4" wood blocking
- J 3/8" Riv-nuts
- K 1/2" Sealtite conduit running to secondary connection  
NOTE: GC to have primary connection hooked up
- L Standard power supply housed in a weatherproof sheet metal box
- M Disconnect Switch

Revisions:	
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Scale: 1/2" = 1'-0"



**TYPICAL WALL SECTION:**  
NOT TO SCALE

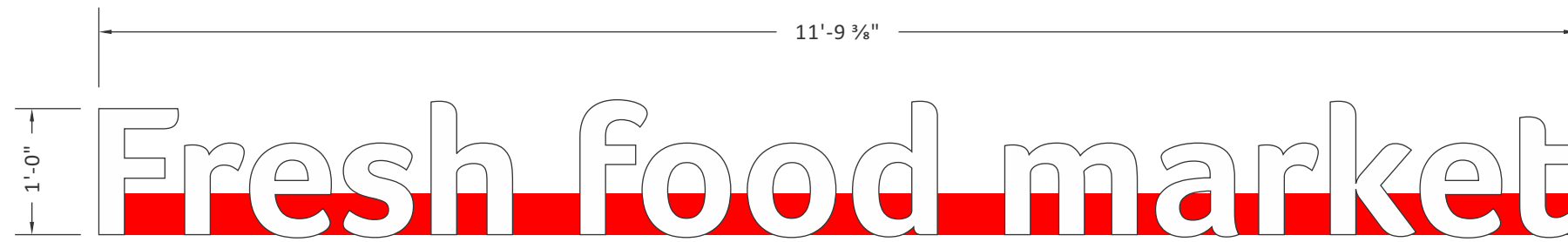


Scale: 1/8" = 1'-0"

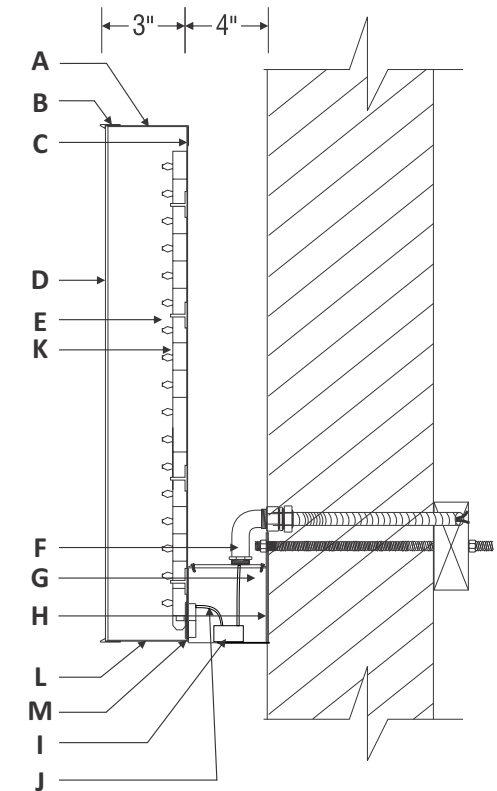
- A .050 x 5" (deep) Aluminum returns to painted white (matte)
- B 1" Red Jewelite Trim Caps
- C .063 Aluminum Backs
- D .150 Flat Red PCB Faces
- E Red GE TetraMAX LED Modules
- F Low-voltage power cable shielded with strain relief starting from power supply then letter-to-letter (behind fascia)
- G 1/4" Weep holes as required
- H Silicone bead around the inside of return and back to seal from water leakage
- I 1/4" Lag bolts or 3/8" threaded rods with 2" x 4" wood blocking
- J 3/8" Riv-nuts
- K 1/2" Sealtite conduit running to secondary connection  
NOTE: GC to have primary connection hooked up
- L Standard power supply housed in a weatherproof sheet metal box
- M Disconnect Switch

Revisions:	
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PM: AS	Address: Grove Market
Drawn By: MB	City State: West Lake, FL
Date: 06.23.2021	Drawing Number: 125187-S04



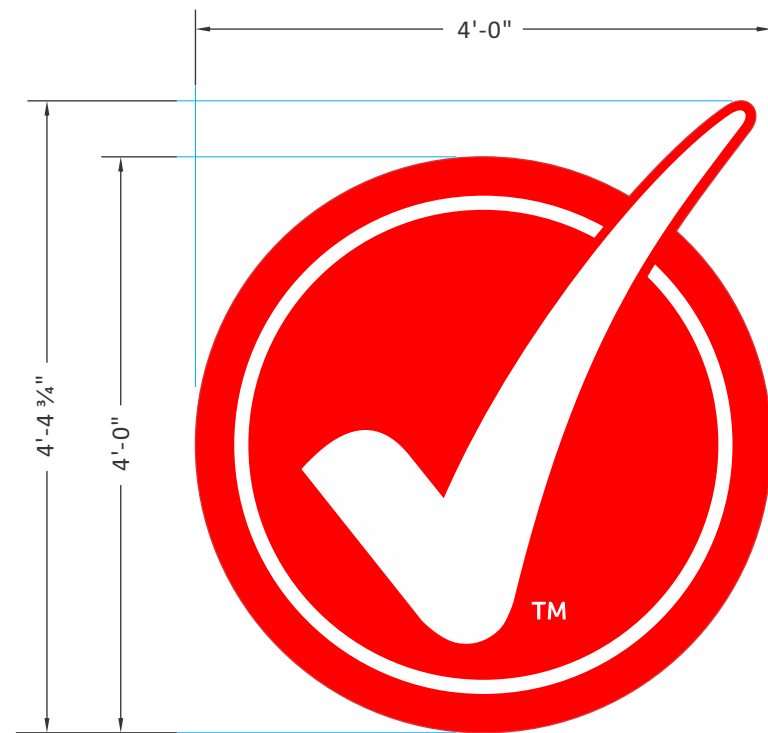
Scale: 3/4" = 1'-0"



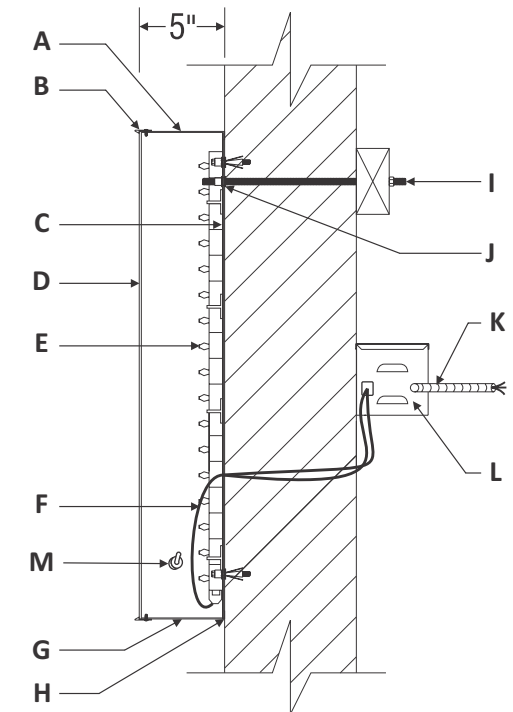
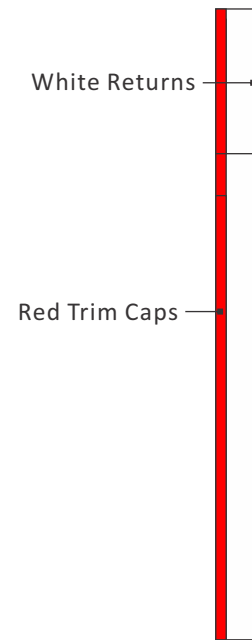
- .050 x 3" (deep) Aluminum returns to painted black (gloss)
- B** 1" Gloss Black Jewelite Trim Caps
- C** .063 Aluminum Backs
- D** .150 Flat White PCB Faces
- E** White GE TetraMAX LED 7100K Modules
- F** 1/2" Sealtite conduit running to secondary connection  
NOTE: GC to have primary connection hooked up
- G** 3/8" threaded rods with 2" x 4" wood blocking as required to mount raceway to wall
- H** 2" x 9" x 3/16" Aluminum mounting plate as required  
- C/C not to exceed 72" of unbraced lengths
- I** Standard power supply housed in 4" x 4" aluminum raceway painted to match SW 6868 Real Red exterior satin finish (this is a non substitute item per SEG)
- J** Low-voltage power cable starting from power supply then letter-to-letter (within raceway)
- K** Plastic mounting clips as required
- L** 1/4" Weep holes
- M** Silicone bead around the inside of return and back to seal from water leakage

Revisions:	
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PM: AS	Address: Grove Market
Drawn By: MB	City State: West Lake, FL
Date: 06.23.2021	Drawing Number: 125187-S04



Scale: 3/4" = 1'-0"



**TYPICAL WALL SECTION:**  
NOT TO SCALE



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

- A** .050 x 5" (deep) Aluminum returns to painted white (matte)
- B** 1" Red Jewelite Trim Caps
- C** .063 Aluminum Backs
- D** .150 Flat Red PCB Faces
- E** Red GE TetraMAX LED Modules
- F** Low-voltage power cable shielded with strain relief starting from power supply then letter-to-letter (behind fascia)
- G** 1/4" Weep holes as required
- H** Silicone bead around the inside of return and back to seal from water leakage
- I** 1/4" Lag bolts or 3/8" threaded rods with 2" x 4" wood blocking
- J** 3/8" Riv-nuts
- K** 1/2" Sealtite conduit running to secondary connection  
NOTE: GC to have primary connection hooked up
- L** Standard power supply housed in a weatherproof sheet metal box
- M** Disconnect Switch

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**Grove Market Signage Matrix**

6.25.21

Sign Key	Sign Type	Code Section	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions	Min. Setback	Max. Height	Max. Width	Sign Copy Limit	Additional Requirements
<b>Monument Signage</b>											
B	Ground Sign for Commercial Buildings within Pod (Primary Ground Sign)	Sec. 6.20 (Table 6-1)	Code: 60 s.f. Provided: 81 s.f.	Code: 2 Provided: 2	Code: 1 per access entry (lots 200 lf.); 1 additional for each 700 l.f. (2-B & 2 C) Provided: 2 primary	Code: 120 s.f. Max area including decorative elements Provided: NA	Code: 10' Provided: 10'	Code: 8' Provided: 14'	Code: 15' (Min sign Width must =50% of Height) Provided: 11'-6"	Code: Building Identification & 6 Tenants max. Provided: 9 Tenants	Code: Solid Base height = to at least 30% of Overall Sign Height or 2' whichever is greater. Sign copy prohibited on base. Min 4" Lettering including lowercase letters. Address Lettering Min. 6" located above copy area. Min 60' distance required between ground Signs Provided: Met
C	Ground Sign for Commercial Buildings within Pod (Secondary Ground Sign)	Sec. 6.20 (Table 6-1)	Code: 60 s.f. Provided: 19.5 s.f.	Code: 2 Provided: 2	Code: 1 per access entry (lots 200 lf.); 1 additional for each 700 l.f. (2-B & 2 C) Provided: 2 secondary	Code: 120 s.f. Max area including decorative elements Provided: NA	Code: 10' Provided: 10'	Code: 8' Provided: 5'	Code: 15' (Min sign Width must =50% of Height) Provided: 7'-6"	Code: Building Identification & 6 Tenants max. Provided: 1 Tenant	Code: Solid Base height = to at least 30% of Overall Sign Height or 2' whichever is greater. Sign copy prohibited on base. Min 4" Lettering including lowercase letters. Address Lettering Min. 6" located above copy area. Min 60' distance required between ground Signs Provided: Met
D	Tenant-Specific Directional Sign	Sec. 6.20 (Table 6-1)	Code: 4 s.f. Provided: 4 s.f.	Code: 2 Provided: 2	Code: Per Approval as needed Provided: 2	Code: NA Provided: NA	Code: NA Provided: NA	Code: 4' Provided: -	Code: NA Provided: NA	Code: NA Provided: NA	Code: Exempt from sign-base requirements. No advertising copy. Logos not more than 50% of copy area. Provided: Met
<b>Building Signage</b>											
E	Ground Floor Permanent Copy Sign	Sec. 6.20 (Table 6-1, Figure 6-7)	Code: 24 s.f. Provided: 12 s.f.	Code: 1 Provided: -	Code: 1 Provided: -	Code: 24 s.f. Provided: 11.78 s.f.	Code: NA Provided: NA	Code: NA Provided: NA	Code: 80% of width of facade Provided: NA	Code: NA Provided: NA	Code: Max. Letter Height 24" Provided: Letter Height 12"
F	Wall Sign for Principal Structure or Building Identification or Principal Tenant Winn-Dixie main	Sec. 6.20 (Table 6-1)	Code: 90 s.f. Provided: 240 s.f. max.	Code: 1 Provided: 1	Code: One set of 2 signs on façade fronting ROW. Provided: 3	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: 80% of width of building, with a min. 10% clear on each outer edge of the building. Provided: 18.2%	Code: NA Provided: NA	Code: Must be located at top of building. Sign letters shall not exceed 36" in height including lowercase letters. Each building is allowed a principal tenant wall sign. Max. 1 name or message per sign. Provided: Max. Letter Size 6'
G	Wall Sign for Principal Structure or Building Identification or Principal Tenant Winn-Dixie Liquor	Sec. 6.20 (Table 6-1)	Code: 90 s.f. Provided: 55 s.f.	Code: 1 Provided: 1	Code: One set of 2 signs on façade fronting ROW. Provided: 1	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: 80% of width of building, with a min. 10% clear on each outer edge of the building. Provided: within code	Code: NA Provided: NA	Code: Must be located at top of building. Sign letters shall not exceed 36" in height including lowercase letters. Each building is allowed a principal tenant wall sign. Max. 1 name or message per sign. Provided: Max. Letter Size 3'
H	Wall Sign for Ground Floor Uses with Separate Entrances at Ground Level	Sec. 6.20 (Table 6-1)	Code: 70 s.f. Max, 80% max. length of Bay façade Provided: 70 s.f. Max, 80% max. length of Bay façade	Code: 1 Provided: 1	Code: 1 per Tenant; Tenant with double faced fascia (end cap) shall be allowed an additional sign Provided: Code, 1 per Tenant	Code: None Provided: -	Code: NA Provided: NA	Code: NA Provided: 72" Max.	Code: NA Provided: 11'-6" Max	Code: NA Provided: NA	Code: Max. Sign must face ROW or be over primary entrance. Letter Height 24" & 2 lines copy Provided: Following Code
J	Projecting ID Signs	Sec. 6.20 (Table 6-1)	Code: 6 s.f. Provided: 6 s.f.	Code: 2 Provided: 2	Code: 1 per tenant Provided: 1 per tenant	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: May be suspended from soffit or eave Must be perpendicular to the building facade. Shall not project more than 36" from the building façade or into a vehicular use area. May be externally illuminated. Min. clearance of 8' from bottom of sign to top of walkway. Located at main or secondary entrance Provided: Within Code



<b>NOTES:</b>										
1. AREAS THAT EXCEED THE SIGN CODE ARE HIGHLIGHTED AND PART OF THE SIGN WAIVER										
			New Waiver							
			Existing Sign							

Grove Market Signage Matrix											6.14.21	
Sign Key	Sign Type	Code Section	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions	Min. Setback	Max. Height	Max. Width	Sign Copy Limit	Additional Requirements	Waiver Request
<b>Monument Signage</b>												
A	Non-Residential Pod Entry Monument	Sec. 6.20 (Table 6-1, Figure 6-3)	Code: 60 s.f. Provided:	Code: 1 Provided: 1	Code: 2 per access way Provided: 1	Code: Figure 6-3 Provided: NA	Code: Figure 6-3 Provided: NA	Code: Figure 6-3 Provided: NA	Code: Figure 6-3 Provided: NA	Code: Building Identification & 6 Tenants max Provided: Building Identification & 6 tenants	Code: Two 60 sq. ft. copy areas permitted per sign: 1. one for pod identification on horizontal structure, and 2. one for tenant names on the vertical totem. Graphics and logo are prohibited on the vertical totem. Provided: NA	
B	Ground Sign for Commercial Buildings within Pod (Primary Ground Sign)	Sec. 6.20 (Table 6-1)	Code: 60 s.f. Provided:	Code: 2 Provided: 2	Code: 1 per access entry (lots 200 l.f.); 1 additional for each 700 l.f. Provided: 1	Code: 120 s.f. Max area including decorative elements Provided: NA	Code: 10' Provided:	Code: 8' Provided: 14'	Code: 15' (Min sign Width must =50% of Height) Provided:	Code: Building Identification & 6 Tenants max. Provided: -	Code: Solid Base height = to at least 30% of Overall Sign Height or 2' whichever is greater. Sign copy prohibited on base. Min 4" Lettering including lowercase letters. Address Lettering Min. 6" located above copy area. Min 60" distance required between ground Signs Provided: -	Increase the height of the sign to 14' from the code of 8'
C	Ground Sign for Commercial Buildings within Pod (Secondary Ground Sign)	Sec. 6.20 (Table 6-1)	Code: 60 s.f. Provided:	Code: 2 Provided: 2	Code: 1 per access entry (lots 200 l.f.); 1 additional for each 700 l.f. Provided: 2	Code: 120 sq.ft. Max area including decorative elements Provided: NA	Code: 10' Provided:	Code: 8' Provided: -	Code: 15' (Min sign Width must =50% of Height) Provided:	Code: Building Identification & 6 Tenants max. Provided: -	Code: Solid Base height = to at least 30% of Overall Sign Height or 2' whichever is greater. Sign copy prohibited on base. Min 4" Lettering including lowercase letters. Address Lettering Min. 6" located above copy area. Min 60" distance required between ground Signs Provided: -	Reduce the height of the base to 1.42'
D	Individual Ground Sign		Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Reduce the height of the base to 1.42' from 2'
E	Tenant-Specific Directional Sign	Sec. 6.20 (Table 6-1)	Code: 4 s.f. Provided: 3 s.f.	Code: 2 Provided: 2	Code: Per Approval as needed Provided: 2	Code: NA Provided: NA	Code: NA Provided: NA	Code: 4' Provided: -	Code: NA Provided: NA	Code: NA Provided: NA	Code: Exempt from sign-base requirements. No advertising copy. Logos not more than 50% of copy area. Provided: -	
<b>Building Signage</b>												
F	Ground Floor Permanent Copy Sign	Sec. 6.20 (Table 6-1, Figure 6-7)	Code: 24 s.f. Provided: 12 s.f.	Code: 1 Provided: -	Code: 1 Provided: -	Code: 24 s.f. Provided: 11.78 s.f.	Code: NA Provided: NA	Code: NA Provided: NA	Code: 80% of width of facade Provided: NA	Code: NA Provided: NA	Code: Max. Letter Height 24" Provided: Letter Height 12"	
G	Projecting ID Signs	Sec. 6.20 (Table 6-1)	Code: 6 s.f. Provided:	Code: 2 Provided: 2	Code: 1 per tenant Provided: 1 per tenant	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: May be suspended from soffit or eave. Must be perpendicular to the building facade. Shall not project more than 36" from the building facade or into a vehicular use area. May be externally illuminated. Min. clearance of 8" from bottom of sign to top of walkway. Located at main or secondary entrance Provided: -	
H	Wall Sign for Principal Structure or Building Identification or Principal Tenant	Sec. 6.20 (Table 6-1)	Code: 90 s.f. Provided: 383.4 s.f.	Code: 1 Provided: 1	Code: One set of 2 signs on facade fronting ROW. Provided: 1	Code: NA Provided: NA	Code: NA Provided: NA	Code: NA Provided: NA	Code: 80% of width of building, with a min. 10% clear on each outer edge of the building. Provided: 18.2%	Code: NA Provided: NA	Code: Must be located at top of building. Sign letters shall not exceed 36" in height including lowercase letters. Each building is allowed a principal tenant wall sign. Max. 1 name or message per sign. Provided: Max. Letter Size 6'	
I	Wall Sign for Tenants	Not in Code	Code: 70 s.f. Max Provided: 70 s.f. Max	Code: 1 per Tenant Provided: 1	Code: 1 per Tenant; Tenant with double faced fascia (end cap) shall be allowed an additional sign Provided: 11	Code: NA Provided: 75% Max of facade length	Code: NA Provided: NA	Code: NA Provided: 72" Max.	Code: NA Provided: 11'-6" Max	Code: NA Provided: NA	Code: Max. Letter Height 24" Provided: -	

J	Principal Tenant Logo	Not in Code	Code: NA Provided: 16 s.f. Max	Code: 1 Provided: NA	Code: None Provided: 1 per Principal Tenant	Code: NA NA	Provided: NA	Code: NA Provided: NA	Code: NA Provided: 4'	Code: NA Provided: 4'	Code: NA Provided: NA	Code: - Provided: -	
<b>NOTES:</b> 1. AREAS THAT EXCEED THE SIGN CODE ARE HIGHLIGHTED AND PART OF THE SIGN WAIVER													
			New Waiver										
			Existing Sign										
			No Code										

**File Attachments for Item:**

A. Palm Beach County League of Cities Voting Delegate and Alternates

**Submitted By:** City Clerk



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		August 9, 2021	<b>Submitted By:</b> City Clerk	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		Palm Beach County League of Cities Voting Delegate and Alternates		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		<b>Motion to appoint Mayor Manning a Voting Delegate to the Palm Beach County League of Cities, Inc. and appoint the City Manager, and Council members not serving as the voting delegate to serve as alternate voting delegates</b>		
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>The City received its annual request from the Pam Beach County League of Cities to designate a voting delegate and alternate voting delegate(s) to vote on behalf of the City at any League general membership meeting, special membership meeting and/or function of the general membership.</p> <p>At the July 13, 2020, City Council meeting, Council approved Resolution 2020-20 identifying the City's voting and alternate voting delegates. This Resolution also noted that by majority vote these appointments may be modified without the need to amend Resolution.</p>		
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>		<b>BUDGET:</b>	
	<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
	<b>EXHIBIT(S):</b>		<b>OTHER:</b>	
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Palm Beach County League of Cities Voting Delegate Form			
<b>SELECT, if applicable</b>	<b>RESOLUTION:</b>		<b>ORDINANCE:</b>	

**IDENTIFY FULL  
RESOLUTION OR  
ORDINANCE TITLE**

*(if Item is not a  
Resolution or Ordinance,  
please erase all default  
text from this field's  
textbox and leave blank)*

**Please keep text  
indented.**

**FISCAL IMPACT** *(if any):*

\$



# Designation of Voting Delegate & Alternate(s) to the Palm Beach County League of Cities, Inc.

In accordance with Article Four of the Bylaws of the Palm Beach County League of Cities, Inc., as amended January 25, 2017, the governing body of (City, Town, or Village name):

City of Westlake

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Took the official action and designated the following voting delegate and alternate(s) to vote on behalf of the above named municipality at any League of Cities general membership meeting, special general membership meeting and/or function of the general membership. This designation applies **ONLY** to weighting voting items for the General Membership.

*Voting Delegate:* Mayor Roger Manning *Email:* rmanning@westlakegov.com

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*Alternate(s):* Vice Mayor JohnPaul O'Connor *Email:* joconnor@westlakegov.com

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*Alternate(s):* Councilwoman Katrina Long-Robinson *Email:* klongrobinson@westlakegov.com

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*Alternate(s):* Councilwoman Kara Crump *Email:* kcrump@westlakegov.com

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*Alternate(s):* Councilman Patric Paul *Email:* ppaul@westlakegov.com

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*Alternate(s):* Kenneth Cassel, City Manager *Email:* kcassel@westlakegov.com

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*Alternate(s):* *Email:*

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Action taken this 9th day of August, 2021

\_\_\_\_\_  
*Mayor Signature*

Attest:

\_\_\_\_\_  
*Clerk Signature (SEAL)*

**RESOLUTION 2020-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING A VOTING DELEGATE AND ALTERNATE VOTING DELEGATES TO THE PALM BEACH COUNTY LEAGUE OF CITIES, INC.; PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Westlake is a municipal member of the Palm Beach County League of Cities, Inc.; and

**WHEREAS**, the Palm Beach County League of Cities, Inc. requests a voting delegate and alternate voting delegates to vote on behalf of the City of Westlake at general membership meetings, special general membership meetings, or as otherwise permitted or required; and

**WHEREAS**, the City of Westlake wishes to appoint a voting delegate and alternate voting delegates to the Palm Beach County League of Cities, Inc. to vote on behalf of the City as permitted or required.

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

- Section 1.** That, Roger Manning, Mayor of the City of Westlake is hereby appointed to serve as the City's voting delegate to the Palm Beach County League of Cities, Inc.
- Section 2.** That, Katrina Long-Robinson, Vice Mayor of the City of Westlake is hereby appointed to serve as the City's alternate voting delegate to the Palm Beach County League of Cities, Inc.
- Section 3.** That, Patric Paul, Councilman of the City of Westlake is hereby appointed to serve as the City's alternate voting delegate to the Palm Beach County League of Cities, Inc.
- Section 4.** That, Kara Crump, Councilwoman of the City of Westlake is hereby appointed to serve as the City's alternate voting delegate to the Palm Beach County League of Cities, Inc.
- Section 5.** That, JohnPaul O'Connor, Councilman of the City of Westlake is hereby appointed to serve as the City's alternate voting delegate to the Palm Beach County League of Cities, Inc.
- Section 6.** That, Kenneth Cassel, City Manager of the City of Westlake is hereby appointed to serve as the City's alternate voting delegate to the Palm Beach County League of Cities, Inc.




**Section 7.** The City of Westlake, by majority vote, may modify these appointments without need to amend this Resolution. The City of Westlake shall modify the appointments in April of each year.

**Section 8.** That all Resolutions or parts of Resolutions in conflict with this resolution are hereby repealed.

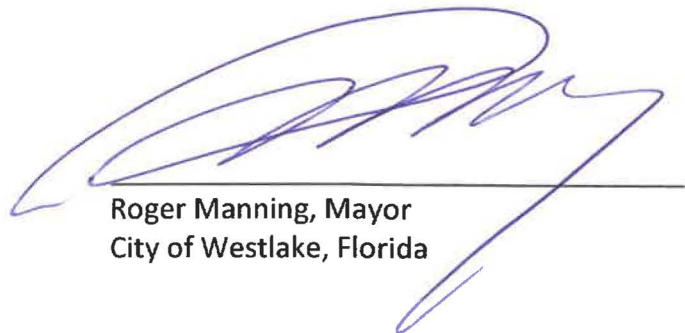
**Section 9.** That this Resolution shall take effect immediately upon passage.

**PASSED AND ADOPTED** by the City Council of the city of Westlake, Florida, this 13<sup>th</sup> day of July 2020.



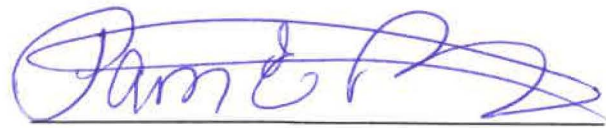
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Zoie Burgess, City Clerk



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Roger Manning, Mayor  
City of Westlake, Florida



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Approved as to Form  
Pam E. Booker, City Attorney