



City of Westlake

Planning and Zoning Department – Staff Report

City Council Meeting 01/06/2026

PETITION DESCRIPTION

PETITION NUMBER: MSP-2025-03 Master Sign Plan Pod G North (Town Center West)

OWNER: MINTO PBLH LLC

APPLICANT: Cotleur & Hearing

ADDRESS: N/A

PCN: 77-40-43-01-29-000-0010

REQUEST The applicant is requesting Master Sign Plan approval for Pod G North to be known as Town Center West, located West of Seminole Pratt Whitney Road, South of Town Center Pkwy N, and North of Town Center Pkwy S. The plan includes two (2) previously approved Pod Entry Monument signs and six (6) ground signs, arranged in two (2) sign groupings at the north, east, and south entrance of Pod G North. The subject application includes five (5) waivers.

SUMMARY

The applicant, Cotleur & Hearing, on behalf of MINTO PBLH LLC, is requesting approval of a Master Sign Plan for Pod G North, to be known as Town Center West. The request includes two (2) previously approved non-residential pod entry monument signs in 2018 (DS-AMEND-2018-01): one (1) at the corner of Town Center Parkway North and Seminole Pratt Whitney Road, and one (1) at the corner of Town Center Parkway South and Seminole Pratt Whitney Road.

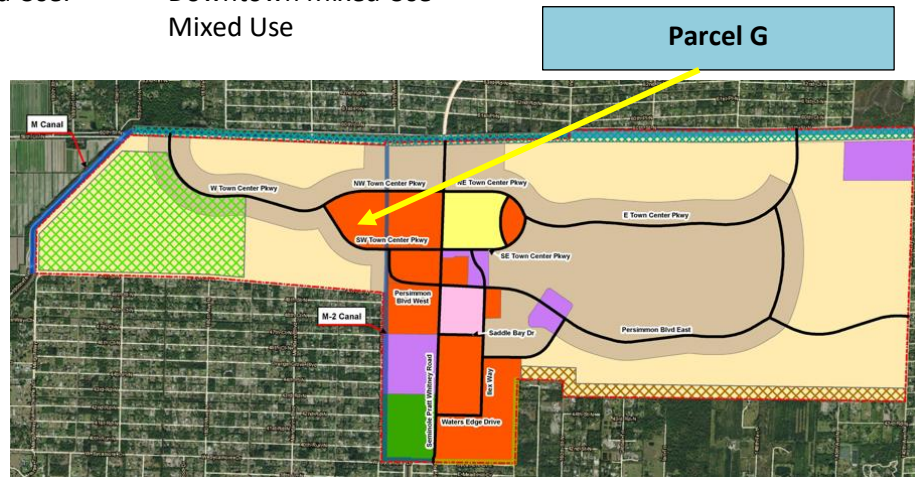
Additionally, the application includes two (2) ground sign groupings at three (3) different entrances: one (1) set at the north entrance of Pod G, one (1) set at the main entrance (east) of Pod G, and one set (1) at the southern entrance of Town Center Parkway South. The subject application also requests waivers from the City's sign code to allow two (2) ground signs per access entry, 17'2" width for the ground sign, 3'10" width for the totem, 10 tenants per sign face, and a distance between ground sign of 2 feet.

STAFF RECOMMENDATION

Based upon the facts and findings contained herein, the **Planning and Zoning and Engineering Departments** have no objections to the above-mentioned application.

PETITION FACTS

- a. Total Gross Site Area: 57.65 acres
- b. Building Data: N/A
- c. Land Use and Zoning
 - Existing Land Use: Vacant
 - Future Land Use: Downtown Mixed Use
 - Zoning: Mixed Use



BACKGROUND

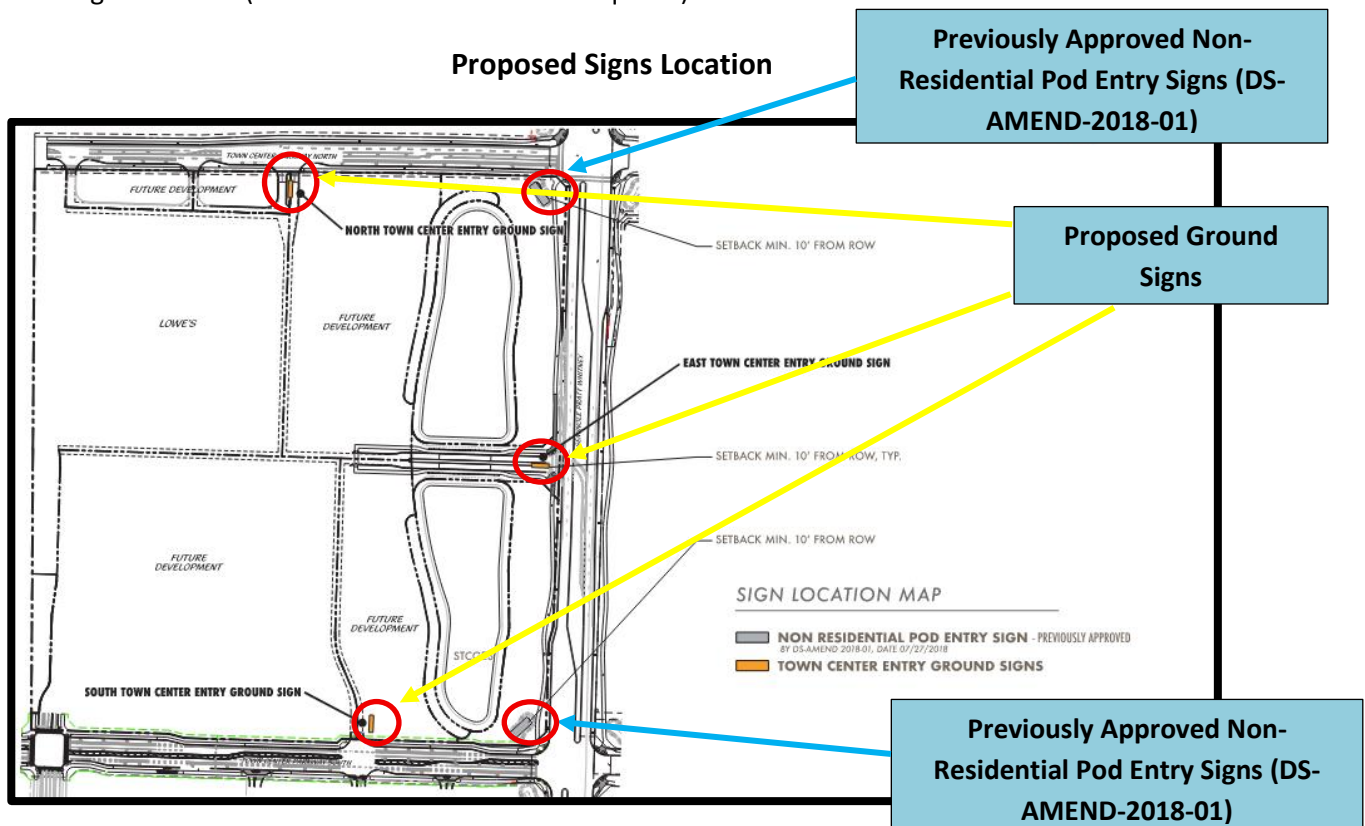
The site is located within Pod G, South of Town Center Pkwy N, West of Seminole Pratt Whitney Rd, and North of Town Center Pkwy S.

- On July 27, 2018, City Council approved the Design Guidelines, which include provisions for multiple monument signs in different locations.
- On April 1, 2025, City Council approved the plat for Pod G including North Parcel C where the subject site “Lowe’s” will be located.
- On August 5, 2025, City Council approved the application SPR-2025-02 with conditions for the proposed 107,547 sq.ft. retail sale and service known as “Lowe’s”
- On October 27, 2025, City Council approved the application MSP-2025-05 for the Master Sign Plan for Lowe’s, which included six (6) waivers.

STAFF ANALYSIS

The applicant is requesting approval of a Master Sign Plan (MSP) for Pod G North, the request includes two (2) previously approved non-residential pod entry monument signs: one located at the corner of Town Center Parkway North and Seminole Pratt Whitney Road, and one at the corner of Town Center Parkway South and Seminole Pratt Whitney Road. Additionally, the application includes two (2) ground signs grouping at two (2) different entrances: one (1) set at the north entrance of Pod G, one (1) set at the main entrance of Pod G, and one set (1) at the southern entrance of Town Center Parkway South. The subject application also includes the following waivers:

1. **Ground Sign for Commercial Buildings within a pod:** To allow two 2 ground signs per access entry (where one is otherwise allowed).
2. **Ground Sign for Commercial Buildings within a pod:** To allow a maximum width of 17'2" for the ground sign (where 15' is otherwise allowed).
3. **Ground Sign for Commercial Buildings within a pod:** To allow a minimum width of 3'10" for the Totem Ground Sign (where width must equal 50% of sign height).
4. **Ground Sign for Commercial Buildings within a pod:** To allow up to 10 tenants per Sign Face (where 8 is otherwise allowed).
5. **Ground Sign for Commercial Buildings within a pod:** To allow a maximum distance between ground signs of 2 feet (where 60 feet is otherwise required).



Per Chapter 113. Sign. SECTION 113-8 Master Sign Plan: 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.

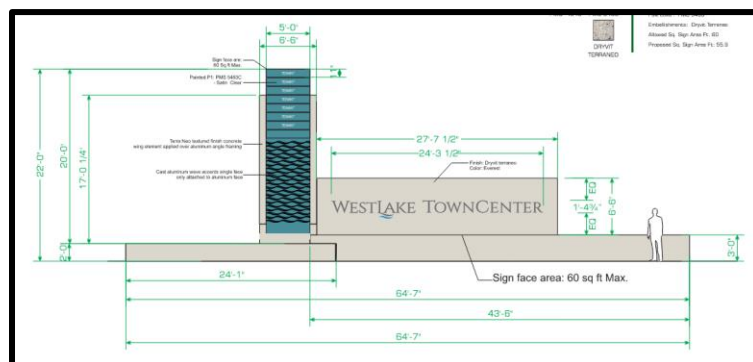
As part of the subject Master Sign Plan, the applicant is requesting the following waiver from the City Code Chapter 113:

Ground Signs for Commercial Building within Pod:

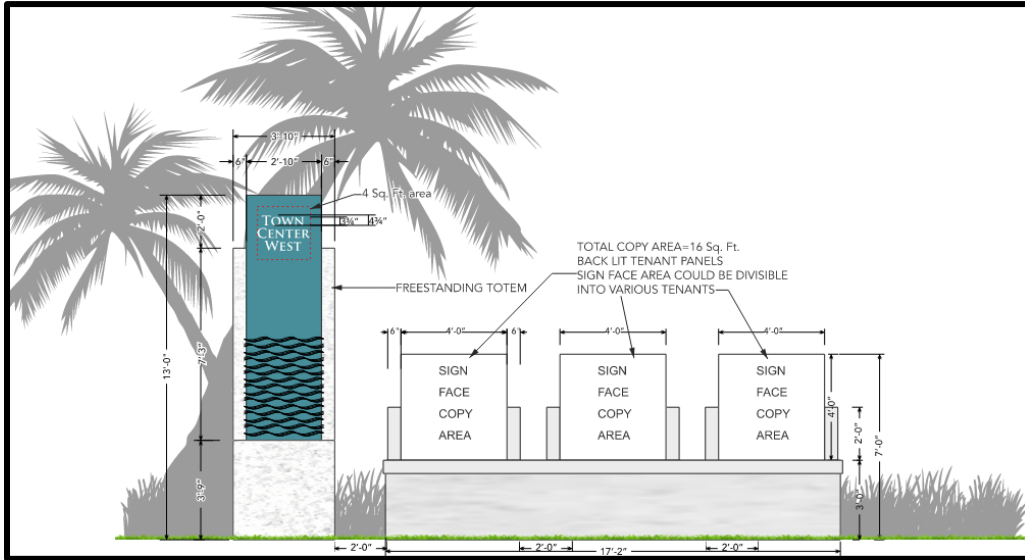
- To allow 2 ground signs per entry. *Sec 113-11. Maximum number of signs 1 per access entry.*
- To allow a minimum distance between ground signs of 2 feet. *Sec 113-11 Minimum distance between ground signs is 60 feet*
- To allow a maximum width of 17'2" for the ground signs. *Sec 113-11 Maximum width is 15 feet.*
- To allow a minimum width of 3'10" for the Totem Ground Signs. *Sec 113-11 Minimum width must equal 50% of sign height (13 feet height = maximum height 6.5 feet.)*
- To allow 10 tenants per sign face. *Sec 113-11 Maximum 8 tenants per sign face.*

SIGN TYPE	CODE REQUIREMENTS	APPLICANT REQUEST	DEVIATION	Waivers Requested
Town Center Ground Sign for Commercial Building within Pod	1 per access entry for lots	2 Per access entry	+1 Per access entry	1
	Max. Width 15'	17'2"	+2'2"	1
	Min. Width must be equal to 50% of sign height	3'10"	-2'7"	1
	8 Tenants per sign face	10 Tenants sign face	+2	1
	Distance between ground signs 60'	2' between ground signs	-58	1
				Total: 5 Waivers

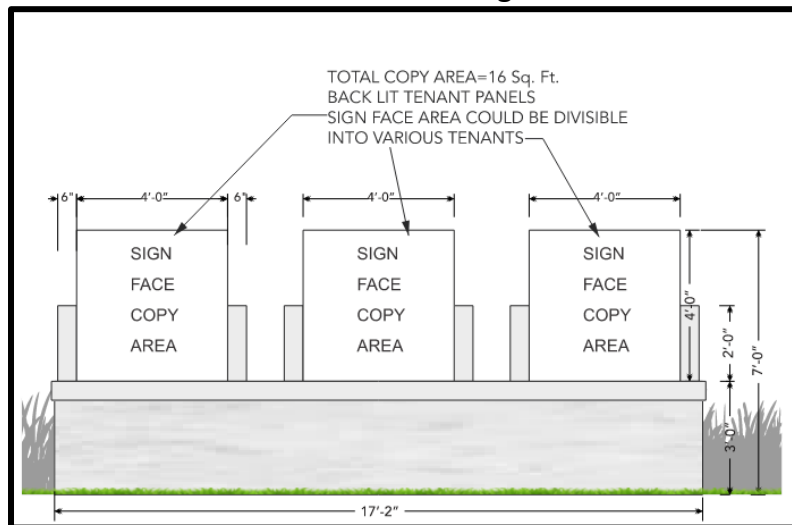
Previously Approved (DS-AMEND-2018-01) Non-Residential Pod Entry Pod Entry Monument Sign



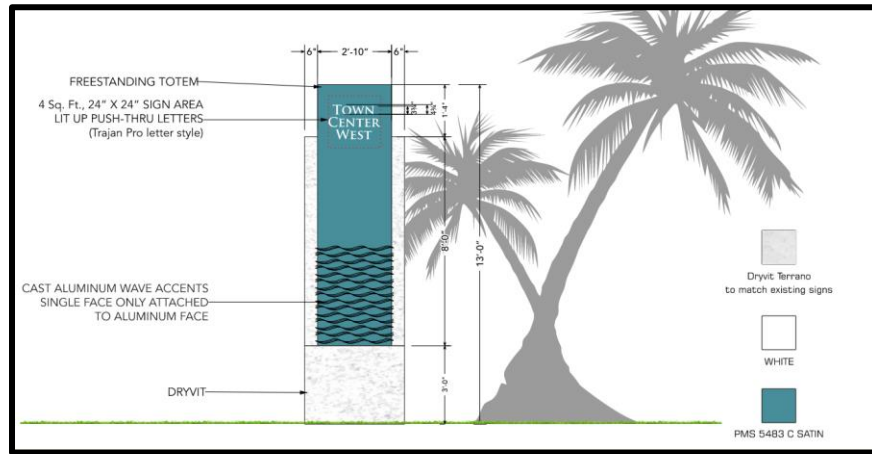
Proposed Town Center Entry Ground Signs



Small Ground Sign



Free Standing Totem



Provided Renderings



The requested waivers support a coordinated, master-planned signage program for a multi-tenant pod entry condition. The proposed sign groupings are intended to improve tenant visibility at pod entrances while maintaining a consistent design theme consistent with the Town Center design framework. Staff finds the waivers, as requested, do not undermine the intent of Chapter 113 and are appropriate within the context of a Master Sign Plan.

FINAL REMARKS

MSP-2025-03 will be heard by the City Council on January 6, 2026. The public hearing was advertised in compliance with the City's code requirement. Based upon the facts and findings contained herein, the Planning and Zoning and Engineering Departments have no objections to the approval of MSP-2025-03.