

**Council Members**

Roger Manning-Mayor  
Katrina Long Robinson-Vice Mayor  
John Stanavitch-Seat 1  
Kara Crump-Seat 2  
Phillip Everett-Seat 3



**City of Westlake**

4001 Seminole Pratt Whitney Rd.  
Westlake, Florida 33470  
Phone: 561-530-5880  
Fax: 561-790-5466

**Regular Meeting**  
**Tuesday, November 13, 2018**

**Meeting Location**  
**Westlake Council Chambers**  
**4005 Seminole Pratt-Whitney Road**  
**Westlake, FL 33470**  
**6:30 PM**

*PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings and for such purpose 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 meeting/hearing may be continued to another date and time as may be found necessary during the aforesaid meeting. In accordance with the provisions of the Americans with Disabilities Act (ADA), any person requiring special accommodations at these meetings because of disability or physical impairment should contact the Interim City Manager at (954)753-5841 at least two (2) calendar days prior to the meeting.*

**City of Westlake**

4001 Seminole Pratt Whitney Rd.  
Westlake, Florida 33470  
Phone: 561-530-5880  
Fax: 561-790-5466  
Website: [westlakegov.com](http://westlakegov.com)



**Council Members**

Roger Manning-Mayor  
Katrina Long Robinson-Vice Mayor  
John Stanavitch-Seat 1  
Kara Crump-Seat 2  
Phillip Everett-Seat 3

November 5, 2018

City Council  
City of Westlake

Dear Mayor and Council:

The City Council of the City of Westlake will hold a regular meeting on Tuesday, November 13, 2018 at 6:30 p.m. at the Westlake Council Chambers, 4005 Seminole Pratt Whitney Road, Westlake, Florida. Following is the advance agenda for the meeting.

1. Call to Order/ Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Audience Comments on Agenda Items (3) Minute Time Limit
5. Approval of the Minutes of the October 8, 2018 Meeting
6. Approval of Financial Statements for September 2018
7. Resolution 2018-29 – Amending the Fiscal Year 2018 Budget

**SECOND READING OF ORDINANCE**

8. Ordinance 2018-8 – Flood Plan Management FEMA
9. Extension of the Temporary Gas Permit for Florida Public Utilities
10. Update on Acreage Park Approved by Palm Beach County
11. PBSO Monthly Report – Informational Only
12. Response Time Report from Palm Beach County Fire Rescue – Informational Only
13. PBC Division of Emergency Management Daily Operational Reports – Informational Only
14. Manager’s Report
15. Attorney’s Report
16. Audience Comments on Other Items (3) Minute Time Limit
17. Council Comments
18. Adjournment

Any additional supporting material for the items listed above, not included in the agenda package, will be distributed at the meeting. Staff will present their reports at the meeting. I look forward to seeing you, but in the meantime if you have any questions, please contact me.

Sincerely,

*Kenneth Cassel*

Kenneth G. Cassel  
City Manager

cc: Pam E. Booker, Esq.  
Terry Lewis  
John Carter  
Kelley Burke

## **Fifth Order of Business**

**MINUTES OF MEETING  
CITY OF WESTLAKE**

A meeting and public hearing of the City Council of the City of Westlake was held on Monday, October 8, 2018, at 6:31 p.m., at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida.

Present and constituting a quorum were:

Roger Manning	Mayor
John Stanavitch	City Council Seat 1
Kara Crump	City Council Seat 2
Philip Everett	City Council Seat 3

Also present were:

Kenneth Cassel	City Manager
Pam Booker	City Attorney
John Carter	Vice President, Minto PBLH

*The following is a summary of the minutes and actions taken during the October 8, 2018 City of Westlake Council Meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mayor Manning called the meeting to order and Mr. Cassel called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited during the Planning and Zoning meeting.

**THIRD ORDER OF BUSINESS**

**Approval of Agenda**

On MOTION by Councilman Stanavitch seconded by Councilwoman Crump with all in favor the agenda was approved.

**FOURTH ORDER OF BUSINESS**

**Audience Comments on Agenda Items (3)  
Minute Time Limit**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the September 10  
and September 24 2018 meetings.**

On MOTION by Councilman Everett seconded by Councilwoman Crump with all in favor the Minutes of the September 10 and September 24, 2018 meetings were approved.

**SIXTH ORDER OF BUSINESS**

**Approval of August 2018 Financial Statements.**

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor the August 2018 Financial Statements were approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Engagement Letter with Berger, Toombs, Elam, Gaines and Frank for Fiscal Year 2018.**

The following was discussed:

- Mr. Cassel indicated this firm did the City’s audit for the last two years.
- Mayor Manning stated he prefers an outside firm audit the records.
- Mr. Cassel stated an outside auditor is required. Most cities and districts go out for RFPs after three to five years and may stay with the same firm or change.

On MOTION by Councilman Stanavitch seconded by Councilwoman Crump with all in favor the engagement letter with Berger, Toombs, Elam, Gaines and Frank to perform the Fiscal Year 2018 financial audit was approved.

**FIRST READING OF ORDINANCE**

**EIGHTH ORDER OF BUSINESS**

**Ordinance 2018-8 - Flood Plan Management for FEMA**

Mr. Cassel read Resolution 2018-8 by title only.

On MOTION by Councilwoman Crump seconded by Councilman Stanavitch with all in favor the first reading of Ordinance 2018-8, Flood Plan Management FEMA, was approved.

**PUBLIC HEARING TO APPROVE PLAT**

**NINTH ORDER OF BUSINESS**

**Resolution 2018-28 – Approving Final Plat for Waters Edge Drive**

Mr. Carter walked the Council through a presentation prepared by Mr. Don Hearing, President of Coutleur & Hearing, showing the location of Waters Edge Drive.

On MOTION by Councilman Stanavitch seconded by Councilwoman Crump with all in favor of Resolution 2018-28, Approving Final Plat for Waters Edge Drive, was adopted.

October 8, 2018

**PUBLIC HEARING CLOSED**

**TENTH ORDER OF BUSINESS**

**PBSO Monthly Report – Informational Only**

This item is for informational purposes only.

**ELEVENTH ORDER OF BUSINESS**

**Response Time Report from Palm Beach County Fire Rescue – Informational Only**

This item is for informational purposes only.

**TWELFTH ORDER OF BUSINESS**

**Manager’s Report**

Mr. Cassel reported the following:

- Discussion ensued regarding possible meeting dates for a joint meeting with SID. There was consensus to schedule it for December 3, 2018 at 6:00 p.m.
- He provided an update on the new shared cloud system for the City and SID. The first phase of implementation will begin Friday. Emails are in the process of being migrated.
- The Seminole Pratt Whitney Road project is still in the closeout phase.
- As of October 5, 2018 there have been 115 closings and homes are already occupied in the City.
- An update was provided on Florida Gas Utilities. They are working on an extension to their permit for the temporary use facilities. Construction on this project is expected to be completed by April of 2019.

**THIRTEENTH ORDER OF BUSINESS**

**Attorney’s Report**

Ms. Booker reported she continues to meet with staff and Mr. Cassel to update Land Development Regulations with input from the Developer’s Council. A second meeting may be scheduled in December to review some of the finalized sections. More time is required to work through details and bring a final product to the City Council for consideration.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned at 7:00 p.m.

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Kenneth Cassel  
City Manager

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Roger Manning  
Mayor

## **Sixth Order of Business**



## MEMORANDUM

**TO: Members of the City Council, City of Westlake**  
**FROM: Steven Fowler, Accountant II; Alan Baldwin, Accounting Manager**  
**CC: Ken Cassel, City Manager**  
**DATE: November 2, 2018**  
**SUBJECT: September Financial Report**

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Please find attached the September 2018 financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. An overview of the City is provided below. Should you have any questions or require additional information, please contact me at [Steven.Fowler@inframark.com](mailto:Steven.Fowler@inframark.com).

### **General Fund**

- Total Revenues through September were approximately 126% of the annual budget, which is primarily the result of unanticipated fees from Building, Engineering and Planning/Zoning permits. Total Revenue also included revenue from a funding agreement with Minto Community LLC. (Developer). 100% of Ad Valorem Tax have been collected. However, the Palm Beach County Value Adjustment Board has reduced the City's FY2018 taxable value in response to a petition from a taxpayer. This resulted in a payment made to the Palm Beach County Tax Collector, which is reflected in the September financial statements.
- Total Expenditures through September were approximately 112% of the annual budget. This is principally due to Building Department costs which were higher than anticipated. An amendment to adjust the budget for Building Department costs will be presented to the Council at its meeting on November 13. If this amendment is adopted, Total Expenditures through September will be approximately 90% of the annual budget.

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

- A budget amendment was approved in January.



# City of Westlake

## Financial Report

*September 30, 2018*



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# **City of Westlake**

**Financial Statements**

**September 30, 2018**

**Balance Sheet**  
 September 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 877,357	\$ -	\$ 877,357
Accounts Receivable	11,484	-	11,484
Due From Other Districts	5,477	-	5,477
Other Receivables	4,535	-	4,535
Investments:			
Money Market Account	87,294	283,045	370,339
Prepaid Items	10,125	-	10,125
Deposits	300	-	300
<b>TOTAL ASSETS</b>	<b>\$ 996,572</b>	<b>\$ 283,045</b>	<b>\$ 1,279,617</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 97,892	\$ -	\$ 97,892
Accrued Expenses	145,341	-	145,341
DBPR surcharge	5,707	-	5,707
DCA surcharge	8,591	-	8,591
Deferred Revenue-Developer Submittals (Minto)	96,800	-	96,800
<b>TOTAL LIABILITIES</b>	<b>354,331</b>	<b>-</b>	<b>354,331</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Prepaid Items	10,125	-	10,125
<b>Restricted for:</b>			
Special Revenue	-	283,045	283,045
<b>Unassigned:</b>	632,116	-	632,116
<b>TOTAL FUND BALANCES</b>	<b>\$ 642,241</b>	<b>\$ 283,045</b>	<b>\$ 925,286</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 996,572</b>	<b>\$ 283,045</b>	<b>\$ 1,279,617</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2018

<b>ACCOUNT DESCRIPTION</b>	<b>AMENDED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 2,000	\$ 2,000	\$ 963	\$ (1,037)
Ad Valorem Taxes	138,030	138,030	140,208	2,178
Ad Valorem Taxes - Discounts	(5,521)	(5,521)	(5,463)	58
Local Option Gas Tax	-	-	85	85
FPL Franchise	-	-	16,538	16,538
Electricity	-	-	5,578	5,578
Water	-	-	13,874	13,874
Communication Services Taxes	-	-	11,618	11,618
Occupational Licenses	5,000	5,000	5,910	910
Building Permits	160,000	160,000	633,840	473,840
Reinspection Fees	-	-	8,400	8,400
Building Permits - Surcharge	-	-	1,631	1,631
Building Permits - Admin Fee	-	-	52,745	52,745
Other Licenses, Fees & Permits	-	-	3,938	3,938
Local Govt .05c Sales Tax	1,000	1,000	-	(1,000)
Recording Fees	-	-	93	93
Other Governmental Chrgs/Fees	-	-	357,049	357,049
Admin Fee	-	-	865	865
Other Charges For Services	-	-	113,795	113,795
Judgements and Fines	-	-	99	99
Interest - Tax Collector	-	-	9	9
Other Impact Fees	1,500	1,500	-	(1,500)
Developer Contribution	1,580,967	1,580,967	1,019,568	(561,399)
Lien Search Fee	-	-	333	333
Inspection Fees	1,000	1,000	-	(1,000)
<b>TOTAL REVENUES</b>	<b>1,883,976</b>	<b>1,883,976</b>	<b>2,381,676</b>	<b>497,700</b>

**EXPENDITURES**

**Administration**

Mayor/Council Stipend	204,000	204,000	204,000	-
FICA Taxes	15,606	15,606	15,606	-
ProfServ-Engineering	100,000	100,000	156,719	(56,719)
ProfServ-Legal Services	284,280	284,280	291,387	(7,107)
ProfServ-Legislative Expense	18,000	18,000	16,000	2,000
ProfServ-Planning/Zoning Board	170,000	170,000	221,191	(51,191)
ProfServ-Consultants	40,000	40,000	18,825	21,175
ProfServ-Building Permits	160,000	160,000	622,366	(462,366)
Management Services	283,830	283,830	350,149	(66,319)

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2018

<b>ACCOUNT DESCRIPTION</b>	<b>AMENDED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
ProfServ-Web Site Maintenance	5,900	5,900	5,025	875
Auditing Services	7,000	7,000	3,085	3,915
Communication - Telephone	7,500	7,500	3,720	3,780
Postage and Freight	1,500	1,500	1,416	84
Lease - Building	500	500	500	-
Insurance - General Liability	15,000	15,000	6,000	9,000
Printing and Binding	1,000	1,000	100	900
Legal Advertising	10,000	10,000	24,148	(14,148)
General Government	33,360	33,360	65,395	(32,035)
Council Expenses	10,000	10,000	-	10,000
Misc-Contingency	90,000	90,000	51,292	38,708
Office Supplies	2,500	2,500	7,171	(4,671)
Dues, Licenses, Subscriptions	9,000	9,000	5,085	3,915
Cap Outlay - Office Computers	20,000	20,000	-	20,000
Cap Outlay - Software	120,000	120,000	-	120,000
<b>Total Administration</b>	<b>1,608,976</b>	<b>1,608,976</b>	<b>2,069,180</b>	<b>(460,204)</b>
<b><u>Other Public Safety</u></b>				
Contracts-Sheriff	275,000	275,000	48,199	226,801
<b>Total Other Public Safety</b>	<b>275,000</b>	<b>275,000</b>	<b>48,199</b>	<b>226,801</b>
<b>TOTAL EXPENDITURES</b>	<b>1,883,976</b>	<b>1,883,976</b>	<b>2,117,379</b>	<b>(233,403)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	264,297	264,297
Net change in fund balance	\$ -	\$ -	\$ 264,297	\$ 264,297
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>377,944</b>	<b>377,944</b>	<b>377,944</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 377,944</b>	<b>\$ 377,944</b>	<b>\$ 642,241</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2018

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 2,333	\$ 2,333
Developer Contribution	316,500	316,500	316,500	-
Donations	-	-	21,000	21,000
<b>TOTAL REVENUES</b>	<b>316,500</b>	<b>316,500</b>	<b>339,833</b>	<b>23,333</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Admin Fee (%)	22,155	22,155	-	22,155
Assistance Program	294,345	294,345	56,745	237,600
Bank Fees	-	-	43	(43)
<b>Total Administration</b>	<b>316,500</b>	<b>316,500</b>	<b>56,788</b>	<b>259,712</b>
<b>TOTAL EXPENDITURES</b>	<b>316,500</b>	<b>316,500</b>	<b>56,788</b>	<b>259,712</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	283,045	283,045
Net change in fund balance	\$ -	\$ -	\$ 283,045	\$ 283,045
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 283,045</b>	

# **City of Westlake**

**Supporting Schedules**

**September 30, 2018**



Cash and Investment Report

*September 30, 2018*

<b>GENERAL FUND</b>
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<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	BankUnited	Checking Account	n/a	n/a	\$877,357
Money Market	BankUnited	MMA	n/a	1.00%	\$87,294
				<b>Subtotal</b>	<u>\$964,651</u>

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

Money Market	BankUnited	MMA	n/a	1.00%	\$283,045
				<b>Subtotal</b>	<u>\$283,045</u>
				<b>Total</b>	<u><u>\$1,247,697</u></u>

**City of Westlake**

Bank Reconciliation

Bank Account No. 0300 Bank United - GF  
 Statement No. 9-18  
 Statement Date 9/30/2018

G/L Balance (LCY)	877,356.76	Statement Balance	914,536.03
G/L Balance	877,356.76	Outstanding Deposits	510.49
Positive Adjustments	0.00		
		Subtotal	915,046.52
Subtotal	877,356.76	Outstanding Checks	37,689.76
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	877,356.76	Ending Balance	877,356.76
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
7/4/2018	Payment	DD130	Payment of Invoice 000986	597.26	0.00	597.26
7/16/2018	Payment	7510	CROWN CASTLE-STA PROPERTY	202.88	0.00	202.88
9/25/2018	Payment	7572	INFRAMARK, LLC	31,821.90	0.00	31,821.90
9/28/2018	Payment	7573	MARK L. DUBOIS	875.00	0.00	875.00
9/28/2018	Payment	7574	FED EX	112.59	0.00	112.59
9/28/2018	Payment	7575	FLORIDA TECHNICAL CONSULTANTS	3,765.00	0.00	3,765.00
9/28/2018	Payment	7576	GREATAMERICA FINANCIAL SERVICES CO	315.13	0.00	315.13
<b>Total Outstanding Checks.....</b>				<b>37,689.76</b>		<b>37,689.76</b>
<b>Outstanding Deposits</b>						
9/27/2018		CREDIT CAR	SOLID WASTE COLLECTION- MAX SEARS G/L Ac	281.49	0.00	281.49
9/29/2018		DEP00385	PERMIT/BUSINESS TAX RENEWAL (BTR) G/L Ac	229.00	0.00	229.00
<b>Total Outstanding Deposits.....</b>				<b>510.49</b>		<b>510.49</b>

## **City of Westlake**

**Check register**

**September 1-30, 2018**

**CITY OF WESTLAKE**

**Payment Register by Fund  
For the Period from 9/1/2018 to 9/30/2018  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	7549	09/10/18	MARK L. DUBOIS	18190	SERVICE FOR 8/18	ProfServ-Consultants	531075-51301	\$600.00
001	7550	09/10/18	SUN BOLT, INC.	TLAKE-083118	MENS SHIRTS	Misc-Contingency	549900-51301	\$59.96
001	7551	09/10/18	FLORIDA STATE DISBURSEMENT UNIT	502	PROJECT MANAGER FOR 8/18	General Government	549109-51301	\$4,535.00
001	7552	09/10/18	TOTER, LLC	65138804	200 48 gal trash cans	Misc-Contingency	549900-52901	\$4,965.66
001	7553	09/10/18	AVATARA PARTNERS LLC	2283	MIGRATION FEE	General Government	549109-51301	\$2,400.00
001	7557	09/11/18	NOVA ENGINEERING AND	0172057	PROF SERVICE 7/29-8/25/18	ProfServ-Building Permits	531091-51501	\$57,680.00
001	7558	09/11/18	PBC SHERIFF'S OFFICE	60931	OFF DUTY SHERIFF 8/13/18	Contracts-Sheriff	534100-52901	\$212.00
001	7559	09/11/18	SOLID WASTE AUTHORITY	SWA-083118	SOLID WAST AUTHORITY FEE 8/18	Solid Waste fees	202130	\$3,891.74
001	7560	09/17/18	OFFICE DEPOT	199151547001	USB	Office Supplies	551002-51301	\$49.99
001	7560	09/17/18	OFFICE DEPOT	199146909001	OFFICE SUPPLIES	Office Supplies	551002-51301	\$106.59
001	7561	09/17/18	MARK L. DUBOIS	18193	SERVICE FOR THRU 9/12/18	ProfServ-Consultants	531075-51301	\$575.00
001	7562	09/17/18	SECURITY ASSOCIATES OF FT. LAUDERDALE,INC	10892	DESKTOP COMPUTER	Misc-Contingency	549900-51301	\$2,757.80
001	7562	09/17/18	SECURITY ASSOCIATES OF FT. LAUDERDALE,INC	10893	HID I CLASS KEY TAGS	Misc-Contingency	549900-51301	\$266.50
001	7563	09/17/18	GREATAMERICA FINANCIAL SERVICES CORP	23344507	COPIER RENTAL FEE	Office Supplies	551002-51301	\$390.13
001	7564	09/18/18	DAKIM, INC	112721	FULL COLOR 2 SIDES	Misc-Contingency	549900-51301	\$100.00
001	7565	09/18/18	CMG-PB REMITTANCE ADDRESS	35857-090518	NOTICE OF HEARING 8/30/18	Legal Advertising	548002-51301	\$700.00
001	7566	09/18/18	MINTO COMMUNITIES, LLC	091318	REIMB LOT 297 PERMIT FEE IMPAC	DBPR Surcharge	202115	\$24.31
001	7566	09/18/18	MINTO COMMUNITIES, LLC	091318	REIMB LOT 297 PERMIT FEE IMPAC	BRA Surcharge	202119	\$36.46
001	7566	09/18/18	MINTO COMMUNITIES, LLC	091318	REIMB LOT 297 PERMIT FEE IMPAC	Other Current Liabilities	229000	\$3,280.86
001	7566	09/18/18	MINTO COMMUNITIES, LLC	091318	REIMB LOT 297 PERMIT FEE IMPAC	Building Permits	322000	\$1,430.84
001	7566	09/18/18	MINTO COMMUNITIES, LLC	091318-REIMB	REIMB OVERPAYMENT DBPR	DBPR Surcharge	202115	\$1,406.53
001	7567	09/18/18	PBC FINANCE DEPARTMENT	083118	IMPACT FEES- 8/18	Prepaid Items	155000	\$18,409.83
001	7568	09/19/18	PBC FINANCE DEPARTMENT	073118	IMPACT FEES 7/18	Prepaid Items	155000	\$36,377.58
001	7569	09/24/18	LAW OFFICES OF PAM E. BOOKER, ESQ	127	9/18 LEGAL SERVICE	ProfServ-Legal Services	531023-51401	\$24,282.25
001	7570	09/24/18	FLORIDA TECHNICAL CONSULTANTS	502	SERVICE FOR 8/21-8/27/18	General Government	549109-51301	\$4,535.00
001	7571	09/24/18	SEMINOLE IMPROVEMENT DISTRICT	083118	DISURSEMENT FEES COLLECTED SID	Other Building Permit Fees	322111	\$36,800.00
001	7572	09/25/18	INFRAMARK, LLC	34096	9/18 MANAGEMENT FEES	Travel	549900-51301	\$62.32
001	7572	09/25/18	INFRAMARK, LLC	34096	9/18 MANAGEMENT FEES	Management Services	531093-51301	\$31,196.83
001	7572	09/25/18	INFRAMARK, LLC	34096	9/18 MANAGEMENT FEES	Postage and Freight	541006-51301	\$13.63
001	7572	09/25/18	INFRAMARK, LLC	34096	9/18 MANAGEMENT FEES	ProfServ-Web Site Maintenance	531094-51301	\$366.67
001	7572	09/25/18	INFRAMARK, LLC	34096	9/18 MANAGEMENT FEES	Printing	549900-51301	\$182.45
001	7573	09/28/18	MARK L. DUBOIS	18195	LEGAL SERVICE 9/18	ProfServ-Consultants	531075-51301	\$875.00
001	7574	09/28/18	FED EX	6-310-49509	SERVICE FOR 9/11 -9/13/18	Postage and Freight	541006-51301	\$112.59
001	7575	09/28/18	FLORIDA TECHNICAL CONSULTANTS	525	SERVICE FOR 8/31-9/18/18	General Government	549109-51301	\$3,765.00
001	7576	09/28/18	GREATAMERICA FINANCIAL SERVICES CORP	23421896	COPIER RENTAL	Office Supplies	551002-51301	\$315.13
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	usps shipping	541006-51301	\$7.00
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	office supply	551002-51301	\$4.27
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	amazon membership	554020-51301	\$13.24

**CITY OF WESTLAKE**

**Payment Register by Fund  
For the Period from 9/1/2018 to 9/30/2018  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	FI League of Cities long robsinson	554020-51301	\$525.00
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	amer.planning asoc. long robinson	554020-51301	\$50.00
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	Signs	549900-51301	\$362.70
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	FI League of Cities manning	554020-51301	\$525.00
001	DD142	09/04/18	CARD SERVICES CENTER	0935-081018	PURCHASES FOR 7/17 THRU 8/8/18	sign posts	549900-51301	\$521.70
001	DD148	09/18/18	FPL	89127-090718-ACH	61367-89127 8/8-9/7/18	Misc-Contingency	549900-51301	\$57.99
001	7548	09/10/18	PHILLIP D EVERETT	PAYROLL	September 10, 2018 Payroll Posting			\$2,909.27
001	DD143	09/10/18	KARA S. CRUMP	PAYROLL	September 10, 2018 Payroll Posting			\$2,784.77
001	DD144	09/10/18	KATRINA L. LONG	PAYROLL	September 10, 2018 Payroll Posting			\$2,784.77
001	DD145	09/10/18	ROGER B MANNING	PAYROLL	September 10, 2018 Payroll Posting			\$2,826.27
001	DD146	09/10/18	JOHN A. STANAVITCH	PAYROLL	September 10, 2018 Payroll Posting			\$2,867.77
<b>Fund Total</b>								<b>\$259,003.40</b>

<b>Total Checks Paid</b>	<b>\$259,003.40</b>
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## **Seventh Order of Business**

NOVEMBER 13, 2018

**RESOLUTION 2018-29**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AMENDING THE GENERAL FUND BUDGET FOR FISCAL YEAR 2018

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WHEREAS, the City Council of the City of Westlake adopted a General Fund Budget for Fiscal Year 2018; and

WHEREAS, the City Council desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

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

SECTION 1. The General Fund Budget is hereby amended in accordance with Exhibit 'A' attached.

SECTION 2. This resolution shall become effective immediately upon its adoption and reflected in the monthly and Fiscal Year End September 30, 2018 Financial Statements and Audit Report of the City.

PASSED AND APPROVED BY the City Council for the City of Westlake, Florida, this 13<sup>th</sup> day of November, 2018.

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Roger Manning, Mayor  
City of Westlake, Florida

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Sandra Demarco, City Clerk

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Approved as to Form  
Pam E. Booker, City Attorney

Proposed Budget Amendment
For the Period Ending September 30, 2018
Attachment A

Table with 6 columns: ACCOUNT DESCRIPTION, CURRENT BUDGET, PROPOSED AMENDMENT, FINAL BUDGET, YEAR TO DATE ACTUAL, VARIANCE (\$) FAV(UNFAV). Rows include REVENUES (Interest - Investments, Ad Valorem Taxes, etc.) and EXPENDITURES (Administration: Mayor/Council Stipend, FICA Taxes, etc.).



**Proposed Budget Amendment**  
 For the Period Ending September 30, 2018  
 Attachment A

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
ProfServ-Web Site Maintenance	5,900	-	5,900	5,025	875
Auditing Services	7,000	-	7,000	3,085	3,915
Communication - Telephone	7,500	-	7,500	3,720	3,780
Postage and Freight	1,500	-	1,500	1,416	84
Lease - Building	500	-	500	500	-
Insurance - General Liability	15,000	-	15,000	6,000	9,000
Printing and Binding	1,000	-	1,000	100	900
Legal Advertising	10,000	-	10,000	24,148	(14,148)
General Government	33,360	-	33,360	65,395	(32,035)
Council Expenses	10,000	-	10,000	-	10,000
Misc-Contingency	90,000	-	90,000	51,292	38,708
Office Supplies	2,500	-	2,500	7,171	(4,671)
Dues, Licenses, Subscriptions	9,000	-	9,000	5,085	3,915
Cap Outlay - Office Computers	20,000	-	20,000	-	20,000
Cap Outlay - Software	120,000	-	120,000	-	120,000
<b>Total Administration</b>	<b>1,608,976</b>	<b>470,000</b>	<b>2,078,976</b>	<b>2,037,180</b>	<b>41,796</b>
<b><u>Other Public Safety</u></b>					
Contracts-Sheriff	275,000	-	275,000	36,199	238,801
<b>Total Other Public Safety</b>	<b>275,000</b>	<b>-</b>	<b>275,000</b>	<b>36,199</b>	<b>238,801</b>
<b>TOTAL EXPENDITURES</b>	<b>1,883,976</b>	<b>470,000</b>	<b>2,353,976</b>	<b>2,073,379</b>	<b>280,597</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	-	-	296,813	296,813
Net change in fund balance	-	-	-	296,813	296,813
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>377,944</b>	<b>-</b>	<b>377,944</b>	<b>377,944</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 377,944</b>	<b>\$ -</b>	<b>\$ 377,944</b>	<b>\$ 674,757</b>	<b>\$ 296,813</b>

## **Eighth Order of Business**

October 8, 2018 First Reading  
November 13, 2018 Second Reading

**ORDINANCE 2018-8**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, CREATING AN ARTICLE ENTITLED “FLOOD PREVENTION AND CONTROL”; TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, AND FOR OTHER PURPOSES; PROVIDING FOR APPLICABILITY AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the Planning and Zoning Board reviewed the text addition at a public hearing held on October 8, 2018, and the Board made a recommendation to send the proposed changes to the City Council with a recommendation of approval; and

**WHEREAS**, pursuant to Florida Statute 163.3174(4)(c), the Planning and Zoning Board, sitting as the Local Planning Agency, has determined that the change is consistent with and furthers the goals, objectives and policies of the Comprehensive Plan; and

**WHEREAS**, the City Council for the City of Westlake adopts the findings in the Planning and Zoning Staff Report; and

**WHEREAS**, the City Council for the City of Westlake finds the ordinance is consistent with the Comprehensive Plan; and

**WHEREAS**, the Legislature of the State of Florida has, in Chapter 166 – Municipalities, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

**WHEREAS**, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of the City of Westlake and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare; and

**WHEREAS**, the City of Westlake is applying for participation in the National Flood Insurance Program and the City Council for the City of Westlake desires to meet the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60, necessary for such participation; and

**WHEREAS**, Chapter 553, Florida Statutes, was adopted by the Florida Legislature to provide a mechanism for the uniform adoption, updating, amendment, interpretation and enforcement of a state building code, called the Florida Building Code; and

**WHEREAS**, the City of Westlake City Council has determined that it is in the public interest to adopt the proposed floodplain management regulations that are coordinated with the Florida Building Code.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council for the City of Westlake in that the following floodplain management regulations are hereby adopted.

**Section 1: Incorporation:** That the recitations set forth above are incorporated herein.

**Section 2: ARTICLE 10 FLOOD PREVENTION AND CONTROL**

**Section 10.1.1 General Provisions:**

**(A) Title:** These regulations shall be known as “Floodplain Management Regulations”, article of the Land Development Regulations (LDR) of the Code of Ordinances of the City of Westlake, Florida, shall read as follows:

**(B) Scope:** The provisions of the Floodplain Management Regulations shall apply to all development that is wholly within or partially within any flood hazard area, including but not limited to the subdivision of land; filling, grading, and other site improvements and utility installations; construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation or demolition of buildings, structures, and facilities that are exempt from the Florida Building Code; placement, installation, or replacement of manufactured homes and manufactured buildings; installation or replacement of tanks; placement of recreational vehicles; installation of swimming pools; and any other development. Where specified, these regulations apply outside of mapped flood hazard areas.

**(C) Intent:** The purposes of the Floodplain Management Regulations and the flood load and flood resistant construction requirements of the Florida Building Code are to establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas to:

- (1) Minimize unnecessary disruption of commerce, access and public service during times of flooding;
- (2) Require the use of appropriate construction practices in order to prevent or minimize future flood damage;
- (3) Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential;
- (4) Minimize damage to public and private facilities and utilities;
- (5) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas;
- (6) Minimize the need for future expenditure of public funds for flood control projects and response

to and recovery from flood events; and

- (7) Meet the requirements of the National Flood Insurance Program for community participation as set forth in the Title 44 Code of Federal Regulations, Section 59.22.

**(D) Coordination with the Florida Building Code:** The Floodplain Management Regulations are intended to be administered and enforced in conjunction with the Florida Building Code. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the Florida Building Code.

**(E) Warning:** The degree of flood protection required by the Floodplain Management Regulations and the Florida Building Code, as amended by this community, is considered the minimum reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. The Floodplain Management Regulations do not imply that land outside of mapped special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with the Floodplain Management Regulations.

**(F) Disclaimer of Liability:** The Floodplain Management Regulations shall not create liability on the part of the City Council of the City of Westlake or by any officer or employee thereof for any flood damage that results from reliance on the Floodplain Management Regulations or any administrative decision lawfully made thereunder.

#### **Section 10.1.2 Applicability:**

**(A) General:** Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

**(B) Areas to which the Floodplain Management Regulations Apply:** The Floodplain Management Regulations shall apply to all flood hazard areas within the City of Westlake, as established in LDR Section 10.1.2(C).

**(C) Basis for Establishing Flood Hazard Areas:** The Flood Insurance Study for Palm Beach County, Florida and Incorporated Areas dated October 5, 2017, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of the Floodplain Management Regulations and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file at the City of Westlake Building Division, 4001 Seminole Pratt Whitney Road, Westlake Florida, 33470.

**(D) Submission of Additional Data to Establish Flood Hazard Areas:** To establish flood hazard areas and base flood elevations, pursuant to LDR Section 10.1.5 the Floodplain Administrator may require submission of additional data. Where field surveyed topography prepared by a Florida licensed

professional surveyor or digital topography accepted by the community indicates that ground elevations:

- (1) Are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as flood hazard area and subject to the requirements of the Floodplain Management Regulations and, as applicable, the requirements of the Florida Building Code.
- (2) Are above the closest applicable base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the special flood hazard area.

**(E) Other Laws:** The provisions of the Floodplain Management Regulations shall not be deemed to nullify any provisions of local, state or federal law.

**(F) Abrogation and Greater Restrictions:** The Floodplain Management Regulations supersede any LDR Section in effect for management of development in flood hazard areas. However, it is not intended to repeal or abrogate any existing ordinances including but not limited to land development regulations, zoning ordinances, stormwater management regulations, or the Florida Building Code. In the event of a conflict between the Floodplain Management Regulations and any other ordinance, the more restrictive shall govern. The Floodplain Management Regulations shall not impair any deed restriction, covenant or easement, but any land that is subject to such interests shall also be governed by the Floodplain Management Regulations.

**(G) Interpretation:** In the interpretation and application of the Floodplain Management Regulations, all provisions shall be:

- (1) Considered as minimum requirements
- (2) Liberally construed in favor of the governing body; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

#### **Section 10.1.3 Duties and Powers of the Floodplain Administrator:**

**(A) Designation:** The Building Official is designated as the Floodplain Administrator. The Floodplain Administrator may delegate performance of certain duties to other employees.

**(B) General:** The Floodplain Administrator is authorized and directed to administer and enforce the provisions of the Floodplain Management Regulations. The Floodplain Administrator shall have the authority to render interpretations of the Floodplain Management Regulations consistent with the intent and purpose of the Floodplain Management Regulations and may establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall not have the effect of waiving requirements specifically provided in the Floodplain Management Regulations without the granting of a variance pursuant to LDR Section 10.1.7.

**(C) Applications and Permits:** The Floodplain Administrator, in coordination with other pertinent offices of the community, shall:

- (1) Review applications and plans to determine whether proposed new development will be located in flood hazard areas;
- (2) Review applications for modification of any existing development in flood hazard areas for

- compliance with the requirements of the Floodplain Management Regulations;
- (3) Interpret flood hazard area boundaries where such interpretation is necessary to determine the exact location of boundaries; a person contesting the determination shall have the opportunity to appeal the interpretation;
  - (4) Provide available flood elevation and flood hazard information;
  - (5) Determine whether additional flood hazard data shall be obtained from other sources or shall be developed by an applicant;
  - (6) Review applications to determine whether proposed development will be reasonably safe from flooding;
  - (7) Issue floodplain development permits or approvals for development other than buildings and structures that are subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code, when compliance with the Floodplain Management Regulations is demonstrated, or disapprove the same in the event of noncompliance; and
  - (8) Coordinate with and provide comments to the Building Official to assure that applications, plan reviews, and inspections for buildings and structures in flood hazard areas comply with the applicable provisions of the Floodplain Management Regulations.

(D) **Substantial Improvement and Substantial Damage Determinations:** For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- (1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- (2) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- (3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- (4) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the Florida Building Code and the Floodplain Management Regulations is required.

(E) **Modifications of the Strict Application of the Requirements of the Florida Building Code:** The Floodplain Administrator shall review requests submitted to the Building Official that seek approval to modify the strict application of the flood load and flood resistant construction requirements of the Florida Building Code to determine whether such requests require the granting of a variance pursuant to

LDR Section 10.1.7.

(F) **Notices and Orders:** The Floodplain Administrator shall coordinate with appropriate local agencies for the issuance of all necessary notices or orders to ensure compliance with the Floodplain Management Regulations.

(G) **Inspections:** The Floodplain Administrator shall make the required inspections as specified in LDR Section 10.1.6 for development that is not subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. The Floodplain Administrator shall inspect flood hazard areas to determine if development is undertaken without issuance of a permit.

(H) **Other Duties of the Floodplain Administrator:** The Floodplain Administrator shall have other duties, including but not limited to:

- (1) Establish, in coordination with the Building Official, procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to LDR Section 10,1.3(4).
- (2) Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps if the analyses propose to change base flood elevations or flood hazard area boundaries; such submissions shall be made within 6 months of such data becoming available;
- (3) Review required design certifications and documentation of elevations specified by the Floodplain Management Regulations and the Florida Building Code to determine that such certifications and documentations are complete; and
- (4) Notify the Federal Emergency Management Agency when the corporate boundaries of the City of Westlake are modified.

(I) **Floodplain Management Records:** Regardless of any limitation on the period required for retention of public records, the Floodplain Administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of the Floodplain Management Regulations and the flood resistant construction requirements of the Florida Building Code, including Flood Insurance Rate Maps; Letters of Map Change; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required design certifications and documentation of elevations specified by the Florida Building Code and the Floodplain Management Regulations; documentation related to appeals and variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to the Floodplain Management Regulations and the flood resistant construction requirements of the Florida Building Code. These records shall be available for public inspection at the City of Westlake Building Department, 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

#### **Section 10.1.4 Permits.**

(A) **Permits Required:** Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of the Floodplain Management Regulations, including buildings, structures and facilities exempt from the Florida Building Code, which



is wholly within or partially within any flood hazard area shall first make application to the Floodplain Administrator, and shall obtain the required permit(s) and approval(s). No such permit or approval shall be issued until compliance with the requirements of the Floodplain Management Regulations and all other applicable codes and regulations has been satisfied.

(B) **Floodplain Development Permits or Approvals:** Floodplain development permits or approvals shall be issued pursuant to the Floodplain Management Regulations for any development activities not subject to the requirements of the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. Depending on the nature and extent of proposed development that includes a building or structure, the Floodplain Administrator may determine that a floodplain development permit or approval is required in addition to a building permit.

(C) **Buildings, Structures and Facilities Exempt from the Florida Building Code:** Pursuant to the requirements of federal regulation for participation in the National Flood Insurance Program (44 C.F.R. Sections 59 and 60), floodplain development permits or approvals shall be required for the following buildings, structures and facilities that are exempt from the Florida Building Code and any further exemptions provided by law, which are subject to the requirements of the Floodplain Management Regulations:

- (1) Railroads and ancillary facilities associated with the railroad.
- (2) Nonresidential farm buildings on farms, as provided in section 604.50, F.S.
- (3) Temporary buildings or sheds used exclusively for construction purposes.
- (4) Mobile or modular structures used as temporary offices.
- (5) Those structures or facilities of electric utilities, as defined in section 366.02, F.S., which are directly involved in the generation, transmission, or distribution of electricity.
- (6) Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term “chickee” means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.
- (7) Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
- (8) Temporary housing provided by the Department of Corrections to any prisoner in the state correctional system.
- (9) Structures identified in section 553.73(10) (k), F.S., are not exempt from the Florida Building Code if such structures are located in flood hazard areas established on Flood Insurance Rate Maps.

(D) **Application for a Permit or Approval:** To obtain a floodplain development permit or approval the applicant shall first file an application in writing on a form furnished by the community. The information provided shall:

- (1) Identify and describe the development to be covered by the permit or approval.

- (2) Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
- (3) Indicate the use and occupancy for which the proposed development is intended.
- (4) Be accompanied by a site plan or construction documents as specified in LDR Section 10.1.5.
- (5) State the valuation of the proposed work.
- (6) Be signed by the applicant or the applicant's authorized agent.
- (7) Give such other data and information as required by the Floodplain Administrator.

**(E) Validity of Permit or Approval:** The issuance of a floodplain development permit or approval pursuant to the Floodplain Management Regulations shall not be construed to be a permit for, or approval of, any violation of the Floodplain Management Regulations, the Florida Building Codes, or any other ordinance of this community. The issuance of permits based on submitted applications, construction documents, and information shall not prevent the Floodplain Administrator from requiring the correction of errors and omissions.

**(F) Expiration:** A floodplain development permit or approval shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions for periods of not more than 180 days each shall be requested in writing and justifiable cause shall be demonstrated.

**(G) Suspension or Revocation:** The Floodplain Administrator is authorized to suspend or revoke a floodplain development permit or approval if the permit was issued in error, on the basis of incorrect, inaccurate or incomplete information, or in violation of the Floodplain Management Regulations or any other ordinance, regulation or requirement of this community.

**(H) Other Permits Required:** Floodplain development permits and building permits shall include a condition that all other applicable state or federal permits be obtained before commencement of the permitted development, including but not limited to the following:

- (1) The South Florida Water Management District; section 373.036, F.S.
- (2) Florida Department of Health for onsite sewage treatment and disposal systems; section 381.0065, F.S. and Chapter 64E-6, F.A.C.
- (3) Florida Department of Environmental Protection for activities subject to the Joint Coastal Permit; section 161.055, F.S.
- (4) Florida Department of Environmental Protection for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.
- (5) Federal permits and approvals.

**Section 10.1.5 Site Plans and Construction Documents:**

**(A) Information for Development in Flood Hazard Areas:** The site plan or construction documents for any development subject to the requirements of the Floodplain Management Regulations shall be drawn to scale and shall include, as applicable to the proposed development:

- (1) Delineation of flood hazard areas boundaries and flood zone(s), base flood elevation(s), and

- ground elevations if necessary for review of the proposed development.
- (2) Where base flood elevations are not included on the FIRM or in the Flood Insurance Study, they shall be established in accordance with LDR Section 10.1.5(B)(2) or (3).
  - (3) Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than 5 acres and the base flood elevations are not included on the FIRM or in the Flood Insurance Study, such elevations shall be established in LDR Section 10.1.5(B)(1).
  - (4) Location of the proposed activity and proposed structures, and locations of existing buildings and structures.
  - (5) Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
  - (6) Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.

The Floodplain Administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by the Floodplain Management Regulations but that are not required to be prepared by a registered design professional if it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance with the Floodplain Management Regulations.

**(B) Information in Flood Hazard Areas Without Base Flood Elevations (Approximate Zone A):**

Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the Floodplain Administrator shall:

- (1) Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices.
- (2) Obtain, review, and provide to applicants base flood elevation data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation data available from a federal or state agency or other source.
- (3) Where base flood elevation data are not available from another source, where the available data are deemed by the Floodplain Administrator to not reasonably reflect flooding conditions, or where the available data are known to be scientifically or technically incorrect or otherwise inadequate:
  - a. Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices; or
  - b. Specify that the base flood elevation is two (2) feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than two (2) feet.
- (4) Where the base flood elevation data are to be used to support a Letter of Map Change from FEMA, advise the applicant that the analyses shall be prepared by a Florida licensed engineer in a format required by FEMA, and that it shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.

(C) **Submission of Additional Data:** When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a Letter of Map Change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a Florida licensed engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant.

**Section 10.1.6 Inspections.**

(A) **General:** Development for which a floodplain development permit or approval is required shall be subject to inspection.

(B) **Development Other Than Buildings and Structures:** The Floodplain Administrator shall inspect all development to determine compliance with the requirements of the Floodplain Management Regulations and the conditions of issued floodplain development permits or approvals.

(C) **Buildings, Structures and Facilities Exempt from the Florida Building Code:** The Floodplain Administrator shall inspect buildings, structures and facilities exempt from the Florida Building Code to determine compliance with the requirements of the Floodplain Management Regulations and the conditions of issued floodplain development permits or approvals.

(D) **Buildings, Structures and Facilities Exempt from the Florida Building Code, Lowest Floor Inspection:** Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility exempt from the Florida Building Code, or the owner's authorized agent, shall submit to the Floodplain Administrator:

- (1) If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
- (2) If the elevation used to determine the required elevation of the lowest floor was determined in accordance with LDR Section 10.1.5(B)(3)(b) the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.

(E) **Buildings, Structures and Facilities Exempt from the Florida Building Code, Final Inspection:** As part of the final inspection, the owner or owner's authorized agent shall submit to the Floodplain Administrator a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in LDR Section 10.1.6(D).

(F) **Manufactured Home:** The Floodplain Administrator shall inspect manufactured homes that are installed or replaced in flood hazard areas to determine compliance with the requirements of the Floodplain Management Regulations and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor shall be submitted to the Floodplain Administrator.

### **Section 10.1.7 Variances and Appeals:**

**(A) General:** The City Council or its designee shall hear and decide on requests for appeals and requests for variances from the strict application of the Floodplain Management Regulations. Pursuant to section 553.73(5), F.S., the Board of Adjustment shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code.

**(B) Appeals:** The City Council or its designee shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the administration and enforcement of the Floodplain Management Regulations. Any person aggrieved by the decision may appeal such decision to the Circuit Court, as provided by Florida Statutes.

**(C) Limitations on Authority to Grant Variances:** The City Council or its designee shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in LDR Section 10.1.7(G) and the conditions of issuance set forth in LDR Section 10.1.7(H), and the comments and recommendations of the Floodplain Administrator and the Building Official. The Board of Adjustment has the right to attach such conditions as it deems necessary to further the purposes and objectives of the Floodplain Management Regulations.

**(D) Restrictions in Floodways:** A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in LDR Section 10.1.5(C).

**(E) Historic Buildings:** A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.

**(F) Functionally Dependent Uses:** A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in the Floodplain Management Regulations, provided the variance meets the requirements of LDR Section 10.1.7(D), is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.

**(G) Considerations for Issuance of Variances:** In reviewing requests for variances, the Board of Adjustment shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, the Floodplain Management Regulations, and the following:

- (1) The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
- (2) The danger to life and property due to flooding or erosion damage;

- (3) The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
- (4) The importance of the services provided by the proposed development to the community;
- (5) The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
- (6) The compatibility of the proposed development with existing and anticipated development;
- (7) The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
- (8) The safety of access to the property in times of flooding for ordinary and emergency vehicles;
- (9) The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
- (10) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

(H) **Conditions for Issuance of Variances:** Variances shall be issued only upon:

- (1) Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of the Floodplain Management Regulations or the required elevation standards;
- (2) Determination by the Board of Adjustment that:
  - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
  - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
  - c. The variance is the minimum necessary, considering the flood hazard, to afford relief;
- (3) Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in such a manner that it appears in the chain of title of the affected parcel of land; and
- (4) If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building below the required elevation, a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25 for \$100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

**Section 10.1.8 Violations:**

- (A) **Violations:** Any development that is not within the scope of the Florida Building Code but that

is regulated by the Floodplain Management Regulations that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with the Floodplain Management Regulations, shall be deemed a violation of the Floodplain Management Regulations. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by the Floodplain Management Regulations or the Florida Building Code is presumed to be a violation until such time as that documentation is provided.

**(B) Authority:** For development that is not within the scope of the Florida Building Code but that is regulated by the Floodplain Management Regulations and that is determined to be a violation, the Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of the property involved, to the owner's agent, or to the person or persons performing the work.

**(C) Unlawful Continuance:** Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by law.

## **ARTICLE 10.2 DEFINITIONS**

### **Section 10.2.1 General.**

**(A) Scope:** Unless otherwise expressly stated, the following words and terms shall, for the purposes of the Floodplain Management Regulations, have the meanings shown in this section.

**(B) Terms Defined in the Florida Building Code:** Where terms are not defined in the Floodplain Management Regulations and are defined in the Florida Building Code, such terms shall have the meanings ascribed to them in that code.

**(C) Terms Not Defined:** Where terms are not defined in the Floodplain Management Regulations or the Florida Building Code, such terms shall have ordinarily accepted meanings such as the context implies.

### **Section 10.2.2 Definitions:**

**Appeal** a request for a review of the Floodplain Administrator's interpretation of any provision of the Floodplain Management Regulations.

**ASCE 24** is a standard titled Flood Resistant Design and Construction that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

**Base flood** is a flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 202.] The base flood is commonly referred to as the "100-year flood" or the "1-percent-annual chance flood".

**Base flood elevation** the elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 202.]

**Basement** is the portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 202.]

**Crown of road** is the elevation of the highest surface of the street pavement within the right-of-way

abutting the property or the elevation approved by the Floodplain Administrator.

**Design flood** is the flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 202.]

- (1) Area with a floodplain subject to a 1-percent or greater chance of flooding in any year; or
- (2) Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

**Design flood elevation** is the elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet. [Also defined in FBC, B, Section 202.]

**Development** is any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

**Existing Building and Existing Structure** is any buildings and structures for which the "start of construction" commenced before January 31, 1979. [Also defined in FBC, B, Section 202.]

**Existing Manufactured Home Park or Subdivision** is a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before January 31, 1979.

**Expansion to an Existing Manufactured Home Park or Subdivision** is the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**Federal Emergency Management Agency (FEMA)** is the federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

**Flood or flooding** is a general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 202.]

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

**Flood Damage-Resistant Materials** is any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 202.]

**Flood hazard area.** The greater of the following two areas: [Also defined in FBC, B, Section 202.]

- (1) The area within a floodplain subject to a 1-percent or greater chance of flooding in any year.
- (2) The area designated as a flood hazard area on the community's flood hazard map, or otherwise



legally designated.

**Flood Insurance Rate Map (FIRM)** is the official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 202.]

**Flood Insurance Study (FIS)** is the official report provided by the Federal Emergency Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and Floodway Map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 202.]

**Floodplain Administrator** is the office or position designated and charged with the administration and enforcement of the Floodplain Management Regulations (may be referred to as the Floodplain Manager). Floodplain development permit or approval. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with the Floodplain Management Regulations.

**Florida Building Code** is the family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

**Functionally Dependent Use** is a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

**Highest Adjacent Grade** is the highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

**Historic Structure** is any structure that is determined eligible for the exception to the flood hazard area requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings.

**Letter of Map Change (LOMC)** is an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

**Letter of Map Amendment (LOMA)** is an amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

**Letter of Map Revision (LOMR)** is a revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

**Letter of Map Revision Based on Fill (LOMR-F)** is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have

been permitted and placed in accordance with the community's floodplain management regulations.

**Conditional Letter of Map Revision (CLOMR)** is a formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

**Light-duty truck.** As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

- (1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle,  
or
- (2) Designed primarily for transportation of persons and has a capacity of more than 12 persons, or
- (3) Available with special features enabling off-street or off-highway operation and use.

**Lowest Floor** is the lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 202.]

**Manufactured Home** is a structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than four hundred (400) square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer". [Also defined in 15C-1.0101, F.A.C.]

**Manufactured Home Park or Subdivision** is a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**Market Value** is the price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in the Floodplain Management Regulations, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, Actual Cash Value (replacement cost depreciated for age and quality of construction), or tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser.

**New Construction** for the purposes of administration of the Floodplain Management Regulations and the flood resistant construction requirements of the Florida Building Code, structures for which the "start of construction" commenced on or after January 31, 1979 and includes any subsequent improvements to such structures.

***New manufactured Home Park or Subdivision*** is a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after January 31, 1979.

***Park Trailer*** is a transportable unit which has a body width not exceeding fourteen (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in section 320.01, F.S.]

***Recreational Vehicle*** is a vehicle, including a park trailer, which is: [See section 320.01, F.S.)

- (1) Built on a single chassis;
- (2) Four hundred (400) square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

***Special Flood Hazard Area*** is an area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. [Also defined in FBC, B Section 202.]

***Start of Construction*** is the date of issuance of permits for new construction and substantial improvements, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns. Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 202.]

***Substantial Damage*** is damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 202.]

***Substantial Improvement*** is any repair, reconstruction, rehabilitation, alteration, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage", any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: [Also defined in FBC, B, Section 202.]

- (1) Any project for improvement of a building required to correct existing health, sanitary, or safety

code violations identified by the Building Official and that are the minimum necessary to assure safe living conditions.

- (2) Any alteration of a historic structure provided the alteration will not preclude the structure's continued designation as a historic structure.

**Variance** is a grant of relief from the requirements of the Floodplain Management Regulations, or the flood resistant construction requirements of the Florida Building Code, which permits construction in a manner that would not otherwise be permitted by the Floodplain Management Regulations or the Florida Building Code.

## **ARTICLE 10.3 FLOOD RESISTANT DEVELOPMENT**

### **Section 10.3.1 Buildings and Structures:**

**(A) Design and Construction of Buildings, Structures and Facilities Exempt from the Florida Building Code:** Pursuant to LDR Section 10.1.4(C), buildings, structures, and facilities that are exempt from the Florida Building Code, including substantial improvement or repair of substantial damage of such buildings, structures and facilities, shall be designed and constructed in accordance with the flood load and flood resistant construction requirements of ASCE 24. Structures exempt from the Florida Building Code that are not walled and roofed buildings shall comply with the requirements of LDR Section 10.3.7.

**(B) Minimum Elevation Requirements.** All new buildings shall have the lowest floor shall be elevated to or above eighteen (18) inches above the crown of road or the elevation specified in the Florida Building Code, whichever is higher.

### **Section 10.3.2 Subdivisions:**

**(A) Minimum Requirements:** Subdivision proposals, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:

- (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
- (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
- (3) Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

**(B) Subdivision Plats:** Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:

- (1) Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats;
- (2) Where the subdivision has more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with LDR Section 10.1.5(B)(1); and
- (3) Compliance with the site improvement and utilities requirements of LDR Section 10.3.3.

**Section 10.3.3 Site Improvements, Utilities and Limitations:**

(A) **Minimum Requirements:** All proposed new development shall be reviewed to determine that:

- (1) Such proposals are consistent with the need to minimize or eliminate flood damage and will be reasonably safe from flooding;
- (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
- (3) Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

(B) **Sanitary Sewage Facilities:** All new and replacement sanitary sewage facilities, private sewage treatment plants (including all pumping stations and collector systems), and on-site waste disposal systems shall be designed in accordance with the standards for onsite sewage treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters, and impairment of the facilities and systems.

(C) **Water Supply Facilities:** All new and replacement water supply facilities shall be designed in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems.

(D) **Limitations on Placement of Fill:** Subject to the limitations of the Floodplain Management Regulations, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, if intended to support buildings and structures (Zone A only), fill shall comply with the requirements of the Florida Building Code.

**Section 10.3.4 Manufactured Homes:**

(A) **General:** All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to section 320.8249, F.S., and shall comply with the requirements of Chapter 15C-1, F.A.C. and the requirements of the Floodplain Management Regulations.

(B) **Foundations:** All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that are designed in accordance with the foundation requirements of the Florida Building Code, Residential Section R322.2 and the Floodplain Management Regulations. Foundations for manufactured homes subject to LDR Section 10.3.4(F) are permitted to be reinforced piers or other foundation elements of at least equivalent strength.

(C) **Anchoring:** All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance.

(D) **Elevation:** Manufactured homes that are placed, replaced, or substantially improved shall comply with LDR Section 10.3.4(E) or 10.3.4(F) as applicable.

(E) **General Elevation Requirement:** Unless subject to the requirements of LDR Section 10.3.4(F), all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.2 (Zone A).

(F) **Elevation Requirement for Certain Existing Manufactured Home Parks and Subdivisions:**

Manufactured homes that are not subject to LDR Section 10.3.4(E) including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:

- (1) Bottom of the frame of the manufactured home is at or above the elevation required in the Florida Building Code, Residential Section R322.2 (Zone A); or
- (2) Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.

(G) **Enclosures:** Enclosed areas below elevated manufactured homes shall comply with the requirements of the Florida Building Code, Residential Section R322.2.

(H) **Utility Equipment:** Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities, shall comply with the requirements of the Florida Building Code, Residential Section R322.

### **Section 10.3.5 Recreational Vehicles and Park Trailers.**

(A) **Temporary Placement:** Recreational vehicles and park trailers placed temporarily in flood hazard areas shall:

- (1) Be on the site for fewer than 180 consecutive days; or
- (2) Be fully licensed and ready for highway use, which means the recreational vehicle or park model is on wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanent attachments such as additions, rooms, stairs, decks and porches.

(B) **Permanent Placement:** Recreational vehicles and park trailers that do not meet the limitations in LDR Section 10.3.5(A) for temporary placement shall meet the requirements of LDR Section 10.3.4 for manufactured homes.

### **Section 10.3.6 Tanks:**

(A) **Underground Tanks:** Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty.

**(B) Above-Ground Tanks, not Elevated:** Above-ground tanks that do not meet the elevation requirements of LDR Section 10.3.6(C) shall be permitted in flood hazard areas (Zone A), provided the tanks are anchored or otherwise designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty and the effects of flood-borne debris.

**(C) Above-Ground Tanks, Elevated:** Above-ground tanks in flood hazard areas shall be attached to and elevated to or above the design flood elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area.

**(D) Tank Inlets and Vents:** Tank inlets, fill openings, outlets and vents shall be:

- (1) At or above the design flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
- (2) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

### **Section 10.3.7 Other Development:**

**(A) General Requirements for Other Development:** All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in the Floodplain Management Regulations or the Florida Building Code, shall:

- (1) Be located and constructed to minimize flood damage;
- (2) Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
- (3) Be constructed of flood damage-resistant materials; and
- (4) Have mechanical, plumbing, and electrical systems above the design flood elevation or meet the requirements of ASCE 24, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.

**Section 3:** For the purposes of jurisdictional applicability, this Article shall apply in the City of Westlake. This Article shall apply to all applications for development, including building permit applications and subdivision proposals, submitted on or after the effective date of this Article.

**Section 4:** That various sections of the Land Development Regulations of the Code of Ordinances of the City of Westlake, Florida, be and the same are hereby amended to update all cross references that relate to this new Article.

**Section 5:** That should any section or provision of this ordinance or any portion thereof, any paragraph, sentence, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof as a whole or part thereof other than the part declared to be invalid.

**Section 6:** That all ordinances or parts of ordinances in conflict herewith be, and the same are hereby repealed.

**Section 7:** That this ordinance shall become effective immediately upon its passage on second and final reading.

**PASSED** on this 8<sup>th</sup> day of October, 2018 on first reading by the City Council for the City of Westlake.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_\_ day of, November 2018.

---

City of Westlake  
Roger Manning, Mayor

---

Sandra Demarco, City Clerk

---

Approved as to Form and Sufficiency  
Pam E. Booker, City Attorney



## **Ninth Order of Business**



**City of Westlake**

**Planning and Zoning Department – Staff Report**

City Council Meeting- 11-12-18

**PETITION DESCRIPTION**

**PETITION NUMBER:** SPEC-2017-03 FPU Temporary Gas Facility (Pod F) – TIME EXTENSION

**APPLICANT:** Florida Public Utilities

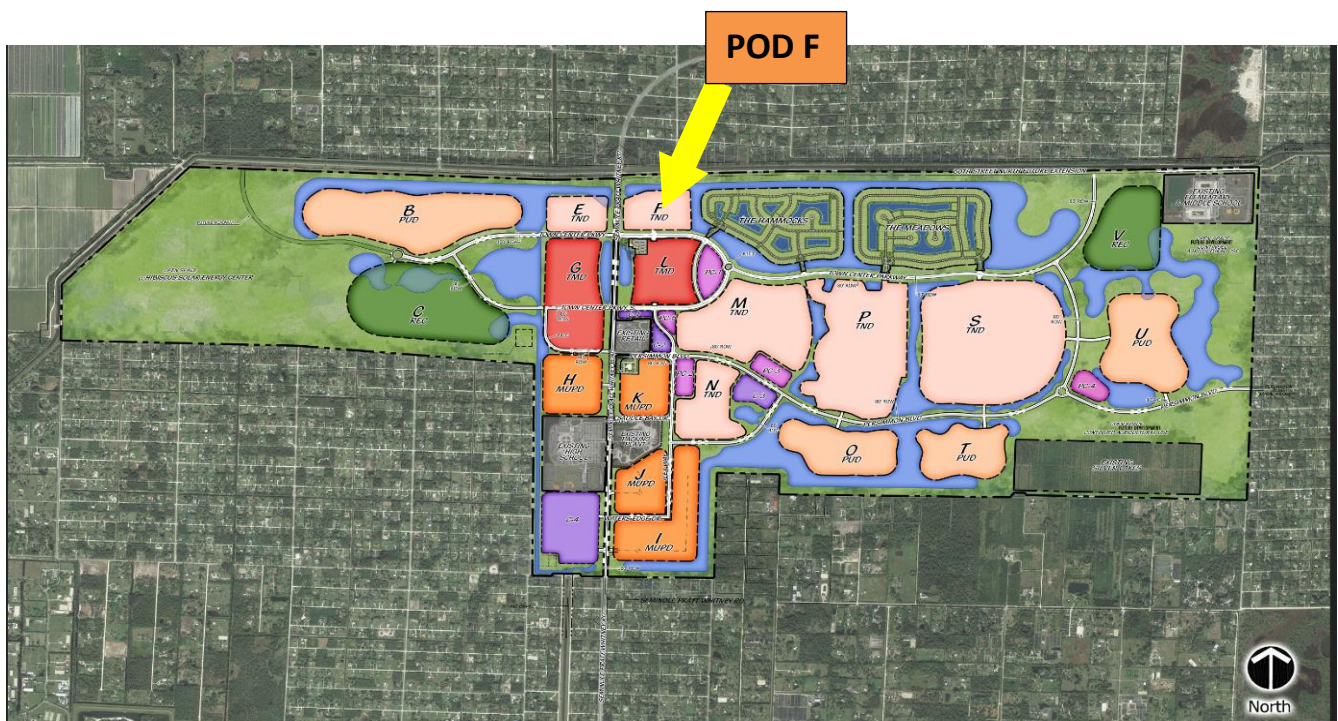
**OWNER:** Minto PBLH, LLC

**REQUEST:** The Applicant is requesting approval of a **time extension** for a special permit application of a temporary gas utility use within Pod F of Westlake TTD. The applicant is requesting a nine (9) month extension (to July 31, 2019).

**LOCATION:** City of Westlake, Pod F / FPU Temporary Gas Facility

**PARCEL NUMBER:** 77-40-43-01-00-000-1010

**LOCATION MAP**



**PETITION FACTS - Temporary Gas Facility-TIME EXTENSION**

- a. Total Gross Site Area: 32.22 acres
- b. Total Affected Area: 0.126 acres
- c. Land Use and Zoning
  - Existing Land Use: Vacant / Agricultural / Utility
  - Land Use: R2. City's adopted Future Land Use Map, March 12, 2018.
  - Zoning: TTD / AGE

**BACKGROUND AND ANALYSIS**

On December 19, 2017 Florida Public Utility (FPU) requested an approval of a special permit application to allow a temporary gas utility use within Pod F of Westlake TTD. The temporary facility includes two (2) gas tanks, perimeter fencing, and fence screening. The facility is located within the future Pod F, which is located on the north side of Town Center Parkway. Vehicular access is from Town Center Parkway.

The interim City Code, ULDC Article 2.D.2 sets forth the purpose of the special permit, which is to create standards and an approval process for certain uses and structures, which are generally temporary in nature. The proposed temporary gas utility is needed to provide gas service for the homes within the Hammocks community.

Approvals for the temporary gas utility include the following:

1. On January 11, 2018, the first application (SPEC-2017-03) was approved for six (6) months with one three (3) month time extension (see attached approval letter).
2. On July 11, 2018 the applicant was granted a Time Extension for an additional three (3) months (see attached approval letter).

**The current application is requesting a Time Extension to the previously administrative approvals. The applicant is requesting a nine (9) months extension, to July 31, 2019.** As part of the subject review, city staff requested to implement further safety measures (the original application was approved as a short term temporary facility). The applicant is proposing a safety gate as shown on the attached documents.

This application will be heard by the City Council based on Article 5.B.1.B (2) ( c) Duration *“the Special Permit shall be valid for up to a period of six months from the date of issuance, with one three month extension by the Zoning Director. The BCC may extend the timeframe through an Administrative Inquiry by the Zoning Director”*.

**FINAL REMARKS**

Florida Public Utility (FPU) is in the process of installing the permanent gas lines within the City. The installation is anticipated to be completed by July 31, 2019. Once the permanent lines are installed, the temporary gas utility will be removed from the property.





**CITY OF WESTLAKE**  
Planning and Zoning Department  
4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470

Phone: (561) 530-5880      www.westlakegov.com

**DATE:** July 11, 2018

**PETITION NUMBER:** TIME-2018-01

**APPLICANT:** Cotleur & Hearing

**OWNER:** Minto PBLH, LLC

**REQUEST:** Administrative Time Extension for SPEC-2017-03  
FPU Temporary Gas Facility

**LOCATION:** PCN 77-40-43-01-00-000-1010

**FINAL TIME EXTENSION APPROVAL**

WHEREAS, Petition No. SPEC-2017-03 was approved on January 11, 2018; and

WHEREAS, Article **5.B.1.B (2) (c) Duration<sup>1</sup>**, allows one three-month extension by the Zoning Director;

NOW THEREFORE, *a one-time three-month extension is hereby granted for the continuance of the existing FPU Temporary Gas Facility in Pod F until October 11, 2018.*

PLEASE NOTE: no further time extensions will be granted without proper application to and approval by the Westlake City Council.

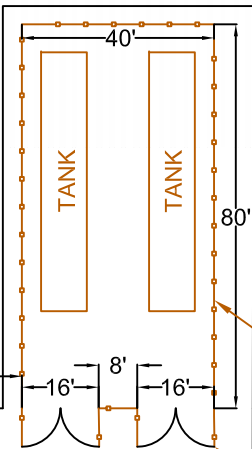
**APPROVED BY:**                     *Nilsa Zacarias*                                              July 11, 2018                    

**Nilsa Zacarias, AICP**      **Date**

<sup>1</sup> 5.B.1.B(2)(c) Duration, "the Special Permit shall be valid for up to a period of six months from date of issuance, with one three month extension by the Zoning Director. The BCC may extend the timeframe through an Administrative Inquiry by the Zoning Director."

F  
TND  
(NOT PLATTED)  
(NOT INCLUDED)

F  
TND  
(NOT PLATTED)  
(NOT INCLUDED)

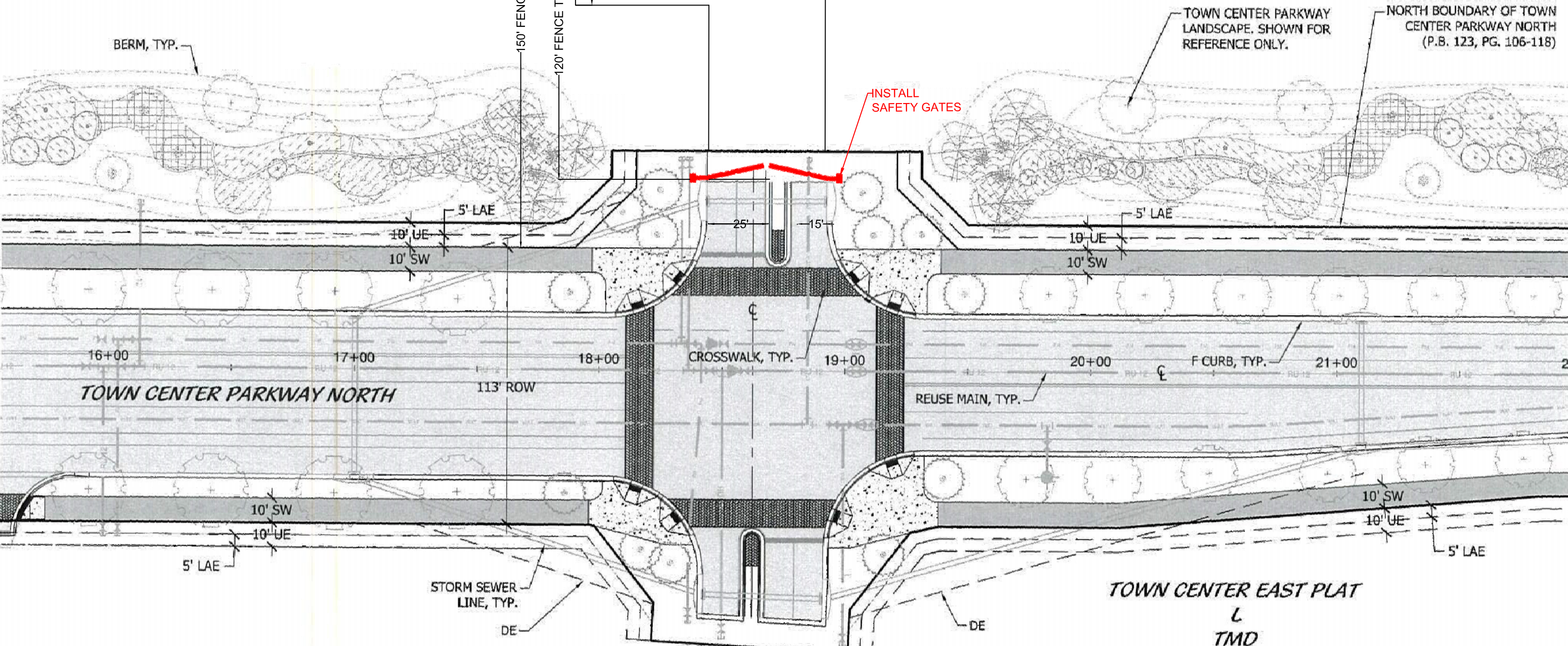


TEMPORARY FPU NATURAL GAS TANK STATION 6' HT. CHAIN LINK FENCE WITH GREEN OPAQUE WINDSCREEN

SWING GATES

GRAVEL AREA

BROWN= EXISTING  
RED = INSTALLING



BERM, TYP.

150' FENCE TO SW

120' FENCE TO GATE

INSTALL SAFETY GATES

TOWN CENTER PARKWAY LANDSCAPE. SHOWN FOR REFERENCE ONLY.

NORTH BOUNDARY OF TOWN CENTER PARKWAY NORTH (P.B. 123, PG. 106-118)

5' LAE

10' UE

10' SW

25'

15'

5' LAE

10' UE

10' SW

CROSSWALK, TYP.

F CURB, TYP.

REUSE MAIN, TYP.

TOWN CENTER PARKWAY NORTH

113' ROW

16+00

17+00

18+00

19+00

20+00

21+00

5' LAE

10' SW

10' UE

STORM SEWER LINE, TYP.

DE

TOWN CENTER EAST PLAT

L

TMD

10' SW

10' UE

5' LAE

DE



City of Westlake Zoning Division  
 4001 Seminole Pratt Whitney Road  
 Loxahatchee, FL 33470  
 Phone: (561) 530-5880  
 www.Westlakegov.com

**ADMINISTRATIVE REVIEW GENERAL APPLICATION**

Check (✓) type of application:

- Zoning Review
- Type IA Variance
- Potentially Buildable Lot
- Reasonable Accommodation
- Congregate Living Facility (CLF) Type I & Type II (RM District only)
- Agency Review
- Type IB Variance
- Legal Lot of Record
- Unity of Title Release
- Special Permit; Event Date: Thru 7/31/19
- Concurrency Determination
- Concurrency Equivalency
- Concurrency Administrative Exemption

In the box below, please provide a brief description of the Zoning Administration Review / Request:

Temporary gas utility use to provide gas service within the Westlake community. Florida Public Utilities is in the process of installing a permanent pipeline feed to the City. Once the permanent lines are installed, the temporary gas utility will be removed from the property. Temporary facility will include two gas trucks, perimeter fencing, and fence screening.

**I. PROPERTY LOCATION**

- A. Control No. 77-40-43-01-00-000-1010 Control Name: MINTO PBLH, LLC  
 Application Name: N/A
- B. Property Control Number (PCN): List additional PCN(s) on separate sheet and attach to application.  
 PCN: 77-40-43-01-00-000-1010
- C. Section/Township/Range: 01/43/40 Gross Acreage of Subject Property: 358.5 Gross Acreage of Affected Area: 0.28
- D. Location of Subject Property (proximity to closest major intersection or road):  
Town Center Parkway North, Approx. 1,850' east of Seminole Pratt Whitney Road
- E. Address: N/A Project No: N/A
- F. Subdivision Name: N/A Plat Name: N/A
- G. Water/Sewer Provider: PBCWUD Drainage District: Seminole Improvement District
- H. Is Subject Property located in an Overlay District or Zone? If yes, provide the District or Zone: Seminole Improvement District
- I. What is the Use/Type of Development Temp Gas Utility Time Extension Square Footage/Number of Units N/A

**II. FUTURE LAND USE (FLU) AND ZONING**

- A. Current Zoning District: TND Future Land Use Designation: TND
- B. Existing Use(s) on Subject Property: None - Not yet Developed Proposed Use(s): Temporary Gas Utility

**III. PLAT INFORMATION FOR AGENCY REVIEW ONLY**

- A. Has Subject Property been platted?  Yes  No If Yes, OR Book & Page Number: \_\_\_\_\_
- B. Will existing plat be affected by request?  Yes  No If Yes, explain in Justification Statement

**IV. APPLICANT INFORMATION**

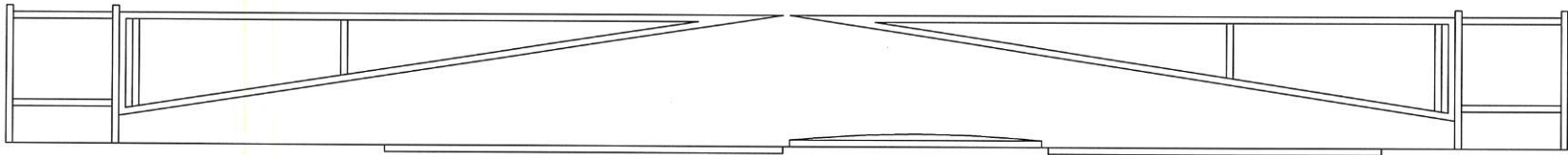
Applicant's Name: Florida Public Utilities Company  
 Address: 1635 Meathe Drive City West Palm Beach State FL Zip 33411  
 Phone: 561-366-1635 Fax: 561-838-1826 Email: dbutcher@chpk.com

Current Property Owner(s): John Carter  
 Address: 4400 W Sample Rd, Suite 200 City Coconut Creek State FL Zip 33073  
 Phone: 954-973-4490 Fax: 954-978-5330 Email: jcarter@mintofla.com

Check (X) here if applicant is a contract purchaser. Consent is required from the contract purchaser if a contract is pending to purchase the subject property. HOA or POA consent will be required if subject property is under common ownership or request is to modify any aspect of the project which applies to the entire development (i.e. condition of approval, internal roadway, etc.).

Agent\*: Andy Lawton, PE Name of Firm: Pond & Company  
 Address: 3500 Parkway Ln, Suite 500 City Peachtree Corners State GA Zip 30092  
 Phone: 256-227-4342 Fax: 678-336-7744 Email: lawtona@pondco.com

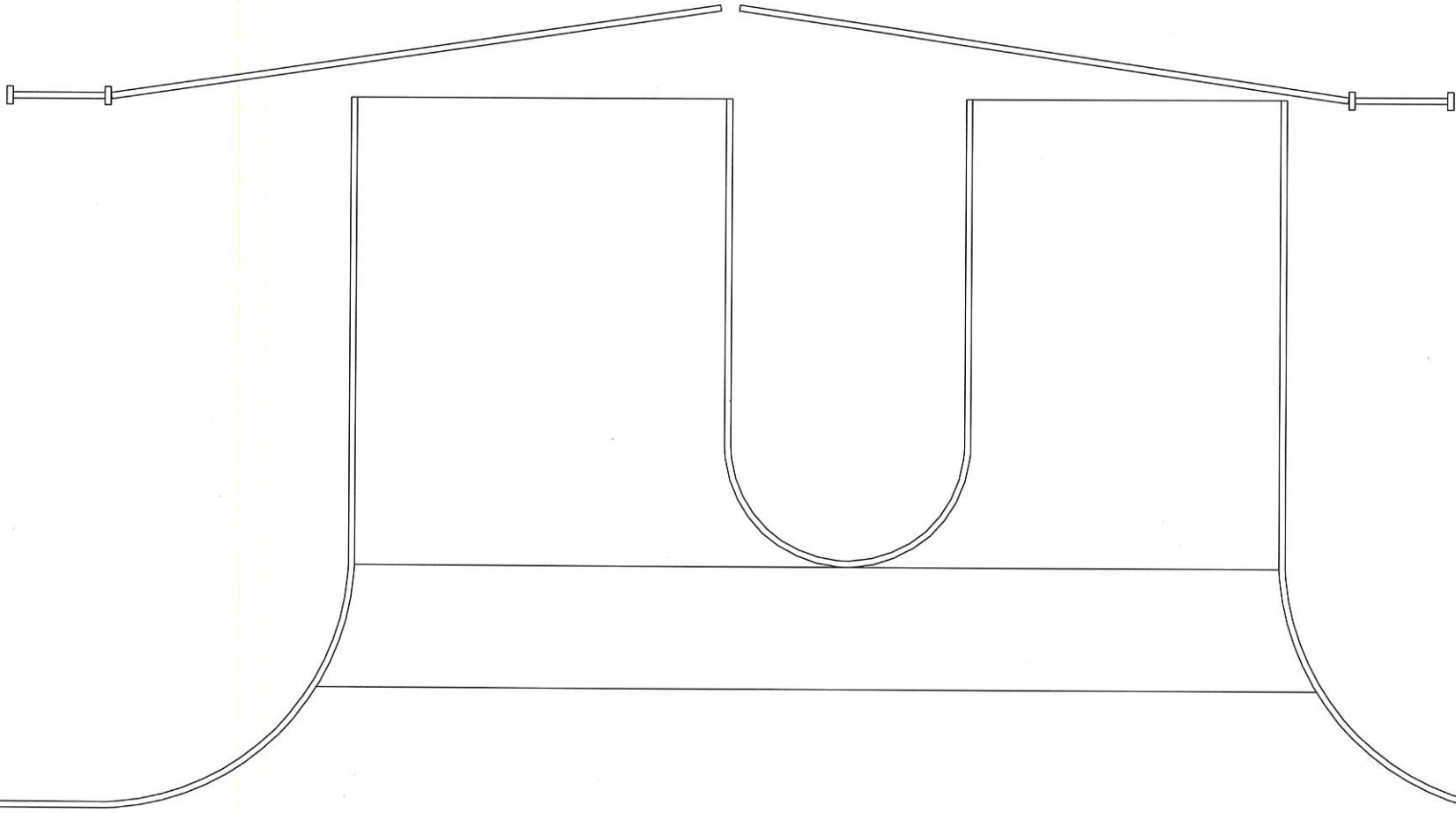
\*All correspondence will be sent to agent unless otherwise specified.



FRONT VIEW



TOP VIEW







ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Resource Names	18	May 20, '18	13	Jul 1, '18	19	Aug 12, '18	6	24	Sep 23, '18	11	29	17	Nov 4, '18	4	22	Dec 16, '18	10	28	Jan 27, '19	15	2	20	Mar 10, '19	10	28
1		<b>FPU - Westlake</b>	<b>0 days</b>	<b>Fri 6/15/18</b>	<b>Fri 6/15/18</b>																												
2		Assumed NTP	0 days	Fri 6/15/18	Fri 6/15/18		7FS+3 days,30FS+																										
3		<b>Concept Phase</b>	<b>1 day</b>	<b>Thu 5/31/18</b>	<b>Thu 5/31/18</b>																												
4		Project Kickoff	1 day	Thu 5/31/18	Thu 5/31/18																												
5		Site Visit	1 day	Thu 5/31/18	Thu 5/31/18																												
6		<b>Site Survey - PBC Portion</b>	<b>17 days</b>	<b>Wed 6/20/18</b>	<b>Thu 7/12/18</b>																												
7		Site Survey	9 days	Wed 6/20/18	Mon 7/2/18	2FS+3 days	8,11SS+4 days																										
8		Mapping	6 days	Tue 7/3/18	Tue 7/10/18	7																											
9		Soft Digs	3 days	Tue 7/10/18	Thu 7/12/18	11FF-10 days																											
10		<b>Design - PBC Portion</b>	<b>105 days</b>	<b>Tue 6/26/18</b>	<b>Mon 11/19/18</b>																												
11		Pre-Final Design	23 days	Tue 6/26/18	Thu 7/26/18	7SS+4 days	12FF,9FF-10 days																										
12		Preliminary BOM Details	10 days	Fri 7/13/18	Thu 7/26/18	11FF	13																										
13		PM Review	3 days	Fri 7/27/18	Tue 7/31/18	12	14																										
14		Submit Pre-Final design to FPU	0 days	Tue 7/31/18	Tue 7/31/18	13	15																										
15		Phase 1 Site Review	1 day	Wed 8/1/18	Wed 8/1/18	14	16,17																										
16		Address Comments	5 days	Thu 8/2/18	Wed 8/8/18	15	18																										
17		Design Details	5 days	Thu 8/2/18	Wed 8/8/18	15	18																										
18		Phase 1 Permit Submittal	0 days	Tue 9/11/18	Tue 9/11/18	16,17	19,22																										
19		Finalize BOM	3 days	Tue 9/11/18	Thu 9/13/18	18	20																										
20		POND Technical Quality Review	3 days	Fri 9/14/18	Tue 9/18/18	19	21SS,24																										
21		POND Constructibility Review	3 days	Fri 9/14/18	Tue 9/18/18	20SS	24																										
22		Initial Permit Review	15 days	Tue 9/11/18	Mon 10/1/18	18	23																										
23		Address Initial Permit Comments	5 days	Tue 10/2/18	Mon 10/8/18	22	24																										
24		Resubmit Permit	0 days	Mon 10/8/18	Mon 10/8/18	23,20,21	25																										
25		Final Permit Review	15 days	Tue 10/9/18	Mon 10/29/18	24	26																										
26		Address Final Permit Comments	5 days	Tue 10/30/18	Mon 11/5/18	25	27																										
27		Resubmit Permit	0 days	Mon 11/5/18	Mon 11/5/18	26	28																										

Project: FPU Westlake Schedule  
Date: Tue 9/11/18

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Resource Names	'18	May 20, '18	Jul 1, '18	Aug 12, '18	Sep 23, '18	Nov 4, '18	Dec 16, '18	Jan 27, '19	Mar 10, '19														
									20	8	26	13	1	19	6	24	11	29	17	4	22	10	28	15	2	20	10	28			
28		Permit Approval	10 days	Tue 11/6/18	Mon 11/19/18	49																									
29		Site Survey - SID Portion	53 days	Mon 7/30/18	Wed 10/10/18																										
30		Site Survey	9 days	Mon 7/30/18	Thu 8/9/18	2FS+3 days	31																								
31		Mapping	16 days	Fri 8/10/18	Fri 8/31/18	30																									
32		Soft Digs	3 days	Mon 10/8/18	Wed 10/10/18	134FF-10 days																									
33		Design - SID Portion	84 days	Tue 9/11/18	Fri 1/4/19																										
34		Pre-Final Design	15 days	Tue 9/11/18	Mon 10/1/18	32FF-10 days,35F																									
35		Preliminary BOM Details	15 days	Tue 9/11/18	Mon 10/1/18	34FF	36																								
36		PM Review	3 days	Tue 10/2/18	Thu 10/4/18	35	37																								
37		Submit Pre-Final design to FPU	0 days	Thu 10/4/18	Thu 10/4/18	36	38,39																								
38		Address Comments	5 days	Fri 10/5/18	Thu 10/11/18	37	40																								
39		Design Details	5 days	Fri 10/5/18	Thu 10/11/18	37	40																								
40		Permit Submittal	0 days	Thu 10/11/18	Thu 10/11/18	38,39	41,44																								
41		Finalize BOM	3 days	Fri 10/12/18	Tue 10/16/18	40	42																								
42		POND Technical Quality Review	3 days	Wed 10/17/18	Fri 10/19/18	41	43SS,46																								
43		POND Constructibility Review	3 days	Wed 10/17/18	Fri 10/19/18	42SS	46																								
44		Permit Review	45 days	Fri 10/12/18	Thu 12/13/18	40	45																								
45		Address Initial Permit Comments	5 days	Fri 12/14/18	Thu 12/20/18	44	46																								
46		Resubmit Permit	0 days	Thu 12/20/18	Thu 12/20/18	42,43,45	47																								
47		Final Permit Review	10 days	Fri 12/21/18	Thu 1/3/19	46	48																								
48		Permit Approval	0 days	Thu 1/3/19	Thu 1/3/19	47	49																								
49		Final Design Submittal to FPU	1 day	Fri 1/4/19	Fri 1/4/19	48,28	51																								
50		Construction	46 days	Fri 1/4/19	Mon 3/11/19																										
51		MILESTONE - Construction Start Date	0 days	Fri 1/4/19	Fri 1/4/19	49	52																								
52		Pre-Construction Kickoff Meeting	1 day	Mon 1/7/19	Mon 1/7/19	51	53																								
53		Construction	45 days	Tue 1/8/19	Mon 3/11/19	52	54																								
54		Construction Complete	0 days	Mon 3/11/19	Mon 3/11/19	53	55																								
55		MILESTONE - In service Date	0 days	Mon 3/11/19	Mon 3/11/19	54																									

Project: FPU Westlake Schedule  
Date: Tue 9/11/18

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

# **Tenth Order of Business**



**City of Westlake**

**Planning and Zoning Department – Summary Report**

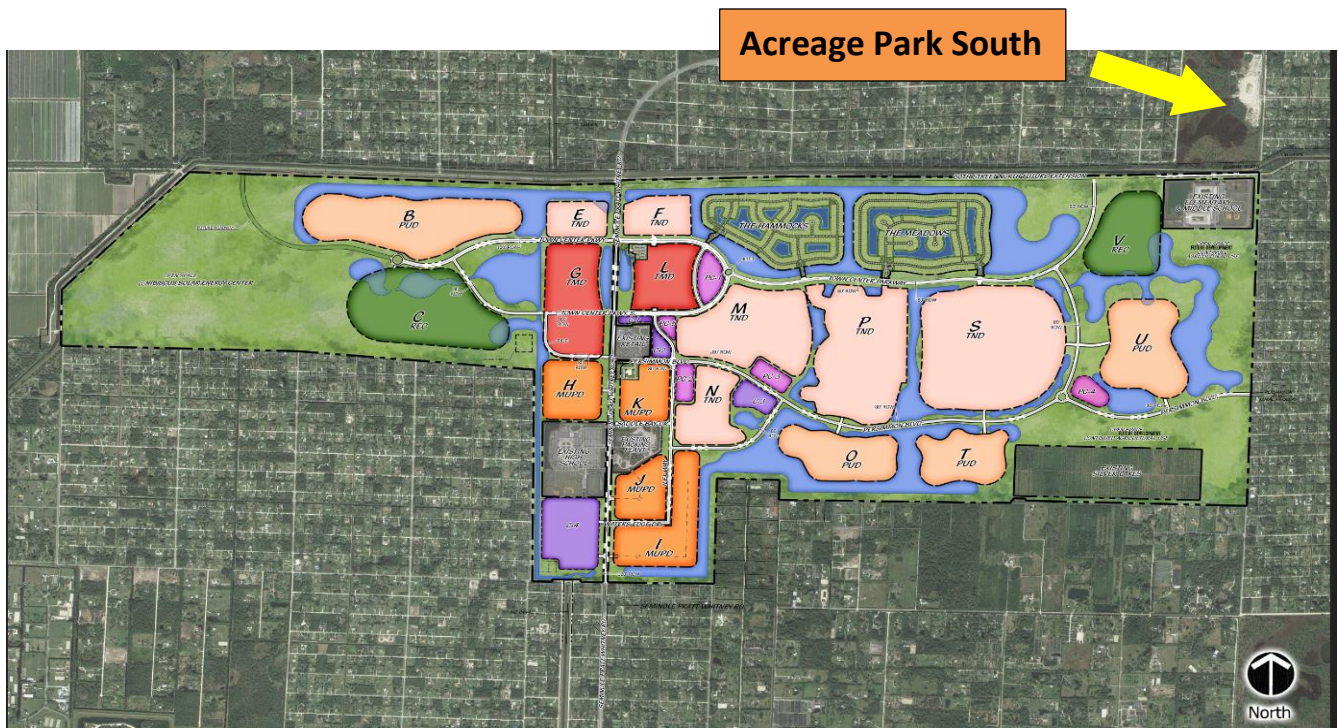
City Council Meeting- 11-12-18

**SUMMARY OF THE ACREAGE COMMUNITY PARK SOUTH EXPANSION**

**APPROVAL BY PALM BEACH COUNTY ON OCTOBER 25, 2018**

- APPLICANT:** Indian Trail Improvement District (ITID)
- OWNER:** Indian Trail Improvement District (ITID)
- REQUEST:** ITID was requesting approval from Palm Beach County to reconfigure the Acreage Park South site plan and to request a time extension for the construction of improvements to 140<sup>th</sup> Street North associated with the park project.
- LOCATION:** West side of 140th Street North, North of 60th Street North
- PARCEL NUMBER:** 00-41-42-32-00-000-1030

**LOCATION MAP**



## **BACKGROUND AND SUMMARY**

The 27.76-acre Acreage Community Park South is owned by the Indian Trail Improvement District (ITID). The site plan was originally approved by the Palm Beach County Board of County Commissioners (BCC) on August 21, 2002. On August 29, 2011, the BCC approved a Development Order Amendment (DOA) to delete land area, to reconfigure the Site Plan to add square footage, to modify and delete Conditions of Approval (Engineering, Landscape, Lighting and Signage), and to add two access points.

On October 25, 2018, the BCC approved a request by Indian Trail Improvement District (ITID) to modify an Engineering Condition of Approval to amend the timing and construction design standards for required roadway improvements along 140th Avenue North, from Orange Boulevard South to 61st Street North. The request also includes modifications to the Site Plan to indicate revisions to the Phasing Plan for implementation. No other modifications were proposed at this time. The site plan indicates a 45,000 square feet (sq. ft.) Community Center building, an Amphitheater, and multiple sports fields and courts, and recreation amenities. Access to the site will remain from 140th Avenue North.

## **CONCLUSION**

Westlake Planning and Zoning staff attended the October 25, 2018 hearing. The request was in the consent agenda and was approved unanimously by the County Commission. The approval includes a statement by the County's Department of Engineering that the roadway improvements are not required for meeting the County's Traffic Performance Standards (TPS) and that ITID shall construct improvements to 140<sup>th</sup> Avenue North prior to the issuance of a certificate of occupancy. Therefore, there are no impacts on the City of Westlake development process at this time.

**Note: THE PARK'S SITE PLAN IS ATTACHED ON A SEPARATE FILE.**



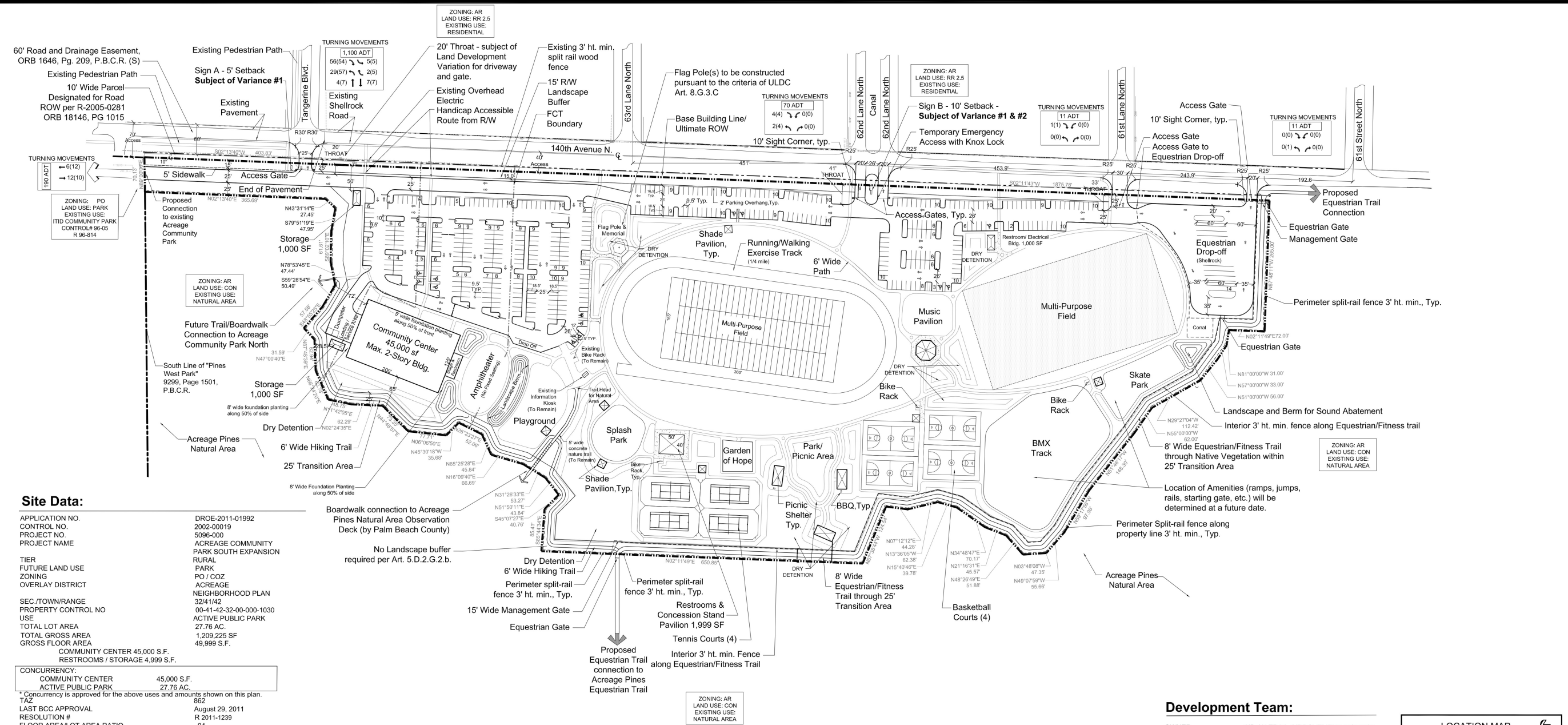


**Cotleur Hearing**  
Landscape Architecture  
Planning  
Environmental Consulting  
Graphic Design

1934 Commerce Lane  
Suite 1  
Jupiter, Florida 33458  
561-747-6336 Fax-747-1377

**ACREAGE COMMUNITY PARK SOUTH EXPANSION**

Preliminary Site Plan  
Palm Beach County, Florida



**Site Data:**

APPLICATION NO.	DROE-2011-01992
CONTROL NO.	2002-00019
PROJECT NO.	5095-000
PROJECT NAME	ACREAGE COMMUNITY PARK SOUTH EXPANSION RURAL
TIER	PARK
FUTURE LAND USE	PO / COZ
ZONING	ACREAGE
OVERLAY DISTRICT	NEIGHBORHOOD PLAN
SEC./TOWN/RANGE	32/4/142
PROPERTY CONTROL NO.	00-41-42-32-00-000-1030
USE	ACTIVE PUBLIC PARK
TOTAL LOT AREA	27.76 AC.
TOTAL GROSS AREA	1,209,225 SF
GROSS FLOOR AREA	49,999 S.F.
	COMMUNITY CENTER 45,000 S.F.
	RESTROOMS / STORAGE 4,999 S.F.
CONCURRENCY:	
COMMUNITY CENTER	45,000 S.F.
ACTIVE PUBLIC PARK	27.76 AC.

\* Concurrence is approved for the above uses and amounts shown on this plan.  
TAX 862  
LAST BCC APPROVAL August 29, 2011  
RESOLUTION # R 2011-1239  
FLOOR AREA/LOT AREA RATIO .04  
BUILDING COVERAGE 5%  
(INCLUDES 10,000 SF FOR SHADE PAVILIONS, WEATHER PROTECTION ONLY)

PERVIOUS AREA	65%
IMPERVIOUS AREA	35%
MAX. BLDG. HT.	35'
PARKING REQUIRED	349 SP.

**PHASE I**

Playground 10 sp/acre @ .5 ac. (21,780 sf)	5
Amphitheater 10 sp/acre @ .6 ac. (26,136 sf)	6
1 multi-purpose field @ 30 sp/field	30
REQUIRED FOR PHASE=	41
PARKING PROVIDED	108 SP.
HANDICAP PARKING REQUIRED	1 SP.
HANDICAP PARKING PROVIDED (INCLUDED IN TOTAL)	4 SP.

**PHASE II**

Outdoor Entertainment 10 sp/acre @ .5 ac. (21,780 sf) (includes picnic shelter, skate park, and splash park)	5
REQUIRED FOR PHASE=	5
PARKING PROVIDED	INCLUDED IN PHASE I

**PHASE III**

4 tennis courts @ 1.5 sp/court	6
4 basketball courts @ 1.5 sp/court	6
REQUIRED FOR PHASE=	12
PARKING PROVIDED	INCLUDED IN PHASE I

**PHASE IV**

1 multi-purpose field @ 30 sp/field	30
REQUIRED FOR PHASE=	30
PARKING PROVIDED	INCLUDED IN PHASE I

**PHASE V**

Community Center (Indoor Entertainment) 45,000 sf @ 1 sp/200 sf.	225
REQUIRED FOR PHASE=	225
TOTAL PARKING REQUIRED	313 SP.
TOTAL PARKING PROVIDED ON SITE	397 SP. (ALL PHASES)
HANDICAP PARKING REQUIRED	10 SP.
HANDICAP PARKING PROVIDED (INCLUDED IN TOTAL)	13 SP.
LOADING REQUIRED	0
LOADING PROVIDED	1

**Notes:**

\* THERE ARE NO PROPERTY DEVELOPMENT REGULATIONS FOR THE PO ZONING DISTRICT PER ULDC ARTICLE 3. ALL OUTDOOR LIGHTING SHALL BE EXTINGUISHED NO LATER THAN 11:00 PM, EXCLUDING SECURITY LIGHTING ONLY. PICNIC SHELTERS, SHADE AND MUSIC PAVILIONS ARE OPEN AIR AND ARE PROVIDED FOR WEATHER PROTECTION ONLY. MINIMUM SETBACK FOR PAVILIONS TO BE 25' FROM PROPERTY LINE. PER ARTICLE 5.D.2.G.1.d.1, OPEN AIR PAVILIONS, BATHROOMS, SCORE BOXES, MECHANICAL VAULTS AND SIMILAR PARK STRUCTURES LESS THAN 2,000 SF ARE EXEMPT FROM FOUNDATION PLANTING REQUIREMENTS. PER ARTICLE 5.D.2.G.3. UP TO 10 PARKING SPACES IN A ROW MAY BE ALLOWED WITH A LANDSCAPE ISLAND 10' IN WIDTH IN ALL TIERS.

\*TRAFFIC TURNING COUNTS:  
#(H) = AM PEAK HOUR (PM PEAK HOUR)

PROPERTY DEVELOPMENT REGULATIONS										
ZONING DISTRICT	MIN. LOT DIMENSIONS			MAX. BLDG. FAR	BLDG. COVER	SETBACKS/SEPARATIONS				
	SIZE	WIDTH	DEPTH			FRONT	SIDE	STREET	REAR	
REQUIRED	PO ZONING / FLU: PARK	NA	NA	NA	.10	NA	NA	NA	NA	NA
PROPOSED	PO	27.76 AC.	1,875'	762'	.04	5%	50'	28'	NA	42'

NOTE: PO ZONED PARCELS ARE EXEMPT FROM ARTICLE 3.D.1.A

**Variance Chart: Approved 8/4/11 Reso # ZR-2011-021**

Variance	Code Section	Required	Proposed	Variance
#1	Table 8.G.2.A Freestanding Sign Standards	15' Setback from R/W	Min. 5' Setback from R/W	10' Max.
#2	Table 8.2.G.A Freestanding Sign Standards	1 Sign per project frontage	2 Signs per project frontage	1

**Development Team:**

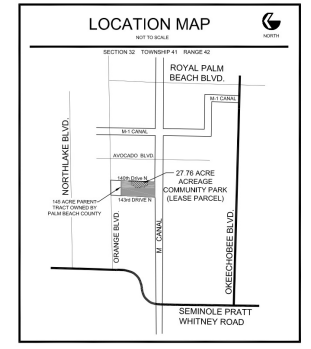
**OWNER:** INDIAN TRAIL IMPROVEMENT DISTRICT  
13476 61ST STREET NORTH  
WEST PALM BEACH, FL. 33412

**TRAFFIC:** CAPTEC ENGINEERING  
301 NW FLAGLER DRIVE #201  
STUART, FL 34994  
772-6924344

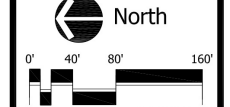
**CIVIL ENGINEER:** CRAIG A. SMITH & ASSOCIATES  
7777 GLADES RD. #410  
BOCA RATON, FL 33434  
561-791-9280

**SURVEYOR:** CRAIG A. SMITH & ASSOCIATES  
7777 GLADES RD. #410  
BOCA RATON, FL 33434  
561-791-9280

**SITE PLANNERS:** COTLEUR & HEARING, INC  
1934 COMMERCE LANE SUITE 1  
JUPITER, FLORIDA 33458  
561-747-6336



Scale: 1" = 100'-0"



DESIGNED	DTS
DRAWN	LAH
APPROVED	DTS
JOB NUMBER	11-1204
DATE	02-19-18
REVISIONS	06-08-18

November 30, 2010 2:34:54 p.m.  
Drawing: LITTORAL\_PLAN.DWG

**PSP1**  
SHEET 1 OF 1

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

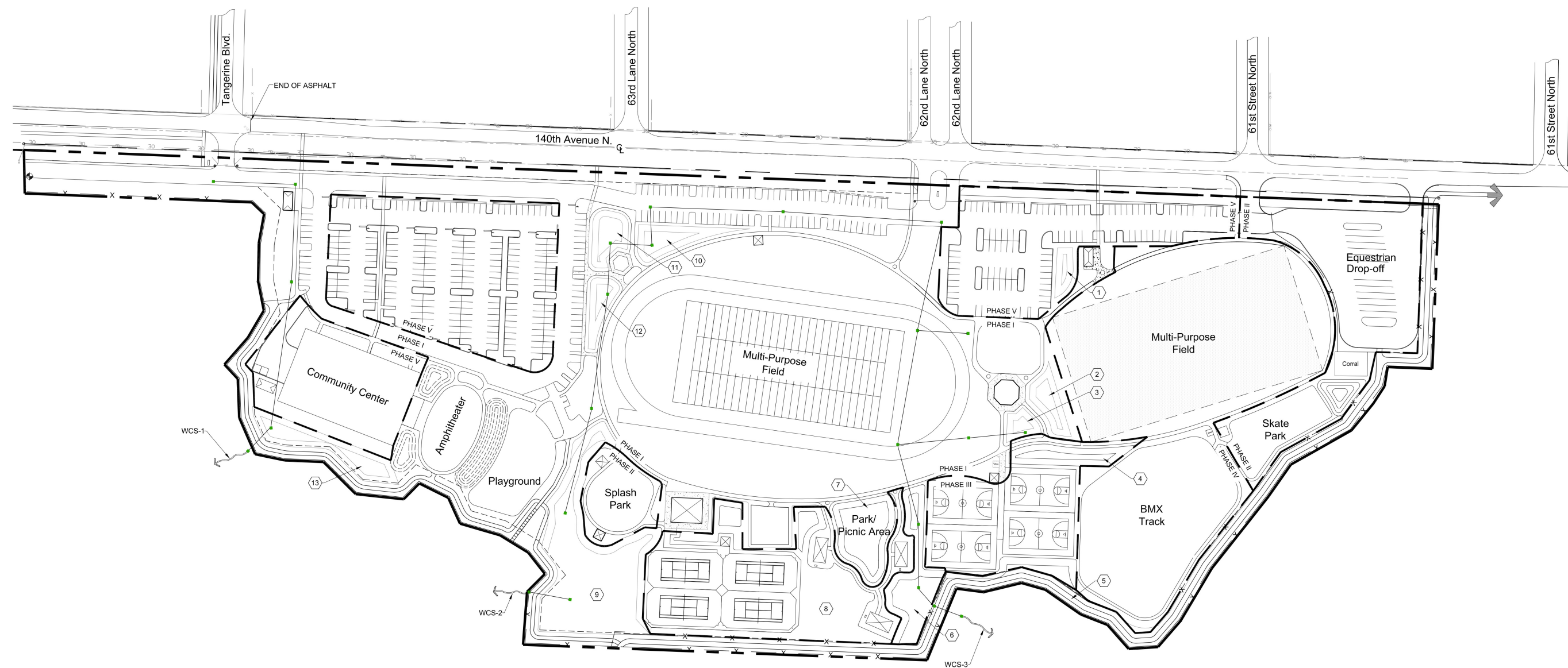


**Cotleur  
Hearing**

Landscape Architecture  
Planning  
Environmental Consulting  
Graphic Design

1934 Commerce Lane  
Suite 1  
Jupiter, Florida 33458  
561-747-6336 Fax-747-1377

**ACREAGE COMMUNITY PARK  
SOUTH EXPANSION**  
Palm Beach County, Florida



**Phasing Breakdown**

PHASING TABLE						
PHASE	PHASING TIMELINE	PROPOSED USES	NO. OF BUILDINGS AND S.F.	ACRES & PERCENTAGE OF LAND AREA PER PHASE	PROPOSED DETENTION AREAS	% OF DRY DETENTION AREAS (BOTTOM & BANK) PER PHASE
PHASE I	MARCH 2017- OCT. 2017	FLAG POLE GARDEN OF HOPE MULTIPURPOSE FIELD/ TRACK MUSIC PAVILION AMPHITHEATER EQUESTRIAN TRAIL PLAYGROUND	3 BUILDINGS RESTROOM 1,000 S.F. STAGE 1,000 S.F. RESTROOM/STORAGE 2,000 S.F.	14.12 ACRES 50.9% OF TOTAL	NUMBERS 2, 3, 6, 7, 9, 10, 11, 12, 13, AND 14	2.02 ACRES 75.6% OF TOTAL
PHASE II	MARCH 2020- MARCH 2021	SKATE PARK EQUESTRIAN DROP OFF/ PARKING SPLASH PARK	0 BUILDINGS	3.4 ACRES 12.2% OF TOTAL		0 ACRES 0% OF TOTAL 75.6% CUMULATIVE
PHASE III	MARCH 2024- MARCH 2025	TENNIS COURTS BASKETBALL COURTS PICNIC AREA	0 BUILDINGS	3.1 ACRES 11.1% OF TOTAL	NUMBERS 4, 5, AND 8	0.58 ACRES 21.6% OF TOTAL 97.2% CUMULATIVE
PHASE IV	MARCH 2028- MARCH 2029	MULTI PURPOSE FIELD BMX TRACK	0 BUILDINGS	4.2 ACRES 15.2% OF TOTAL		0 ACRES 0% OF TOTAL 97.2% CUMULATIVE
PHASE V	MARCH 2032- MARCH 2033	COMMUNITY CENTER PARKING	2 BUILDINGS COMMUNITY CENTER 45,000 S.F. STORAGE 1,000 S.F.	2.9 ACRES 10.6% OF TOTAL	NUMBER 1	0.08 ACRES 2.8% OF TOTAL 100% CUMULATIVE

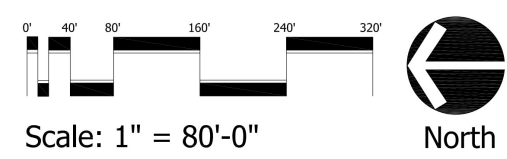
**NOTES**

SEE MASTER DRAINAGE PLAN (G-04) DATED 1/20/15 BY CRAIG A. SMITH & ASSOCIATES FOR APPROXIMATE LOCATION OF CONTROL STRUCTURES, STORM SEWERS AND DRY DETENTION AREAS.

**LEGEND**

- DRY DETENTION AREA DESIGNATION (PER MASTER DRAINAGE PLAN)
- WCS- # WATER CONTROL STRUCTURE OUTFALL

**Phasing Plan**



DESIGNED \_\_\_\_\_ DTS  
DRAWN \_\_\_\_\_ LAH  
APPROVED \_\_\_\_\_ DTS  
JOB NUMBER \_\_\_\_\_ 11-1204  
DATE \_\_\_\_\_ 02-19-18  
REVISIONS \_\_\_\_\_

November 30, 2010 2:54:54 p.m.  
Drawing: LITTERAL\_PLAN.DWG  
**PPHP**  
SHEET **1** OF **1**  
© COTLEUR HEARING INC.  
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## **Eleventh Order of Business**

## District 15 City of Westlake

### Monthly Report: October 2018



Calls for Service	Monthly
Business/Residence Checks	212
Traffic Stops	105
Calls for Service (Excluding 1061's)	196
<b>All CAD Calls – Total*</b>	<b>408</b>

Traffic Summary	Monthly
Warnings (Written and Verbal)	80
Citations	29
<b>Total</b>	<b>109</b>

Data Source: CrimeView Dashboard  
\*Omit Miscellaneous Calls

**Summary:** During the month, there were 408 generated calls within the district. 78% of these calls were self-initiated.

Crimes	Monthly
Murder	0
Sexual Assault	0
Robbery	0
Burglary - Residential	0
Burglary - Vehicle	0
Burglary - Business/Construction	0
Theft	0
Motor Vehicle Theft	0
Vandalism	0
Fire	0
<b>Total</b>	<b>0</b>

# **Twelfth Order of Business**



**Fire Rescue**

Chief Michael Mackey  
405 Pike Road  
West Palm Beach, FL 33411  
(561) 616-7000  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Melissa McKinlay, Mayor  
Mack Bernard, Vice Mayor  
Hal R. Valeche  
Paulette Burdick  
Dave Kerner  
Steven L. Abrams  
Mary Lou Berger

**County Administrator**

Verdenia C. Baker

October 2, 2018

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

Dear Mr. Cassel:

Enclosed is the Response Time Report for the City of Westlake for the month of September 2018.

If you have any questions of concerns, please contact me at 561-214-3263

Sincerely,

A handwritten signature in blue ink that reads "William Rowley".

William Rowley, District Chief  
Palm Beach County Fire Rescue



10/1/2018

# Palm Beach County Fire Rescue

## Westlake Response Time Report

### 20180901 to 20180930

Event #	Station	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
<b>Emergency Calls:</b>													
F18154453	22	SEMINOLE PRATT WHITNEY RD WLK	09/13/2018	18:27:49	18:28:16	18:28:25	18:29:54	18:32:38	19:21:19	0:00:36	0:01:29	0:02:44	0:04:49
F18156772	22	SEMINOLE PRATT WHITNEY RD WLK	09/17/2018		18:21:33	18:22:20	18:23:54	18:27:15	19:19:36	0:01:12	0:01:34	0:03:21	0:06:07
F18158409	26	140TH AVE N WLK	09/20/2018	15:15:03	15:15:22	15:15:30	15:16:31	15:22:04	16:24:46	0:00:27	0:01:01	0:05:33	0:07:01
F18162327	26	140TH AVE N WLK	09/27/2018	12:40:51	12:42:14	12:42:23	12:44:08	12:46:37	13:47:31	0:01:32	0:01:45	0:02:29	0:05:46
<b>Average Response Times:</b>										<b>0:00:57</b>	<b>0:01:27</b>	<b>0:03:32</b>	<b>0:05:56</b>
<b>Non Emergency Calls:</b>													
F18149573	26	140TH AVE N WLK	09/05/2018		12:03:24	12:03:34	12:04:59	12:21:47	12:27:59	0:00:35	0:01:25	0:16:48	0:18:48
F18155215	22	WHIPPORWILL CIR/BUTTONBUSH DR WLK	09/15/2018		01:44:47	01:44:58	01:46:44	01:52:34	02:02:32	0:00:36	0:01:46	0:05:50	0:08:12

**Total number of Events: 6**

\*Represents call received to arrival. If there is no received time, the County annual average call received to call entered time is used.



10/1/2018

# Palm Beach County Fire Rescue

## Westlake - # of Calls by Type

20180901 to 20180930

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	4
Assists\Investigations:	1
Alarms:	1
<b>Total number of Events:</b>	<b>6</b>

### Calls by Situation Dispatched





# **Thirteenth Order of Business**



**Daily Operational Report  
561-712-6428  
CountyWarningPoint@pbcgov.org**

**FOR OFFICIAL USE ONLY**

This message is intended for State, Local, and Federal government employees and authorized response partners only.

Information and incidents in this message may be EXEMPT from mandatory disclosure under §119.071 F.S.

		Duty Officer	Communicators
Issue Date/Time:	Friday 10/19/2018 08:12:41	Matthew Noble	Melisa Stefan/Spencer Reynolds
Operational Period:	10/18/2018 0800 to 10/19/2018 0800		Jeffrey Swaters/Natasha Bresilier
Activation Level:	<b>Level IV - Normal Operations</b>		

**Highlights of Previous Operational Period**

Normal monitoring operations.

1048 hours - Road Closure - Linton Blvd and Legend's Way, Delray Beach. The Palm Beach Sheriff's Office reported all lanes closed at the intersection due to a motor vehicle accident with a fatality. All lanes reopened at 1324 hours.

1555 hours - Rip Current Statement - The National Weather Service extended the rip current statement for Palm Beach County, effective until 10/19/18 at 2000 hours.

1645 hours - Public Notification - The Palm Beach County Division of Emergency Management sent out multiple public notifications to 2,206 residents of Boca Raton in reference to an armed suspect at large, requested by Palm Beach Sheriff's Office.

1915 hours - Railroad Incident - 6th Ave S and I-95, Lake Worth. CSX reported a railroad incident involving a Tri-Rail Commuter Train versus a trespasser in Lake Worth. One unconfirmed fatality is reported for the trespasser. The southbound exit ramp of I-95 at 6th Ave S was closed during the investigation. Scene cleared and roadway reopened at 2137 hours.

**Notifications:**

Road Closure Group, State Watch Office reference road closure.

Duty Officer reference public notification.

Duty Officer, Railroad Incident Group, State Watch Office reference railroad incident

**Current Situation**

Normal monitoring operations.

Current resources deployed by Palm Beach County in response to Hurricane Michael.

- Region 7 Incident Management Team - Area Command covering Gadsden, Calhoun, Jackson, And Liberty Counties.
- Division of Emergency Management
  - Senior Planner Keith Wall at Bay County EOC as Mass Care Coordinator.
  - Preparing to deploy more personnel.
- Palm Beach County Sheriff's Office
  - 28 law enforcement personnel
  - 14 support staff in Bay County.
  - 1 deployed with Region 7 Incident Management Team.
  - 2 being deployed to State EOC for relief.
- PBC Public Affairs - Public Information Officer Gloria Taylor at Bay County EOC.
- PBC Fire Rescue - One (1) engine strike team deployed to Jackson County.

Rip Current Statement in effect through 2000 hours.

The Florida Department of Health in Palm Beach County has detected West Nile Virus in Belle Glade. All residents are advised to take necessary precautions to avoid mosquito bites.

**Operational Objectives**

Monitor news, traffic and weather for potential hazards.

Monitoring the tropics.

Current Hazards	Radar
-----------------	-------



High risk of rip currents.



Number of Calls		Drought Information		Current Weather Conditions
Telephone	85	Lake Okeechobee Level	14.13 ft	West Palm Beach: Mostly sunny, with a high near 87. East wind around 10 mph.
Radio	15	Feet Above/Below Normal	-0.92	
Pages	0	K-B Drought Index	300-399	Belle Glade: Mostly sunny, with a high near 88. Light northeast wind becoming east 5 to 10 mph in the morning.
Text Message	119	Fire Danger Index	1-Low	
Email	548			
Faxing	2	Detailed Water Restrictions	<a href="#">South Florida Water Management District</a>	
Other	18			
Public Notifications	6408			
Prepared by:	Melisa Stefan	Approved by: Matthew Noble		



**Daily Operational Report  
561-712-6428  
CountyWarningPoint@pbcgov.org**

**FOR OFFICIAL USE ONLY**

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Information and incidents in this message may be EXEMPT from mandatory disclosure under §119.071 F.S.

		Duty Officer	Communicators
Issue Date/Time:	Tuesday 10/23/2018 08:14:11	Matthew Noble	Gene Prainito/John Casablanca
Operational Period:	10/22/2018 0800 to 10/23/2018 0800		Felisa Jackson
Activation Level:	<b>Level IV - Normal Operations</b>		

**Highlights of Previous Operational Period**

Normal monitoring operations.

0842 hours - The State EOC is now operating at Activation Level 2 in reference to Hurricane Michael.

0915 hours - Wastewater or Effluent Release - Approximately 200 gallons of raw sewage were release in the City of West Palm Beach due to blockage in a force main. The release was contained to a retention pond. Clean up actions complete. This was a direct report to the State Watch Office.

1521 hours - Road Closure - Purdy Lane and Haverhill Road, WPB - Purdy Lane was closed in both directions from Haverhill Road to Ambergate Lane due to a garbage truck striking several FPL poles resulting in downed power lines.

1822 hours - Road Closure - D Road and Okeechobee Blvd, Loxahatchee Groves - Okeechobee Blvd. was closed in both directions at D Road due to a motor vehicle accident. All lanes were reopened at 2035 hours.

1828 hours - Road Closure - Community Drive and Military Trail, West Palm Beach - Community Drive was closed in both directions at Military Trail due to a motor vehicle accident. All lanes have since reopened.

0500 hours - The National Weather Service issued a Rip Current Advisory for coastal Palm Beach County, in effect until 2000 hours.

**Notifications:**

Duty Officer reference Activation Level of the State EOC.

Everbridge Notification reference road closure with downed power lines.

**Current Situation**

Normal monitoring operations.

Current resources deployed by Palm Beach County in response to Hurricane Michael.

- Region 7 Incident Management Team
- Area Command covering Gadsden, Calhoun, Jackson, And Liberty Counties
  
- Division of Emergency Management
- Senior Planner Keith Wall at Bay County EOC as Mass Care Coordinator
- Director of DEM Bill Johnson and Jeff Childs (Logistics) at Calhoun County EOC
  
- Palm Beach County Sheriff's Office
- 28 law enforcement personnel
- 14 support staff in Bay County
- 1 deployed with Region 7 Incident Management Team
- 2 being deployed to State EOC for relief
  
- PBC Public Affairs
- Public Information Officer Gloria Taylor at Bay County EOC
- Public Information Officer Lisa De La Rionda at Calhoun County
  
- PBC Fire Rescue
- One (1) engine strike team deployed to Jackson County

**Operational Objectives**

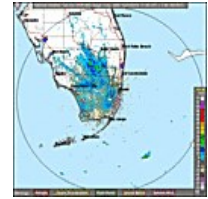
Monitor news, traffic and weather for potential hazards.

Monitoring the tropics.

**Current Hazards**

**Radar**

High risk of rip currents in effect until 2000 hours.



Number of Calls		Drought Information		Current Weather Conditions
Telephone	84	Lake Okeechobee Level	13.98 ft	West Palm Beach: A 20% chance of showers after 0800 hours. Mostly cloudy, with a high near 83. East wind 6 to 9 mph.
Radio	20	Feet Above/Below Normal	-1.08	
Pages	0	K-B Drought Index	400-449	Belle Glade: A 20% chance of showers after 1400 hours. Partly sunny, with a high near 85. East wind 3 to 6 mph.
Text Message	47	Fire Danger Index	1-Low	
Email	418			
Faxing	3			
Other	32	Detailed Water Restrictions	<a href="#">South Florida Water Management District</a>	
Public Notifications	0			
Prepared by:	Gene Prainito	Approved by: Matthew Noble		