

P&Z Board Members

Roger Manning
Katrina Long Robinson
John Stanavitch
Kara Crump
Phillip Everett



City of Westlake

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

**Planning and Zoning Meeting
Monday, November 6, 2017**

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.

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October 31, 2017

City Council
City of Westlake

Dear Mayor and Council:

The Planning and Zoning meeting of the City of Westlake will be held on Monday, November 6, 2017 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 the Minutes of the June 12, 2017 Planning and Zoning Meeting
4. Recommendation to Transmit City Ordinance 2017-5, Adopting the Proposed Comprehensive Plan, to the City Council
5. Audience Comments
6. Adjournment

Bound copies of the proposed Comprehensive Plan will be distributed separately. 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
John Carter
Terry Lewis
Johnnie Easton

Third Order of Business

**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.

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

Fourth Order of Business



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

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

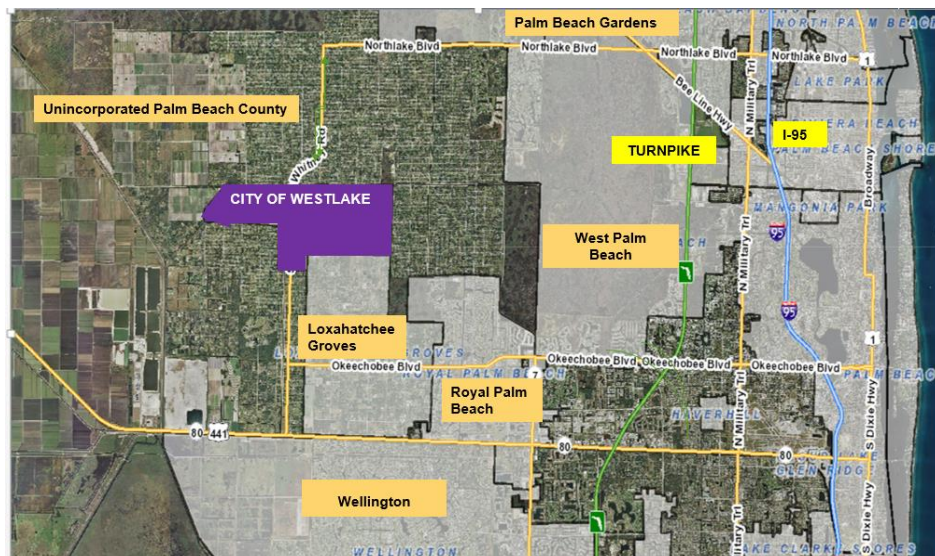
DATE: October 24, 2017
ORDINANCE NUMBER: Ordinance No. 2017-5
SUBJECT: Local Planning Agency Transmittal Hearing: City of Westlake Comprehensive Plan
MEETING DATE: November 6, 2017

BACKGROUND

The City of Westlake is coextensive with the jurisdiction of the Seminole Improvement District (SID), which was established in 1970 pursuant to Chapter 70-854, Laws of Florida, codified pursuant to Chapter 2000-431, Laws of Florida. SID is an independent special purpose government formerly known as the Seminole Water Control District, which consists of approximately 4,127 acres of land. The majority of the property located within the SID boundary consists of the former Callery-Judge Groves property (CJG), which includes roughly 3,788 acres used for active agriculture for over 50 years. The boundary also includes a separate agricultural area known as the Silverlake property, a utility site and a packing plant. In addition, three school sites and a small shopping center site lie within the SID boundary.

In 2014, the Palm Beach County Board of County Commissioners approved an application by Minto PBLH, LCC, for the former Callery-Judge Citrus Grove (CJG). *In 2016, the City of Westlake was incorporated pursuant to Section 165.0615, Florida Statutes.* The City of Westlake is located in central western Palm Beach County, northwest of the Village of Royal Palm Beach and north of the Village of Wellington and the Town of Loxahatchee Groves. The main access route to the City is Seminole Pratt Whitney Road from either State Road 80 (Southern Boulevard) or Okeechobee Boulevard from the south, or Northlake Boulevard from the north. The City is surrounded by the unincorporated area known as the Acreage, the Town of Loxahatchee Groves and a small area of agricultural lands to the west.

Figure 1.1 City of Westlake Location



FLORIDA STATUTES

In accordance with the Growth Policy Act under the Florida Statutes, Chapter 163, the City has the responsibility of planning for its future growth and development. Florida Statutes, Section 163.3167(3), provides that newly incorporated municipalities shall have three years after the date of incorporation in which to adopt a Comprehensive Plan consistent with the provisions of Chapter 163.

The City has prepared a Comprehensive Plan pursuant to the provisions of the Local Government Community Planning Act and Land Development Regulations Act.

The subject LPA Public Hearing will address the transmittal to the State Department of Economic Opportunity (DEO) of the proposed City of Westlake Comprehensive Plan and map series. Per Florida Statutes, Chapter 163.3177 *“the comprehensive plan shall provide the principles, guidelines, standards, and strategies for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the area that reflects community commitments to implement the plan and its elements. These principles and strategies shall guide future decisions in a consistent manner and shall contain programs and activities to ensure comprehensive plans are implemented.”*

Florida’s Community Planning Act in Chapter 163, Florida Statutes outlines the purposes and requirements of the Plan and provides local governments the guidance and authority to accomplish important planning goals. The Act itself addresses many aspects of growth and development and must be applied to the unique circumstances and opportunities facing Westlake. The land development regulations and all actions taken in regard to development orders shall be consistent with the Comprehensive Plan.

The Comprehensive Plan establishes meaningful and predictable standards for the use and development of land and provides meaningful guidelines for the content of more detailed land development and use regulations. The Plan must be sufficient to guide growth to the directed ends but must also recognize private property rights and allow the operation of real estate markets to provide adequate choices.

The City of Westlake Comprehensive Plan provides guidance on development over two planning periods: a short term period beginning in 2018 and ending in 2023 and a long term period beginning in 2018 and ending in 2038. However, for the purpose of the Capital Improvements Element, which must be updated annually, the fiscal year, rather than the calendar year, is used. (For example, the short term planning period ends FY 2022-23, rather than calendar year 2023).

The Comprehensive Plan is so named because it addresses all aspects of future development through a coordinated group of plan elements. The proposed Comprehensive Plan encompasses the following nine (9) elements as follows:

- Chapter 1 Administrative Element
- Chapter 2 Future Land Use Element
- Chapter 3 Transportation Element
- Chapter 4 Infrastructure Element
- Chapter 5 Conservation Element
- Chapter 6 Recreation and Open Space Element
- Chapter 7 Housing Element
- Chapter 8 Capital Improvements Element
- Chapter 9 Intergovernmental Coordination Element

The plan for future land uses, including the types of land uses and their densities and intensities, is the central part of the Comprehensive Plan which directs development of a city. Land use goals, objectives, and policies, and the future land use map describe the character and pattern of future development. These land use provisions are both enabled and restricted by the other parts of the Comprehensive Plan which address necessary public facilities such as transportation and infrastructure, and development goals such as affordable housing and the

discouragement of urban sprawl. The Capital Improvements Element plans for the provision of public facilities. The Intergovernmental Coordination Element addresses coordination with local, regional, and state entities. The plan is developed in consideration of the existing development circumstances, availability of adequate facilities and services, and the character of the land and water resources on and surrounding the jurisdiction.

PLAN VISION AND GUIDING PRINCIPLES

The Vision and Guiding Principles of the City of Westlake Comprehensive Plan embrace the following **sustainable community** concept: *An urban area with a long-term planning and management vision that incorporates a multi-modal transportation network; walkable, mixed use patterns of development; denser development where infrastructure exists; civic spaces and interconnected open spaces for recreation; economic vitality and job choices; choices in housing price and size; a robust educational system; and a unique identity.* As indicated in the illustration above, the City's sustainable community concept serves as an umbrella under which all the elements of the Comprehensive Plan are developed.

Developing a city at this location addresses the need to balance the urban sprawl of the surrounding area with the provision of adequate non-residential uses at a central location with the appropriate residential mass to make the city functional and sustainable in the long term. A sustainable community works to use its resources to meet current needs while considering that adequate resources are to be available for future generations.



The Comprehensive Plan is not only a regulatory tool to control growth but it is a means to achieve community goals, and a desirable vision of the future. The City Council conducted a visioning public workshop on July 24, 2017. The workshop included a background presentation of the Florida Statutes requirements and the key urban concepts for a future vision of the City. Council members addressed the following questions: How do you envision Westlake in 20, 30 years? What are the guiding principles that you would like to embrace for the City? What are those that you will not support and encourage?

The Council members' discussion and suggestions are summarized below. Council members supported the concept of a vibrant city and downtown area with a family-oriented character. The discussion emphasized the importance of avoiding urban sprawl. In fact, Council members strongly encouraged dedicating land to provide for a Downtown Mixed-Use future land use designation to address the needs of City residents and those of areas adjacent to the City. The sprawling western area that surrounds the City is characterized by deficiencies in commercial and service opportunities. In contrast, the City of Westlake downtown will offer a variety of uses, including residential units, shopping, services, and an employment center—all of which will contribute to the success of the City.

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In terms of the residential neighborhoods, Council members emphasized the need for open space and recreation opportunities and retail and services in commercial neighborhood centers to support walkability and quality of life of the residents. Council members also embrace the vision of 1) providing housing for a diverse population

including retirees and working families; 2) offering sufficient open space for all residents, including amenities for special needs children and activities for parents and grandparents; 3) supporting businesses and economic development initiatives. In summary, a City that will strive for an urban environment that embraces living, playing and working.

In summary, the City of Westlake will be a sustainable, vibrant, desirable and welcoming place to live, work and play. The City will support mixed uses and promote safe neighborhoods with access to thriving business districts, employment centers, schools, parks and open spaces. The City will create incentives to promote the development of diverse housing, and will offer public open spaces. An emphasis on the development of “Complete Streets” will promote multi-modal transportation opportunities. The City’s plans and policies will embrace public participation, encourage a sustainable community, and stimulate a vibrant economy.

The Plan is based on data and analysis which includes a vision and guiding principles that provide the general outline for a sustainable community. The adopted provisions of the Plan establish the specific and measurable objectives, policies, and maps that translate the sustainability community concept into an operational plan that can be used to effectively direct growth. The City’s Vision and Guiding Principles describe the future of the City in aspirational terms and are not adopted components of the Plan, but serve to guide the development of the adopted goals, objectives, and policies of the Plan.



Based on the vision outlined above, the following are the guiding principles that directed the development of the goals, objectives, and policies in the Plan.

Build City Character and Identity

The City will promote economic development and provide for attractive public spaces through the coordination of building architecture, site design, and streetscape improvements.

Balance the Central Communities in Palm Beach County

The development of the City will include commercial, employment, and recreational opportunities to help alleviate the existing urban sprawl pattern of development that currently exists in central western Palm Beach County.

Promote Mixed-Use Corridor

The Downtown Mixed-Use Category is important to the development of the City as a center of commerce, employment, and services. Activity centers, which will vary in scale, use, and intensity, will be developed within walking distance of residential neighborhoods to provide accessible and convenient opportunities to work, shop, and participate in civic life.

Emphasize Housing Diversity and Livable Neighborhoods

A variety of housing choices will be provided to accommodate a diverse range of residents at varying income levels and at all stages of life, including young adults, families, non-family households, empty nesters, retirees, and seniors. Housing opportunities will include small lots, multi-family housing, and live-work units, in addition to the traditional large, single family homes. Neighborhood commercial centers will offer convenient and walkable amenities to residents by providing retail and service facilities.

Grow a Vibrant Economy

The City will work towards becoming a Sustainable Community with an environmentally, socially, and economically healthy and resilient habitat for existing and future populations. A healthy and sustainable business environment will be promoted through investment in efficient infrastructure, the provision of incentives, and by fostering development of a community that is attractive to employers and their workers. The Plan will seek to enhance the City's competitive advantage and to attract high quality companies, entrepreneurs, and knowledge-based businesses to the area.

Promote "Complete Streets", Transportation Choice and Mobility

A safe, reliable, and integrated transportation system that includes multiple modes of transportation including walking, biking, public transit, and motor vehicles will be encouraged within the City. Investment in the transportation system should promote multi-modal travel solutions, especially in the Downtown Mixed-Use Category, around schools, between neighborhoods, and along the gateway corridors.

PUBLIC WORKSHOPS AND APPROVAL PROCESS

As part of the City's community participation process, a number of workshops were held to discuss the proposed Comprehensive Plan. The City Council had a total of three public workshops prior to the LPA hearing as follows:

JULY 24th *Vision, Administrative and Future Land Use Elements*

AUGUST 28th *Transportation, Infrastructure, and Capital Improvement Elements*

OCTOBER 9th *Housing, Conservation, Recreation and Open Space, Intergovernmental Coordination Elements*

Public hearings are required to transmit the proposed Comprehensive Plan to the State Land Planning Agency including this subject hearing of the Planning and Zoning Board acting as the Local Planning Agency (LPA), on November 6, 2017, and by a City Council Transmittal hearing, scheduled for November 13, 2017. The proposed Comprehensive Plan will be subject to the State Coordinated Review process, pursuant to Section 163.3184(4), F.S. A summary of this process is outlined below:

- After initial local hearings (Local Planning Agency and City's Council) approving the proposed Comprehensive Plan, the City is required to transmit the complete proposed plan to the State Land Planning Agency (Department of Economic Opportunity-DEO) and other agencies.
- Next, within 60 days of receiving the complete comprehensive plan proposal, the State Land Planning Agency issues an Objection, Recommendation, and Comments Report (ORC) to the local government.
- The City is required to hold a second public hearing to adopt the Comprehensive Plan.
- The complete adopted plan must then be submitted back to the State.
- Within 45 days of receiving the complete adopted Comprehensive Plan, the State Land Planning Agency issues a Notice of Intent to find the plan in compliance or not in compliance, which is posted on its website.

Please see attached Ordinance 2017-5, and two (2) binders that include the Policy Document (Goals, Objectives and Policies) and the Technical Document (Data and Analysis).

Nelsa Zaccaria

ORDINANCE NO. 2017-5

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE PROPOSED CITY OF WESTLAKE COMPREHENSIVE PLAN; AUTHORIZING TRANSMITTAL BY THE CITY TO THE STATE LAND PLANNING AGENCY (FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY), AND ALL OTHER REQUIRED GOVERNMENTAL AGENCIES OR ENTITIES FOR THEIR REVIEW OF THE PROPOSED COMPREHENSIVE PLAN PURSUANT TO THE PROVISIONS OF THE LOCAL GOVERNMENT COMMUNITY PLANNING ACT; DIRECTING THE APPROPRIATE CITY OFFICIALS TO TRANSMIT THE PROPOSED COMPREHENSIVE PLAN AND SUPPORTING MATERIAL TO THE STATE LAND PLANNING AGENCY (DEPARTMENT OF ECONOMIC OPPORTUNITY); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Westlake was incorporated as Palm Beach County's thirty-ninth municipality, on June 20, 2016, and pursuant to Florida Statutes, Chapter 163, the City is required to adopt a comprehensive plan to plan for the future growth and development of properties within the jurisdictional boundaries for the City of Westlake; and

WHEREAS, in accordance with the Growth Policy Act under the Florida Statutes, Chapter 163, the City has the responsibility of planning for the future growth and development of the City of Westlake; and

WHEREAS, consistent with Florida Statutes, Section 163.3167, and Section 163.3184(4), a state coordinate review of the City's proposed Comprehensive Plan is required; and

WHEREAS, since June 20, 2016, the date of incorporation, the City of Westlake has utilized the Palm Beach County Comprehensive Plan as its controlling interim adopted Comprehensive Plan; and

WHEREAS, Florida Statutes, Section 163.3167(3), provides that newly incorporated municipalities shall have three years after the date of incorporation in which to adopt a Comprehensive Plan consistent with the provisions of Chapter 163; and

WHEREAS, the City has drafted a proposed Comprehensive Plan pursuant to the provisions of the Local Government Community Planning Act and Land Development Regulations Act; and

WHEREAS, the City Council has been designated to serve as the local planning agency with the addition of a non-voting member of the school board as permitted by Florida Statute, Section 163.3174; and

WHEREAS, the responsibilities of the local planning agency include but are not limited to establishment of a comprehensive plan, comprehensive plan amendments, review of zoning and rezoning applications, review of land development regulations, land development codes, or any amendments thereto, and to perform any other functions, duties or responsibilities as assigned by the City Council; and

WHEREAS, the local planning agency has held a duly advertised public hearing to consider the proposed Comprehensive Plan, has considered all comments received, and has recommended approval of the City's proposed Comprehensive Plan; and

WHEREAS, the City Council has conducted a duly advertised public hearing concerning the proposed Comprehensive Plan and has considered all comments received concerning the proposed Comprehensive Plan as required by state law and local ordinances; and

WHEREAS, the City Council hereby authorized the appropriate City officials to transmit this Ordinance and all supporting materials to the Department of Economic Opportunity and to all other required reviewing governmental agencies or entities for their review.

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

Section 1. Recitals: The foregoing recital are confirmed, adopted and incorporated herein and made a part hereof by this reference.

Section 2. Authorization: The City Council for the City of Westlake hereby authorizes the transmittal to the Department of Economic Opportunity and to all other reviewing governmental agencies or entities for their review, the City's proposed Comprehensive Plan which is approved by the City Council pursuant to the provisions of the Local Government Community Planning Act and Land Development Regulations Act.

Section 3. Transmittal: The appropriate City officials are hereby directed to transmit this ordinance and all supporting materials to the appropriate agencies, which may include but are not limited to, the state land planning agency; appropriate regional planning council; appropriate water management district; the Department of Environmental Protection; the Department of State; the Department of Transportation; the Department of Education and Palm Beach County, consistent with the provisions of Florida Statutes §163.3184(1)(b).

Section 4. Severability: Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 5. Effective Date: This ordinance shall not become effective until the State Land Planning Agency issues a notice of intent to find that the proposed Comprehensive Plan is in compliance in accordance with Section 163.3184(9), Florida Statutes, or until the Administrative Commission issues a final order determining the adopted Plan to be in compliance in accordance with Florida Statutes, Section 163.3184(4).

PASSED on this _____ day of November, 2017, first reading.

PASSED AND ADOPTED on this _____ day of _____, 2018, on second reading.

City of Westlake
Roger Manning, Mayor

Sandra DeMarco, City Clerk

Approved as to Form & Sufficiency

Pam E. Booker, City Attorney