

**RESOLUTION 2020-14**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN FOR THE PALM BEACH COUNTY TAX COLLECTOR AND THE DEPARTMENT OF MOTOR VEHICLES OFFICES, LOCATED AT 16440 TOWN CENTER PARKWAY SOUTH, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the City's Land Development Regulations provides procedures for the review and adoption of site plans by the City Council; and

**WHEREAS**, the developer Minto PBLH, LLC, submitted an application for site plan review and approval for the Palm Beach County Tax Collector and The Department of Motor Vehicles Offices, located at 16440 Town Center Parkway, Westlake, Florida, 33470, legally described in the attached Exhibit "A", and

**WHEREAS**, staff has reviewed and recommends approval of the proposed site plan, SPR 2020-04 including a one (1) story 23,735 square foot office building, including approximately 4.631 acres, provided in the attached Exhibit "B", (site plan); and

**WHEREAS**, the site plan is consistent with all of the requirements of the Unified Land Development Regulations; and

**WHEREAS**, pursuant to law, notice has been given by publication in a paper of general circulation in Palm Beach County, notifying the public of this proposed resolution and of the public hearing; and

**WHEREAS**, the City Council for the City of Westlake finds that the adoption an implementation of this resolution is in the best interest and welfare of the residents of the City of Westlake.

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

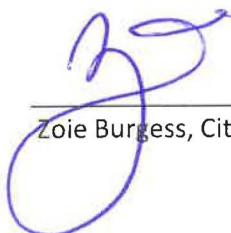

**Section 1: Recitals:** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2: Approval of Site Plan:** The City Council for the City of Westlake hereby approves SPR 2020-04 including a one (1) story 23,735 square foot office building for the Palm Beach County Tax Collector and the Department Of Motor Vehicles Offices, located at 16440 Town Center Parkway, Westlake, Florida, 33470, as described in the attached Exhibit "A", containing approximately 4.631 acres, which is located in the City of Westlake, and in Palm Beach County, Florida. The site plan approval is subject to the applicant meeting all of the conditions set forth in the development approval, as attached hereto as Exhibit "C", which is incorporated herein and made a part hereof.

**Section 3. Implementation:** The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of the Resolution.

**Section 4: Effective Date:** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 8th day of June, 2020.

  
\_\_\_\_\_  
City of Westlake  
Roger Manning, Mayor  
\_\_\_\_\_  
Zoie Burgess, City Clerk  
\_\_\_\_\_  
Approved as to Form and Sufficiency  
Pam E. Booker, City Attorney

**Exhibit 'A'**

**Palm Beach County Tax Collector and The Department of Motor Vehicles Offices**

**Legal Description**

A PARCEL OF LAND BEING A PORTION OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, PALM BEACH COUNTY, FLORIDA, SAID PARCEL ALSO BEING IN PART A REPLAT OF A PORTION OF TRACT O.S.T. 2 AS SHOWN ON THE PLAT OF TOWN CENTER PARKWAY SOUTH - PHASE II PLAT, AS RECORDED IN PLAT BOOK 126, PAGES 114 AND 115, AND A REPLAT OF O.S.T. 1 AS SHOWN ON ILEX WAY-PHASE I PLAT, AS RECORDED IN PLAT BOOK 126, PAGES 116 AND 117, BOTH OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA AND WITHIN THE CITY OF WESTLAKE, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

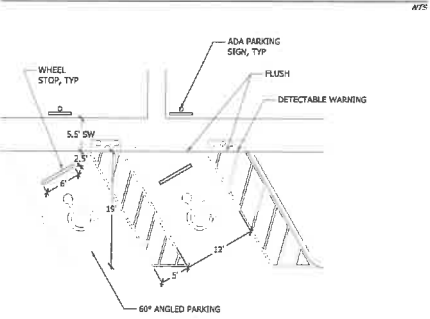
COMMENCE AT THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST; THENCE S.01°33'05"W. ALONG THE EAST LINE OF SAID SECTION 1, A DISTANCE OF 250.33 FEET TO A POINT ON THE NORTH LINE OF THE 80 FOOT M-CANAL EASEMENT AS RECORDED IN DEED BOOK 1156, PAGE 58 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA AND AS SHOWN IN ROAD PLAT BOOK 6, PAGE 136 OF SAID RECORDS, AND AS MONUMENTED; THENCE S.88°36'57"W. ALONG SAID NORTH LINE OF THE 80 FOOT M-CANAL EASEMENT, A DISTANCE OF 3776.52 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF SEMINOLE-PRATT WHITNEY ROAD AS RECORDED IN ROAD PLAT BOOK 4, PAGE 40 AND OFFICIAL RECORD BOOK 1544, PAGE 378 AND OFFICIAL RECORD BOOK 1640, PAGE 1626 ALL OF SAID PUBLIC RECORDS; THENCE S.01°42'52"W. ALONG SAID EAST RIGHT-OF-WAY LINE, A DISTANCE OF 3294.35 FEET TO THE INTERSECTION WITH THE WESTERLY EXTENSION OF AND A PORTION OF THE SOUTH RIGHT-OF-WAY LINE OF TOWN CENTER PARKWAY SOUTH, AS SHOWN ON THE FIRE-RESCUE STATION #22 & TOWN CENTER PARKWAY SOUTH PLAT AS RECORDED IN PLAT BOOK 123, PAGES 104 AND 105 AND THE TOWN CENTER PARKWAY SOUTH - PHASE II PLAT AS RECORDED IN PLAT BOOK 126, PAGES 114 AND 115, BOTH OF SAID PUBLIC RECORDS; THENCE N.90°00'00"E. ALONG SAID SOUTH RIGHT-OF-WAY LINE AND THE WESTERLY EXTENSIONS THEREOF, A DISTANCE OF 954.79 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N.90°00'00"E. ALONG SAID SOUTH RIGHT-OF-WAY LINE, A DISTANCE OF 393.11 FEET; THENCE S.00°00'00"E., A DISTANCE OF 202.00 FEET; THENCE N.90°00'00"W., A DISTANCE OF 32.00 FEET; THENCE S.00°00'00"E., A DISTANCE OF 712.88 FEET TO THE EAST RIGHT-OF-WAY LINE OF ILEX WAY AS SHOWN ON THE PLAT OF ILEX WAY-PHASE I AS RECORDED IN PLAT BOOK 126, PAGES 116 AND 117 OF SAID PUBLIC RECORDS, AND SAID TOWN CENTER PARKWAY SOUTH-PHASE II PLAT, AND A NON-TANGENT INTERSECTION WITH A CURVE CONCAVE TO THE SOUTHWEST WITH A RADIUS OF 867.00 FEET AND A RADIAL BEARING OF S.80°06'53"W. AT SAID INTERSECTION; THENCE NORTHWESTERLY ALONG SAID EAST RIGHT-OF-WAY LINE AND THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 18°24'34", A DISTANCE OF 278.57 FEET TO A POINT OF COMPOUND CURVATURE WITH A CURVE CONCAVE TO THE SOUTHWEST WITH A RADIUS OF 559.00 FEET; THENCE NORTHWESTERLY ALONG SAID EAST RIGHT-OF-WAY LINE AND THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 16°13'16", A DISTANCE OF 158.26 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST WITH A RADIUS OF 781.00 FEET; THENCE NORTHWESTERLY ALONG SAID EAST RIGHT-OF-WAY LINE AND THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 07°10'12", A DISTANCE OF 97.74 FEET TO A POINT OF COMPOUND CURVATURE WITH A CURVE CONCAVE TO THE NORTHEAST WITH A RADIUS OF 312.00 FEET; THENCE NORTHERLY ALONG SAID EAST RIGHT-OF-WAY LINE AND THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 11°51'11", A DISTANCE OF 64.54 FEET; THENCE N.25°29'34"W. ALONG SAID EAST RIGHT-OF-WAY LINE, A DISTANCE 96.33 FEET; THENCE N.10°17'45"W. ALONG SAID EAST RIGHT-OF-WAY LINE, A DISTANCE OF 52.15 FEET TO A NON-TANGENT INTERSECTION WITH A CURVE CONCAVE TO

NORTHEAST WITH A RADIUS OF 759.00 FEET AND A RADIAL BEARING OF N.68°18'32"E. AT SAID INTERSECTION; THENCE NORTHERLY ALONG SAID EAST RIGHT-OF-WAY LINE AND THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 18°09'36", A DISTANCE OF 240.57 FEET; THENCE N.43°41'21"E. ALONG SAID EAST RIGHT-OF-WAY LINE, A DISTANCE OF 34.57 FEET TO THE POINT OF BEGINNING.

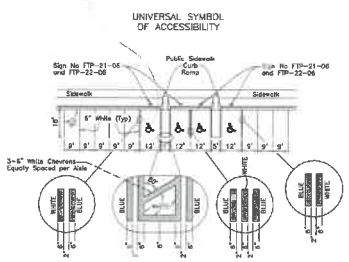
CONTAINING: 201,748 SQUARE FEET OR 4.631 ACRES MORE OR LESS.



ANGLED ADA PARKING DETAIL



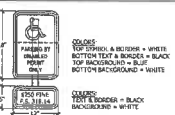
UNIVERSAL SYMBOL OF ACCESSIBILITY



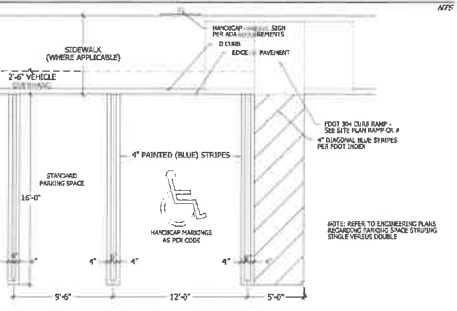
NOTES:  
1. Dimensions are to the centerline of markings.  
2. An Access Aisle is required for each accessible space when angle parking is used.  
3. Criteria for pavement markings only, not public sidewalk curb ramp markings. For more information refer to plans.  
4. Blue pavement markings shall be used to markADA 15180 of Federal Elements 226.  
5. The TYP-22-05 sign shall be mounted below the TYP-21-06 sign.

PAVEMENT MARKING FOR PUBLIC SIDEWALK CURB RAMP

HANDICAP SIGN DETAIL



STANDARD AND ADA PARKING DETAIL



DUMPSTER DETAIL

REFER TO ARCHITECTURAL DETAILS SHEET A.1.50

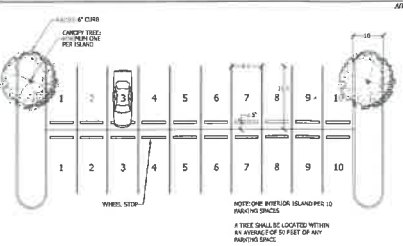
BENCH



BIKE RACK



HEAD TO HEAD PARKING DETAIL



PEDESTRIAN LIGHT BOLLARD

BEGA 64061



PEDESTRIAN LIGHT POLE

U.S. ARCHITECTURAL LIGHTING VIPER-R SERIES LED



PARKING LIGHT

D SERIES LED AREA LUMINAIRE



CAR CHARGING STATION

(OR EQUAL)



APPROVAL STAMP

宋

Song + Associates

Architectural Planning & Interior Design  
1545 Conoverpark Drive North  
West Palm Beach, Florida 33401  
Telephone: 561-832-3273  
Fax: 561-832-3273  
A.A. - 04/11/15 B.B. - 00/01/15

Seal:

Name:

License #



Cotleur & Hearing

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PALM BEACH COUNTY TAX COLLECTOR

WESTLAKE SERVICE CENTER

16440 Town Center Parkway South  
Westlake, Florida 33470

Key Plan:

Revisions: 05/01/2020  
05/19/2020

Date: 04/13/2020  
S.A. Project No.: 20015  
C.H. Project No.: 200214  
Drawn By: JAE, JS  
Checked By: JAE, JS

Phase: CONSTRUCTION DOCUMENTS

Sheet Title: REGULATING PLAN

Scale: 1" = 40'  
0' 20' 40' 80'

Sheet #:

SP2 OF 2

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## City of Westlake

### Planning and Zoning Department

Staff Report – 6/8/2020

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#### PETITION DESCRIPTION

**PETITION NUMBER:** SP-2020-04 *Palm Beach County Tax Collector's Office – Site Plan Review*

**APPLICANT:** Cotleur & Hearing

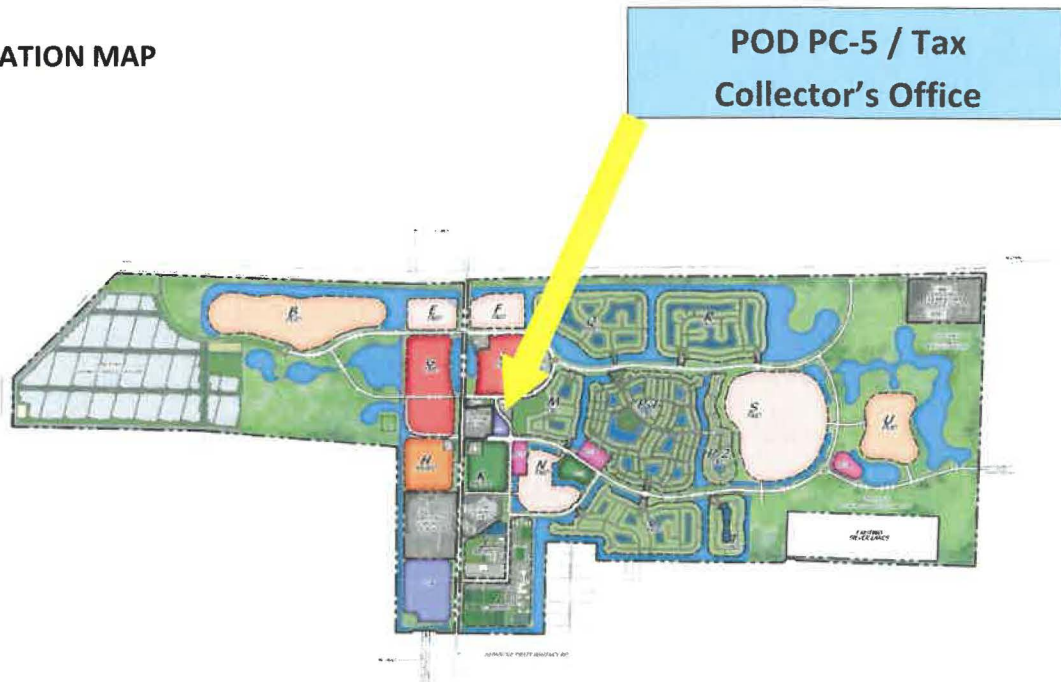
**OWNER:** Palm Beach County Tax Collector

**REQUEST:** Application from Palm Beach County Tax Collector's office and Department of Motor Vehicle (DMV) for a site plan review to build a one (1) story 23,735 square feet office building and landscaping. The subject application is located on 16440 Town Center Parkway South, Westlake, Florida, 33470.

**LOCATION:** Pod PC-5

**PROPERTY CONTROL NUMBERS:** 77-40-43-01-00-000-1010

#### LOCATION MAP



## 1. PETITION FACTS

- a. **Total Gross Site Area:** 4.63 acres
- b. **Building Data:** 23,735 SF
- c. **Land Use and Zoning**
  - Existing Land Use:** Vacant
  - Future Land Use:** Civic
  - Zoning:** Civic/Education

	FUTURE LAND USE	ZONING
SUBJECT PROPERTY	Civic	Civic / Education
NORTH	Downtown Mixed Use	Town Center
SOUTH	Civic	Civic / Education
EAST(Pod M)	Residential – 2	Residential – 2
WEST	Civic & Mixed Use	Civic / Education & Mixed Use

## 2. REVIEW AND ANALYSIS

Application from Palm Beach County Tax Collector's office and Department of Motor Vehicle (DMV) for a site plan review to build a one (1) story 23,735 square feet office building and landscaping. The subject application is located on 16440 Town Center Parkway South, Westlake, Florida, 33470. The subject application was reviewed by the City of Westlake staff (Planning and Zoning, Engineering), Seminole Improvement District (SID) and Palm Beach County Fire Rescue.



*The following table presents compliance with applicable zoning code:*

<b>Zoning District: Civic / Education</b>	<b>REQUIRED BY CODE</b>	<b>PROPOSED</b>	<b>COMMENTS</b>
<b>Setbacks</b>			
Front	Main Structure: 20'	20'	In compliance
Rear	Main Structure: 10'	117'	In compliance
Side Yard - East	Main Structure: 15'	38.1	In compliance
Side Yard - West	Main Structure: 15'	27.7	In compliance
Lot Coverage	Maximum: 30%	13%	In compliance
Pervious / Open Space	Minimum 25%	36.03%	In compliance
Building Height	Maximum: 50 ft	30'	In compliance
Parking	Required: 1/360 SF = 66 Parking Spaces	146	In compliance
Bike Racks	5% of parking required. Required: 3 spaces	7	In compliance
Sidewalks	Pedestrian walkways must be a minimum of 5 ft. wide	5' +	In compliance

## Loading

Per City Code, Article 8.7 Parking Lot Features, Section 8, Loading, "Off-street loading facilities shall be provided and maintained in the amount required in this section. These requirements may be waived or lessened in whole or part by the Planning and Zoning Director upon recommendation of the City Engineer."

### Section 8: Loading

- A) Off-street loading facilities shall be provided and maintained in the amount required in this section. These requirements may be waived or lessened in whole or part by the Planning and Zoning Director upon recommendation of the City Engineer. Any request for a variance waiver allowing a reduction in the number of loading spaces, size of loading area, shared use of loading facilities or other terms of this section shall require an applicant to submit a "justification statement" from a licensed professional engineer, professional landscape architect, certified planner, or other appropriate professional including the following as applicable:
- (1) The need for the reduction and how the site functionality will be maintained;
  - (2) A conceptual layout showing vehicle paths;
  - (3) Parking reduction analysis; and
  - (4) Loading demand analysis.
  - (5) An analysis of location which does not impede traffic safety and circulation.

The applicant has submitted the attached *Justification Statement for Loading Zone Waiver*. The City's Land Development Regulations require one loading space for office buildings ranging from 10,000 sq. ft. to 50,000 sq. ft. *The applicant is requesting to provide no loading zones stating the subject facility does not require frequent receipt or distribution by motor vehicles of materials or merchandise at this facility.*

The waiver has been reviewed and recommended by the City Engineer and approved per the Planning and Zoning Director.

## Screening Wall for Mechanical Equipment

The subject Tax Collector building is proposing an eight (8) foot wall to screen the chiller plant (mechanical equipment). The proposed screening wall was reviewed per the below Interim City Code:

### 19. Mechanical Equipment

#### a. Applicability

This section shall apply to the installation of improvements associated with mechanical equipment. [Ord. 2008-037]

#### 1) Location and Setbacks

##### a) Setback Exceptions

Setback exceptions shall be applied pursuant to Article 3.D.1.D.5, Setback Exceptions. [Ord. 2008-037]

##### b) Height Exceptions

Height exceptions shall be applied pursuant to Article 3.D.1.E.4, Height Exceptions. [Ord. 2008-037]

#### 2) Screening Requirements

- a) New and replacement equipment, shall be screened on all sides by an opaque barrier constructed of materials, and color compatible with the building or structure, or equivalent landscaping for ground mounted equipment, to a minimum height equal to the highest point of the equipment. [Ord. 2006-004] [Ord. 2008-037] [Ord. 2011-016]

## Signage

With regard to signage, the applicant is providing two wall signs fronting the right of way in compliance with below City Code; Signage, Section 6.20 Permitted Signs,.

Sign Type	Max. Size of Copy Area	Max. Sign Faces	Max. Number of Signs	Max. Sign Structure Dimensions <sup>1</sup>	Additional Requirements
Wall Sign for Principal Structure or Building Identification or Principal Tenant	90 square feet	1	One set of 2 signs [Principal Structure or Building name and Principal Tenant name] on façade(s) fronting ROW	N/A	<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 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>



**Landscape**

The proposed landscape was reviewed and find it in compliance with City Code.

**Drainage**

All drainage and water management systems within the City of Westlake will be owned and operated by Seminole Improvement District (SID). It is proposed that Palm Beach County Tax Collector's Office and DMV runoff be directed to on-site inlets and storm sewer with discharge to on-site dry detention system prior to discharging to the Master Drainage System for additional water quality treatment and attenuation. Legal positive outfall is available via connection to the Master Drainage System on Ilex Way. A Letter of Intent was received on May 12, 2020 from the Seminole Improvement District Engineer.

**Traffic**

The total trips projected for this application, taking into consideration adjacent sites in Westlake, do not exceed the approved trips for Westlake per the Development Order.

**Fire Safety**

The subject application was reviewed by Pedro Segovia with the Palm Beach County Fire Department. See below approval.

**Final Remarks**

Application SP-2020-04 will be heard by the City Council on June 8, 2020. The subject application was advertised on the Palm Beach Post.

As stated previously, the subject application was reviewed by the City of Westlake staff (Planning and Zoning, Landscaping and Engineering), the Seminole Improvement District (SID), and the Palm Beach County Fire Rescue.

Based on the subject review, the Plannign and Zoning Department recommends approval of SP-2020-04. The reviewers find the application in compliance with applicable codes and requirements.

Re: City of Westlake - Pod P1 Rec Center - Fire-Rescue Site Plan Review  
Comments. [Westlake/Pod P PH 1](#) ×

**Pedro Segovia**  
to me ▾

Wed, Apr 22, 3:28 PM

No coment