

**MINUTES OF PLANNING AND ZONING MEETING
CITY OF WESTLAKE**

A Planning and Zoning meeting of the City of Westlake was held on Monday, June 12, 2017 at 6:00 p.m. at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida.

Present and constituting a quorum were:

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

Also present were:

Kenneth Cassel	City Manager
Pam E. Booker, Esq.	City Attorney
Nilsa Zacarias	NZ Consultants
Kate DeWitt	Coutleur & Hearing
John Carter	Minto PBLH, LLC

The following is a summary of the minutes and actions taken during the June 12, 2017 City of Westlake Planning and Zoning 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.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 8, 2017 Planning and Zoning Meeting

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor the minutes of the May 8, 2017 Planning and Zoning meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

**City Ordinance 2017-2, Amending the
City’s Interim Land Development Code
for Design Criteria for Signs**

Ms. Zacarias reviewed and provided a presentation with regard to amending the City’s interim land development code for design criteria for signs to allow tenant identification names on non-residential entrance signs.

Ms. DeWitt provided the Board with a presentation of what the signs will look like once they are installed.

Mr. Carter addressed Board questions.

Ms. Booker clarified the Planning and Zoning Board is not approving the ordinance, but instead making a recommendation to the City Council for approval.

On MOTION by Councilman Stanavitch seconded by Councilwoman Crump with all in favor recommendation of Ordinance 2017-2 to the City Council was approved.

FIFTH ORDER OF BUSINESS

**TTD Design Standards for Context
Sensitive Community Identifications
Monuments**

Ms. Zacarias reviewed and provided a presentation on amendments to the Traditional Town Development Standards, which were previously approved with a development order.

Mr. Carter further discussed the design plan for signs.

Ms. DeWitt provided a presentation on the application to amend the TTD design standards.

Ms. Booker stated this item was to make the Planning and Zoning Board aware of what was coming. Under the County’s code this requires only administrative approval.

SIXTH ORDER OF BUSINESS


Audience Comments


There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business, the Planning and Zoning meeting was adjourned at 7:02 p.m.


Kenneth Cassel
City Manager


Roger Manning
Mayor