

6/29/22

**ORDINANCE NO. 2022-03**

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**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER \_\_\_\_ ENTITLED LAND DEVELOPMENT CODE BY SPECIFICALLY CREATING SECTION \_\_\_\_ ENTITLED "SPECIAL EVENTS"; PROVIDING FOR A DEFINITION OF SPECIAL EVENTS; PROVIDING FOR THE REQUIREMENT OF A PERMIT; PROVIDING FOR PERMIT REQUIREMENTS; PROVIDING FOR REGULATIONS RELATIVE TO SIGNAGE, THE SALE OR SERVICE OF ALCOHOLIC BEVERAGES; PROVIDING FOR BATCH APPLICATIONS; PROVIDING FOR THE REGULATION OF GARAGE SALES; PROVIDING FOR CODIFICATION; PROVIDING FOR A CONFLICTS CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City Council finds the assembly of large numbers of people require notice and opportunity for the organization of resources related to events occurring within the City; and

**WHEREAS**, the City Council finds and determines that the variety, uniqueness, and timing of certain special events require the City to adopt regulations which aim to define and determine what qualifies as a special event and the regulations that shall govern certain special events; and

**WHEREAS**, the purpose of this ordinance is promote the safe and efficient operation and organization of special events which will serve the best interests of the residents of the City; and

**WHEREAS**, the City Council of the City of Westlake deems it in the best interest of health, safety, and welfare of the residents of Westlake to establish regulations for conducting special events within the City; and

**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 \_\_\_\_ by including Article \_\_\_\_, Section \_\_\_\_ entitled "SPECIAL EVENTS" as follows:

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CHAPTER XX

Article XX

Sec. XXX. - Special events.

(a) "Special event" means a temporary meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof (excluding any such event conducted for the primary purpose of First Amendment speech or assembly), having a common purpose, design, or goal that will detrimentally affect or impact the ordinary and normal use by the general public upon any public or private facility, street, sidewalk, alley, public or private area, or building where the event substantially inhibits the usual flow of pedestrian or vehicular traffic, and is not the type approved for, or customarily associated with, the site upon which the event is located. Examples of special events include, but are not limited to block parties, parades, races or walks, athletic events, carnivals, shows, grand opening or promotional events, shopping plaza sidewalk sales, charity fundraisers, farmer's market, holiday tree and pumpkin patch lots, and other similar temporary uses or events not specifically permitted by the City's zoning ordinance, but does not include demonstrations. The term "special event" does not include:

- 1) a normal business sale event or similar activity for non-residential establishments;
- 2) a social gathering at a single residential dwelling unit such as a birthday party, a gathering to watch a sporting event, a celebration of life, or similar event;
- 3) garage sales or other outdoor sales in residential zones;
- 4) events taking place within a residential community that is subject to homeowners association or property owners association governing documents.

(b) Permit required and restrictions. Any City resident, or any City business holding a current City business tax receipt, or any non-profit or charitable organization registered with the State of Florida is eligible to apply for and seek a special event permit pursuant to this section subject to the following conditions and restrictions:

- 1) For non-residential uses outside of the R-1 and R-2 zoning districts, a maximum of four (4) special events permits shall be permitted per address in any single calendar year and each event shall not exceed fourteen (14) consecutive calendar days. However, temporary seasonal sales defined as sales related to a specific period of time

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- 1 recognized in the Westlake community as a basis for a recognition  
2 or celebration of a recognized holiday shall not exceed forty-five  
3 (45) consecutive days. A special event that includes multiple  
4 addresses, for example within a shopping center, shall count as one  
5 event for each address captured by the special event permit. No  
6 events for a single business shall occur consecutively, unless  
7 approved by the City Council.
- 8 2) For non-residential uses located within the R-1 or R-2 zoning  
9 districts, a no more than two (2) special events permits shall be  
10 allowed per address in any single calendar year and each event shall  
11 not exceed seven (7) consecutive calendar days. However,  
12 temporary seasonal sales as defined in this section shall not exceed  
13 forty-five (45) consecutive days. A special event that includes  
14 multiple addresses, for example within a shopping center, shall  
15 count as one event for each address captured by the special event  
16 permit. No events for a single business shall occur consecutively,  
17 except those with City Council approval.
- 18 3) Anchor tenants are permitted four (4) special events per calendar  
19 year in addition to the limitation above. The term "anchor tenant"  
20 shall be defined as the tenant in any non-neighborhood plaza with  
21 the greatest amount of square footage located within the leasehold  
22 premises.
- 23 4) Notwithstanding the other limitations in this subsection, when a  
24 new non-residential use is opened, within one year of receiving its  
25 certificate of occupancy, it may hold one (1) "grand opening" event  
26 in addition to the other special events permitted in this subsection  
27 but the one (1) grand opening event shall be required to comply  
28 with this section and shall not exceed 7 calendar days.
- 29 5) Special Events that are sponsored or sanctioned by the City or  
30 Seminole Improvement District (SID) shall not be subject to City  
31 Council approval. For SID event anticipated to exceed 200 people,  
32 SID shall provide notice to the City Manager thirty (30) calendar  
33 days before the event describing the anticipated number of  
34 attendees, coordination with law enforcement, fire rescue, and a  
35 traffic management plan, if required.
- 36 (c) Special Event Permit requirements. Written application must be submitted to  
37 the City a minimum of forty-five (45) calendar days prior to the date for which  
38 the special event is proposed for non-residential properties, or thirty (30)  
39 calendar days prior to the date for which the special event is proposed for  
40 residential properties. Failure to comply with the required timeline for written  
41 applications may be a basis for denial of the application. The form of application

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1 shall be obtained from the City and contain, at a minimum, the following  
2 information:

- 3 1) Description and type of event. A detailed statement describing use and  
4 type of event(s) proposed.
- 5 2) Authority. Notarized evidence the property owner/managing agent  
6 authorizes the use on the site for the special event reflected on the  
7 special event permit application.
- 8 3) Proposed location with property owner's written consent.
- 9 4) Proposed date, commencement time and duration of event.
- 10 5) Approximate number of participants.
- 11 6) Statement of use. A detailed statement of use, including, but not limited  
12 to, sponsor(s), vendors(s), band(s) and/or other  
13 musical/entertainment operations, planned activities, duration of  
14 event, hours of operation, anticipated attendance, temporary lighting to  
15 be provided on site, security, utilities, and use of generators, as  
16 applicable.
- 17 7) Proof of insurance in the amount of \$1,000,000.00 per event.
- 18 8) Expected traffic, fire-rescue, and utilities impact, if any, and proposed  
19 mitigation plans.
- 20 9) Copy of all required state and county permits if event will be held on or  
21 utilize state and/or county-controlled property.
- 22 10) Signage. Signs are permitted only if related to a special event and shall  
23 comply with the City's Code of Ordinances regulating signage.
  - 24 a. Traffic control signs, may only be used for purposes to direct traffic  
25 and/or as deemed necessary for the safety of the public, and/or for  
26 public events held by the city. Traffic-control signage shall be  
27 permitted only at the discretion of the City, and by the Seminole  
28 Improvement District if applicable, subject to the review and approval  
29 of a traffic-control sign plan illustrating the number, copy area,  
30 location, and graphics of all signs proposed. All signs located on public  
31 property or right-of-way other than city property shall be submitted  
32 with the authorization of the applicable agency. No signs shall be  
33 permitted to be installed earlier than \_\_\_\_ calendar days prior to the  
34 permitted special event and signs must be removed no later than  
35 \_\_\_\_\_ calendar days after the event.
- 36 11) Site plan. A detailed site plan for the event, including, but not limited to,  
37 property boundaries; road access; location of trash receptacles, sanitary  
38 restroom or wash facilities, tents, or other structures; location of rides

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- 1 if applicable; location of parking; location of temporary enclosures,  
2 tents, dwellings, offices, and equipment; location of any live  
3 entertainment, outdoor music, or stages; and proposed setbacks of  
4 activities, fences, tents, booths etc., from adjacent properties. Single  
5 residential units shall not be required to provide a site plan.
- 6 (d) Alcoholic beverage service. Notwithstanding anything contained in the City  
7 Code of Ordinances to the contrary, alcoholic beverages may be permitted at  
8 approved special events under the following conditions; 1) The sale or service  
9 of alcoholic beverages at any special event shall require, as a condition  
10 precedent, the issuance of the appropriate state alcoholic beverage permit, if  
11 any, a copy of which must be provided to the City in conjunction with the  
12 special event permit application; 2) the City may require, in its sole discretion,  
13 the use of physical barriers to define and contain the outdoor area within which  
14 alcoholic beverages may be sold and consumed; 3) the hours of sale, and; 4)  
15 the use of security or off-duty law enforcement personnel at the special event.
- 16 (e) Food service. If food service will be available at the event, the applicant shall  
17 provide a complete list of food service vendors, their respective State or  
18 County licenses or permits if applicable, Florida State health certificates,  
19 and a list of the type of food service proposed. The use of mobile food  
20 vending vehicles within the city limits shall be subject to the requirements of  
21 the Code of Ordinances.
- 22 (f) Entertainment. Any special event that is proposing to include musical or other  
23 audio entertainment shall adhere to the following:
- 24 a. Submit to the City a live entertainment/sound management plan as a  
25 part of the special event application for review.
- 26 b. The applicant must demonstrate that the special event will meet the  
27 requirements of the City Code regulating noise.
- 28 (g) Location. In residential zoning districts or residential portions of mixed use  
29 districts, special events may occur on public or private schools, churches and  
30 houses of worship, public parks, public or private common property, amenity  
31 centers, and sites that have been approved for, or are customarily associated  
32 with events (such as properties controlled by a property owner's association  
33 or homeowner's association). Otherwise, special events may occur only on  
34 properties with a non-residential zoning district designation.
- 35 (h) Other materials. Other materials and documentation as may be required by the  
36 City application to accurately assess potential impacts of the special event on  
37 public facilities and services.
- 38 (i) Final action.

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- 1           1) After review by, and with the recommendations of Planning and Zoning,  
2           Fire Rescue, and Law Enforcement, the City Manager or his/her  
3           designee and in his or her sole discretion may approve the application  
4           (with conditions if applicable), or deny the application in whole or in  
5           part.
  - 6           2) If the application is denied, the City Manager shall provide the basis for  
7           the denial and the applicant may request an appeal to the City Council.  
8           Such request must be made in writing to the City Manager within ten  
9           (10) calendar days of the denial, and shall be considered by the City  
10          Council at its next available scheduled meeting.
  - 11          3) Any proposed special event whose attendance is contemplated to  
12          exceed 200 people in total shall require final approval by the City  
13          Council which, after considering the recommendations of Planning and  
14          Zoning, the law enforcement department, and the City Manager, may  
15          approve the application, deny the application in whole or in part; or  
16          approve the application with conditions.
  - 17          4) Denial of a special event permit application, or the imposition of certain  
18          conditions by either the City Manager or the City Council may be based,  
19          among other reasons and at the sole discretion of the City, upon  
20          violations of the terms and conditions of a previously approved special  
21          event permit for the same address.
- 22 (j) Batch Applications. A Batch Application is an application requesting approval of  
23 multiple special events. Any person or entity entitled to seek a special event permit  
24 may submit a Batch Application to the City. A Batch Application does not entitle the  
25 applicant to more special event permits than otherwise permitted by this Chapter,  
26 but does allow all special events described in the Batch Application to be permitted  
27 through a single application. Each special event described in the Batch Application  
28 must meet the requirements of this Chapter or other approved Special Events  
29 Program. For any event anticipated to exceed 200 people, the applicant shall  
30 provide updated information to the City forty-five (45) calendar days before the  
31 event describing the anticipated number of attendees, coordination with law  
32 enforcement, fire rescue, and a traffic management plan, if required.
- 33 (k) Special Events Program. For any non-residential development, the owner or  
34 manager may submit a Special Events Program application requesting a waiver for  
35 a period not to exceed three (3) years from the limitation on the annual number of  
36 permissible special events and/or any other requirement of this Chapter. The  
37 application may, but is not required to, contain details of special events that will be  
38 held as part of the Special Events Program. The Special Events Program application  
39 shall go before City Council and may be approved, denied, or approved with  
40 conditions.

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1 a. If a Special Events Program is approved or approved with conditions, the  
2 applicant is then required to obtain a permit from the City for each special  
3 event that is part of the Special Event Program, demonstrating compliance  
4 with this Chapter subject to any conditions of approval. Applications for  
5 these special events may be made through Batch Applications, individual  
6 applications, or any combination thereof.

7 b. The City Council may withdraw the waiver at any time after providing  
8 written notice ten (10) calendar days in advance in the event it determines  
9 that the Special Event Program is detrimental to the Westlake Community  
10 and it is in the best interest of the City to protect the health, safety, and  
11 welfare of the residents of Westlake.

12 (l) Event Venues - Other notification required. Sites that have been approved for,  
13 or are customarily associated with events, are not required to seek special event  
14 permits. However:

15 1) If such a site will host an event that is substantially larger than the  
16 types of event approved for or customarily associated with the site,  
17 such that the event will negatively impact traffic to a greater degree  
18 than is typical during an event of that normal parking procedures will  
19 not accommodate anticipated vehicles, then written request for  
20 approval of a maintenance of traffic plan must be made to the City at  
21 least forty-five (45) calendar days prior to the event. Such request  
22 must include a description of the event, provide the anticipated  
23 duration of the event, provide the anticipated number of attendees  
24 or vehicles at the event, and provide a maintenance of traffic plan.  
25 The City shall respond to such application within twenty (20)  
26 calendar days; otherwise, the provided maintenance of traffic plan  
27 shall be deemed acceptable.

28 2) For any special event anticipated to attract more than 200 people,  
29 notice must be provided to the Palm Beach County Sheriff and Palm  
30 Beach County Fire Department at least 30 days in advance, and must  
31 state the anticipated number of attendees, the location and the  
32 duration of the event. In the event should either the Palm Beach  
33 County Sheriff or the Palm Beach County Fire Department issue a  
34 recommendation, the applicant/ sponsor of the event shall be  
35 required to comply with all the recommendations of both agencies.

36 (m) Violations. It shall be unlawful to operate or hold any special event in the City  
37 without compliance with this Section. Violations of this Article shall subject the  
38 property owner to code enforcement proceedings.

39  
40 Sec. XXX.



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1 Garage sales and other outdoor sales in residential zones; permit required;  
2 limitations.

3 This section does not apply to residences governed by a homeowner association or  
4 property owner's association. No garage sale, carport sale, yard sale, outdoor sale,  
5 or other similar activities in any residential district, including the residential  
6 portion of the mixed use district, shall be permitted without the issuance of a permit  
7 from Planning and Zoning. There shall be no fee charged by the City for the issuance  
8 of such permit. Not more than two (2) permits shall be issued to any one street  
9 address during any single calendar year.

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11 a) Garage sales and other outdoor sales in residential zones; application for  
12 permit; issuance.

13 1) Applicants for a garage sale or other outdoor sale permit in a  
14 residential zone shall first submit a statement showing:

15 i. The name and address of the person conducting the garage  
16 sale or other outdoor sale.

17 ii. The day(s) and time(s) upon which the sale shall occur.

18 iii. A list of proposed locations for signs, which may be installed  
19 no sooner than 1 day before sale and must be removed at the  
20 end of the day of sale. Each garage sale is allowed one sign  
21 that is a maximum of 12 sq. ft. in size on the property hosting  
22 the sale and a maximum of three off-premises directional  
23 signs.

24 2) City Manager or designee shall issue the permit as a matter of right  
25 upon determination that the garage sale or other outdoor sale does  
26 not violate any of the terms of this Code. By applying for a permit, the  
27 applicant agrees to comply with all permit requirements and on-  
28 street parking requirements.

29

30 3) Restrictions. Garage sales or other outdoor sales in residential  
31 districts, or in the residential portion of a mixed use district, are  
32 permitted only on Saturdays and Sundays between the hours of 8:00  
33 a.m. and 5:00 p.m. Such sales at any other time of the day are  
34 prohibited.

35 b) Garage sales and other outdoor sales in residential zones; cleanup of site. All  
36 sites of garage sales or outdoor sales shall be left in a clean and orderly manner  
37 upon completion of the sales activities. All temporary signs shall be removed  
38 immediately upon the conclusion of the garage sale or outdoor sale.

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1 Penalty for violations. Violations of the regulations for conducting garage sales  
2 shall be grounds for denial of a subsequent garage sale permit. In addition, the  
3 City may, at its sole discretion, refer alleged violations to the code enforcement  
4 special magistrate.  
5

6 **SECTION 4. Codification.** It is the intention of the City Council of the City of  
7 Westlake that the provisions of this Ordinance shall become and be made a part of  
8 the Code of Ordinances of the City of Westlake, Florida, and that the Sections of this  
9 Ordinance may be renumbered, re-lettered and the word "Ordinance" may be  
10 changed to "Section," "Article" or such other word or phrase in order to accomplish  
11 such intention.  
12

13 **SECTION 5. Conflicts.** All ordinances or parts of ordinances,  
14 resolutions or parts of resolutions which are in conflict herewith, are hereby  
15 repealed to the extent of such conflict.  
16

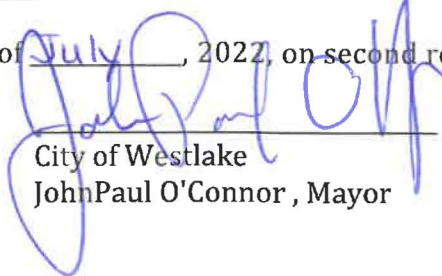
17 **SECTION 6. Severability.** Should the provisions of this ordinance be  
18 declared to be severable and if any section, sentence, clause or phrase of this  
19 ordinance shall for any reason be held to be invalid or unconstitutional, such  
20 decision shall not affect the validity of the remaining sections, sentences, clauses,  
21 and phrases of this ordinance but they shall remain in effect, it being the legislative  
22 intent that this ordinance shall remain notwithstanding the invalidity of any part.  
23

24 **SECTION 7. Effective Date.** This ordinance shall be effective upon  
25 adoption on second reading.  
26

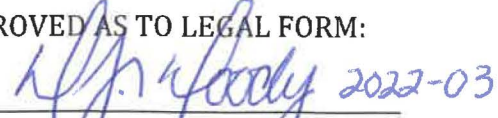
27 **PASSED** this 7<sup>th</sup> day of June, 2022, on first reading.

28 **PUBLISHED** on this 22 day of June, 2022 in the Palm Beach Post.

29 **PASSED AND ADOPTED** this 5<sup>th</sup> day of July, 2022, on second reading.

  
\_\_\_\_\_  
City of Westlake  
John Paul O'Connor, Mayor

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33 **ATTEST:**  
34   
35 Zoe Burgess, City Clerk  
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37 **APPROVED AS TO LEGAL FORM:**  
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39 \_\_\_\_\_  
40 **OFFICE OF THE CITY ATTORNEY**