



MARINA TASK FORCE

AGENDA

February 21, 2013

3:00 pm

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. REVIEW OF FINAL DRAFT REPORT
- E. Discussion
- F. Public Comment
- G. Adjournment- With thanks to the member of the Marina Task Force.

NOTES

Marina Task Force Assignments:

- a. Dealing with parking at the Marina (including the configuration of the existing lots and better integration of the corner lot at US 1 and Silver Beach Road).
- b. Dealing with traffic flow at the Marina (including the possibility of 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).
- c. Developing alternatives for enhancing revenues both through a reconfiguration of the existing lots, and find a way to better utilize the daily boat launch ramp and supporting facilities.



Minutes
Town of Lake Park, Florida
Marina Task Force
Thursday, January 17, 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, January 17, 2013 at 3:00 p.m. Present were Diane Bernhard, Wayne Creber, 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. Brent Headberg was absent.

Town Manager Sugerman led the Pledge of Allegiance.

Update on Assignments:

Town Manager Sugerman recapped the suggestions made at the previous meeting regarding ramp launch fees, parking and use of dock slips.

a. Modification to the ramp launch fees:

Lake Park Harbor Marina launch fees: Free

b. Modification to the parking fees:

Parking (in numbered spaces)	\$2.00/hr. with 5 hr minimum*
Daytime launch, park, and dock	25.00 **
Launch, park, and weekend dock	49.00/night up to 3 nights **
Annual non-commercial parking pass	99.00 **
Annual commercial parking pass	150.00 **

* Parking meter kiosk system

** Pass(es) to be purchased at the Dock-master's office

After a discussion, the Task Force reached consensus that these parking options would be open to trailerable boats only.

c. Confirming the revised draft set of conceptual plans, correcting for travel lane widths and ensuring the maximum usage of the largest spaces possible.

i. Discussion on abandonment of right-of-way.

After a discussion, the Task Force reached consensus to change the wording of what needs to be undertaken as being a relocation of the right-of-way, rather than an abandonment of the right-of-way.

d. Temporary signage on the existing wall.

i. Reagan/Gorbachev opportunity. [Dave Hunt]

Public Works Director Hunt explained that there are current year budget funds allocated to perform the removal of a section of the wall. He explained the temporary railing for the remaining portion of the wall.

After discussion the Task Force came to consensus to have staff begin the removal process of the wall and placement of a temporary safety railing.

- e. Update on conceptual drawings for design of signage.
 - i. Entranceway signage (including consideration of name change).
 - ii. Directional signage.

Town Manager Sugerman stated that Mr. Quintero's report was great as it was presented to the Task Force last month. After a discussion by the Task Force they came to consensus to include Mr. Quintero's report in the Task Force's final report exactly as it had been previously presented and to craft any proposed directional signage with the Town logo saying "Lake Park Harbor Marina". See exhibit "A". Members of the Task Force also asked Mr. Quintero to design two new property corner signs, one with the Town logo and one with the Marina logo. These depictions will be shared with the Task Force and a final selection will be made at the next meeting.

- f. Preparation for Final Report of the Task Force.

Town Manager Sugerman explained that a draft Task Force final report would be written and distributed to the Task Force for review and comment to be brought to the final meeting of the Task Force. Once the language of the final report is settled upon, it will then be submitted to the Town Commission.

New Business

No new business came before the Task Force.

Public Comment

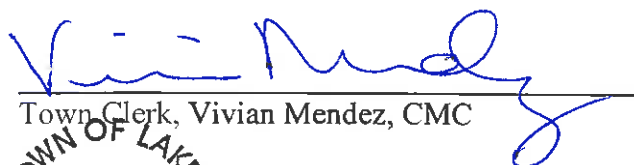
Mayor James DuBois – commented on the different name options discussed by the Task Force for the sign. He explained how the Marina was named Lake Park Harbor Marina. He stated that he preferred the sign with the way finding arrows along the side of the monument.

Next Meeting

- a. February 21, 2013 at 3:00 p.m.

Adjournment

There being no further business to come before the Task Force the meeting adjourned at 4:27 p.m.



Town Clerk, Vivian Mendez, CMC

Town Seal
SEAL
TOWN OF LAKE PARK
FLORIDA

Marina Task Force Meeting Minutes
January 17, 2013

January 17, 2013

Exhibit "A"



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 _____ 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 _____ and _____ 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.

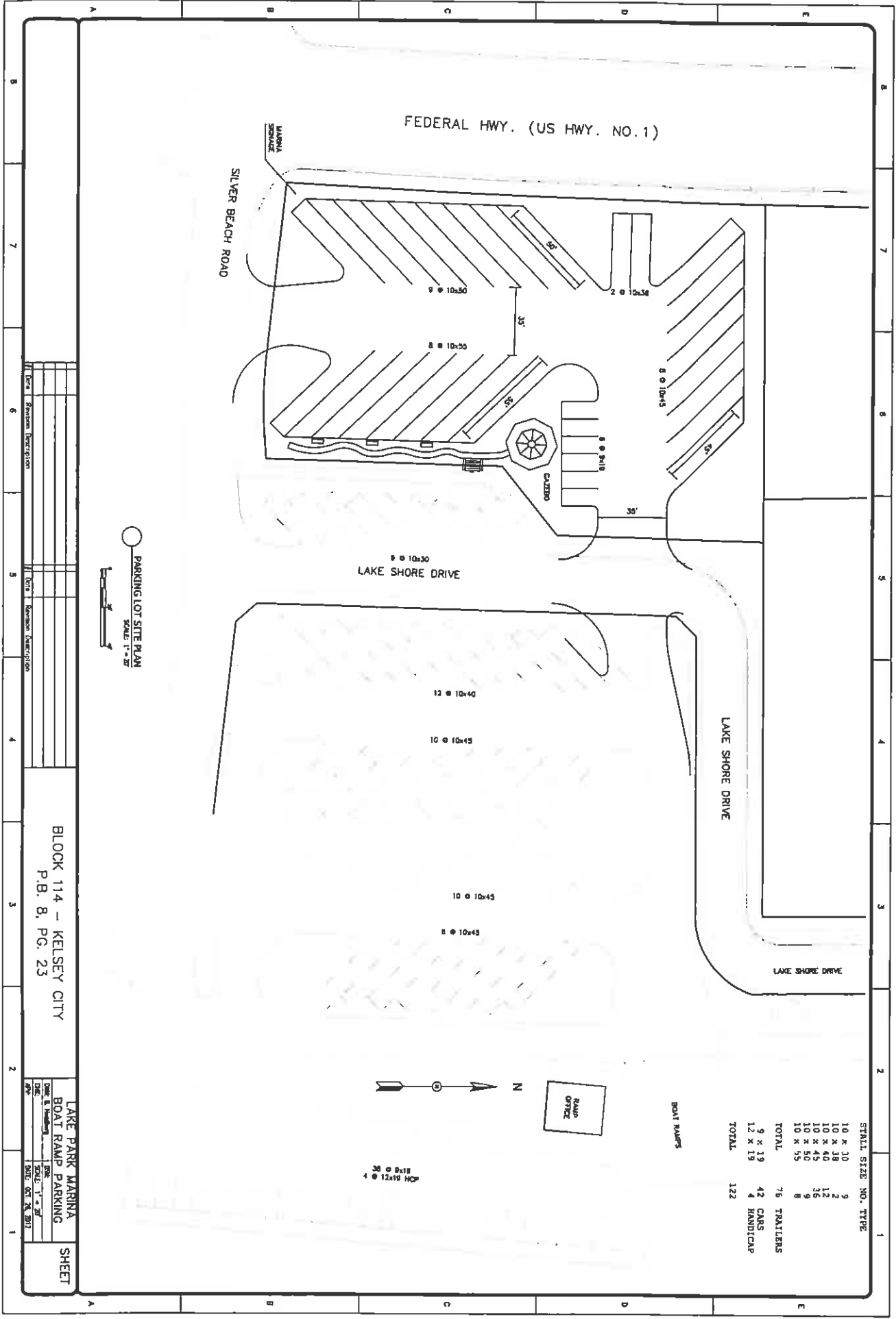
On behalf of the Town Commission, myself, the members of the staff, and the residents of the Town of Lake Park, I would like to thank all members of the Marina Task Force for their incredible hard work, their tremendous insight into the subject, their individual and collective skills, and the end product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

Respectfully Submitted,

Dale S. Sugerman, Ph.D.
Town Manager

cc: Members of the Marina Task Force

ATTACHMENT A



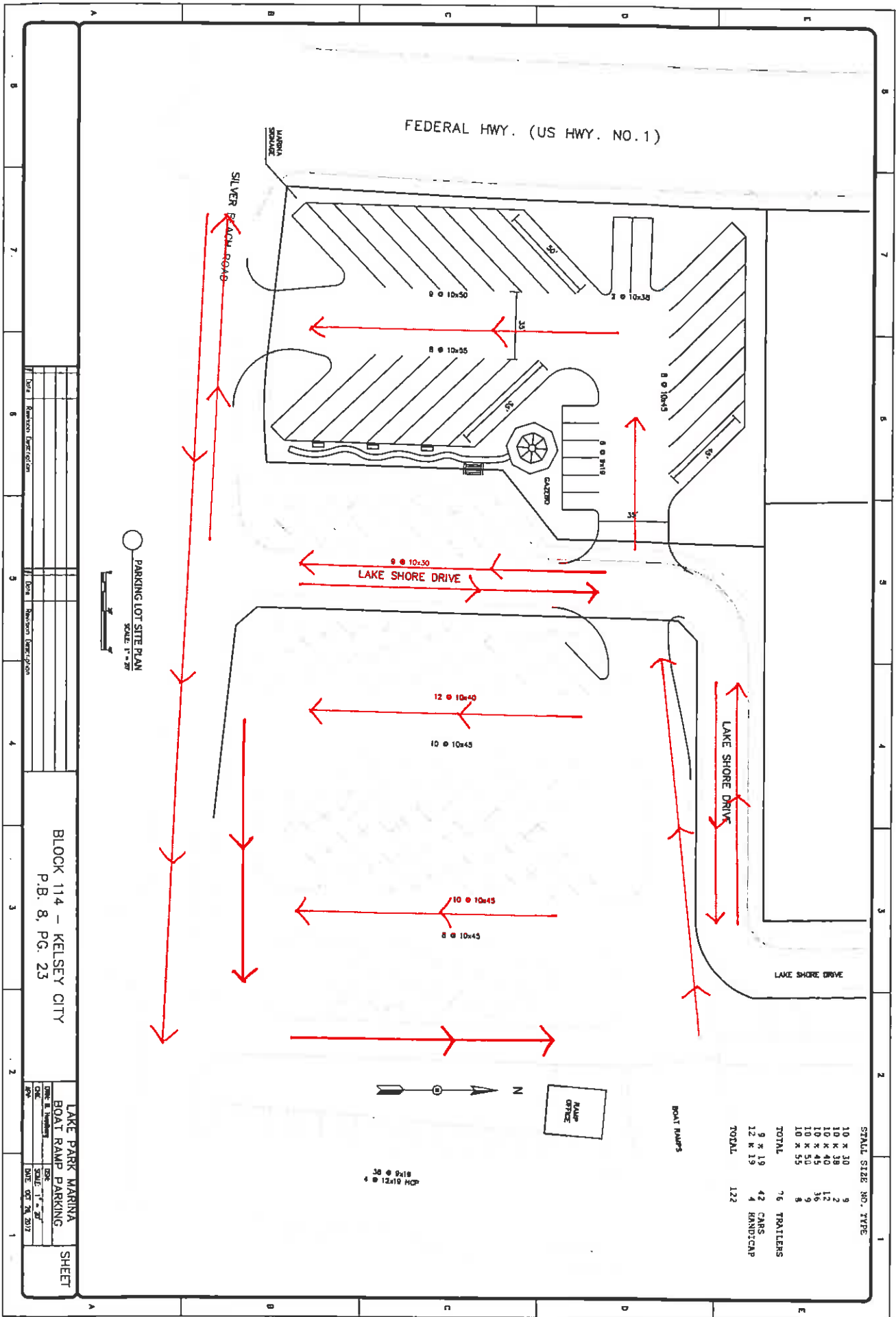
NO.	REVISION	DESCRIPTION

BLOCK 114 - KELSEY CITY
P.B. 8, PG. 23

LAKE PARK MARINA
BOAT RAMP PARKING
SHEET

PARKING LOT SITE PLAN
SCALE: 1" = 20'

Attachment B



Date	Revision	Description

BLOCK 114 - KELSEY CITY
P.B. 8, PG. 23

LAKE PARK MARINA
BOAT RAMP PARKING
SHEET

ATTACHMENT C

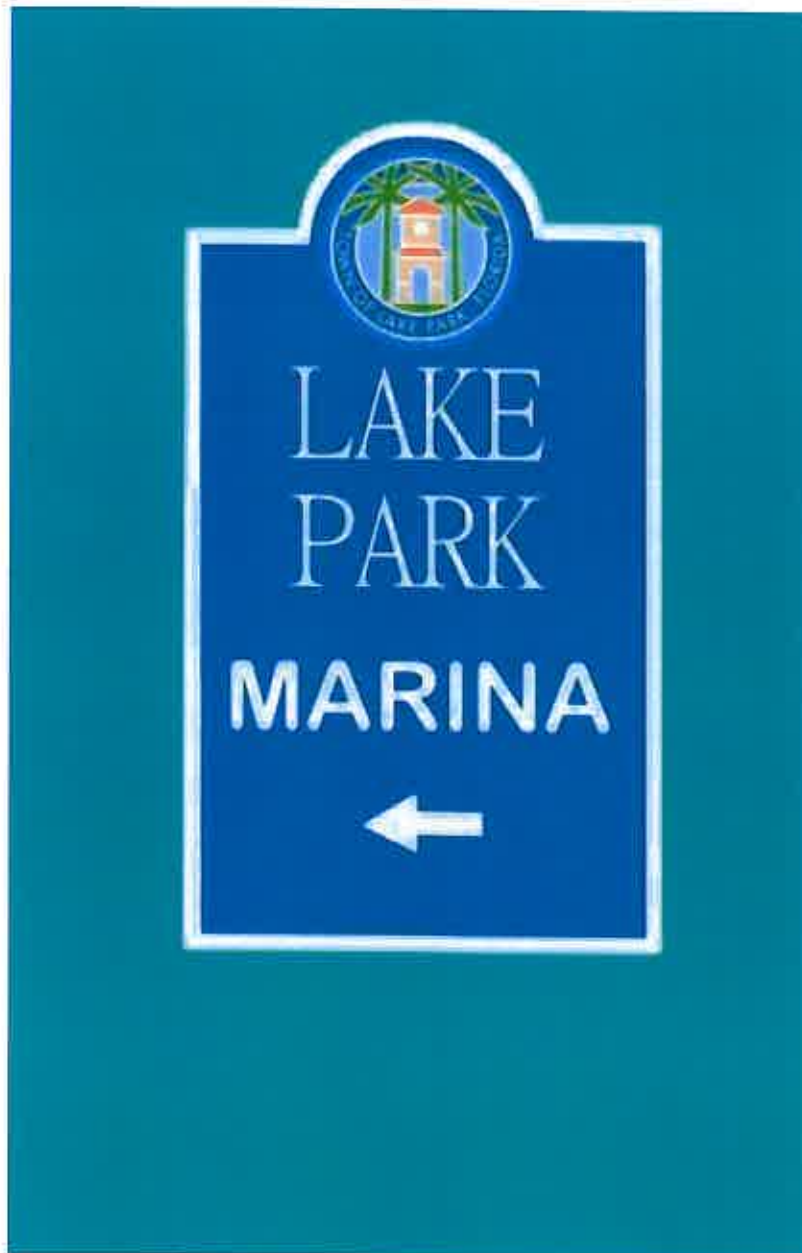
Marina Signage Report and Recommendations.

By Jorge Quintero

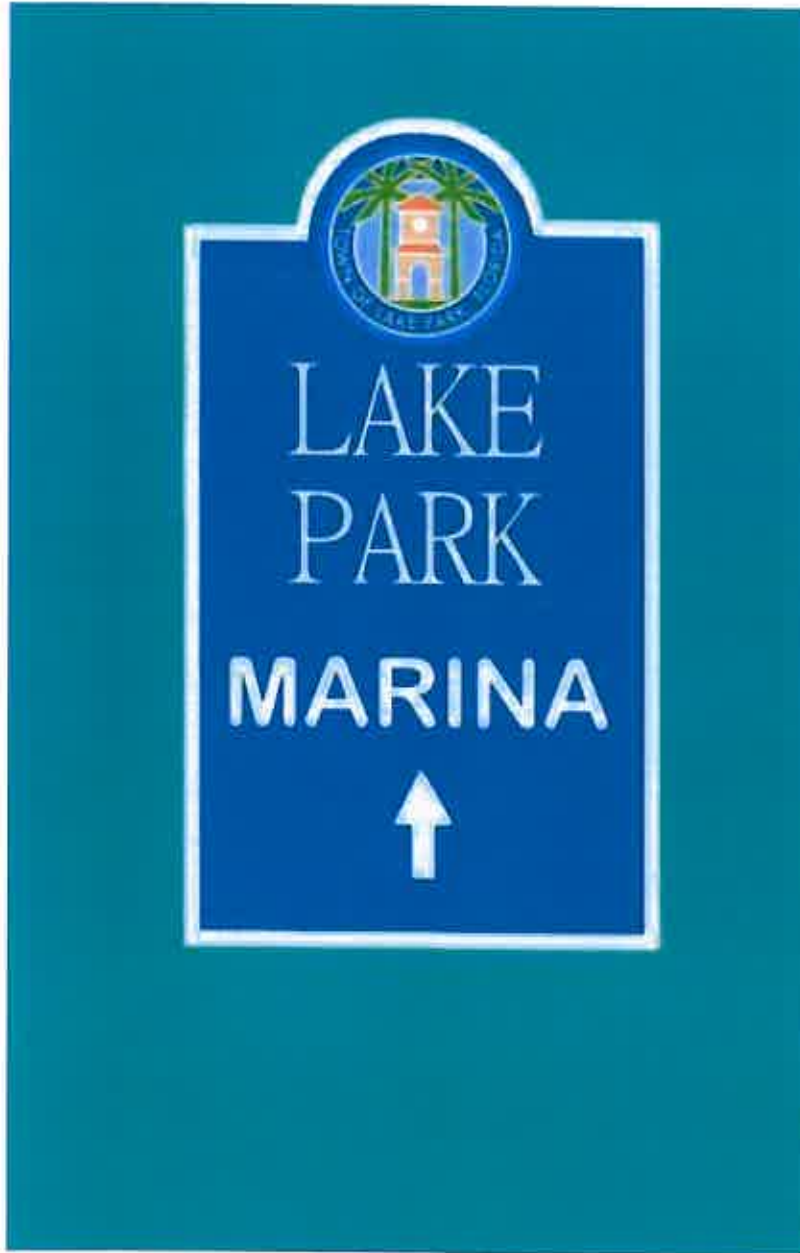
Looking at the directional metal signs the Town has already placed on US 1 and Dixie highway that include the Town logo and a background of blue with white letters, I attempted to use the font style that appeared to me closest in appearance to the existing signs. What I am showing for the "Lake Park" letters is the font known as @MingLiu. The marina letters are Arial Bold, but in both cases they should be the same as what has been used on the current signs. The following sign would be placed on the east side of US 1, facing south, at the corner of Cypress Drive and US 1. It would direct northbound traffic to turn right on Cypress Drive.



The following sign would be placed on the west side of US 1, facing north, either within the R.O.W. or within east/west drainage easement the Town owns in the vicinity of the Dunkin Donuts store. It would direct south bound traffic to turn left onto Cypress Drive.



If a suitable location can be found, I think it would be helpful to have the following sign somewhere further north on US 1, perhaps just behind the northernmost Town entry sign at US 1 and Palmetto. It would direct southbound traffic toward the marina.



In addition to the directional signs, I was asked to consider additional options to the monument sign at the intersection of US 1 and Silver Beach Road. I was asked to present the signs with either the Town logo or the Marina logo, and to present them with the entire name "Lake Park Harbor Marina" on one and two lines, as well as the shortened name "Lake Park Marina" on a single line.

I was also asked to include colors utilized on the existing town entry signs, which I was told was sort of yellow and tan. They appeared more beige and tan to me, but for purposes of this presentation, I am utilizing yellow and tan. Colors are difficult to match on computer screens as the screen colors themselves will vary significantly. For purposes of these drawings, the colors are meant primarily to indicate where the contrasting colors occur. The actual colors should be verified by staff. Fonts are the same as those used on the directional signs.

Here are the versions utilizing the Town logo. The first one is with the long version name "Lake Park Harbor Marina" on a single line.



This version is with the Town logo and the long-version name on two lines.



Here is the version with the Town logo and the shortened name "Lake Park Marina".



The next three versions utilize the marina logo. The first one presents the long version name "Lake Park Harbor Marina:



This one uses the marina logo with the long-version name on two lines.



The last version utilizes the marina logo with the shortened name “”Lake Park Marina”.

