

# CITY OF WESTLAKE



## AGENDA

### **City Council Regular Meeting**

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

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

Live Broadcasting:

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

Meeting ID: 2630 331 1783 | Password: hello

or

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

### **CITY COUNCIL:**

JohnPaul O'Connor, Mayor  
Greg Langowski, Vice Mayor  
Gary Werner, Council Member – Seat 1  
Erik Gleason, Council Member – Seat 2  
Charlotte Leonard, Council Member – Seat 3

### **CITY STAFF:**

Ken Cassel, City Manager  
Zoie P. Burgess, CMC, City Clerk  
Donald J. Doody, Esq., City Attorney  
Osniel Leon, AICP, Planning and Zoning  
Suzanne Dombrowski, P.E., ENV SP, Engineering

**[TENTATIVE: SUBJECT TO REVISION]**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENTS**

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

**PRESENTATIONS/PROCLAMATIONS**

- A.** Presentation of Sample Documentation for Fundraising

**Presented By:** Anita Kaplan, Chair

**CONSENT AGENDA**

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

**PUBLIC HEARING - QUASI JUDICIAL**

- A.** A Resolution for the Plat of Westlake Pod G – North – Parcel C.

**Submitted By:** Engineering

**RESOLUTION 2025-08**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE PLAT OF WESTLAKE POD G – NORTH – PARCEL C, BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G – NORTH, PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**PUBLIC HEARING**

- A.** **FIRST READING:** Ordinance 2025-02 – Site design guidelines for non-residential development.

**Submitted By:** Planning and Zoning

**ORDINANCE 2025-02**

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

**B. FIRST READING:** Ordinance 2025-03 – Chapter 13 Text Amendment (Signs)

**Submitted By:** Planning and Zoning

**ORDINANCE NO 2025-03**

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

**NEW BUSINESS**

**A.** CMA PROPOSAL – Comprehensive Plan Update

**Submitted By:** Planning and Zoning

**B.** Select a Member of City Council to serve in the position of Vice-Mayor Until April 7, 2026

**Submitted By:** City Clerk's Office

**RESOLUTION 2025-09**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, SELECTING A MEMBER OF THE CITY COUNCIL TO SERVE IN THE POSITION OF VICE-MAYOR UNTIL APRIL 7, 2026, PURSUANT TO THE CITY'S CHARTER; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**CITY COUNCIL COMMENTS**

- A. Councilwoman Charlotte Leonard
- B. Councilman Erik Gleason
- C. Councilman Gary Werner
- D. Vice Mayor Greg Langowski
- E. Mayor JohnPaul O'Connor

### **REPORT - STAFF**

- A. Palm Beach County Fire Rescue Annual Report - October 1, 2023 - September 30, 2024

**Presented By:** Amanda Vomero, District Chief 28

### **REPORT - CITY ATTORNEY**

### **REPORT - CITY MANAGER**

### **PUBLIC COMMENTS**

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### **ADJOURNMENT**

Next Meeting (Subject to Change or be Cancelled): **May 6, 2025**

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

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

**AGENDA POSTED:** March 20, 2025

**File Attachments for Item:**

A. Presentation of Sample Documentation for Fundraising

**Presented By:** Anita Kaplan, Chair

## School List and Board Member Assignments

### Chair Kaplan

- Pomodoro
- Marco's Pizza

### Vice Chair Barron

- Taco Bell

### Chair Kaplan

- Habit Burger
- KFC

### Board Member Miller

- Gator Shack

### Board Member Lexima

- 3Natives
- Starbucks

[Your Name]  
[Your Organization Name]  
[Your Contact Information]  
[Your Address]  
[City, State, ZIP Code]  
[Date]

Subject: Sponsorship Opportunity – Supporting Westlake Public School Students

Dear [Business Owner/Manager],

I hope this letter finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization Name] to explore an exciting partnership opportunity that would not only benefit your business but also support the students of schools in Westlake.

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

We are seeking local food businesses like yours to partner with us by hosting a fundraiser on a night of your choice. The concept is simple: we invite families and supporters of schools in Westlake to dine at your establishment on a date and time frame of your choice, and in return, we kindly ask for a donation of 20% of the dining proceeds during that time.

This partnership offers multiple benefits for your business:

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

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

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

Best regards,

[Your Name]  
[Your Organization Name]  
[Your Contact Information]

# FUNDRAISER

## EVENT

JOIN US FOR A NIGHT OF  
GIVING TO SUPPORT OUR  
LOCAL SCHOOLS!



**FRIDAY, JANUARY 17 2025**

123 ANYWHERE ST., ANY CITY

**File Attachments for Item:**

A. A Resolution for the Plat of Westlake Pod G – North – Parcel C.

**Submitted By:** Engineering

**RESOLUTION 2025-08**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE PLAT OF WESTLAKE POD G – NORTH – PARCEL C, BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G – NORTH, PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		April 1, 2025		<b>Submitted By:</b> Engineering	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		A Resolution for the Plat of Westlake Pod G – North – Parcel C.			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to Approve			
<b>SUMMARY and/or JUSTIFICATION:</b>		The City of Westlake has the exclusive jurisdiction to approve the plat pursuant to Florida Statutes, §177.071. The application has been reviewed and approved by a Professional Surveyor and Mapper for the City of Westlake, and said Surveyor and Mapper has found the application to be consistent with the requirement under Florida Statutes, Chapter 177. The plat includes 10.639 acres of land. The plat has been reviewed and approved by the City Engineer, SID, and the City Attorney.			
<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>		Agenda Item Cover Sheet Staff Report Resolution Legal Description Plat Boundary Survey Approval Letter(s)			
<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)</i>		<b>A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE PLAT OF WESTLAKE POD G – NORTH – PARCEL C, BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G – NORTH, PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</b>			
<b>FISCAL IMPACT (if any):</b>					\$

## RESOLUTION 2025-08

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE PLAT OF WESTLAKE POD G – NORTH – PARCEL C, BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G – NORTH, PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, Minto PBLH, LLC, a Florida Limited Liability Company, as the Owner has requested approval for the plat of Westlake Pod G – North – Parcel C, being a replat of a portion of Lot 1, Westlake Pod G – North, Plat Book 138, Pages 3 through 5, inclusive, Public Records of Palm Beach County, Florida, lying in Section 1, Township 43 South, Range 40 East, City of Westlake, Palm Beach County, Florida, containing approximately 10.639 acres as described in Exhibit "A", attached hereto; and

**WHEREAS**, the City of Westlake has the exclusive jurisdiction to approve the plat and boundary survey pursuant to Florida Statutes, §177.071; and

**WHEREAS**, the application has been reviewed and approved by a Professional Surveyor and Mapper for the City of Westlake, and said Surveyor and Mapper has found the application to be consistent with the requirements under Florida Statutes, Chapter 177; and

**WHEREAS**, the Building staff, Engineering staff and Planning staff for the City of Westlake have reviewed the application, the final plat, attached hereto as "Exhibit B", and the boundary survey, attached hereto as "Exhibit C", and the collective staff has recommended approval; and

**WHEREAS**, after careful review and consideration, the collective staff has determined that this application has complied with the City's Land Development Regulations and Florida law.

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

- Section 1: **INCORPORATION.** The above recitals are true and correct and are incorporated herein by this reference.
- Section 2: **CITY COUNCIL APPROVALS.** The City Council for the City of Westlake hereby approves the final plat, "Exhibit B" and boundary survey, "Exhibit C" for Westlake Pod G – North – Parcel C, as described in the attached Exhibit "A", containing approximately 10.639 acres, which is located in the City of Westlake, and in Palm Beach County, Florida.
- Section 3. **RECORDATION.** The applicant shall provide a certified copy of the recorded plat and the applicant shall cover the costs of recording the plat in the public records in and for Palm Beach County Florida.

Section 4: **SCRIVENER'S ERRORS.** This Resolution can be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent can be corrected with the authorization of the City Manager and City Attorney without the need for public hearing.

Section 5: **EFFECTIVE DATE.** This resolution shall take effect immediately upon its adoption.

Section 6: **CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7: **SEVERABILITY.** If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_ day of \_\_\_\_\_, 2025.

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

\_\_\_\_\_  
City of Westlake  
JohnPaul O' Connor, Mayor

\_\_\_\_\_  
Zoie Burgess, City Clerk

\_\_\_\_\_  
Approved as to Form and Sufficiency  
\_\_\_\_\_, City Attorney  
(PRINT NAME)



## 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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**DATE:** 3/6/2025  
**PETITION NUMBER:** ENG-2025-03  
**DESCRIPTION:** Westlake Pod G North, Parcel C Plat  
**APPLICANT:** Cotleur & Hearing  
**OWNER:** Minto PBLH, LLC  
**REQUEST:** Plat & Boundary Survey Review  
**LOCATION:** Westlake, Florida  
**STAFF REVIEW:** **RECOMMENDED APPROVAL**

This is the second review of this plat. This review is done for compliance with Chapters 177, Florida Statutes, and the City of Westlake's codes and ordinances. All previous comments have been adequately addressed. This plat is now in compliance with Chapter 177 Florida Statutes, and the City of Westlake's codes and ordinances. We therefore recommend that the plat be approved for recording.

The following documents were reviewed by the Engineering Department as part of the resubmittal package submitted on 02-26-25:

- 1) 1) ENG-2025-03 Pod G North Parcel C\_Response 2-25-25, dated 02/25/25

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

Suzanne Dombrowski, P.E.

Chen Moore and Associates

Tel: 561.746.6900 x 1035

Email: [sdombrowski@chenmoore.com](mailto:sdombrowski@chenmoore.com)

Exhibit 'A'  
WESTLAKE POD G – NORTH – PARCEL C  
LEGAL DESCRIPTION

DESCRIPTION:

KNOW ALL MEN BY THESE PRESENTS THAT MINTO PBLH, LLC, A FLORIDA LIMITED LIABILITY COMPANY, OWNER OF THE LAND SHOWN AND DESCRIBED HEREON AS WESTLAKE POD G - NORTH - PARCEL C, BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G - NORTH, AS RECORDED IN PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA AND LYING IN SECTION 1, 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 LOT 1, WESTLAKE POD G - NORTH, AS RECORDED IN PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, ALSO BEING A POINT ON THE EAST LINE OF THE M-2 CANAL EASEMENT, AS RECORDED IN OFFICIAL RECORDS BOOK 1687, PAGE 1749, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA; THENCE S.89°22'48"E., A DISTANCE OF 92.73 FEET; THENCE S.01°42'52"W., A DISTANCE OF 109.39 FEET TO THE POINT OF BEGINNING; THENCE S.88°17'08"E., A DISTANCE OF 651.75 FEET; THENCE S.01°42'52"W., A DISTANCE OF 704.52 FEET; THENCE N.88°17'08"W., A DISTANCE OF 649.30 FEET TO A NON-TANGENT INTERSECTION WITH A CURVE CONCAVE TO THE SOUTHWEST, WITH A RADIUS OF 150.00 FEET AND A RADIAL BEARING OF S.80°11'37"W., AT SAID INTERSECTION; THENCE NORTHERLY, ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 15°26'23", A DISTANCE OF 40.42 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST, WITH A RADIUS OF 66.00 FEET; THENCE NORTHERLY, ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 26°57'38", A DISTANCE OF 31.06 FEET TO A POINT OF TANGENCY; THENCE N.01°42'52"E., A DISTANCE OF 203.35 FEET; THENCE S.88°17'08"E., A DISTANCE OF 18.00 FEET; THENCE N.01°42'52"E., A DISTANCE OF 433.20 FEET TO THE POINT OF BEGINNING.

CONTAINING: 463,422 SQUARE FEET OR 10.639 ACRES, MORE OR LESS.

Exhibit 'B'  
WESTLAKE POD G – NORTH – PARCEL C  
PLAT

THIS PAGE WAS LEFT BLANK ON PURPOSE

BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G - NORTH, PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.



KNOW ALL MEN BY THESE PRESENTS THAT MINTO PLLC, A FLORIDA LIMITED LIABILITY COMPANY, OWNER OF THE LAND SHOWN AND DESCRIBED HEREON AS WESTLAKE POD G - NORTH - PARCEL C, BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G - NORTH, AS RECORDED IN PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA AND LYING IN SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

HAS CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON AND DO HEREBY DEDICATE AND RESERVE AS FOLLOWS:

PARCEL C, AS SHOWN HEREON, IS HEREBY RESERVED FOR MINTO PBLH, LLC, A FLORIDA LIMITED LIABILITY COMPANY, ITS SUCCESSORS AND ASSIGNS FOR PROPER PURPOSES CONSISTENT WITH THE ZONING REGULATIONS OF THE CITY OF WESTLAKE AND IS THE PERPETUAL MAINTENANCE OBLIGATION OF SAID MINTO PBLH, LLC, A FLORIDA LIMITED LIABILITY COMPANY, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

(PRINT NAME) - NOTARY PUBLIC



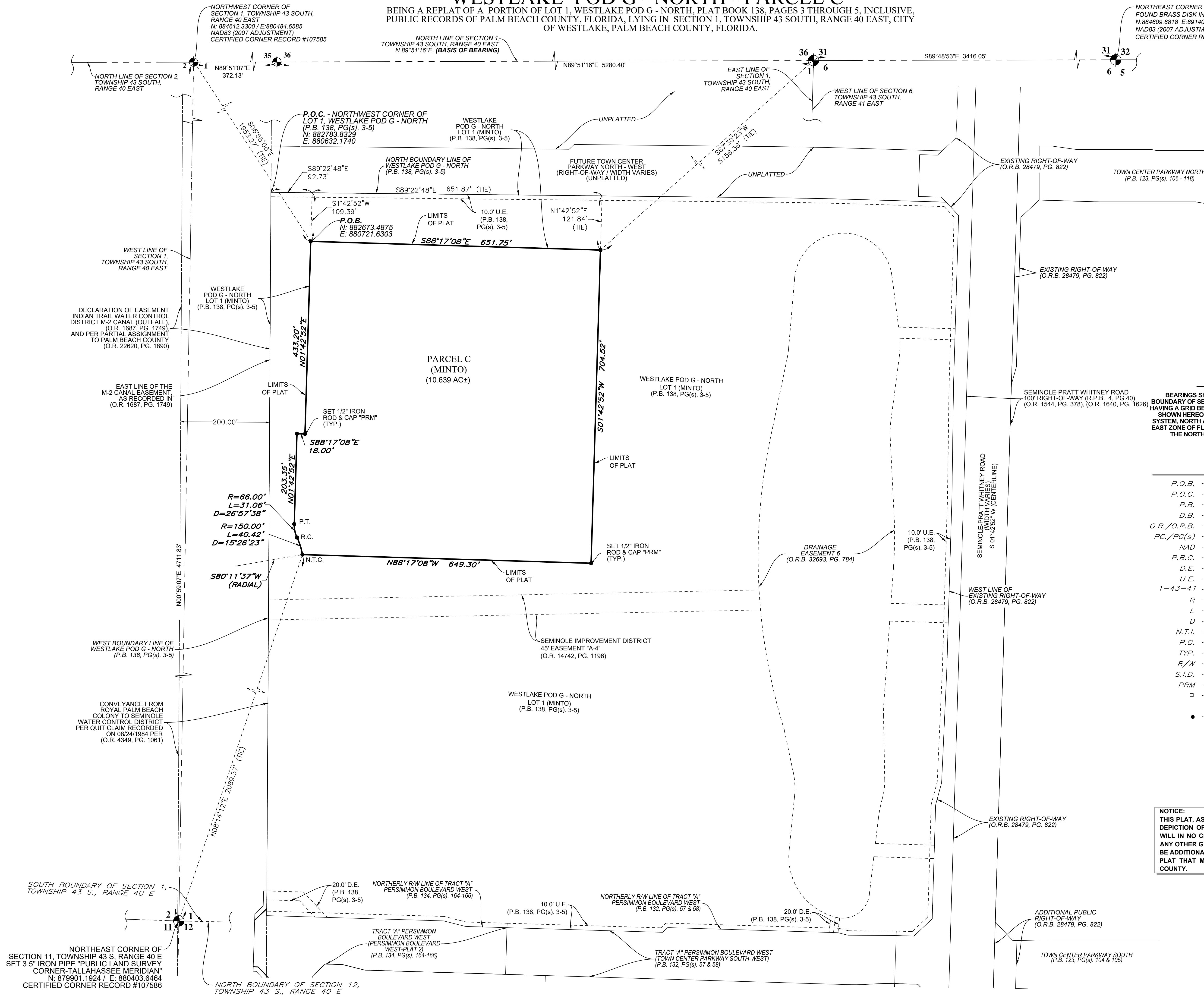
**GeoPoint**  
Surveying, Inc.

152 W. Blue Heron Blvd.  
Suite 106  
Iviera Beach, FL 33404

Phone: (561) 444-2720  
[www.geopointsurvey.com](http://www.geopointsurvey.com)  
Licensed Business Number LB 7768

# WESTLAKE POD G - NORTH - PARCEL C

BEING A REPLAT OF A PORTION OF LOT 1, WESTLAKE POD G - NORTH, PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 11, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.



COORDINATES SHOWN HEREON ARE  
FLORIDA STATE PLANE GRID  
DATUM = NAD83 2007 ADJUSTMENT  
ZONE = FLORIDA EAST  
LINEAR UNITS = US SURVEY FEET  
COORDINATE SYSTEM = 1983 STATE PLANE  
PROJECTION = TRANSVERSE MERCATOR  
ALL DISTANCES ARE GROUND  
SCALE FACTOR = 1.0000  
GROUND DISTANCE X SCALE FACTOR = GRID DISTANCE  
PLAT BEARING = GRID BEARING  
NO ROTATION  
ALL TIES TO SECTION CORNERS AND QUARTER  
CORNERS ARE GENERATED FROM  
MEASURED VALUES

## BASIS OF BEARINGS

BEARINGS SHOWN HEREON ARE BASED ON THE NORTH  
BOUNDARY OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST,  
HAVING A GRID BEARING OF S.89°51'16"E (MEASURED). BEARINGS  
SHOWN HEREON, REFER TO THE STATE PLANE COORDINATE  
SYSTEM, NORTH AMERICA DATUM OF 1983 (NAD 83 - '07) FOR THE  
EAST ZONE OF FLORIDA. SAID BASIS OF BEARING IS THE SAME IN  
THE NORTH AMERICAN DATUM OF 1983 (NAD 83 - '90).

## LEGEND

- P.O.B. ----- POINT OF BEGINNING
- P.O.C. ----- POINT OF COMMENCEMENT
- P.B. ----- PLAT BOOK
- D.B. ----- DEED BOOK
- O.R./O.R.B. ----- OFFICIAL RECORDS BOOK
- PG./PG(s) ----- PAGE(s)
- NAD ----- NORTH AMERICAN DATUM
- P.B.C. ----- PALM BEACH COUNTY
- D.E. ----- DRAINAGE EASEMENT
- U.E. ----- UTILITY EASEMENT
- 1-43-41 ----- SECTION-TOWNSHIP-RANGE
- R ----- RADIUS
- L ----- ARC LENGTH
- D ----- DELTA ANGLE
- N.T.I. ----- NON-TANGENT INTERSECTION
- P.C. ----- POINT OF CURVATURE
- TYP. ----- TYPICAL
- R/W ----- RIGHT-OF-WAY
- S.I.D. ----- SEMINOLE IMPROVEMENT DISTRICT
- PRM ----- PERMANENT REFERENCE MONUMENT
- ----- FOUND PERMANENT REFERENCE MONUMENT
- ----- SET 1/2" IRON ROD WITH PRM CAP STAMPED "PRM LB 7768"

NOTICE:  
THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL  
DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND  
WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY  
ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY  
BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS  
PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS  
COUNTY.



4152 W. Blue Heron Blvd.  
Suite 106  
Riviera Beach, FL 33404  
Phone: (561) 444-2720  
www.geopointsurvey.com  
Licensed Business Number LB 7768

Exhibit 'C'  
WESTLAKE POD G – NORTH – PARCEL C  
TOPOGRAPHICAL SURVEY

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DESCRIPTION:

BEING A PORTION OF LOT 1, WESTLAKE POD G - NORTH, AS RECORDED IN PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA AND LYING IN SECTION 1, 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 LOT 1, WESTLAKE POD G - NORTH, AS RECORDED IN PLAT BOOK 138, PAGES 3 THROUGH 5, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, ALSO BEING A POINT ON THE EAST LINE OF THE M-2 CANAL EASEMENT, AS RECORDED IN OFFICIAL RECORDS BOOK 1687, PAGE 1749, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA; THENCE S.89°22'48"E., A DISTANCE OF 92.73 FEET; THENCE S.01°42'52"W., A DISTANCE OF 109.39 FEET TO THE POINT OF BEGINNING; THENCE S.88°17'08"E., A DISTANCE OF 651.75 FEET; THENCE S.01°42'52"W., A DISTANCE OF 704.52 FEET; THENCE N.88°17'08"W., A DISTANCE OF 649.30 FEET TO A NON-TANGENT INTERSECTION WITH A CURVE CONCAVE TO THE SOUTHWEST, WITH A RADIUS OF 150.00 FEET AND A RADIAL BEARING OF S.80°11'37"W., AT SAID INTERSECTION; THENCE NORTHERLY, ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 15°26'23", A DISTANCE OF 40.42 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST, WITH A RADIUS OF 66.00 FEET; THENCE NORTHERLY, ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 26°57'38", A DISTANCE OF 31.06 FEET TO A POINT OF TANGENCY; THENCE N.01°42'52"E., A DISTANCE OF 203.35 FEET; THENCE S.88°17'08"E., A DISTANCE OF 18.00 FEET; THENCE N.01°42'52"E., A DISTANCE OF 433.20 FEET TO THE POINT OF BEGINNING.

CONTAINING: 463,422 SQUARE FEET OR 10.639 ACRES, MORE OR LESS.

SURVEYOR'S NOTES:

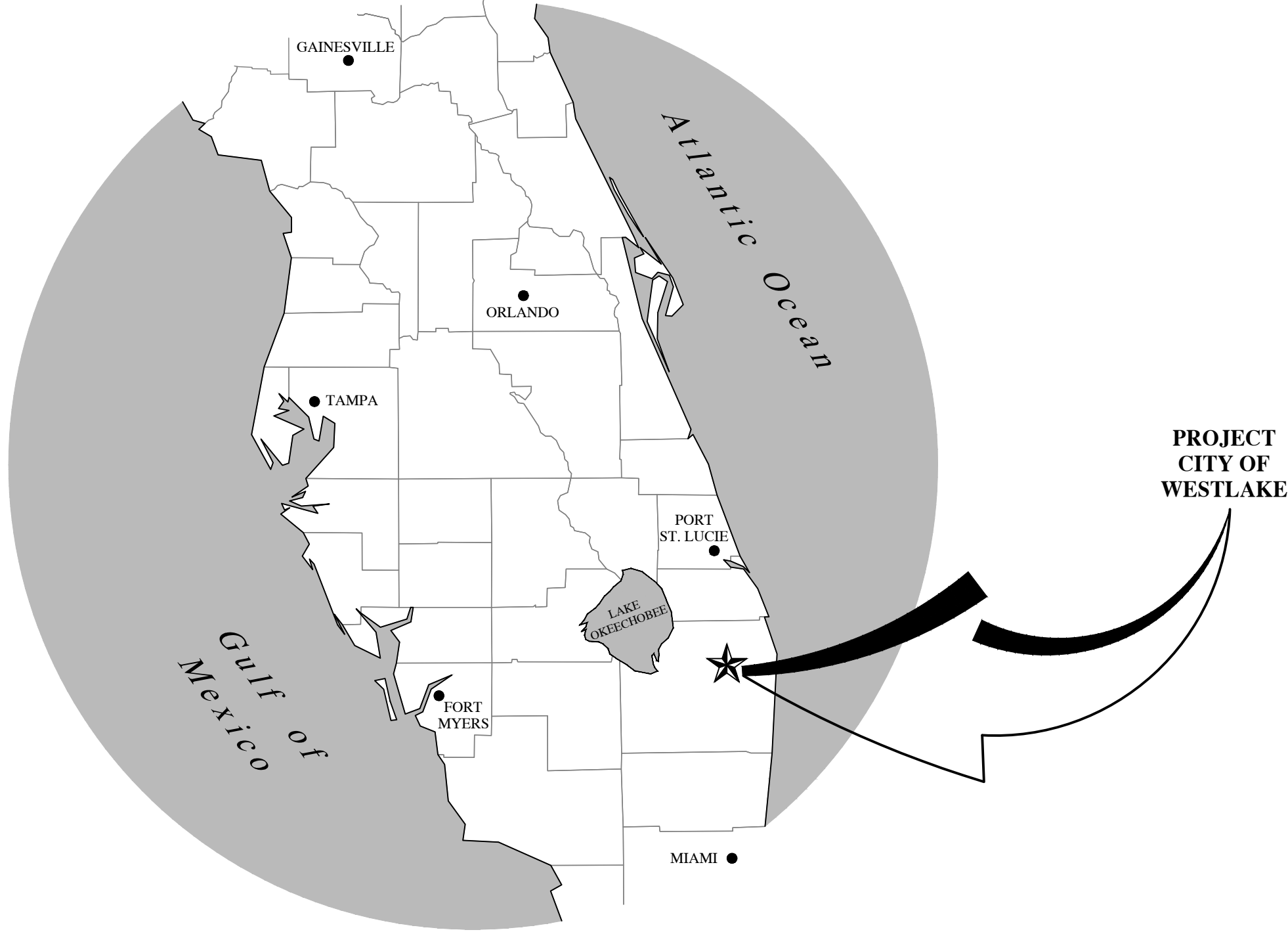
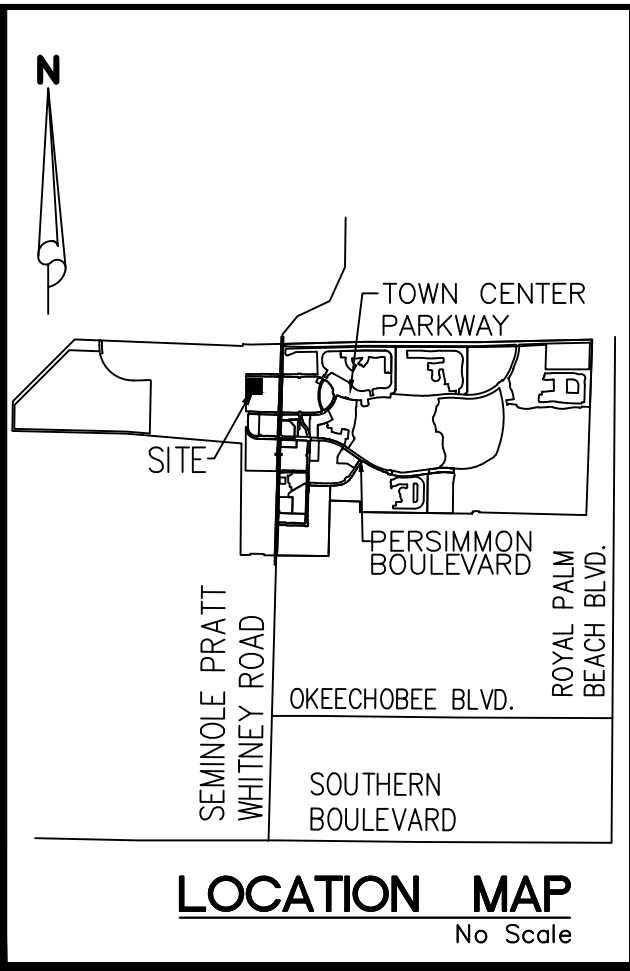
- CURRENT TITLE INFORMATION ON THE SUBJECT PROPERTY HAD NOT BEEN FURNISHED TO GEOPOINT SURVEYING, INC. AT THE TIME OF THIS SURVEY, AND IS SUBJECT TO TITLE REVIEW AND/OR ABSTRACT. GEOPOINT SURVEYING, INC. MAKES NO REPRESENTATIONS OR GUARANTEES PERTAINING TO EASEMENTS, RIGHTS-OF-WAY, SET BACK LINES, RESERVATIONS, AGREEMENTS, AND OTHER SIMILAR MATTERS.
- THIS SURVEY IS LIMITED TO ABOVE GROUND VISIBLE IMPROVEMENTS ALONG AND NEAR THE BOUNDARY LINES, EXCEPT AS SHOWN HEREON, AND THAT NOTHING BELOW THE GROUND WAS LOCATED INCLUDING, BUT NOT LIMITED TO FOUNDATIONS (FOOTINGS), UTILITIES, ETC.
- BEARINGS SHOWN HEREON ARE BASED ON THE NORTH LINE OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, PALM BEACH COUNTY, FLORIDA, HAVING A GRID BEARING OF N.89°51'16"E. THE GRID BEARINGS AS SHOWN HEREON REFER TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICA HORIZONTAL DATUM OF 1983 (NAD 83-2011 ADJUSTMENT) FOR THE EAST ZONE OF FLORIDA.
- THIS SURVEY IS INTENDED TO BE DISPLAYED AT 1" = 100" OR SMALLER.
- ALL DIMENSIONS, UNLESS OTHERWISE NOTED, ARE SURVEY DIMENSIONS.
- ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
- THE SUBJECT PARCEL LIES IN FLOOD ZONE "AE" AND "X", ACCORDING TO FLOOD INSURANCE RATE MAP, MAP NO. 12089C0345F FOR PALM BEACH COUNTY, COMMUNITY NO. 120192, PALM BEACH COUNTY, FLORIDA, DATED OCTOBER 05, 2017 AND ISSUED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. LINES SHOWN HAVE BEEN DIGITALLY TRANSLATED FROM DFIRM DATABASE INFORMATION SUPPLIED BY THE FEMA MAP SERVICE CENTER ([HTTPS://MSC.FEMA.GOV/](https://MSC.FEMA.GOV/)).
- ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88) BASED ON NATIONAL GEODETIC SURVEY BENCHMARK "CUTBACK 6", HAVING A PUBLISHED ELEVATION OF 22.57' FEET (NAVD 88).
- USE OF THIS SURVEY FOR PURPOSES OTHER THAN INTENDED, WITHOUT WRITTEN VERIFICATION, WILL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO THE SURVEYOR. NOTHING HEREON SHALL BE CONSTRUED TO GIVE ANY RIGHTS OR BENEFITS TO ANYONE OTHER THAN THOSE CERTIFIED TO.
- ON THIS DRAWING, CERTIFY MEANS TO STATE OR DECLARE A PROFESSIONAL OPINION OF CONDITIONS REGARDING THOSE FINDINGS OR FACTS WHICH ARE THE SUBJECT OF THE CERTIFICATION AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EITHER IMPLIED OR EXPRESSED. THIS CERTIFICATION IS ONLY FOR THE LANDS AS DESCRIBED. THIS CERTIFICATION IS NOT A CERTIFICATE OF TITLE, EASEMENTS, ZONING, OR FREEDOM OF ENCUMBRANCES.
- THE LANDS DESCRIBED HEREON MAY CONTAIN LANDS THAT ARE CONSIDERED ENVIRONMENTALLY SENSITIVE WETLANDS THAT ARE SUBJECT TO CLAIM OR RESTRICTION BY ONE OR MORE OF THE FOLLOWING AGENCIES: ARMY CORP. OF ENGINEERS, SOUTH FLORIDA WATER MANAGEMENT DISTRICT (S.F.W.M.D.), OR DEPARTMENT OF ENVIRONMENTAL PROTECTION (D.E.P.). WETLAND LINES AND AREAS, IF ANY, ARE NOT SHOWN HEREON.
- THIS SURVEY IS BASED ON PREVIOUS FIELD SURVEYS, DOCUMENTS OF RECORD, FOUND MONUMENTS, EXHIBITS, AND HISTORICALLY USED CORNERS, AS WELL AS THE LEGAL DESCRIPTION SHOWN HEREON. THE FOLLOWING ARE REFERENCE SURVEYS USED IN DETERMINING THE BOUNDARY LOCATION FOR CALLERY JUDGE GROVES:

- THE 'M' CANAL ROAD RIGHT OF WAY MAP, RECORDED IN ROAD PLAT BOOK 6, PAGE 136.
- STATE OF FLORIDA PALM BEACH COUNTY RIGHT OF WAY MAP FOR SEMINOLE-PRATT WHITNEY ROAD, RECORDED IN ROAD PLAT BOOK 4, PAGE 34.
- BOUNDARY SURVEY OF RESIDENTIAL AT CALLERY JUDGE GROVES, PREPARED BY LIDBERG LAND SURVEYING, INC. (JOB NO.: 04-106-101C), DATED OCTOBER 5, 2007.
- SKETCH OF SURVEY, PREPARED BY S.P. MUSICK, DATED MARCH 5, 1965.

The seal appearing on this document was authorized by Gary A. Rager, Professional Surveyor and Mapper, State of Florida, License No. LS4828

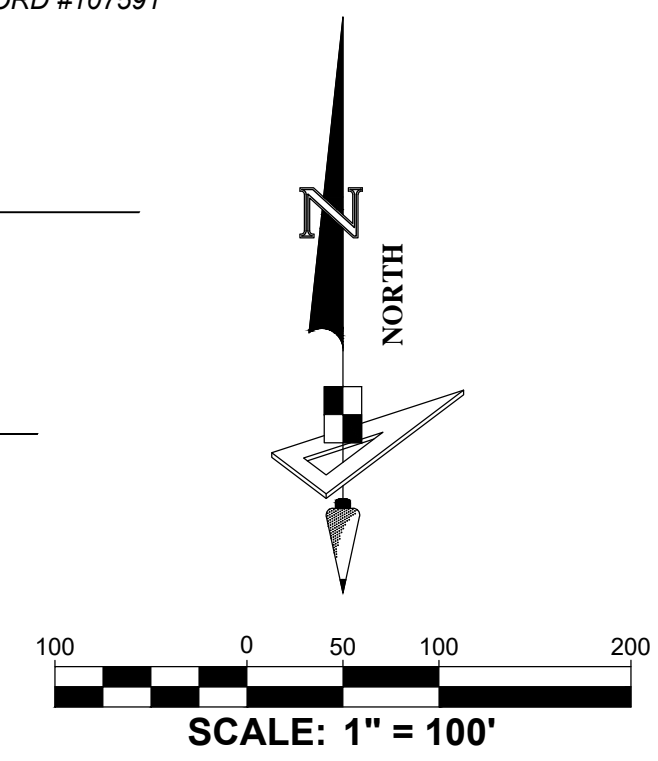
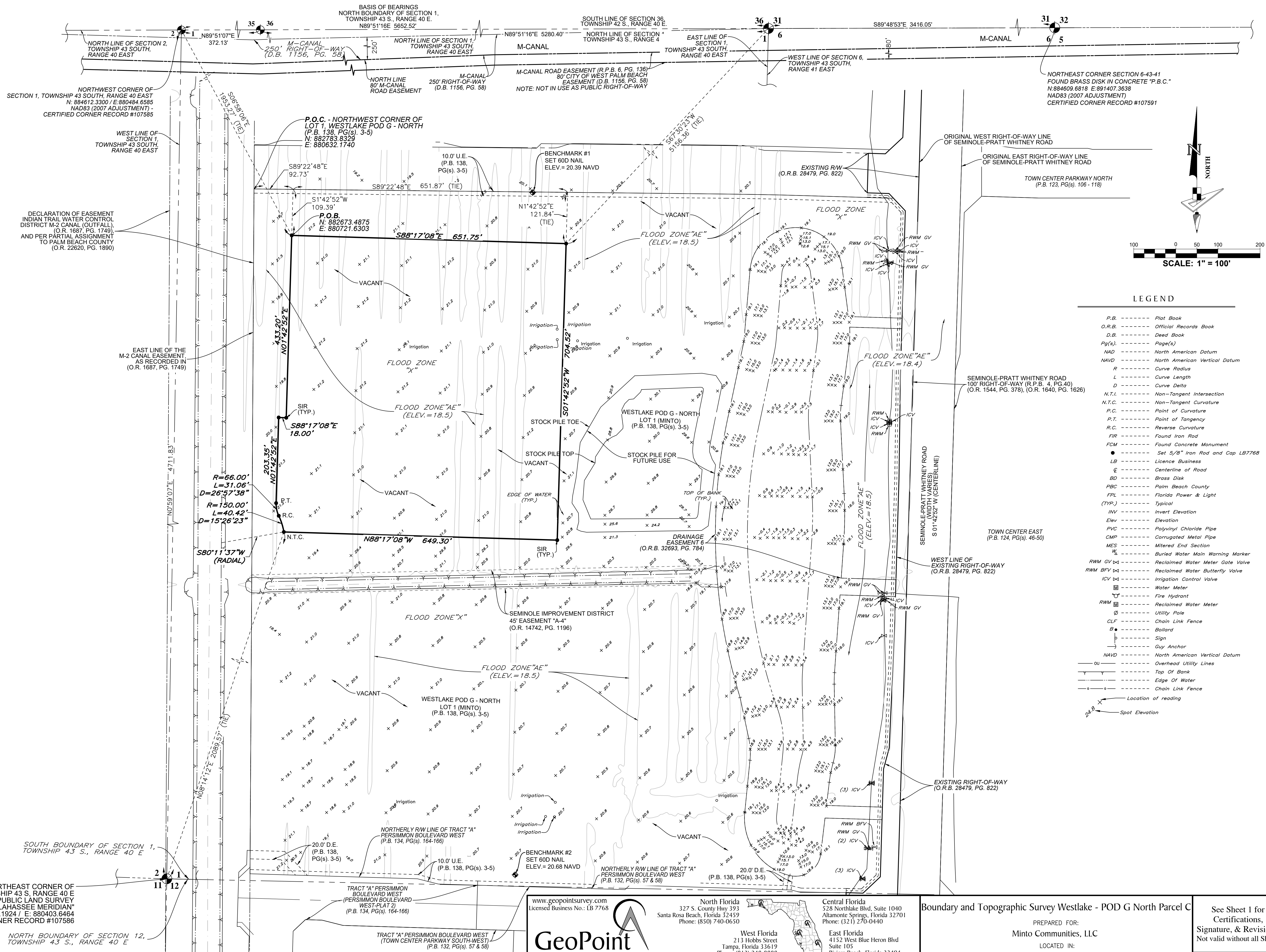
This item has been electronically signed and sealed by Gary A. Rager, P.S.M., on 10/18/2024 using a SHA authentication code.

Printed copies of this document are not considered signed and sealed and the SHA authentication code must be verified on any electronic copies.



LEGEND			
P.B. ----- Plot Book	CMP ----- Corrugated Metal Pipe		
O.R.B. ----- Official Records Book	MES ----- Mitered End Section		
D.B. ----- Deed Book	W <sub>h</sub> ----- Buried Water Main Warning Marker		
Pg(s). ----- Page(s)	RWM GV  ----- Reclaimed Water Meter Gate Valve		
NAD ----- North American Datum	RWM BFV  ----- Reclaimed Water Butterfly Valve		
NAVD ----- North American Vertical Datum	ICV  ----- Irrigation Control Valve		
R ----- Curve Radius	----- Water Meter		
L ----- Curve Length	----- Fire Hydrant		
D ----- Curve Delta	RWM  ----- Reclaimed Water Meter		
N.T.I. ----- Non-Tangent Intersection	----- Utility Pole		
N.T.C. ----- Non-Tangent Curvature	CLF ----- Chain Link Fence		
P.C. ----- Point of Curvature	B  ----- Ballard		
P.T. ----- Point of Tangency	----- Sign		
FIR ----- Found Iron Rod	----- Guy Anchor		
FCM ----- Found Concrete Monument	NAVD ----- North American Vertical Datum		
● ----- Set 5/8" Iron Rod and Cap LB7768	----- Overhead Utility Lines		
LB ----- Licence Business	----- Top Of Bank		
⊕ ----- Centerline of Road	----- Edge Of Water		
BD ----- Brass Disk	----- Chain Link Fence		
PBC ----- Palm Beach County	----- Location of reading		
FPL ----- Florida Power & Light	----- Spot Elevation		
(TYP.) ----- Typical			
INV ----- Invert Elevation			
Elev ----- Elevation			
PVC ----- Polyvinyl Chloride Pipe			

CREW #1 PARTY CHIEF: ED G.		Revisions		Surveyor's Certification		THIS SURVEY IS VALID ONLY WITH A SIGNATURE & ORIGINAL SEAL IN HARD COPY FORM, OR A DIGITAL SEAL IN ELECTRONIC FORM, PURSUANT TO RULES 31-17.060 AND 31-17.062, SECTION 472.027 OF THE FLORIDA STATUTES.		Survey is Certified To:		www.geopointsurvey.com Licensed Business No.: LB 7768				North Florida 327 S. County Hwy 393 Santa Rosa Beach, Florida 32459 Phone: (850) 740-0650		Central Florida 528 Northlake Blvd, Suite 1040 Altamonte Springs, Florida 32701 Phone: (321) 270-0440		East Florida 4152 West Blue Heron Blvd Suite 105 Riviera Beach, Florida 33404 Phone: (561) 444-2720		Boundary and Topographic Survey Westlake - POD G North Parcel C		JOB #POD G N-Par C_BS-TP DRAWN BY: SWM DATE: 09/27/2024 LIDAR CREW: N/A DATE: N/A SURFACE BY: N/A H.DATUM: FL-East NAD(83)-2011 V.DATUM: NAVD (1988) OFC CHECK: GAR FLD CHECK: GR3			
FIELD BOOK: 2023-47W/58		DATE	DESCRIPTION	DRAWN	P.CHIEF	I do hereby certify that this survey was made under my supervision and meets the "Standards of Practice" set forth by the Florida Board of Professional Surveyors and Mappers stated in Rules 31-17.051, 31-17.052, and 31-17.053, Florida Administrative Code, pursuant to section 427.027 of the Florida Statutes.			Digitally signed by Gary MINTO COMMUNITIES, LLC Rager Date: 2025.01.24 10:33:40 -05'00'																
CREW #2 PARTY CHIEF:																									
FIELD BOOK:																									
DATA FILE:																									
CREW #3 PARTY CHIEF:																									
FIELD BOOK:																									
DATA FILE:																									
		FIELD SURVEY DATE: October 1, 2024		Gary A. Rager LS4828																					
		FILE PATH: W:\WESTLAKE\WESTLAKE - NAVD88\PLAT\POD G - NORTH - PARCEL C\SURVEY\BOUNDARY SURVEY FOR PLAT\POD G-N-PARCEL_C_BS-TP.DWG		PLOTTED BY: SERGIO MACHADO		ON: 10/18/2024 8:00 AM		LAST SAVED BY: SERGIOM		ON: 10/18/2024 7:59 AM															
																						Section 1, Township 43 S., Range 40 E., Palm Beach County, Florida		SHEET: 01 of 02	



LEGEND	
P.B. -----	Plat Book
O.R.B. -----	Official Records Book
D.B. -----	Deed Book
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OU -----	Overhead Utility Lines
-----	Top Of Bank
-----	Edge Of Water
-----	Chain Link Fence
X -----	Location of reading
24.8 -----	Spot Elevation

www.geopointssurvey.com  
Licensed Business No.: LB 7768

**GeoPoint**  
Surveying, Inc.

North Florida  
327 S. County Hwy 39 J  
Santa Rosa Beach, Florida 32459  
Phone: (850) 740-0650

West Florida  
213 Hobbs Street  
Tampa, Florida 33619  
Phone: (813) 248-8888  
Fax: (813) 248-2266

Central Florida  
528 Northlake Blvd, Suite 1040  
Altamonte Springs, Florida 32701  
Phone: (321) 270-0440

East Florida  
4152 West Blue Heron Blvd  
Suite 105  
Riviera Beach, Florida 33404  
Phone: (561) 444-2720

Boundary and Topographic Survey Westlake - POD G North Parcel C

PREPARED FOR:  
Minto Communities, LLC

LOCATED IN:  
Section 1, Township 43 S., Range 40 E., Palm Beach County, Florida

See Sheet 1 for  
Certifications,  
Signature, & Revisions.  
Not valid without all Sheets

**SHEET: 02 of 02**



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

## STAFF MEMORANDUM

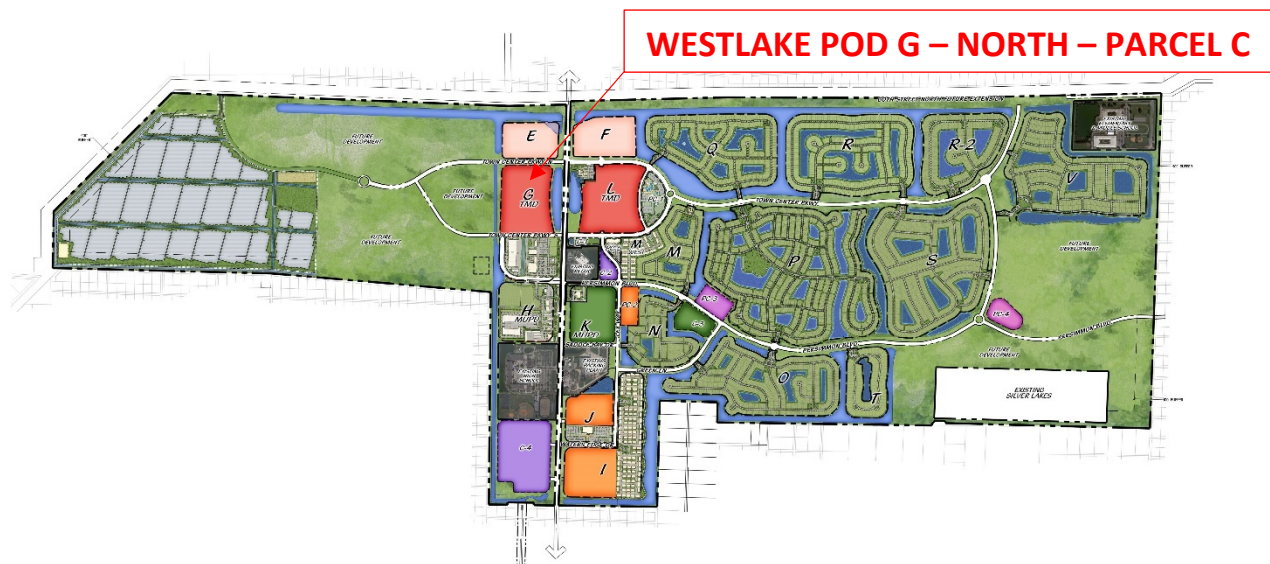
**DATE:** 3/17/2025  
**PETITION NO.:** ENG-2025-03  
**DESCRIPTION:** Review of Plat for Westlake Pod G – North – Parcel C  
**APPLICANT:** Cotleur and Hearing  
**OWNER:** Minto PBLH, LLC  
**REQUEST:** Owner (Minto PBLH, LLC) is requesting approval of the Plat for Westlake Pod G – North – Parcel C

### Final Recommendation

The Office of the City Engineer has reviewed the documents associated with the application referenced above and recommends approval by the Council. Approval by the Board of Supervisors is scheduled for April 1, 2025, and approval by the Seminole Improvement District's Engineering Department is scheduled for April 7, 2025.

### Discussion

Westlake Pod G – North – Parcel C will contain 10.639 acres of land. Westlake Pod G – North – Parcel C is located in the northern portion of Westlake, south of Pod E, west of Pod L, southwest of Pod F, and bounded by Town Center Parkway N and Town Center Parkway S, as shown in the graphics below. The primary access point to Westlake Pod G – North – Parcel C will be on Town Center Parkway North – West.



WESTLAKE MASTER PLAN



## Location Map

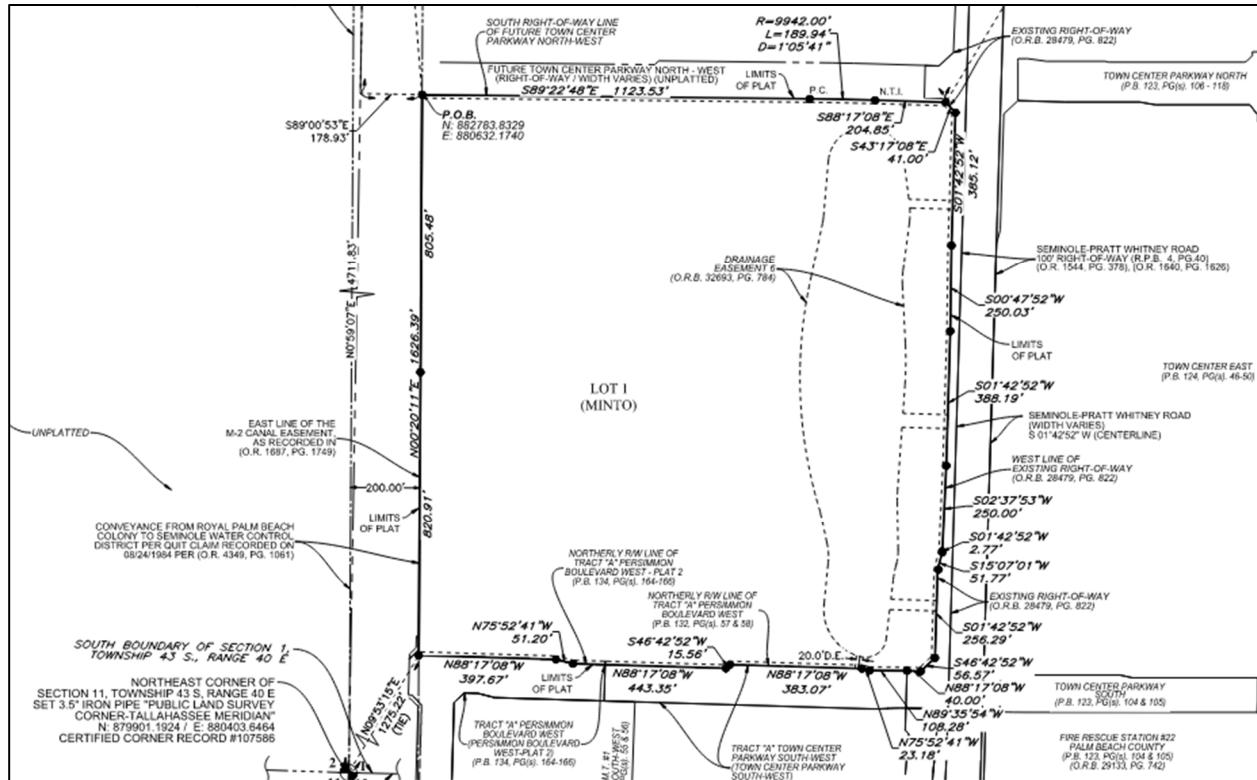


Figure 1. Image from Westlake Pod G – North (P.B. 138, P.G. 3 – 5) showing the limits of Lot 1 (MINTO).

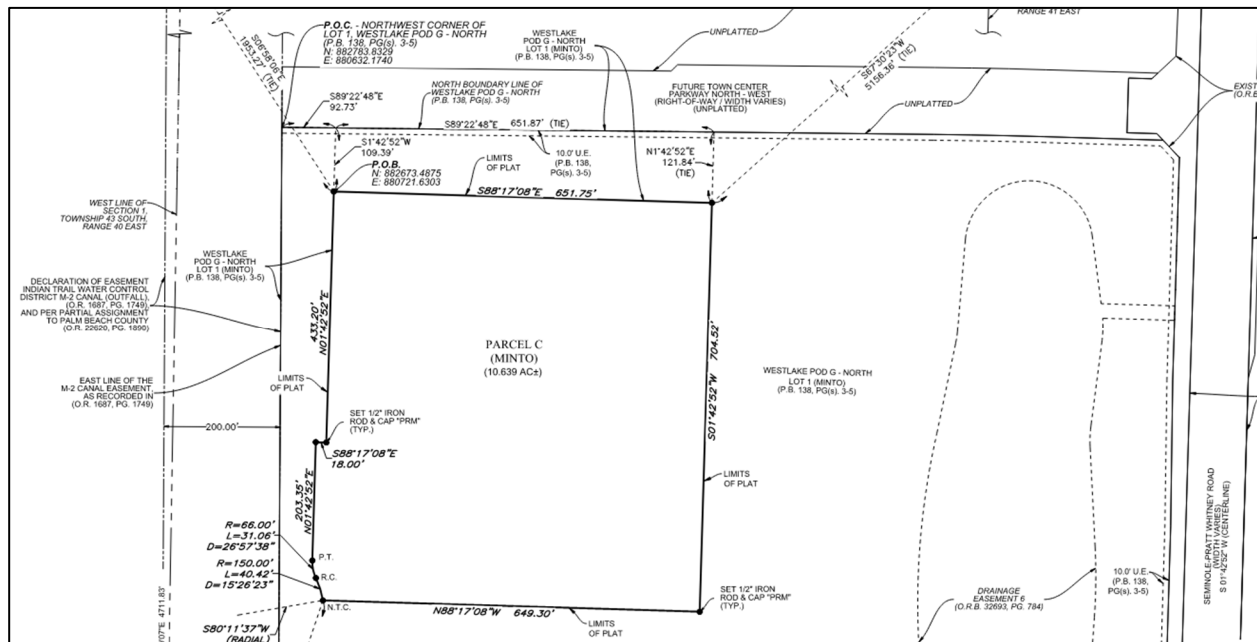


Figure 2. Image from Westlake Pod G – North – Parcel C Plat showing the new limits of Westlake Pod G – North Lot 1 (MINTO).

The plat of Westlake Pod G – North – Parcel C is located within the limits of Westlake Pod G – North (P.B. 138, P.G. 3 – 5), as shown in the figures above. Within the limits of Westlake Pod G – North Lot 1 (Minto), Westlake Pod G – North – Parcel C is proposed to be located in the northwest corner of the limits of

Westlake Pod G – North Lot 1 (Minto). The size of Westlake Pod G – North Lot 1 (Minto) before implementation of Westlake Pod G – North – Parcel C was 2,508,849 square feet or 57.595 acres. After the portion of replat of Westlake Pod G – North Lot 1 (Minto) takes place, the new size of Westlake Pod G – North Lot 1 (Minto) will be 2,045,427 square feet or 46.956 acres. The land use of both Westlake Pod G – North – Parcel C and Westlake Pod G – North Lot 1 (Minto) is yet to be determined.

## Review Criteria

Plats shall be prepared in accordance with the provisions of Chapter 177 F.S., as amended, and the City of Westlake Land Development Regulations. The plat was reviewed for clarity, legibility, and conformance with this statute and City requirements. The plat provides a graphic depiction of the legal description through geometric data. The data includes but is not limited to parcel, block, tract, right-of-way, street and associated names, easement, permanent reference monuments and permanent control points, and interior excepted parcels. Other requirements such as paper size, line work, layout of sheet and required content including the subdivision name, title, legal description, key map, vicinity map, north arrow, scale, and legend are verified in the Engineering Department review.

## Conclusion

Two (2) reviews of the plat occurred, which resulted in an acceptable plat. The review was done for compliance with Chapters 177, 5J-17, Florida Statutes, and the City of Westlake's codes and ordinances. All comments have been adequately addressed and the plat is in compliance. We therefore recommend that the plat be approved for recording.

**File Attachments for Item:**

**A. FIRST READING:** Ordinance 2025-02 – Site design guidelines for non-residential development.

**Submitted By:** Planning and Zoning

**ORDINANCE 2025-02**

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



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		4/1/2025		<b>Submitted By:</b> Planning and Zoning	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		<b>FIRST READING:</b> Ordinance 2025-02 – Site design guidelines for non-residential development.			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to APPROVE first reading of Ordinance 2025-02.			
<b>SUMMARY and/or JUSTIFICATION:</b>		This Ordinance amends Chapter 101 of the City Westlake, Code of Ordinances entitled “General and Administrative Provisions”. Providing for additional site design guidelines for non-residential development in the Mixed Use (MU) district, Town Center District (TC), and Medical District (MD).			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
		<b>EXHIBIT(S):</b>		<b>OTHER:</b>	
		X			
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Exhibit A: Ordinance 2025-02: SITE DESIGN GUIDELINES FOR NON-RESIDENTIAL DEVELOPMENT IN THE MU DISTRICT, THE TOWN CENTER DISTRICT (TC) AND THE MEDICAL DISTRICT (MD).			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE: 2025-02</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) <u>Please keep text indented.</u></i>		<p style="text-align: center;"><b>ORDINANCE 2025-02</b></p> <p><b>AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 101 OF THE CITY OF WESTLAKE, FLORIDA’S CODE OF ORDINANCES ENTITLED "GENERAL AND ADMINISTRATIVE PROVISIONS", BY SPECIFICALLY AMENDING SECTION 101-194 ENTITLED “APPLICATIONS” UNDER ARTICLE III ENTITLED “PROCEDURES”; PROVIDING FOR ADDITIONAL SITE DESIGN GUIDELINES FOR NON-RESIDENTIAL DEVELOPMENT IN THE MU DISTRICT, THE TOWN CENTER DISTRICT (TC) AND THE MEDICAL DISTRICT (MD); PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.</b></p>			
<b>FISCAL IMPACT (if any):</b>				\$	

**ORDINANCE 2025-02**

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

---

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

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

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

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

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

**Sec. 101-194. Applications.**

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

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

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

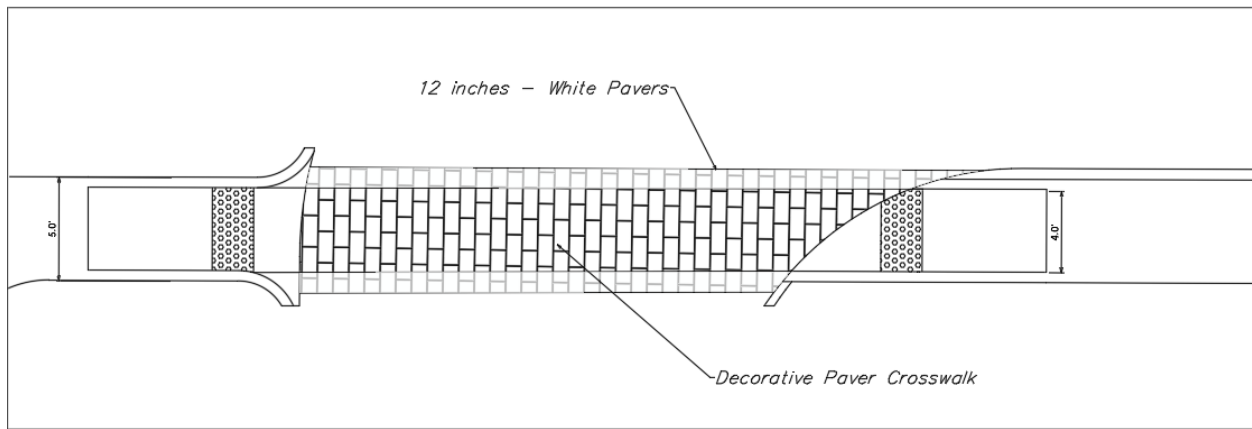
u. [Site guidelines of crosswalk pavers for Site Plan and Master Site Plan of non-residential developments in the Mixed-Use District \(MU\), Town Center District \(TC\), and Medical District \(M\).](#)

1. Perimeter crosswalks connecting to a multimodal pathway shall be delineated using contrasting paver blocks consistent with those utilized throughout the city.

2. Internal crosswalks material selection shall be at the discretion of the property owner or developer.

3. All crosswalk pavers shall have a minimum of 12 inches of white color pavers as illustrated in Figure xx-xx.

Figure xx-xx. Paver Crosswalks



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

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

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

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

**PASSED** this\_\_ day of \_\_\_\_, 2025, on first reading.

**PUBLISHED** on this \_\_ day of \_\_\_\_, 2025 in the Sun Sentinel

**PASSED AND ADOPTED** this \_\_ day of\_\_\_\_, 2025, on second reading.

---

City of Westlake  
JohnPaul O'Connor, Mayor

---

Zoie Burgess, City Clerk

APPROVED AS TO LEGAL FORM

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OFFICE OF THE CITY ATTORNEY

**File Attachments for Item:**

**B. FIRST READING:** Ordinance 2025-03 – Chapter 13 Text Amendment (Signs)

**Submitted By:** Planning and Zoning

**ORDINANCE NO 2025-03**

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



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		4/1/2025		<b>Submitted By:</b> Planning and Zoning	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		<b>FIRST READING:</b> Ordinance 2025-03 – Chapter 13 Text Amendment (Signs)			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to APPROVE First Reading of Ordinance 2025-03 – Chapter 13 Text Amendment (Signs).			
<b>SUMMARY and/or JUSTIFICATION:</b>		This Ordinance amends Chapter 13 of the City Westlake, Code of Ordinances entitled “SIGNS”. Amending section titled “Master Sign Plan”, “Permitted Signs” and Permitted Temporary Signs”. To Provide for a Maximum number of signs and for additional requirements relative to grand opening/project opening and new business signs.			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
		<b>EXHIBIT(S):</b>		<b>OTHER:</b>	
		X			
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Exhibit A: Ordinance 2025-03: Chapter 13 Text Amendment (Signs)			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE: 2025-03</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 align="center"><b>ORDINANCE NO 2025-03</b></p> <p><b>AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 13 ENTITLED “SIGNS” OF THE CITY OF WESTLAKE’S CODE OF ORDINANCES; BY SPECIFICALLY AMENDING SECTION 113-8 ENTITLED “MASTER SIGN PLAN”, SECTION 113-11 ENTITLED “PERMITTED SIGNS” AND SECTION 113-66 ENTITLED “PERMITTED TEMPORARY SIGNS”; PROVIDING FOR AN AMENDMENT TO NOTES AND REMARKS TO PROVIDE FOR A MAXIMUM NUMBER OF SIGNS AND FOR ADDITIONAL REQUIREMENTS RELATIVE TO GRAND OPENING /PROJECT OPENING AND NEW BUSINESS SIGNS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</b></p>			
<b>FISCAL IMPACT (if any):</b>					\$

**ORDINANCE NO 2025-03**

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

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

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

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

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

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

**Sec. 113-8. - Master sign plan**

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

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

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

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

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

Sec. 113-11. - Permitted signs.

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

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

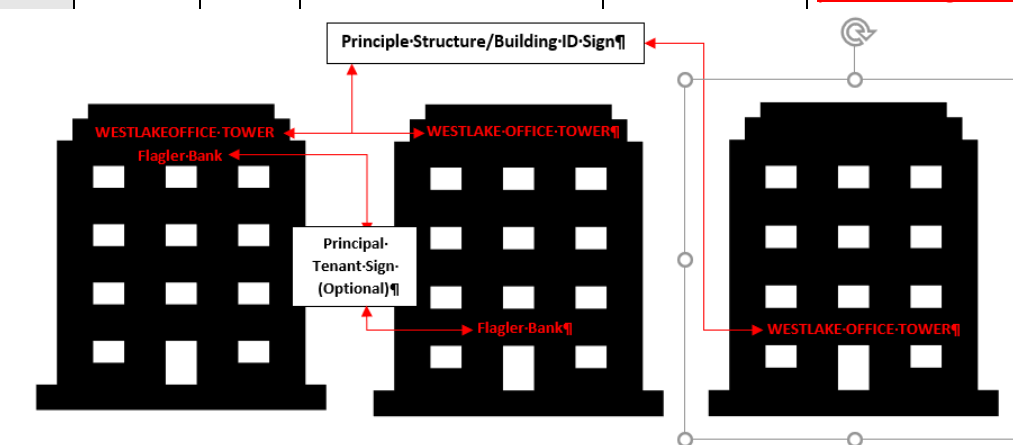
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Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions <sup>1</sup>	Additional Requirements <sup>3</sup>
Ground Sign for Commercial Buildings within Pod <sup>2</sup>	<del>60</del> 70 square feet	2	1 per access entry for lots with a minimum of 200 lineal feet of ROW. Plus 1 for each additional 700 lineal feet of ROW.	Height: <del>8</del> 14 ft. Width: 15 ft. (Dimensions include base) Min. sign width must equal 50% of sign height. Maximum area 120 sq. ft. including decorative elements.	Requires solid base with a height equal to at least 30% of overall sign height or 2 ft. whichever is greater. Sign copy is prohibited on the base except for information as regulated by Temporary Signs Section. [See Sec. 12.B(9)c.] Sign copy not to exceed building identification and/or <del>six (6)</del> Eight (8) 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.

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

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions <sup>1</sup>	Additional Requirements <sup>3</sup>
					<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</p>

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

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

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

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

**Sec. 113-66. - Permitted temporary signs.**

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

Table 113-66. Permitted Temporary Signs

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

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

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

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

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

**PASSED** this\_\_ day of \_\_\_\_, 2025, on first reading.

**PUBLISHED** on this \_\_ day of \_\_, 2025 in the Sun Sentinel

**PASSED AND ADOPTED** this \_\_ day of \_\_\_\_, 2025, on second reading.

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City of Westlake  
JohnPaul O'Connor, Mayor

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Zoie Burgess, City Clerk

APPROVED AS TO LEGAL FORM

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OFFICE OF THE CITY ATTORNEY

**File Attachments for Item:**

A. CMA PROPOSAL – Comprehensive Plan Update

**Submitted By:** Planning and Zoning



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		4/1/2025		<b>Submitted By:</b> Planning and Zoning	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		CMA PROPOSAL – COMPREHENSIVE PLAN UPDATE			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to approve CMA PROPOSAL – COMPREHENSIVE PLAN UPDATE			
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>The proposed scope includes a detailed review of the elements including Policy (Goals, Objectives and Policies GOPs) and Data and Analysis ensuring compliance with current Florida Statutes (F.S.); and, updates to reflect changes in the City’s trends, vision and demographics.</p> <p>The Department of Commerce provided a letter determining that the submittal date of the Updated Document is February 27, 2026 (Exhibit B).</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>	
		X			
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Exhibit A: CMA PROPOSAL – COMPREHENSIVE PLAN UPDATE			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<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)</i> <b><u>Please keep text indented.</u></b>					
<b>FISCAL IMPACT (if any):</b>					\$

1851 W. Indiantown Road Suite 100  
Jupiter, FL 33458  
Office: +1 (561) +1 (561) 401-9459



March 11, 2025

SENT VIA E-MAIL (kcassel@westlakegov.com)

**Mr. Ken Cassel**  
**City Manager**  
City of Westlake  
4001 Seminole Pratt Whitney Rd.  
Westlake, FL 33470

**Subject: City of Westlake**  
**Proposal for EAR-Based Comprehensive Plan Update**  
**25-0286.P0001 Task 002**

Dear Mr. Cassel:

Chen Moore and Associates (CMA) is pleased to submit this proposal to update the City of Westlake Comprehensive Plan based on the Evaluation and Appraisal Review (EAR) according to Chapter 163.3191, Florida Statutes (F.S.).

#### **PROJECT INTRODUCTION**

The proposed scope includes a detailed review of the elements including Policy (Goals, Objectives and Policies GOPs) and Data and Analysis ensuring compliance with current Florida Statutes (F.S.); and, updates to reflect changes in the City's trends, vision and demographics.

The Department of Commerce provided a letter determining that the submittal date of the Updated Document is February 27, 2026 (Exhibit B).

#### **PROJECT STAFFING**

Chen Moore and Associates – Land Planning and Engineering  
Via Planning, Inc, Transportation Planning

#### **SCOPE OF SERVICES**

The scope of services our firm shall provide under this agreement as per our recent discussions and correspondence is as follows:

##### **Task 1: Kick-off meeting, Coordination and Public Meetings**

- Consultant will meet with City's Staff for the project kick-off meeting to coordinate scope, project schedule and deliverables.
- Consultant will meet with City's and Seminole Improvement District (SID) Staff throughout the project as needed.
- Consultant will prepare one (1) power point to be presented at the following public meetings:
  - Initial informational City Council Workshop (1)
  - Local Planning Agency Board (1)
  - Council Transmittal Hearing (1)
  - Council Adoption Hearing (1)

## **Task 2. Update Elements - Data & Analysis and Goals, Objectives and Policies (GOPs)**

- Consultant will review and update the GOPs, and Data and Analysis of the Comprehensive Plan elements. This will include coordination with Seminole Improvement District (SID) and City departments as needed. The following elements will be updated:
  - Administrative Element
  - Future Land Use Element (*includes population projection*)
  - Transportation Element
  - Infrastructure Element (*Coordination with SID*)
  - Conservation Element
  - Recreation and Open Space Element
  - Housing Element
  - Capital Improvements Element (*Coordination with SID*)
  - Intergovernmental Coordination Element
  - Private Property Rights

## **Task 3. Update Map Series required by Florida Statutes**

- Consultant will update Comprehensive Plan maps to be in compliance with Florida Statutes. The subject maps will be updated by GIS data.

## **Task 4. Final Document and Processing**

- Consultant will prepare final documents including GOPs, Data & Analysis, and Maps per the Coordinated Review Process as outlined in Section 163.3184( 4 ), Florida Statutes:
  - a. Local Planning Agency (LPA) Hearing
  - b. First Reading - City Council Hearing
  - c. Transmittal of proposed document to Florida Department of Commerce, Bureau of Comprehensive Planning and seven (7) required agencies (*Palm Beach County; TCRPC; SFWMD, DEP; FDOT; Department of Education; Department of State*).
  - d. Respond to the ORC Report if needed (Objections, Recommendations and Comments)
  - e. Second Reading – City Council Adoption Hearing
  - f. Transmittal of adopted document to Florida Department of Commerce and required seven (7) agencies.
- Consultant will update subject document throughout the process as needed to be in compliance with Florida Statutes.

## **ASSUMPTIONS**

This scope of service assumes the following:

- The City and SID will provide the word document of current Comprehensive Plan; existing GIS mappings and other pertinent information required to complete the project.

### DELIVERABLES AND SCHEDULE

CMA will provide two (2) hard copies and electronic copies of the final document. Consultant shall schedule work upon receipt of P.O.

Please see the following project schedule:

**Month 1:** Kick off meeting, and one (1) Informational Workshop with City Council

**Month 1 to 8:** Update Elements (GOPs and Data and Analysis) and Maps

**Month 9:** LPA and City Council Transmittal Hearing to Department of Commerce (State Land planning Agency)

**Month 10 and 11:** Within 60 days, State will provide ORC report (Objection, Recommendation and Comment)

**Month 12:** Adoption Hearing and Final transmittal of adopted document to the State and Agencies

### FEE SUMMARY

CMA will provide services for a lump sum amount of not to exceed **\$135,840.00**.

	TASKS	%	COST
1	Kick-off meeting with City Staff, Coordination through Entire Project; Workshop (1); Hearings (LPA, Transmittal, and Adoption)	15%	\$20,376
2	UPDATE ELEMENTS - Data & Analysis and GOPs	70%	\$95,088
	Administrative		
	Future Land Use		
	Transportation		
	Infrastructure		
	Conservation		
	Recreation and Open Space		
	Housing		
	Conservation		
	Intergovernmental Coordination		
	Capital Improvements		
	Private Property Rights		
3	Map Series Update	5%	\$6,792
4	Final Document and Processing (including ORC report)	10%	\$13,584
	TOTAL	100%	\$135,840.00

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Should you have any questions, please do not hesitate to contact me at my office at (561) 758-2252 or on my cell phone at (561) 510-3138 or send me an electronic message at [nzacarias@chenmoore.com](mailto:nzacarias@chenmoore.com).

Respectfully submitted,

CHEN MOORE AND ASSOCIATES

Nilsa Zacarias, AICP

Director of Planning

Should you have any questions, please do not hesitate to contact me at my office at my cell phone at (561) 758-2252 or send me an electronic message at [nzacarias@chenmoore.com](mailto:nzacarias@chenmoore.com)

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Jupiter, FL 33458  
Office: +1 (561) +1 (561) 401-9459



**EXHIBIT A**

***AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION***

CMA Project Name: **City of Westlake Comprehensive Plan Update**  
Client Name: **City of Westlake**  
Client Contact: **Mr. Ken Cassel**  
Client Address: **4001 Seminole Pratt Whitney Rd.**  
Client Phone/Fax: **(954) 826-0056**  
Client E-mail: **kcassel@westlakegov.com**

CMA Proposal No. **25-0286.P0001 Task 002**  
Agreement Date:

FEE: Planning Lump Sum of **\$135,840**

Reimbursable Allowance of **\$N/A**

RETAINER: **N/A**

Notice to Owner: The client is City of Westlake.

**The undersigned agrees to the attached Scope of Services, General Conditions and Provisions which are incorporated and made a part of this Agreement. Any additional requested services will be addressed in a separate Agreement.**

**CHEN MOORE AND ASSOCIATES, INC. (CONSULTANT)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

**CITY OF WESTLAKE (CLIENT)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

1851 W. Indiantown Road Suite 100  
Jupiter, FL 33458  
Office: +1 (561) +1 (561) 401-9459



**EXHIBIT B**

**Letter issued by the Department of Commerce**

March 5, 2025

**RESPONSE VIA E-MAIL ONLY**

Ms. Nilsa Zacarias  
City Planner  
City of Westlake  
4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470

Subject: City of Westlake Evaluation and Appraisal Notification Acknowledgement Letter

Dear Ms. Zacarias:


This is to acknowledge receipt of your Evaluation and Appraisal Notification Letter, which was due on March 1, 2025 and received by FloridaCommerce on February 27, 2025.

Please note that your proposed comprehensive plan amendments based on your Evaluation and Appraisal should be transmitted to FloridaCommerce by February 27, 2026, within one year of your notification, pursuant to Section 163.3191(2), Florida Statutes (F.S.). The amendments are subject to the State Coordinated Review Process as outlined in Section 163.3184(4), F.S. Please also be aware that Section 163.3191, F.S., was amended to read in part "updates to the required elements and optional elements of the comprehensive plan must be processed in the same plan amendment cycle."

James Stansbury of FloridaCommerce's staff is available to assist and provide technical guidance to your questions concerning the contents of the Evaluation and Appraisal based comprehensive plan amendments and may be reached at (850)717-8512.

If you have any questions concerning the processing of the Evaluation and Appraisal based amendment, please contact Donna Harris, Plan Processor, at (850)717-8491 or by email at [Donna.Harris@Commerce.fl.gov](mailto:Donna.Harris@Commerce.fl.gov).

Sincerely,



James D. Stansbury, Bureau Chief  
Bureau of Community Planning and Growth

JDS/dh

# CITY OF WESTLAKE

FLORIDA



## CITY COUNCIL

JohnPaul O'Connor  
Mayor

Greg Langowski – Seat 4  
Vice Mayor

Gary Werner – Seat 1  
Erik Gleason – Seat 2  
Charlotte Leonard – Seat 3

## ADMINISTRATION

Kenneth Cassel  
City Manager

## CITY ATTORNEY

Donald J. Doody, Esq.  
City Attorney

February 27, 2025

Mr. James Stansbury, Regional Planning Administrator  
Bureau of Community Planning and Growth  
Florida Commerce  
Caldwell Building  
107 East Madison- MSC 160  
Tallahassee, Florida 32399

Re: City of Westlake - *Evaluation and Appraisal Notification Letter*

Dear Mr. Stansbury:

In compliance with Florida Statutes, the City of Westlake is pleased to transmit this Evaluation and Appraisal Notification Letter that is due on March 1, 2025.

Per F. S. 163.3191, the City has reviewed the current adopted Comprehensive Plan and has determined that plan amendments are necessary to reflect changes in state laws.

Should you have any questions, or require any additional information, please do not hesitate to contact our office at telephone 561.530.5880.

Sincerely,

Ken Cassel  
City Manager  
[Kcassel@westlakegov.com](mailto:Kcassel@westlakegov.com)

Cc: Mayor John Paul O'Connor and City Council  
Donald J. Doody, City Attorney

Encl.: Letter received from Florida Commerce

4001 SEMINOLE PRATT WHITNEY ROAD, WESTLAKE, FLORIDA 33470  
PHONE: 561-530-5880 | FAX: 561-790-5466 | [WWW.WESTLAKEGOV.COM](http://WWW.WESTLAKEGOV.COM)

**File Attachments for Item:**

B. Select a Member of City Council to serve in the position of Vice-Mayor Until April 7, 2026

**Submitted By:** City Clerk's Office

**RESOLUTION 2025-09**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA,  
SELECTING A MEMBER OF THE CITY COUNCIL TO SERVE IN THE POSITION OF VICE-  
MAYOR UNTIL APRIL 7, 2026, PURSUANT TO THE CITY'S CHARTER; PROVIDING FOR  
CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		April 1, 2025		<b>Submitted By:</b> City Clerk's Office	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		Select a Member of City Council to serve in the position of Vice-Mayor Until April 7, 2026.			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to elect _____ to serve as Vice Mayor until April 7, 2026			
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>Section 8D of the City Charters states that the City Council shall elect from its membership a Vice-Mayor who shall serve at the pleasure of the City Council. The specific language in the charter is as follows:</p> <p><i>"The City Council, at its first meeting after the fourth Tuesday of each March, shall elect from its membership a Vice-Mayor who shall serve at the pleasure of the City Council and who shall have the same legislative powers and duties as the Mayor or any other Councilmember. The Vice-Mayor shall serve as acting Mayor during the absence or disability of the Mayor. In the absence of the Mayor and the Vice-Mayor, the remaining councilmembers shall select a councilmember to serve as acting mayor."</i></p> <p>This item will require a motion by the council and acceptance by the identified member to serve as Vice-Mayor.</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>		<p align="center"><b>RESOLUTION 2025-09</b></p> <p><b>A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, SELECTING A MEMBER OF THE CITY COUNCIL TO SERVE IN THE POSITION OF VICE-MAYOR UNTIL APRIL 7, 2026, PURSUANT TO THE CITY'S CHARTER; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</b></p>			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<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)</i> <b><u>Please keep text indented.</u></b>					
<b>FISCAL IMPACT (if any):</b>				\$	

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**CITY OF WESTLAKE**

**RESOLUTION 2025-09**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, SELECTING  
A MEMBER OF THE CITY COUNCIL TO SERVE IN THE POSITION OF VICE-MAYOR UNTIL  
APRIL 7, 2026, PURSUANT TO THE CITY'S CHARTER; PROVIDING FOR CONFLICTS;  
PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, pursuant to section 8D of the City's charter, the City of Westlake hereby selects a member of the sitting City Council to serve as the Vice-Mayor; and

**WHEREAS**, the Vice-Mayor shall serve until April 7, 2026, in the position of vice-mayor in the absence of the Mayor; and

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

**SECTION 1.** The City Council for the City of Westlake, selects \_\_\_\_\_, of seat \_\_\_\_\_ to serve as the Vice-Mayor for the City of Westlake until April 7, 2026.

**SECTION 2.** That this resolution shall take effect immediately upon its adoption.

**SECTION 3. CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4. SEVERABILITY.** If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
City of Westlake  
JohnPaul O'Connor, Mayor

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Zoie Burgess, CMC City Clerk

**File Attachments for Item:**

A. Palm Beach County Fire Rescue Annual Report - October 1, 2023 - September 30, 2024

**Presented By:** Amanda Vomero, District Chief 28



# **PALM BEACH COUNTY FIRE RESCUE**

## **CITY OF WESTLAKE ANNUAL REPORT**



**OCTOBER 1, 2023 – SEPTEMBER 30, 2024**

# TABLE OF CONTENTS

Mission, Vision & Core Values .....	1
Message from the Fire Chief & District Chief .....	2
Patient Satisfaction Survey .....	3
Service Area Map .....	4
Fiscal Year 2024 Call Activity .....	5
Stations, Apparatus & Staffing .....	6
Station & Apparatus .....	7
Whole Blood Transfusion Program .....	8
Employee Recognition & Awards .....	10
Community Involvement .....	11
Operations .....	12
Special Operations .....	13
Medical Services .....	14
EMS Call Statistics for FY 2024 .....	15
Medical Supplies & Procedures .....	16
Mobile Integrated Healthcare .....	17
Vehicle Accidents .....	18
Fires .....	19
Training & Safety .....	20
Training Facility .....	21
Emergency Management .....	22
Hurricane Helene Deployments .....	23
Community Risk Reduction .....	24
Community Risk Reduction: Inspection Activity Summary .....	28
Planning & GIS - Finance .....	29
Communications & Technology .....	30
Support Services .....	33
Administrative Services .....	34

# MISSION, VISION & CORE VALUES



## MISSION

We are committed to providing safe and secure communities by mitigating all hazards through excellence in public service.

## VISION

Excellence Today. Improving Tomorrow.

## CORE VALUES:

### INTEGRITY



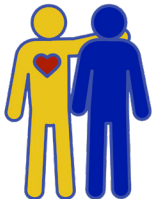
Possessing a strong moral character to be trusted to do the right thing even when no one is watching.

### UNITY



Recognizing the value that inclusivity holds and how it produces effective teamwork through the coming together as one.

### COMPASSION



The will and action of helping others with empathy, dignity, and understanding.

### ACCOUNTABILITY



The obligation to account for your actions, accept responsibility, and operate with transparency.

### DEDICATION



A continuous commitment to exceptional service to the community and each other.



# MESSAGE FROM THE FIRE CHIEF



Firefighters take an oath of office to put others before themselves, protect and serve, and make sacrifices along the way to save lives, sometimes risking their own. Every year, I am inspired by our firefighters' actions, their success stories, and their unconditional compassion for others. The people of Palm Beach County Fire Rescue (PBCFR) love what they do, and it shows. Their efforts continue to improve our community year after year. Fiscal year 2024 saw remarkable growth and achievements as we celebrated our 40th year of delivering excellence in emergency services to nearly one million residents!

This year, our lifesaving stories touched home in ways we never expected. Our firefighters saved one of our employees from cardiac arrest. Our crews also saved the life of one of our Chief's young daughters by delivering a whole blood transfusion on-scene before transporting her to the hospital.

None of these outcomes happen by accident. Our firefighters/paramedics spend hours training and honing their skills with the most advanced and innovative science in emergency medicine. We are proud to deliver emergency services that exceed national standards. The national survival rate for patients who suffer a cardiac arrest is 9.7%, but at PBCFR, our cardiac arrest survival rate for patients is 14.4%. We are the first fire department in Palm Beach County to offer whole blood transfusions on-scene. This life-saving initiative has proven invaluable for more than one hundred local patients as we lead the way for others. Our firefighters continue to raise the bar for every benchmark, answering more than 157,000 calls in our service areas while earning a 99% patient satisfaction rate. Our 911 Communications Center dispatches for 13 other municipalities beyond our areas, totaling over 236,000 calls this year.

This past year, we finalized the training and implementation of our PBCFR Swiftwater Rescue Team. The team embarked on its maiden mission to assist on the west coast of Florida after Hurricane Helene's flooding. The PBCFR Urban Search and Rescue (US&R) Team was also staffed and trained this past year. They are ready to be deployed here at home and in other areas. Numerous employees traveled to North Carolina to assist after the historic floods. Rest assured, we have some of the best people and resources trained in disaster mitigation and management right here in our Department.

Your safety is our number one priority. I am proud to say 2024 was an outstanding year, and I am forever grateful for the support we have received from the community.

Patrick J. Kennedy

*Fire Chief*

## MESSAGE FROM THE DISTRICT CHIEF



**AMANDA VOMERO**

*Battalion 2*

Dear Westlake Community,

As Palm Beach County Fire Rescue's District Chief for Battalion 2, I am happy to serve the residents of Wellington, Royal Palm Beach, Westlake, Loxahatchee Groves, and Indian Trails Improvement District. I started my career at PBCFR 24 years ago because I have always been passionate about helping others, and believed the high energy level of working in the fire service would be an excellent fit for me. The communities we serve are our top priority! If you have any questions or concerns regarding PBCFR, please email me at [AVomero@pbc.gov](mailto:AVomero@pbc.gov).

# PATIENT SATISFACTION SURVEY

PBCFR is determined to provide the best patient care to the communities served. Therefore, PBCFR collaborated with Baldrige Group, a performance excellence consulting firm, to launch a customer service initiative. In FY 2024, PBCFR asked their patients several questions about the care provided by PBCFR. The results are below:

## WESTLAKE SURVEY RESULTS OCTOBER 2023 - SEPTEMBER 2024



Patients said they would tell friends and family about the positive experience they had with PBCFR.

**100 %**



Patients said they were 'Satisfied' or 'Very Satisfied' with the 911 Center's ability to confirm their location and nature of their problem.

**100 %**



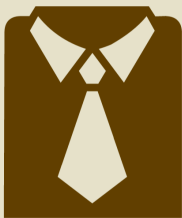
Patients were 'Satisfied' or 'Very Satisfied' with the Dispatcher's instructions regarding their emergency.

**100 %**



Patients told us they were 'Satisfied' or 'Very Satisfied' with the prompt arrival of PBCFR firefighters and paramedics.

**100 %**



The professionalism of PBCFR firefighters and paramedics left patients feeling 'Satisfied' or 'Very Satisfied' with the care they received.

**100 %**



Patients felt 'Satisfied' or 'Very Satisfied' with the level of compassion shown to them and their families by PBCFR firefighters and paramedics.

**100 %**



Patients said they were 'Satisfied' or 'Very Satisfied' with the paramedics' explanation of any procedures they performed.

**100 %**



Patients reported they were 'Satisfied' or 'Very Satisfied' with the paramedics' attempts to treat their condition.

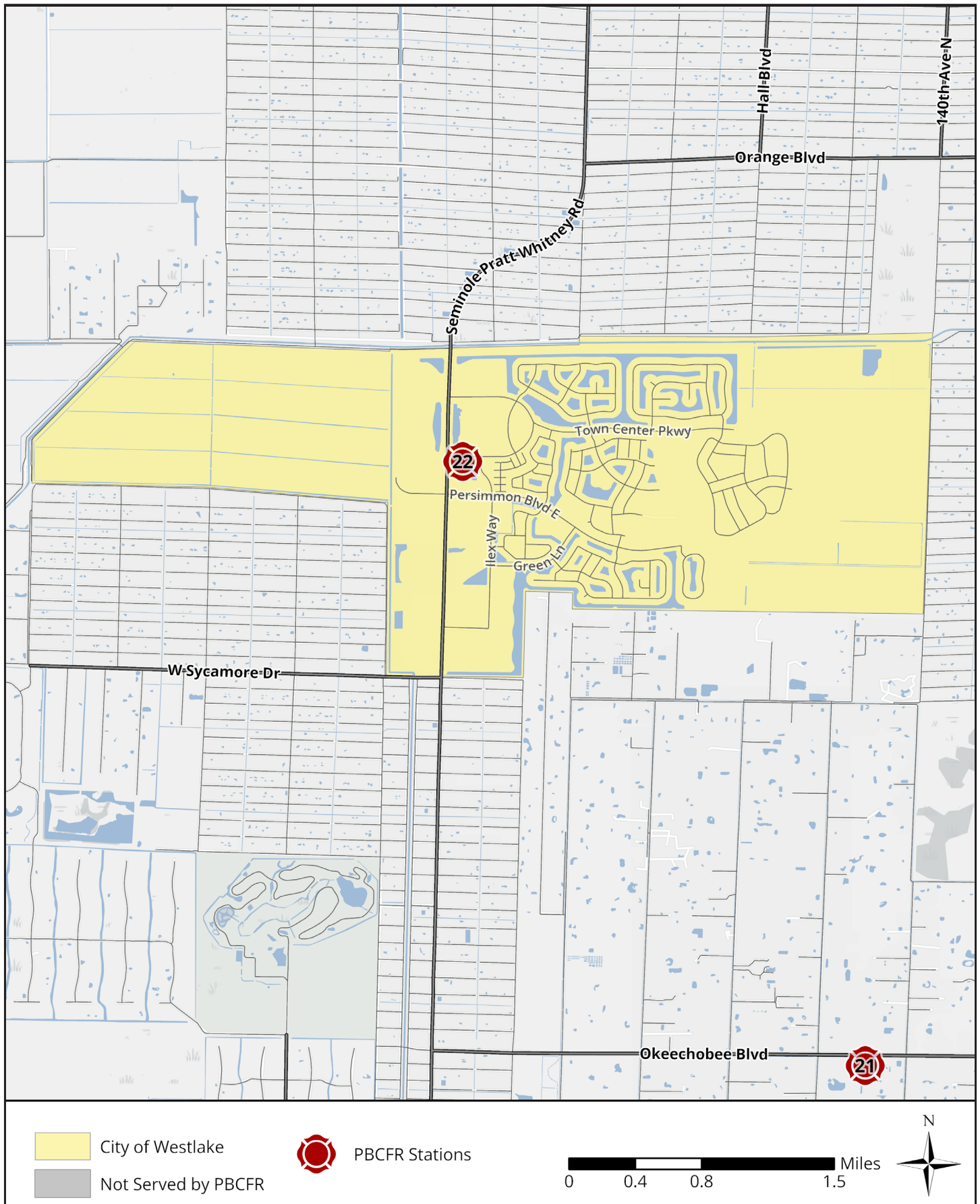
**100 %**

Percentages are calculated from 12 respondents.

This survey continues to affirm the excellent level of service that the men and women of PBCFR provide daily to the citizens and visitors of PBC.

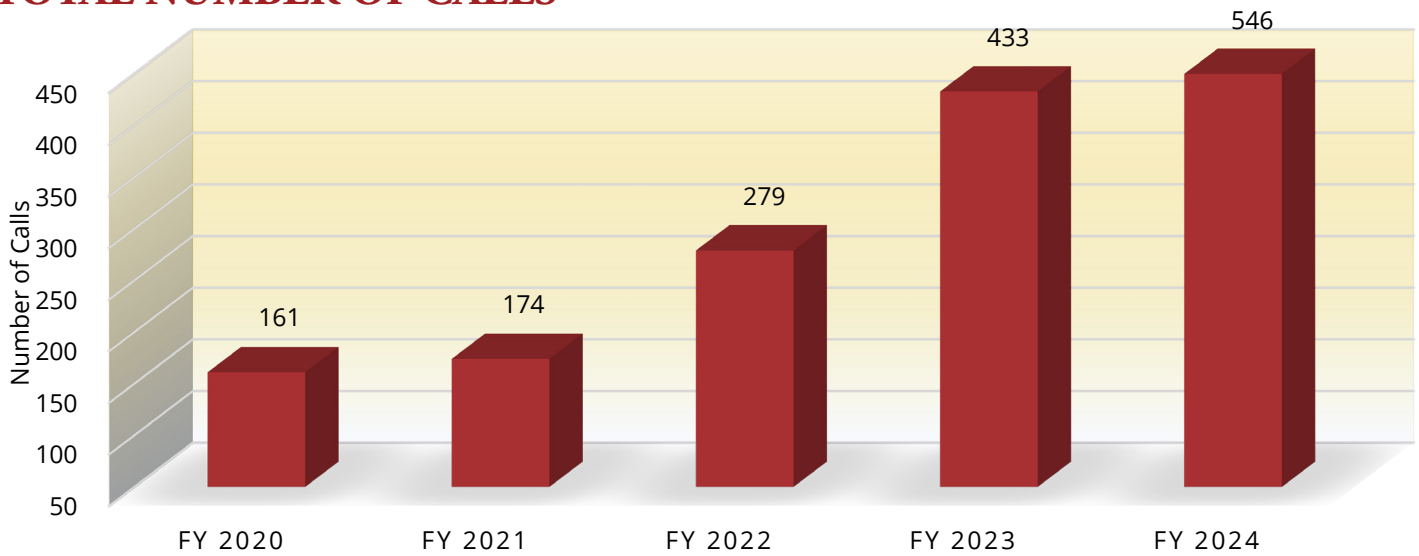
**100%**  
**OVERALL  
SATISFACTION**

# WESTLAKE SERVICE AREA

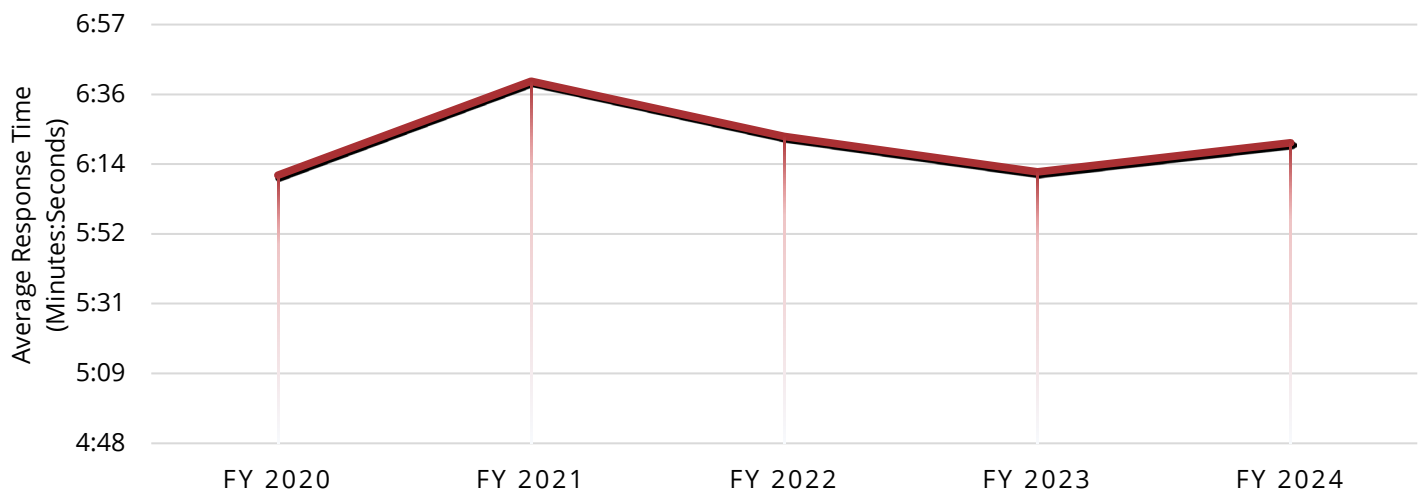


# WESTLAKE FY 2024 CALL ACTIVITY

## TOTAL NUMBER OF CALLS

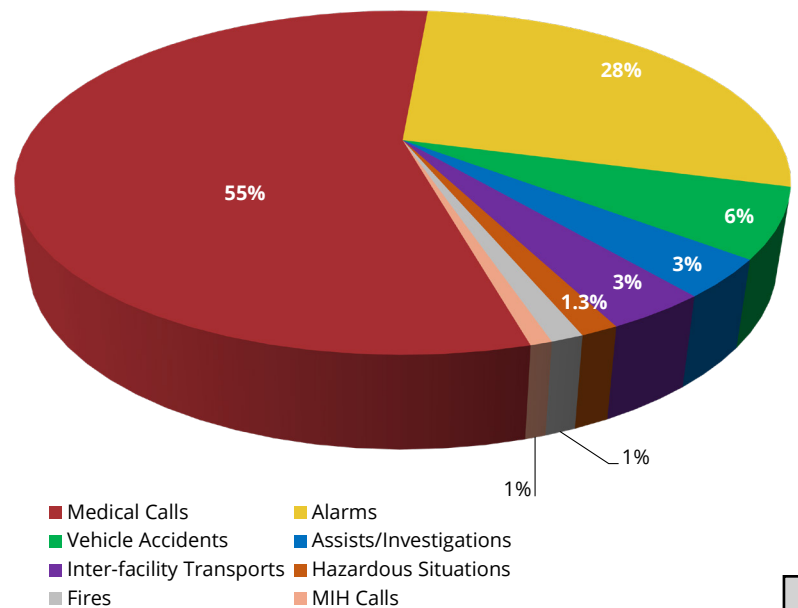


## AVERAGE RESPONSE TIME



## CALLS BY SITUATION DISPATCHED

SITUATION DISPATCHED	NUMBER OF INCIDENTS
Medical Calls	303
Alarms	153
Vehicle Accidents	35
Assists/Investigations	19
Inter-facility Transports	19
Hazardous Situations	7
Fires	6
MIH Calls	4
<b>Total</b>	<b>546</b>



# STATIONS • APPARATUS • STAFFING

The City of Westlake is primarily served by Station 22. The service area is part of a regional system and is immediately backed up by surrounding stations with resources and equipment.

## PRIMARY RESOURCES ASSIGNED TO THE CITY OF WESTLAKE

STATION	APPARATUS	STAFFING (number of personnel)
<b>Station 22</b> 16650 Town Center Parkway S. Westlake, FL 33470	ALS Rescue (1)	3
	ALS Engine (1)	3
	Tender (1)	1
	4WD Brush Truck (1)	(cross-staffed with ALS Engine)
	High Water Vehicle (1)	(cross-staffed with ALS Engine)

## ADDITIONAL RESOURCES IN THE SURROUNDING AREA

STATION	APPARATUS	STAFFING (number of personnel)
<b>Station 21</b> 14200 Okeechobee Blvd. West Palm Beach, FL 33470	ALS Rescue (1)	3
	ALS Engine (1)	3
	4WD Brush Truck (1)	(cross-staffed with ALS Engine)
<b>Station 26</b> 6085 Avocado Blvd. West Palm Beach, FL 33411	ALS Rescue (1)	3
	ALS Engine (1)	3
	4WD Brush Truck (1)	(cross-staffed with ALS Engine)

# STATION & APPARATUS

## STATION 22



Rescue 22



Engine 22



Tender 22



Brush 22



PSV 22



# WHOLE BLOOD TRANSFUSION PROGRAM

The Whole Blood Transfusion Program was implemented to improve the survival rate of bleeding patients. PBCFR is one of the few agencies nationwide that is capable of delivering this advanced level of service. Research shows two critical actions can improve the survival odds of a bleeding trauma patient. First, stop the bleeding and second, replace lost blood. Based on the latest medical research, PBCFR includes Tranexamic Acid and calcium chloride in the protocol which helps decrease the mortality rate of a traumatic incident. The Medical Services team has shared whole blood transfusion best practices all around the United States.

## Training at Elmendorf Air Force Base



Over the summer, PBCFR participated in a two-day Selective Prehospital Advanced Resuscitative Care (SPARC) course at Elmendorf Air Force Base in Anchorage, Alaska. This course focused on the latest evidence-based practices in prehospital trauma care. PBCFR highlighted its whole blood program, sharing clinical best methods and case studies.

## Training at Nellis Air Force Base



On September 11, 2024, PBCFR was honored to provide training and education at Nellis Air Force Base located in Nevada, sharing expertise and lessons learned with base hospital staff, firefighters, and contracted personnel. Topics included field administration of whole blood, the use of ultrasound by first responders, and Pit Crew CPR. The opportunity to collaborate with those dedicated to our nation's safety was deeply meaningful, and the training was both well-received and appreciated by all in attendance. PBCFR stands proudly by our Armed Forces.

## Whole Blood Saved Her Life

Izzy's surgical wounds began bleeding after being home for six days following a routine tonsillectomy. Her father, PBCFR's District Chief Neal Niemczyk, stopped the bleeding the previous night using cotton balls but overnight the bleeding returned. By morning, Izzy had lost more blood than her body could tolerate and almost collapsed. While the Chief held his daughter, he saw her slip into unconsciousness as her heart rate increased and her blood pressure dropped. They called 911 and told the dispatcher that Izzy was bleeding out. Chief Niemczyk's heart sank as he realized his six-year old daughter might be going into cardiac arrest. Thankfully, that was not the case and he knew his daughter needed whole blood, which is carried in PBCFR's EMS vehicles.

Once the familiar faces of PBCFR's crew arrived at the Chief's house, he handed Izzy over to them for her care. Two EMS Captains administered whole blood, and within 30 seconds, Izzy opened her eyes and looked at her mom. Chief Niemczyk later said, "You never suspect that we train for our own family and our own loved ones. To know that my team, my fire department, saved my daughter's life, how do you get any better than that?" PBCFR's Whole Blood Program had a significant impact on Izzy's recovery almost immediately. Receiving whole blood before arriving at the hospital allowed her to avoid more invasive procedures later on.

Izzy's story caught the attention of producers at NBC Nightly News with Lester Holt. They aired a special report on the life-saving value of whole blood in the prehospital setting and included this touching story of a Fire Rescue Chief whose little girl has now made history.



Scan the QR Code to  
view this Story



# EMPLOYEE RECOGNITION & AWARDS

## 911 for Kids Heroes Awards



Congratulations to Communicators' Kayla Schubart, Nicole Mckessy (pictured), and Dawn Collura for being recognized at the 2024 National 911 for Kids Heroes Awards Ceremony for their heroic efforts handling 911 emergency calls involving "kid" callers.

## Golden Palm Award Recipients



The Golden Palm Award is County Administrator Verdenia Baker's highest level of recognition for accomplishment, where County employees are recognized for going above and beyond. This award was presented to PBCFR's Administrative Assistant III Wendi Mason, Senior Planner Nancy Burdett, EMS Captain Troy Dichard, Captain Karen Derogatis, and Lieutenant Sebastian Garay for their efforts with launching and managing the PBCFR Whole Blood Transfusion Program to improve the survivability of patients suffering from a traumatic injury.

## PBCFR Investigators Receive Honors

PBCFR Fire Investigators have been recognized by the Organization of Scientific Area Committees for Forensic Science (OSAC) for meeting the highest forensic standards for fire, arson, and explosion investigations.



PBCFR closes and convicts more arson investigations than state or national averages. PBCFR's arson lab is one of only 16 based in Florida recognized by OSAC. PBCFR is the only Fire Department in the Nation that meets OSAC Implementer Standards.

## EMS Providers Award



Congratulations to two exceptional PBCFR Firefighter-Paramedics: Lieutenants Andrew Lombardo and Brian Uzzo. Lombardo was named "Paramedic of the Year," and Uzzo was given the "Exceptional Service Award" by the EMS Providers of Palm Beach County.

## MIH Provider Hero Award



Heroes from behind the scenes were honored at this year's Heroes in Medicine Luncheon. PBCFR's Mobile Integrated Healthcare (MIH) Team was awarded the Healthcare Provider Hero Award from the PBC Medical Society.

# COMMUNITY INVOLVEMENT

## Girl Scouts Get a Tour of Station 22



## Hurricane Preparedness Lecture at Cresswind Palm Beach at Westlake



## 4th of July Celebration at Westlake



# OPERATIONS

The Operations Division is responsible for providing emergency services to the community. Operations is the largest division of PBCFR and divided geographically into eight Battalions. PBCFR operates 51 fire stations throughout the County, with minimum daily staffing of 347 personnel on duty at all times. PBCFR is an “all-hazards” department capable of responding to everything from a minor medical call to a regional natural disaster. All personnel are cross-trained in firefighting and EMS, ensuring efficient fire suppression delivery, technical rescue, vehicle extrication, and emergency medical care.

## Personal Rescue Watercraft

Four Personal Rescue Watercrafts (PRWC) are available to assist land-based crews during incidents such as drownings and other open water emergencies. These units are strategically stationed at inlets in PBC; two PRWCs are assigned to Station 18 (near Jupiter Inlet) and two at Station 37 in Lantana (near Boynton Beach Inlet). PBCFR prepares personnel to be proficient PRWC operators and skilled rescue swimmers during intense training taught in and on the water.

## Trauma Hawk – Air Rescue

In partnership with the Palm Beach County Health Care District, PBCFR paramedics and flight nurses rapidly transport ill and injured patients from the scene of an incident or transport critical patients from one facility to another to reduce travel time and increase survival rates. Critical patients may be transported by one of two Trauma Hawk helicopters. PBC is home to two Level 1 Trauma Centers. A Level 1 Trauma Center is capable of providing total care for every aspect of injury - from prevention through rehabilitation.

## Aircraft Rescue & Firefighting

PBCFR provides Aircraft Rescue and Firefighting (ARFF) and EMS services for Palm Beach International Airport (PBI) from Station 81. During the past fiscal year, PBI's number of passengers was over 8.2 million. The crews at Station 81 are trained for emergencies in the airport terminals, airfield, and both commercial and general aviation aircraft. This station is equipped with four specialized vehicles, also known as “Crash Trucks” or “Dragons,” capable of delivering high volumes of water and foam in an emergency landing of an aircraft.



# SPECIAL OPERATIONS

PBCFR maintains two strategically located Special Operations teams, currently assigned to Stations 19 and 34, that respond to emergencies throughout Palm Beach County. Special Operations technicians receive continual training to maintain readiness in several specialized disciplines.

## Hazardous Materials Response



PBCFR's two HazMat Teams are skilled in the detection and mitigation of chemical, biological, radiological, nuclear, explosive (CBRNE) emergencies and accidental releases. The HazMat Teams acquire expertise and complete training that exceeds the National Fire Protection Association (NFPA), FEMA, and the State Specialized Emergency Response Program's standards. PBCFR maintains high levels of safety on HazMat incidents by utilizing up-to-date equipment and training.

## Dark Water Dive Rescue



PBCFR maintains four dive teams skilled in underwater rescue, capable of responding during extreme conditions such as zero visibility and night dives. Dive teams are equipped with dry suits and advanced communication systems to facilitate quick and safe rescues. PBCFR divers are trained to the highest nationally recognized levels and capable of deploying quickly underwater within minutes.

## Explosive Ordnance Disposal (EOD)

PBCFR works closely with the Palm Beach Sheriff's Office (PBSO) EOD (Bomb Squad) to mitigate potentially explosive or unknown package emergencies. Several of PBCFR's Special Operations teams deploy along with EOD to provide EMS, detection and research of unknown substances. A Rapid Intervention team is also deployed to rescue Bomb Squad technicians if necessary.

## Large Animal Rescue

PBCFR's Special Operations teams are capable of rescuing animals of any size, including horses, large dogs, and farm animals. With the proper equipment and training, PBCFR's Special Operations teams can rescue animals from water bodies, mud, or other situations. They can also initiate necessary medical treatment until a veterinarian arrives.

## Technical Rescue

PBCFR's two Technical Rescue Teams (TRT) are comprised of 80 members, highly-skilled in response to major vehicle accidents, high angle rescue with rope equipment, confined space rescue, structural collapse, and trench rescue. Each member has achieved the designation of "Rescue Specialist" by completing rigorous training required by Florida's State Fire Marshal's Office. Additionally, PBCFR's TRT has completed necessary training and equipment acquisition to meet the standards to qualify as a State Urban Search and Rescue (US&R) team. US&R Teams can be deployed throughout the state of Florida to assist in mitigation of all types of disasters, such as building collapses and hurricanes.



## Urban Search and Rescue

In December 2023, PBCFR launched the first Urban Search and Rescue (US&R) Team in the County, equipped with specialized swiftwater boats to enhance emergency response in high-risk situations requiring technical expertise.

# MEDICAL SERVICES

The Medical Services Division oversees all medical care, emergency medical training, and MIH services for PBCFR. The Division ensures personnel are trained and prepared to provide exceptional prehospital care and treatment. PBCFR responds to all emergency incidents, ranging from medical calls to traumatic injuries. The Division collaborates with healthcare experts at the local, state, and national levels to develop innovative, evidence-based medical protocols. Continuous research and evaluation of new medical equipment allow the Division to implement protocols and procedures that enhance patient care.

## Medical Directors

To ensure the highest level of care for our citizens, PBCFR has a team of nine Medical Directors who actively participate in training, continuing education, and the advancement of PBCFR's Paramedics and Emergency Medical Technicians (EMTs). These experienced professionals work alongside paramedics and EMTs, responding to emergency calls in the field on a weekly basis. By incorporating evidence-based practices, their vast knowledge and expertise contribute to maintaining exceptional standards in prehospital patient care.

## Training and Education

The ongoing development of PBCFR personnel remains a priority of the organization, enabling the achievement and maintenance of the highest levels of patient care. In FY 2024, the Medical Services Division provided EMS training for 95 recruits and hosted three paramedic development courses, transforming 68 state or nationally-certified paramedics into highly trained PBCFR paramedics.

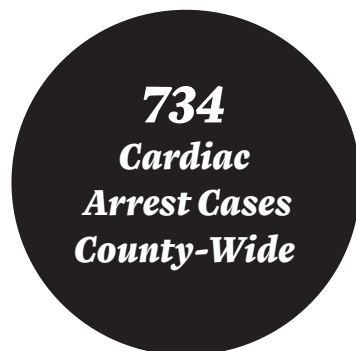
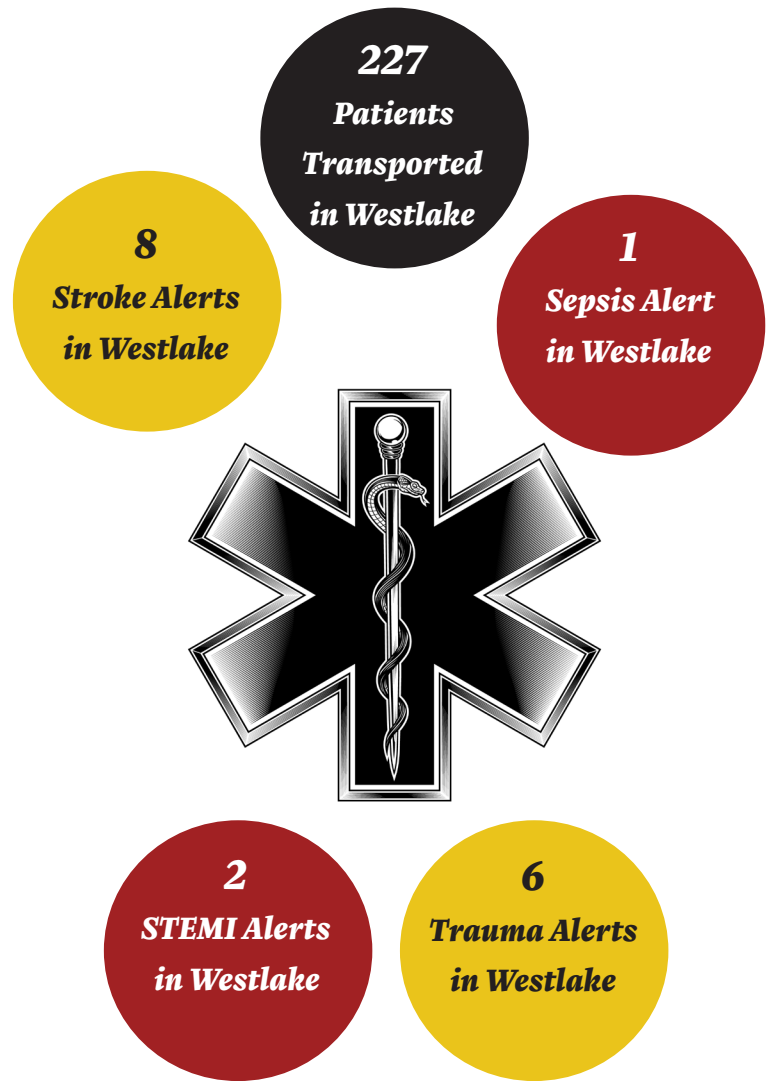


PBCFR has received the American Heart Association's Mission: Lifeline® EMS Gold level achievement award for its commitment to offering rapid and research-based care to people experiencing the most severe form of heart attacks and strokes.

# EMS CALL STATISTICS FOR FY 2024

Specific incidences involving strokes, heart attacks, septic shock, or trauma are categorized as an “Alert.” Unique criterion defines and classifies different alert types. When a patient meets alert criteria, trained personnel rapidly treat and expedite transport. While in transit, the receiving emergency care facility is notified of an alert via radio; this allows emergency care providers to prepare for receiving a critical patient.

- **Trauma Alert** - Rapid recognition and notification of severe, potentially life-threatening traumatic injury.
- **STEMI Alert** - Specific criteria indicate a patient suffering from a heart attack or STEMI (ST-Elevation Myocardial Infarction).
- **Sepsis Alert** - Signs and symptoms identified consistent with septic shock, a life-threatening condition caused by a severe infection.
- **Stroke Alert** - Rapid onset of signs and symptoms associated with hemorrhagic strokes (brain-bleeds) and ischemic strokes (vessel occlusion in the brain) identified.



**26.0%**  
of cardiac arrest cases  
County-wide regained a  
heartbeat

\*Florida State average:  
24.1%

\* Florida Department of Health

**14.4%**  
of cardiac arrest cases  
County-wide were discharged  
from the hospital alive  
(106 patients)

\*The Cardiac Arrest Registry to Enhance  
Survival (CARES) average is 9.7%

# MEDICAL SUPPLIES & PROCEDURES

The Medical Services Division prioritizes innovation through continuous research and evaluation of cutting-edge medical equipment, medications, and procedures. This approach empowers the Division to implement protocols and procedures that enhance patient care. Utilizing specialized equipment ensures the delivery of life-saving interventions, particularly for cardiac patients.

## Lucas 3

The LUCAS 3 is a mechanical chest compression device that assists in delivering high quality, guideline-consistent chest compressions to sudden cardiac arrest patients. The device was designed for use in the field, en route, and in a hospital. PBCFR has prioritized equipping all engines and rescues with a LUCAS 3 device.



## Ultrasound

The ultrasound device is a solution that supports high-resolution imaging of the abdomen, cardiac function, lungs, OB/GYN function, and focused assessment with sonography in trauma. All PBCFR EMS Captain vehicles carry an ultrasound device, which is compatible with smart mobile devices.

## Procedures:

- Finger Thoracostomy - used in an emergency setting to decompress a suspected tension pneumothorax or hemothorax
- Double Sequential Defibrillation - used to treat refractory ventricular heart rhythms not responding to traditional electrical therapy
- Delayed Sequence Intubation - designed to slow down the traditional intubation process to prioritize oxygenation and blood pressure stabilization ensuring a safe and secure airway
- Distal Femur Intraosseous Access Site - primarily used to administer medications to pediatric patients in cardiac arrest

## Medications:

- Esmolol - used to treat refractory ventricular heart rhythms when a patient is in cardiac arrest
- Rocuronium - paralytic used to facilitate intubation in a critically ill patient
- Cyanokit - used to treat suspected cyanide poisoning secondary to fires in enclosed spaces
- Nitroglycerin Infusion - used to treat acute heart failure with hypertension
- Antibiotics - used to treat sepsis and open fractures on-scene to increase patient survivability
- Whole blood - used to improve the survival rate of bleeding patients



## Sensory Kits

All PBCFR rescue units carry “Comfort Kits,” designed to lessen anxiety and fear in children experiencing sensory overload during a medical emergency. Each kit includes a clear backpack for easy visualization, noise-canceling headphones to reduce auditory stimulation, fidget spinners to keep busy fingers occupied, and squeezable objects to provide comforting distractions.



# MOBILE INTEGRATED HEALTHCARE

PBCFR's MIH program enhances the EMS approach by assisting patients with social services and medical needs after their 911 call. The MIH Team consists of paramedics and medical social workers who support patients and families by empowering them with the proper means to improve their health and wellness. MIH programs include:

## High Frequency Utilizer & Chronic Disease Management

Ensures patients receive the care and resources needed to reduce reliance on EMS and enhance their safety, wellness, and quality of life. It provides patients who live with a chronic disease the provision of care coordination, health education, and disease management strategies while supporting the patient adjusting to their health issues.

## Addiction

Patients who have recently experienced an addiction-related 911 call and are living with an alcohol or substance use disorder are offered education and connections to either harm-reduction or recovery programs.

## Pregnancy Outreach

Connects pregnant teens and women to prenatal care, pregnancy, and childbirth resources.

## Cardiac Arrest Survivor Outreach

Provides cardiac arrest survivors and family with emotional support and other resources. Patients are also provided an opportunity to reunite with the EMS crew who cared for them.

## Pediatric and Adult Grief Support

Connects families to grief support and other resources after a loss.

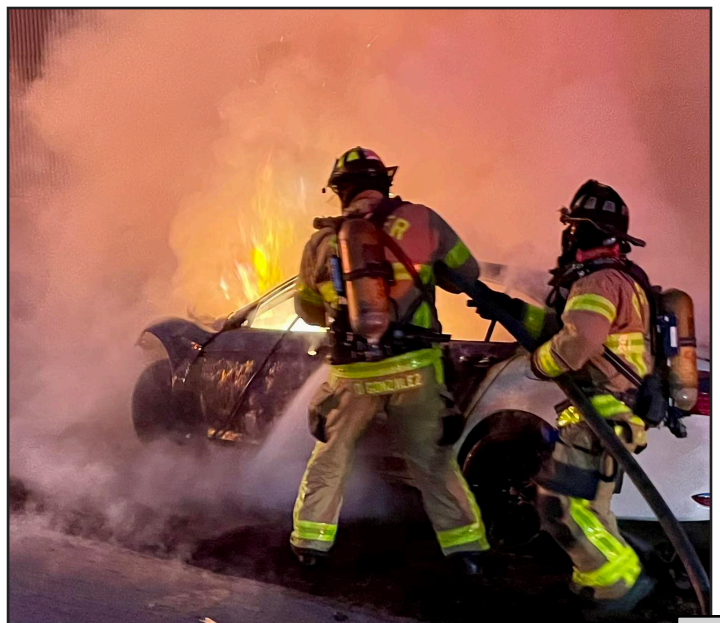
## Fall Intervention Program

This program allows patients who are already experiencing falls to increase their independence and safety by reducing the risk of future falls and traumatic injury or death. MIH members reach out to patients within 24 hours of a fall to provide immediate fall intervention support, and can facilitate a home visit if needed. The MIH team provides numerous resources and education on fall prevention, and patients seen in their home receive a fall prevention kit which includes grip socks, to help promote safety. The fall intervention program is active in PBCFR service areas experiencing the highest number of fall calls.



# VEHICLE ACCIDENTS

PBCFR responded to 35 vehicle accidents within the City of Westlake during FY 2024, six percent of the total calls dispatched. Accidents that occur on interstates and highways are often more severe than those that occur on roads with lower speed limits and require additional units to respond. They require an additional engine to protect first responders by blocking traffic and many require extrication equipment. Vehicle extrication is the process of removing a vehicle from around a person who has been involved in a motor vehicle collision when conventional means of exit are impossible or inadvisable. Extrication must be approached delicately to minimize injury to the victim. PBCFR equips every engine and aerial truck with the hydraulic rescue tools required to safely extricate patients. Several unique hydraulic rescue tools are often collectively referred to as the “Jaws of Life.” Each tool is designed to complete a specific function such as spreading, cutting, pushing, pulling, lifting, or stabilizing. Hydraulic rescue tools use pressurized fluid for high-power operation, force that enables them to manipulate the durable engineered metal alloys vehicles are built with. Stabilization equipment keeps heavy vehicles from moving and rolling. PBCFR’s pneumatic stabilizing struts can support over 20,000 pounds each and lift up to 10 tons.



# FIRES

During FY 2024, PBCFR dispatched crews to six fires in the City of Westlake. This includes structure fires, vehicle or boat fires, brush fires, and trash fires. Structure fires are located inside a building and can be categorized as high-rise, commercial, apartment, or residential. These types of fires have the most potential to threaten life safety and can result in significant property loss. PBCFR is prepared to respond to each type of structure fire call with adequate personnel and equipment to mitigate damage as quickly as possible. Therefore, a working structure fire receives a minimum of ten units and 25 personnel. PBCFR enforces strict adherence to the NFPA 1 and 101 fire prevention code and use of smoke detectors, minimizing human casualties and property loss. PBCFR also administers an outreach program that offers smoke detector installation in homes of those who are unable due to physical or monetary needs.

PBCFR WORKING STRUCTURE FIRE RESPONSE	
UNITS DISPATCHED	NUMBER OF PERSONNEL
3 ALS Engines	9
3 ALS Rescues	9
1 ALS Aerial	4
1 EMS Captain	1
1 Battalion Chief	1
1 District Chief	1
<b>10 Total Units</b>	<b>25</b>



# TRAINING & SAFETY



## Training Classes Offered

- National Fire Protection Association (NFPA) 1/101 Update
- Incident Command Systems for Expanding Incidents
- All-Hazards Incident Management Team
- Special Operations Candidate School
- Statewide Emergency Response Plan
- Advanced Cardiac Life Support and CPR
- Pediatric Advanced Life Support
- Tactical Emergency Casualty Care
- Florida Urban Search & Rescue classes
  - Structural Collapse
  - Confined Space
  - Trench
  - Rope Rescue
  - Vehicle Machinery Rescue (VMR)
- Florida Fire Inspector Series I
- Live Fire Training Instructor
- Florida Fire Officer Series I
- Florida Fire Officer Series II
- FEMA Strike Team Leader
- Search Culture
- LP Gas Emergencies
- Tesla Electric Vehicle Training
- Elevator Emergencies
- Driver Candidate School
  - Refresher Driver School
  - Emergency Vehicle
- Division of Forestry
- Aerial Operations
  - 100' aerial program
- Dive Rescue
  - Open Water Dive
  - Advanced Water Dive
  - Emergency Response Diver

The Training & Safety Division provides instructional opportunities throughout the year to meet the needs of PBCFR operational personnel. This includes training for newly hired employees in the Recruit Academy, state and national training requirements, and other ongoing or specialized training. Operational employees maintain their required technical certifications through the Training & Safety Division. A variety of classes are given at fire stations, or Department Headquarters, located at the Chief Herman W. Brice Fire Rescue Complex. Safety alerts and online training modules are distributed to ensure PBCFR personnel receive essential information promptly.

Requests are processed from operational personnel who wish to pursue higher education at local colleges and state universities. Each year, Officer Development Academies for the ranks of Battalion Chief, EMS Captain, Captain, and Lieutenant are provided.

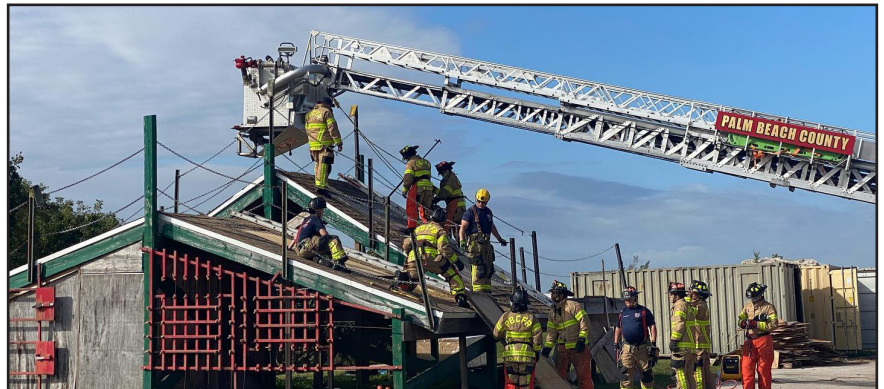


# TRAINING FACILITY



**Training Tower**

PBCFR's Training & Safety Division offers personnel education and training at fire stations and primarily at the Chief Herman W. Brice Fire Rescue Complex. Located on 56 acres of land, the Administration building in the Complex consists of offices, classrooms, and a video production studio. The training area includes a seven-story high-rise tower, burn building, fire behavior/flashover training prop, a liquid petroleum gas field, roof prop for vertical ventilation, forcible entry, impact window prop, emergency vehicle operating course, enclosed SCBA confidence course, Florida US&R training course, VMR/extrication pit, medical simulation lab, and more.



**Vertical Ventilation Prop**



**Burn Building**

# EMERGENCY MANAGEMENT

The Emergency Management Division is committed to reducing vulnerability to hazards and minimizing the impact of disasters through preparation, response, and recovery. The Emergency Management Team contributes to various local, state, and federal committees, teams, and work groups in support of Homeland Security and a safer PBC. The Emergency Management Division develops and modifies response plans for the following:

- Severe Weather Events
- Civil Disturbances
- Command Team Activations
- Continuity of Operations Plans
- Incident Action Plans
- Comprehensive Emergency Management Plan

PBCFR's Emergency Management works closely with PBC Directors of Public Safety, Emergency Management, and the Florida Fusion Center to coordinate strategic intelligence and organization collaboration.

## Emergency Services Branch

When the PBC Emergency Operation Center (EOC) is activated during emergencies, the Emergency Management Division of PBCFR assumes leadership and oversight of critical functions at Emergency Support Function desks 4 (Firefighting) and 9 (Search and Rescue). Unit leaders are crucial in linking the County's EOC to field operations across various sectors, including schools, shelters, healthcare, EMS, and ensuring coordinated and effective responses to emergencies.

## Disaster Deployment Assistance

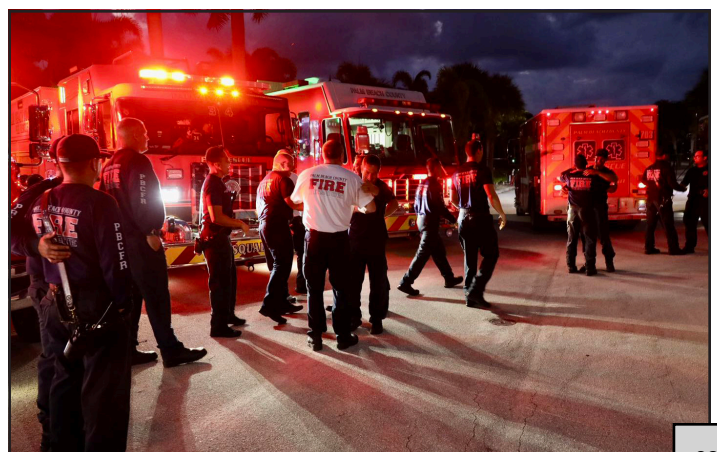
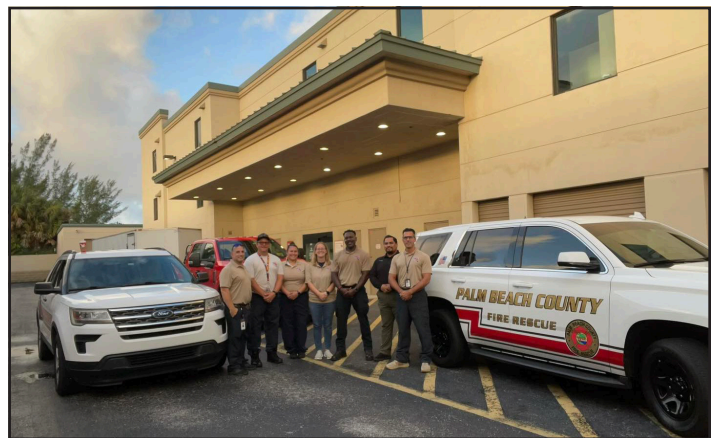
The Emergency Management Coordinator confirms that rosters for disaster deployment are accurate. This ensures that proper training is available and fire rescue personnel are ready to respond to disasters outside PBC. PBCFR is the host agency for the Southeast Florida Regional All-Hazards Incident Management Team (AHIMT), providing administrative, logistical, and financial support. PBCFR also serves as one of the County representatives for the 67 counties participating in the Florida Statewide Emergency Response Plan, ensuring that strike team resources are ready to be deployed in times of need as part of the Statewide Mutual Aid Agreement.

## Domestic Security Preparedness

The Florida Department of Law Enforcement oversees seven Regional Domestic Security Task Forces (RDSTFs), which form the backbone of Florida's domestic security. These task forces include members from: fire rescue, emergency management, public health, hospitals, and law enforcement, ensuring that our community is well-prepared and supported during emergencies. The Fire Rescue Emergency Management Division plays a crucial role in the Southeast Florida RDSTF. They conduct regular training exercises, coordinate resource distribution, and develop emergency response plans tailored to the unique needs of the community while ensuring the safety and resilience of our region.

## Training and Exercises

Emergency responses to large-scale incidents in PBC require a strong, unified command presence achieved through partnerships between law enforcement and fire rescue officials. PBCFR works with local, state, and federal agencies to ensure everyone is trained to respond to emergencies. This training includes drills conducted at the EOC, response to active shooters, and regional hazardous material incident response.

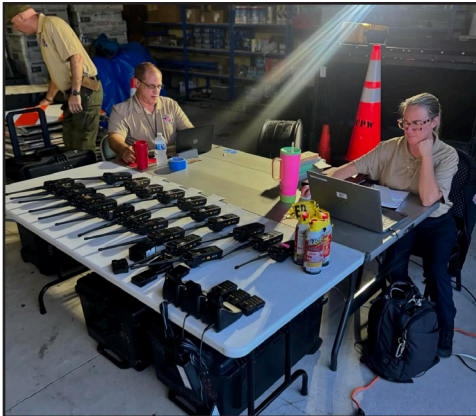


# HURRICANE HELENE DEPLOYMENTS

Hurricane Helene was one of the strongest hurricanes to hit Florida's Big Bend area north of Tampa since 1851. It made landfall near Perry late on September 26, 2024, as a Category 4 hurricane with sustained winds of 140 mph. It continued to move through Georgia, South Carolina, and North Carolina as a Category 2, concluding in Tennessee as a tropical storm. It caused catastrophic flooding in Asheville, NC, and destroyed parts of Interstate 40.

To assist in the most impacted areas, PBCFR deployed the following teams:

- 11 Firefighters from the Southeast Florida Regional AHIMT to Taylor County, Pinellas County, and North Carolina
- 16 firefighters from the Swift Water Rescue Team who were staged in Ocala
- A Tactical Communication Unit mobilized with two Communications Technicians and 1 US&R Specialist with Florida Task Force 2



## Plan Review and New Construction

The Plan Review and New Construction Branch reviews fire-related construction plans for compliance with the Florida Fire Prevention Code and inspects all construction phases to ensure code adherence. In addition, this branch determines the necessary water supply for firefighting operations and ensures access roads meet conditions necessary for firefighting apparatus.



## Investigations

The Investigations Branch determines the origin and cause of fires and also conducts explosion analysis. When the cause of the fire is determined as arson, the Investigations Branch conducts a criminal investigation and presents the case to the State Attorney's Office for prosecution. Each Fire Investigator is certified through the State of Florida, the International Association of Arson Investigators, the National Association of Fire Investigators, and is a sworn law enforcement deputy. Investigators may testify in both Federal and State Courts, hearings, and depositions.

*\*If you have any information related to any arson case, please contact Crime Stoppers of Palm Beach County at [www.crimestopperspbcc.com](http://www.crimestopperspbcc.com).*





## Existing Inspections

The Existing Inspections Branch conducts inspections to ensure compliance with the Florida Fire Prevention Code and any local amendments implemented by PBC.

Responsibilities:

- Conduct field inspections of new and existing occupancies
- Prepare inspection reports
- Research, apply, and enforce applicable fire codes and standards
- Investigate and resolve complaints
- Participate in legal proceedings with County Code Enforcement and municipalities' special magistrates
- Review Comprehensive Emergency Management Plans
- Conduct annual hurricane safety inspections
- Conduct life safety inspections for special events, fireworks displays, concerts, and food trucks



## Drowning Prevention Coalition

The Drowning Prevention Coalition provides complimentary services to educate the public on water safety and basic rescue techniques to reduce drowning and other water-related incidents in PBC.

Services Include:

- Land or virtual-based water safety programs tailored for daycares and Pre-K through high school aged students in private and public schools
- Adult water safety programs for businesses, non-profit organizations, senior groups, etc.
- Educational display at health and safety fairs
- Free or reduced-cost swim lessons to underprivileged and special needs children ages 2 through 12 and their immediate caregivers



## Frequently Asked Questions:

**What should you do with your old fire extinguisher?** Old or used fire extinguishers can be discarded at any Solid Waste Authority home chemical and recycling center and placed in the “compressed cylinder” area. Visit [www.swa.org](http://www.swa.org) for drop-off locations in PBC or call 866-SWA-INFO.

**Does PBCFR inspect or service fire extinguishers?** PBCFR does not provide this service. Please call a local fire extinguisher service company in your area or discard it at your nearest household hazardous waste site.

**Does PBCFR offer CPR courses for certification?** PBCFR does not provide certification for CPR. Please contact a local American Red Cross Chapter or the American Heart Association for conventional CPR certification courses (infant, child, and adult).

**What is a Residential Key Lock Box?** In emergency situations, a lock box contains keys and access codes to allow emergency responders to quickly gain entry into commercial and residential properties. PBCFR uses the Knox Box key system. Residents can call 561-616-7024 for more information. Using a generic alternative to Knox Box may cause delays with gaining access. Also, the resident must call 561-616-7012 every year to keep the code active in our CAD (computer-aided dispatch) system. Lock boxes should be installed next to the front door so Fire Rescue can access if the situation permits.

**Does PBCFR offer free car seats?** A new car seat may be provided to eligible children based on availability. If we are unable to match a caregiver with a free car seat for their child, they can call 561-841-3500 to purchase one from Safe Kids Palm Beach County Coalition for a donation fee.

## Community Education

The Community Education and Outreach Branch provides intervention strategies to prevent injuries and lives lost due to fire and other hazards.

### Educational Courses Offered:

- Babysitter Safety: Hazards in the Home
- Basic First Aid
- Bleeding Control: Stop the Bleed
- CO Poisoning Prevention
- Fall Prevention
- Fire & Emergency Evacuation Training and Fire Extinguisher Training
- Fire Safety
- Fire Station Tours
- Hands-Only CPR and AED
- Hurricane Safety
- Injury Prevention
- Golf Cart Charging Safety
- Lithium Battery Safety

24

**Community  
Events in  
Westlake**



2,414

**Participants**



## Services and Programs

### *Smoke and CO Alarm Installation*

The program offers smoke and CO alarm installation to eligible residents. Bedside fire alarm clocks with shaker devices and smoke alarms with strobe lights are also available for individuals who have impaired hearing. For questions about eligibility and installation appointments, residents can call 561-616-7049.

### *Home Safety Survey*

The Community Education and Outreach Branch can help assess and identify fire or slip and fall hazards in the home and offer solutions for mitigation.

### *Child Passenger Safety*

PBCFR's nationally certified Child Passenger Safety Seat Technicians help caregivers properly fit and install car seats. Appointments can be scheduled using the online car seat scheduler at [www.pbcfr.org](http://www.pbcfr.org). The information is available in English, Spanish, and Creole. Scan the QR Code for more information.



### *Youth Firesetter Prevention & Intervention*

When a child is setting fires intentionally or showing signs of at-risk firesetter behavior, intervention is crucial. This program consists of an intake interview, fire safety class, and individual and family counseling free of charge with PBC Youth Services. Call 561-616-7033 for more information.

### *Yellow Dot Program*

Provides vehicle owners with a yellow sticker to put on the car window and a form to be completed with personal health information. The sticker alerts EMS and law enforcement that a Yellow Dot pamphlet is in the glove compartment to reference if a patient is unable to speak when medical attention is needed.



### *Vial of Life*

Encourages residents to list their essential medical information on a piece of paper attached to their refrigerator. If 911 is called and the resident is unable to speak, PBCFR can reference the Vial of Life and provide informed medical attention.

### *Pet Decals*

If residents are not home at the time of an emergency, the decal on the front door conveys to emergency responders the number of cats, dogs, and other animals inside the home.



# FY 2024 FIRE & LIFE SAFETY INSPECTIONS

## Westlake Inspection Activity Summary

EXISTING INSPECTION SERVICES	
ACTIVITY	COUNT
Re-inspect	43
Knox Box	12
Annual	10
3-Year Business/Mercantile	7
Complaint	7
Other/Misc.	6
Fireworks Display	4
AHJ Notification	2
Hurricane Status Check	2
Annual Business/Mercantile	2



CONSTRUCTION SERVICES	
ACTIVITY	COUNT
Plans Review	114
Fire Department Final (Complete)	47
Fire Sprinkler Head Relocation (Complete)	14
Fire Framing (Complete)	12
Fire Alarm Final	12
Fire Sprinkler Final (Complete)	10
Fire Suppression Test	8
Fire Alarm Test (Complete)	7
Fire Main Underground Pressure (Complete)	7
Fire Sprinkler Pressure Test Above (Complete)	5
Fire Main Underground Flush (Complete)	5
Fire Preliminary Site Inspection	5
Fire Sprinkler Head Relocation (Partial)	4
Site Visit	4
Duct Detector Test	3
Fire Alarm Test (Partial)	3
Fire Sprinkler Pressure Test Above (Partial)	3
Bi-directional Amplification (BDA)	3
Area of Refuge (AOR)	3
Radio Dialer Test	2
Access/Access Control	2
Business Tax Receipt	1
Fire Main Underground Pressure (Partial)	1
Fire Department Final (Partial)	1
Fire Sprinkler Final (Partial)	1
Other	1
Elevator Recall	1



**Your Safety. Our Priority.**

## Planning & GIS

The Planning Section analyzes data collected from all areas of PBCFR to aid in decision-making and evaluation of service levels. Planning utilizes GIS to produce and maintain the CAD map. GIS and spatial analysis tools provide information to leadership toward solving complex location-oriented issues.

Specific functions of the Planning Section include:

- Plan for future fire stations
- Analyze the impact of land-use changes, development of regional impact, and annexations of fire rescue services
- Provide annual statistics reports for PBCFR and served municipalities
- Produce PBCFR annual report
- Provide the Department cartographic services and spatial analysis for routine and special projects
- Implement improvements to CAD mapping and routing system and troubleshoot reported issues
- Maintain the CAD database which includes dispatch protocols/response plans, emergency service zones (ESZ), station order files, neighborhoods, gate codes, units, special address messages, common place names, road closures, pagers and other notifications
- Analysis of all available data collected by PBCFR to support various divisions within the Department



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## Finance

The Finance Section strives for transparency and compliance with standard practices and policies while matching resources to PBCFR's rapidly changing needs and priorities.

The Finance Section is responsible for the following:

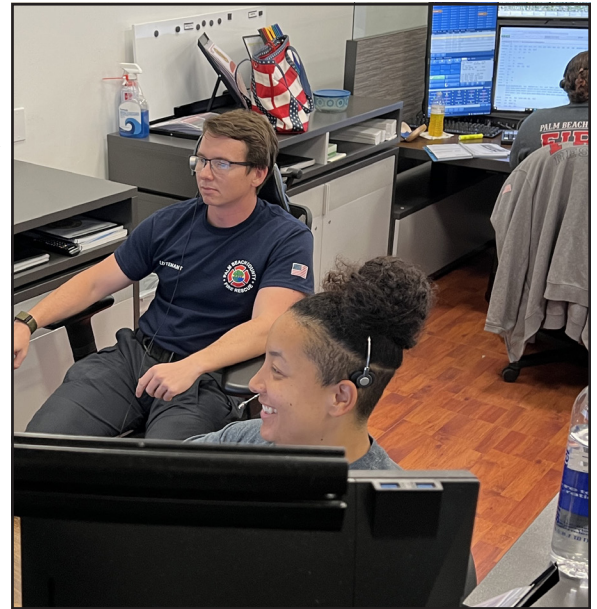
- Preparation, management, budget oversight, expenditures, and revenue collections as guided by Federal, State, and County requirements in support of the operations of the Department
- Procurement of goods and services through responsible use of Department resources while complying with the Purchasing Department's requirements and the Office of Equal Business Opportunity
- Preparing specifications for agreements and contracts for direct services, special events, vehicle maintenance, fire inspections, municipal service agreements, agenda items, and hazardous materials incidents in collaboration with the County Attorney's Office
- Analyzes and reviews every element of an activation and/or deployment to assist the Department in cost recovery



## 911 Communications Center

PBCFR's Communications Center is the largest secondary Public Safety Answering Point in PBC. The Communications Center is a multi-agency operation that handles fire and medical emergency communications for PBCFR and nine municipal Fire Rescue Departments. PBCFR is an all-hazards fire rescue department, resulting in its Communications Center processing over 400,000 phone calls annually. The Communications Center employs 63 Communicator III's under the supervision of four Communicator Supervisors. The Communications Center Leadership Team includes one Alarm Office Manager, two Quality Assurance Managers, and one Training Supervisor. The Communications Center and Leadership Team report to the Division Chief of Communication and Technology.

PBCFR Communicators are certified by the State of Florida as 911 Public Safety Telecommunicators. They are also nationally certified in CPR, Emergency Medical Dispatch, and Fire Service Communications. This training allows them to locate and provide rapid service to 911 callers, provide them with life-saving instruction when needed, and assist emergency personnel in the field. PBCFR Communicators operate a complex radio system and a CAD system that allows them to dispatch, monitor, and communicate with emergency personnel from local law enforcement, fire rescue agencies, hospitals, and aeromedical teams.



## Fire Operations Officer

Fire Operations Officers (FOO) are a crucial link between the Communications Center and the Operations crews in the field. As critical information is received from the Communicators, the FOO may give recommendations to add additional units or change the call type. They monitor calls to aid the on-scene commander with getting additional resources. They communicate daily with Battalion Chiefs to ensure there is proper staffing for each PBCFR station. The FOO's also ensure emergency resources are relocated as needed.



## Information Technology Services

Information Technology Services (ITS) delivers cutting-edge technology solutions to PBCFR and its municipal partners. The ITS team oversees a spectrum of essential functions, including application development and assessment, 911 CAD operations, web administration, network security, domain administration, mobile device management, and inventory control of more than 2,000 devices utilized within PBCFR.



## Radio Shop



The Radio Shop provides 24-hour on-call support for all radio and other wireless communications equipment to 51 PBCFR stations, 29 additional stations including Palm Beach International Airport (Station 81), Special Operations, the Communications Center, Tactical and Mobile Command Units, and the Palm Beach County Healthcare District's Trauma Hawk. Technical support is provided to surrounding counties and other agencies sharing interoperable emergency communications. The Communications Coordinator and five Electronics Technicians are responsible for:

- Nearly 2,000 radios
- Over 1,000 pagers
- Ten 800 MHz repeater sites
- Eight pager repeater sites
- Two very high frequency repeater sites
- Fire station alerting systems (Locution)
- Mobile Data Computers in vehicles

## Public Information & Media Services

The Public Information and Media Services Team ensures community members are informed, engaged, and connected with PBCFR. The Public Information Office is the official line of communication with citizens and the media, delivering information about emergency incidents, public safety, fire rescue services, outreach programs, and more. The goal of the Public Information Office is to get the “right information to the right people at the right time to make the right decisions.” PBCFR’s award-winning Media section is instrumental in producing live and public events, creative media and communications, and virtual training for PBCFR personnel, to ensure firefighters and paramedics are up-to-date on the latest medical science, equipment, and department advancements.

### Public Information Office:

- Department publications
- PIO Incident response
- Media interviews
- Press conferences
- Social media content and management
- Internal and external communications
- Department traditions and ceremonies
- Employee and citizen awards program
- Hurricane and activation command team
- Public outreach campaigns



### Media Services:

- Video production for training and communications
- Public safety messages
- Social media video content
- Still photography
- Graphic design
- Publications
- Live events
- Virtual and live streaming



# SUPPORT SERVICES

## Fleet Maintenance

The Fleet Maintenance team budgets, purchases, maintains and repairs over 500 emergency fire apparatus and support vehicles, ensuring compliance with NFPA standards. Additionally, Fleet oversees the maintenance and inspection of more than 750 pieces of support equipment, such as stretchers, extrication tools, and small generators. Operating from two locations, the main shop features 24 bays and is centrally located in the County; while a smaller satellite shop with two bays is situated in the southern region. The Fleet team staffs 20 certified Emergency Vehicle Technicians (EVT), two EVT II certified Foremen, one EVT III certified Superintendent, and one ASE Master certified Fleet Director. On average, Fleet processes over 7,500 work orders annually, including approximately 800 prescheduled preventive maintenance inspections. Fleet Maintenance provides 24/7 support to ensure emergency operation vehicles are ready to respond at a moment's notice, crucial to PBCFR's daily operations.



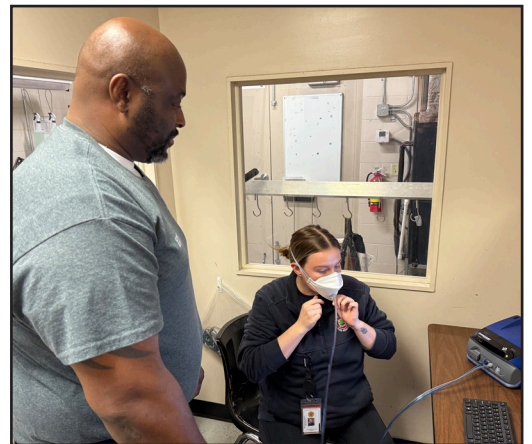
## Warehouse & Logistics

The Warehouse & Logistics section manages and provides firefighting equipment, medical supplies, pharmaceuticals, personal protective equipment, uniform apparel, respiratory safety equipment, radio communications, vehicle parts, and fixed asset inventory. Warehousing includes the procurement, taking inventory of supplies and equipment, and outbound distribution to 51 fire stations. The Warehouse and Logistics staff effectively coordinates distribution of equipment and supplies to operational personnel in need. The Fixed Asset Inventory section monitors over 15,000 items valued at approximately \$125 million.



## SCBA Shop

The Respiratory Protection Manager and two Specialists ensure that firefighters are equipped with essential gear including Self-Contained Breathing Apparatus (SCBA), Self-Contained Underwater Breathing Apparatus (SCUBA) equipment, compressed air, portable lighting, and gas detection monitors. Annually, personnel undergo fit testing to guarantee the effectiveness and proper fit of three different types of respirators. The SCBA shop utilizes three stations dedicated to SCBA flow testing, ensuring optimal performance. This section conducts preventive maintenance, inspections, and repairs on inventory including: 665 breathing apparatus, 12 stationary and mobile air compressors, 1,800 cylinders, 1,400 masks, and over 300 gas monitors.



## Facilities

The Facilities section coordinates all new construction and remodeling management for PBCFR's Comprehensive Fire Station Capital Improvement Program. There are three main areas of construction-related responsibilities: large capital projects, small capital projects, and preventative maintenance. Large capital projects include new construction and major renovations. Small capital projects consist of existing minor renovations and major repairs. Our Facilities Technicians are tasked with preventive maintenance and perform minor repairs at all 51 fire stations, Fire Rescue Headquarters, and the Communications Center.



# ADMINISTRATIVE SERVICES

The Administrative Services Division works closely with the PBC Human Resources (HR) Department to hire new firefighters and promote current operational employees. HR plays a pivotal role in providing centralized administrative support for civilian and operational employees of PBCFR. The Administrative Services Division consists of: Internal Affairs, Records & Resources Bureau, Recruitment & Retention, Payroll, Staffing, and Wellness & Engagement.



## Wellness

PBCFR's Wellness Coordinator and Exercise Physiologist ensure the mental and physical needs of PBCFR's operational employees are met by:

- Evaluating and overseeing the annual fitness assessments of every operational employee
- Directing the daily physical fitness training for every recruit class
- Providing modern equipment and techniques to sustain healthy and capable firefighters
- Facilitating comprehensive care through the Employee Assistance Program (EAP)
- Administering workers' compensation, extended leave, and light duty programs



## Recruitment & Retention

Recruitment & Retention directs and manages the hiring, promotion, and recruitment processes for a diverse range of PBCFR personnel. This section actively engages with the public to showcase the various career opportunities available at PBCFR, particularly in the Firefighter EMT/ Paramedic roles. They also participate in various career day events across the County, engaging with individuals of all ages who are interested in pursuing a career in fire rescue.



## Records & Resources Bureau

The Records & Resources Bureau acts as the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Officer. The Bureau collaborates with legal entities such as the PBC Attorney's Office and state-level authorities. It handles subpoenas, public records requests, and ensures proper management of department records are in compliance with legal requirements.



## Payroll

The Payroll Section processes bi-weekly pay for over 1,800 PBCFR personnel and ensures all promotions, accruals, and schedule changes are completed accurately and promptly. They also oversee the supplemental long-term disability program, computer and coding configuration for database compatibility, and conduct audits to maintain compliance with the Collective Bargaining Agreement.



## Staffing

The Staffing Officers oversee multiple aspects of workforce management including unit bidding, scheduling adjustments, promotions, and new hires for over 1,500 Operational PBCFR employees. They ensure compliance with collective Bargaining Agreement requirements and manage all aspects of staffing, including light-duty assignments.





## Palm Beach County Fire Rescue

405 Pike Road, West Palm Beach, FL 33411

561-616-7000

[www.pbc.gov](http://www.pbc.gov)

*Follow us on:*



@PBCFireRescue



### **Palm Beach County Board of County Commissioners**

Maria G. Marino, Mayor

Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel G. Flores

Marci Woodward

Maria Sachs

Bobby Powell Jr.

### **County Administrator**

Verdenia C. Baker

### **Assistant County Administrator**

Reginald K. Duren

### **Palm Beach County Fire Rescue Administrator**

Patrick J. Kennedy