



Minutes
Town of Lake Park, Florida
Marina Task Force
Thursday, February 21, 2013 3:00 p.m.
Town Commission Chamber, 535 Park Avenue

The Marina Task Force met for the purpose of a regular meeting on Thursday, February 21, 2013 at 3:00 p.m. Present were Diane Bernhard, Wayne Creber, Brent Headberg arrived at 3:10 p.m., Erin Flaherty, Jorge Quintero, Project Manager Richard Pittman, Finance Director Blake Rane, Marina Director James Hart, Public Works Director Dave Hunt, Town Manager Dale S. Sugerman, and Town Clerk Vivian Mendez.

Town Manager Sugerman led the Pledge of Allegiance.

A marketing video of the Marina was shown to the Task Force which was created by Brent Headberg.

Review of Final Draft Report:

Town Manager Sugerman opened the floor to comments and asked for suggested changes to the final report (see exhibit "A"). The members of the Task Force reviewed the document, paragraph by paragraph, and made a variety of suggested changes. Mr. Sugerman reported that he would take all of those suggested changes and incorporate them into a final document. When asked when the final document might be ready for distribution, Mr. Sugerman said it might be two weeks or more.

Discussion:

The Task Force was impressed with the video and offered minor comments and suggestions.

Public Comment

Tom McCraney, expressed his concern with the elevation and fence around the parking lot at the corner of Silver Beach Road and US Highway 1. He thanked the Task Force for their work.

Mayor James DuBois thanked everyone for their work.

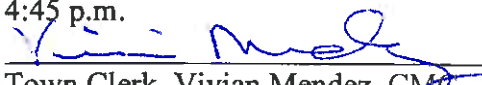
Final Comments:

Town Manager Sugerman thanked everyone for the time and work. He was thankful for all the creativity everyone brought to the table. He thanked staff for their participation in the project.

Public Works Director Dave Hunt explained that a quote for the demolishing of the wall will be sought.

Adjournment

There being no further business to come before the Task Force the meeting adjourned at 4:45 p.m.



Town Clerk, Vivian Mendez, CMC
Marina Task Force Meeting Minutes
February 21, 2013



Exhibit "A"
February 21, 2013

MEMORANDUM

DRAFT

TO: Honorable Mayor and Members of the Town Commission
FROM: Dale S. Sugerman, Town Manager
DATE: February XX, 2013
SUBJECT: Report from the Marina Task Force

In August of 2012 the Town Commission appointed 5 citizens and as town manager I appointed 4 staff members plus myself to a Marina Task Force. The 5 citizen appointees included Diane Bernhard, Wayne Creber, Erin Flaherty, Brent Headberg, and Jorge Quintero. The other four staff members included Marina Director James Hart, Public Works Director David Hunt, Project Manager Richard Pittman, and Finance Director Blake Rane. The Marina Task Force was given three specific assignments and six months to complete those assignments. The assignments included:

- 1) Dealing with parking at the Marina (including the configuration of the existing lot and better integration of the corner lot at US 1 and Silver Beach Road).
- 2) Dealing with traffic flow at the Marina (including abandoning the current right-of-way of Lake Shore Drive which cuts through the lower parking lot, reconfiguring the existing lot to accommodate the larger trucks and boat trailers, tearing down the existing wall, and integrating the corner lot).
- 3) Developing alternatives for enhancing revenues both through a reconfiguration of the existing lots, and finding a way to better utilize our daily boat launch ramp and supporting facilities.

The Task Force met once a month, for six consecutive months. What follows below is the report from the Task Force.

Dealing with Parking

When one looks at the current use of the existing parking lots (both the lower existing parking lot and the upper recently purchased parking lot) it is immediately apparent that the parking stalls do not easily accommodate the size of the largest rigs which trailer boats to the facility, launch their boat and then park in the parking lot. Many trucks with large trailers actually jump the wheelstops in the lower lot because the length of the truck and trailer do not fit within the existing parking spaces in the lower lot. If they didn't jump the wheelstop, the back end of the trailer would hang into the travel lane. Also, many of these larger rigs do not park in the upper parking lot (which can handle the larger rigs) because movement into and out of the upper parking lot is difficult at best.

The first effort of the Task Force was to develop a conceptual parking plan to integrate the lower and the upper lot, with as many larger (55' and 50') parking spaces as physically possible. The conceptual parking plan which has been developed with the help of Task Force member Brent Headberg would accommodate eight 55' and nine 50' parking spaces in the upper lot (see Attachment A). As proposed, the reconfigured upper lot can be easily reached after the boat is launched at the ramp.

Once the upper and the lower parking lots are physically reconfigured, the overall parking space count would result in the following total parking spaces being available throughout the Marina:

<u>Size of Parking Spaces</u>	<u>Number</u>
10' x 55'	8 spaces
10' x 50'	9
10' x 45'	36
10' x 40'	12
10' x 38'	2
10' x 30'	<u>9</u>
Trailer spaces	76
9 x 19	42 automobiles
12 x 19	<u>4</u> handicapped
Automobile spaces	46
Total Parking spaces	122

In advance of the development of the proposed conceptual parking plan for both the upper and lower parking lots, including the creation of eight 55' parking spaces and nine 50' parking spaces in the upper lot, a one-week survey was done by Marina staff of the number and lengths of the larger rigs typically using the facility. Survey results showed that, on average [redacted] larger rigs park in the lower lot. [This section will need some work by Jamie and possibly Diane because it seems that I have lost my notes from that meeting].

This proposed conceptual parking plan (Attachment A) depicts 27 large parking spaces and 6 car parking spaces in the upper parking lot. The InterLocal agreement (ILA) between Palm Beach County and the Town of Lake Park for the acquisition of the upper parking lot calls for an "additional 30 boat trailer parking spaces along with 16 standard vehicle parking spaces" (Section 2.01, Exhibit "A", Phase I, No. B of the InterLocal Agreement R2010, 1943, dated November 16, 2010). Obviously, the proposed conceptual parking plan does not meet the exact intent of the ILA. That being said, it is

the belief of the Marina Task Force that the proposed conceptual parking plan results in a much better parking scheme than what was envisioned when the ILA was approved by Palm Beach County and the Town of Lake Park.

The proposed conceptual parking plan is a much better parking scheme in that it provides an adequate number of very large parking spaces such that larger rigs will have easily accessible parking spaces in the upper lot where they will not have to jump any wheelstops to fit into a properly sized parking space. The conceptual parking plan creates 27 additional boat trailer parking spaces (three short of the requirement in the ILA). The proposed conceptual plan also creates 6 standard parking spaces in the upper lot. While there is little reason to believe that there will be a significant demand for standard parking spaces in the upper lot (since these standard parking spaces are extremely far from the water's edge), these additional standard parking spaces have been created in case there is someone who would like to park their automobile amongst the big rigs parked in this portion of the lot.

Since the proposed conceptual parking plan does not meet the exact intent of the ILA, Palm Beach County will have to be approached for acceptance of the proposed conceptual parking plan via a modification of the Interlocal Agreement.

The conceptual parking plan is just that; it is conceptual. If the proposed parking plan is to become reality, it would have to be designed by a licensed professional engineer, and all of the appropriate permits would have to be obtained before this project could be bid out to a licensed contractor to undertake the necessary construction.

Dealing with Traffic Flow

At present, the traffic flow into, through, and out of the both the lower parking lot and the upper parking lot is difficult at best; with anyone who would like to park their truck and trailer in the upper lot having to negotiate a series of extremely tight turns to get into the lot, and then negotiating an extremely dangerous set of maneuvers to exit the upper parking lot onto U.S. 1. To that end, the Marina Task Force developed a new pattern of traffic flow. The new pattern of traffic flow includes the following:

- Silver Beach Road would allow both eastbound and westbound traffic up to Lake Shore Drive. After Lake Shore Drive the traffic would only be allowed eastbound.
- Lake Shore Drive would allow traffic flowing both northbound and southbound.
- All traffic patterns along the parking aisles with pull-in parking spaces would be southbound only, but for the eastern-most traffic aisle which would be northbound only.
- The traffic aisle serving the boat ramp would accommodate westbound traffic only.
- A new access ramp would be constructed at the point where Lake Shore Drive can flow into the upper parking lot (at the western-most 90° bend in the road).

In narrative terms, the traffic flow concept is to have vehicles with trailers enter the Marina either from Lake Shore Drive or Silver Beach Road, eventually driving to the southeast corner of the property. All vehicles would then turn left at the eastern most traffic aisle, continuing northbound until reaching the boat ramp. The boat could then be launched and the vehicle and empty trailer would travel westward to one of the appropriate parking aisles (with oversized rigs being directed to the upper parking lot). A traffic flow map can be found in Attachment B.

Another topic dealing with traffic flow addressed by the Task Force was the issue of signage (both locational and wayfinding). A significant amount of time was spent on appropriate signage both along the U.S. 1 roadway corridor and near and within the Marina property. A full report with recommendations and alternatives was developed by Task Force member Jorge Quintero. The members of the Task Force have fully endorsed Mr. Quintero's work. A copy of his report and recommendations can be found in Attachment C.

Finally, although it was not a specific assignment of the Task Force, considerable discussion took place amongst members on the topic of landscaping and architectural features, such as a gazebo or pergola. Colors were also discussed and the Task Force would like the ultimate plans to include signage and architectural features with [redacted] and [redacted] as basic colors. The conceptual parking plans do identify locations for potential architectural features.

Developing Alternatives for Enhancing Revenue (Lot Reconfiguration and Boat Ramp)

Considerable work was done by the Marina Task Force on the topic of enhancing revenues, based upon a reconfiguration of the two parking lots as well as the use of the boat ramp facility. The Task Force developed a plan wherein the Lake Park Harbor Marina facility would do everything that it could to encourage an increased usage of the facility. To that end, it was suggested that we should encourage use of the facility by providing free boat ramp launch services (currently we charge \$10.00 per launch) and that we concentrate on generating additional revenue by charging for the use of the

parking facilities as well as the current availability of some of the slips for daytime or weekend use (short-term only).

In addition, it has been suggested by the Task Force that a variety of launch, park, and dock options should be offered to weekend transient boaters. The following fee schedule has been developed:

Launch fee:	No charge.
Parking (in numbered spaces):	\$2.00 per hour with a 5 hour minimum*.
Daytime launch, park, and dock:	\$25.00**
Launch, park, and weekend dock:	\$49.00/night up to a 3 night maximum**
Annual non-commercial parking pass:	\$99.00**
Annual commercial parking pass:	\$150.00**

* Using the current parking meter kiosk system.

** Special use pass(es) to be purchased at the Dockmaster's office.

Summary

In summary, the Marina Task Force is making the following recommendations:

- Implement the integration of the two parking areas based upon the conceptual parking plan enclosed herein (Attachment A).
- Change the traffic flow pattern of the entire parking areas based upon the traffic patten enclosed herein (Attachment B).
- Develop and implement a new locational and wayfinding scheme of signage.
- Modify the parking fee structure based upon the schedule outlined earlier in this report.
- Approach Palm Beach County to request a modification to the existing Interlocal Agreement.

On behalf of the Town Commission, myself, the members of the staff, and the residents of the Town of Lake Park, I would like to thank all members of the Marina Task Force for their incredible hard work, their tremendous insight into the subject, their individual and collective skills, and the end product which has resulted in this Report.

Respectfully Submitted,

Dale S. Sugerman, Ph.D.
Town Manager

cc: Members of the Marina Task Force