

ORDINANCE NO 2025-03

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

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

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

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

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

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

Sec. 113-8. - Master sign plan

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

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

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

a. An overall plan identifying location of all proposed signs on the parcel, except window signs. The location of window signs may be included, but it is not mandatory.

b. The layout of all proposed signs including:

1. Elevations plans drawn to scale and depicting all permanent signs placed or to be placed on the building on the parcel.

2. A plan, drawn to scale, indicating the location of all permanent freestanding signs erected or to be erected on the parcel, including setbacks; depicting the sign type, dimensions, color, style, material, and copy area; and the method of supporting the signs.

3. For signs providing for more than one (1) occupant, the amount of sign area allocated for each occupant shall be indicated.

4. The types of illumination to be used for each type of sign.

5. Method of attachment for all signs placed or to be placed on the building or the parcel.

c. A calculation of copy area for each individual sign.

d. The placement of signs on the buildings.

e. A deviation table on drawing identifying deviations from the requirements of this chapter. (3) Once the master sign plan has been approved for a parcel, the criteria shall apply to the entire parcel shown on the master sign plan, as well as to each individual owner or occupant, and shall remain as long as the buildings exist, regardless of change of ownership, management, or occupancy. No permanent sign permit shall be issued contrary to the master sign plan, unless a new master sign plan has been submitted and approved by the planning and zoning department and/or city council as applicable. When renovations to existing buildings include changes to an existing master site plan, all signage must meet the requirements of the amended master plan within one (1) year after the issuance of the first certificate of occupancy for the renovations.

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

Sec. 113-11. - Permitted signs.

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

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

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Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
Ground Sign for Commercial Buildings within Pod²	60 <u>70</u> square feet	2	1 per access entry for lots with a minimum of 200 lineal feet of ROW. Plus 1 for each additional 700 lineal feet of ROW.	Height: 8-14 ft. Width: 15 ft. (Dimensions include base) Min. sign width must equal 50% of sign height. Maximum area 120 sq. ft. including decorative elements.	Requires solid base with a height equal to at least 30% of overall sign height or 2 ft. whichever is greater. Sign copy is prohibited on the base except for information as regulated by Temporary Signs Section. [See Sec. 12.B(9)c.] Sign copy not to exceed building identification and/or six (6) <u>Eight (8)</u> tenants (not including leasing information) per sign face. Min. 4-inch letter height, including lowercase letters. Min. 10 feet setback from ROW. Min. distance of 60 feet required between ground signs. Address numbers must be a min. of 6 inches in height located above copy area.

Tenant-Specific Directional Sign	4 sq. ft.	2	Per approval as needed	Max. height: 4 ft.	Exempt from sign-base requirements. No advertising copy. Logos not more than 50% of copy area permitted by master sign plan only.
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Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions¹	Additional Requirements³
Enter and Exit Signs	4 square feet	2	1 per approved entry or exit.	Height: 3 feet	<p>Max. 3 feet above crown of paving or road.</p> <p>Signs located within a visibility triangle shall not exceed 30 inches in height measured from the surface of the nearest vehicular traffic area.</p> <p>Min. 2 feet from property line.</p> <p>Copy limited to EXIT, ENTRANCE, EXIT ONLY, etc.</p> <p>Internal illumination only.</p> <p>Shall be located in landscaped area [including grass or mulch].</p>
Projecting ID Signs	6 square feet	2	1 per tenant	N/A	<p>May be suspended from soffit or eave.</p> <p>Must be perpendicular to the building facade.</p> <p>Shall not project more than 36 inches from building façade or into a vehicular use area.</p> <p>Min. clearance of 8 feet from bottom of sign to top of walkway.</p> <p>Located at main or secondary entrance.</p> <p>May be externally illuminated.</p>

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions ¹	Additional Requirements ³
					<p>Sign(s) must be located at top of building, and/or below second floor line.</p> <p>Sign letters shall not exceed 36 inches in height including lowercase letters.</p> <p>Sign for building and tenant</p>

<p>Wall Sign for Principal Structure or Building Identification or Principal Tenant</p>	<p>90 square feet</p>	<p>1</p>	<p><u>One set of 2 signs</u> [Principal Structure or Building name <i>and</i> Principal Tenant name] on façade(s)</p>	<p>N/A</p>	<p>identification purposes.</p> <p>Each building is allowed a principal tenant wall sign.</p> <p>Maximum 1 name or message per sign.</p> <p>Sign(s) shall not exceed 80 percent of the width of the building, with a minimum of 10 percent clear area on each outer edge of the building.</p> <p><u>Logos or any federally-registered trademark may be permitted as part of a sign as follows:</u></p>
<p>The diagram illustrates the placement of signs on building facades. It shows three building silhouettes. The first two buildings have signs for 'WESTLAKE-OFFICE-TOWER' and 'Flagler-Bank'. A 'Principal-Tenant-Sign-(Optional)' is shown between them. A 'Principle-Structure/Building-ID-Sign' is shown above the second building. The third building has a 'WESTLAKE-OFFICE-TOWER' sign. A vertical dimension line on the right indicates a height constraint.</p>					
<p>Wall Signs for Multi-Tenant Office Buildings with Common Entrance</p>	<p>–</p>	<p>–</p>	<p>–</p>	<p>–</p>	<p>Signage limited to Principal Structure or Building Identification and/or Principal Tenant only.</p> <p>Individual tenant signs prohibited.</p>

an integral part of
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an approved
master sign
federally
(50) percent of
the area or each wall sign may
incorporate a logo, the logos shall
not exceed the total height of any
sign on the building.

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

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

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

Sec. 113-66. - Permitted temporary signs.

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

Table 113-66. Permitted Temporary Signs

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

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

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

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

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

PASSED this__ day of ____, 2025, on first reading.

PUBLISHED on this __ day of __, 2025 in the Sun Sentinel

PASSED AND ADOPTED this __ day of ____, 2025, on second reading.

City of Westlake
JohnPaul O'Connor, Mayor

Zoie Burgess, City Clerk

APPROVED AS TO LEGAL FORM

OFFICE OF THE CITY ATTORNEY