

**Minutes  
Town of Lake Park, Florida  
Regular Commission Meeting  
October 20, 2004 7:30 p.m.  
Town Commission Chambers, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, October 20, 2004 at 7:30 PM. Present were Mayor Castro, Vice Mayor Balius, Commissioners Carey, Daly and Garretson, Town Manager Doug Drymon and Interim Town Clerk Stephanie Thomas.

Vice Mayor Balius led the Invocation.  
Mayor Castro led the Pledge of Allegiance.  
Interim Town Clerk Stephanie Thomas performed the Roll Call.

**ADDITIONS/DELETIONS**

Items 1, 5, 10 and 15 were pulled from the October 20, 2004 Regular Commission Meeting Agenda.

**Motion:** A motion was made by Commissioner Garretson to approve the October 20, 2004 Agenda as amended. Vice Mayor Balius made the second.

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		
Commissioner Daly	X		
Commissioner Carey	X		
Vice-Mayor Balius	X		
Mayor Castro	X		

Motion passed 5-0.

**PRESENTATIONS:**

***Comprehensive Annual Financial FY 2003-2004 Report by Mr. Scott Porter***  
Scott Porter, Audit Partner, Caler, Donten, Levine, Druker, Porter & Veil, P.A., provided the Commission with a synopsis of the Comprehensive Annual Financial Report (CAFR) for the year of 2003-2004. (see exhibit A)

Mr. Porter indicated that there are several items that are indeed closed however do not reflect as such at this time. Mayor Castro voiced that he is not happy with the results of the CARF

and requested that staff follow up on the items that currently reflect an “open” status and report the results back to the Town Commission.

***Introduction of Captain Douglas “Coy” Reese.***

*Captain Reese, Palm Beach County Sheriffs Office (PBSO), introduced himself to the Town Commission and to the public. He indicated that he will do his best to improve the quality of service that is being provided to the Town. He expressed his hopes of remaining with the Town on a long term basis. Mayor Castro and Town Commission welcomed him to the Town.*

**PUBLIC COMMENTS**

**The following person(s) addressed the Commission:**

Desca Dubois, *Sabal Palm Drive* inquired about the operation of halfway houses in the Town; Code Compliance Board Issues.

William “Bill” Otterson, 629 6<sup>th</sup> Street addressed the PBSO substation location.

William Serrano, *304 Foresteria Drive* spoke regarding the Lake Park Historical Tour and thanked staff for the special events permit.

Philip C. Freseman, *1509 Crescent Drive* addressed fences in the swale.

**ORDINANCES ON FIRST READING**

**Ordinance No. 21-2004**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING THE POSITION OF CHIEF INFORMATION TECHNOLOGY OFFICER UNDER THE TOWN OF LAKE PARK CLASSIFICATION PLAN MANUAL PROVIDING FOR CODIFICATION; PROVIDING FOR THE PUBLICATION OF AN UPDATED “CLASSIFICATION PLAN MANUAL”; AND PROVIDING FOR AN EFFECTIVE DATE.**

Public Hearing opened.

No speakers.

Public Hearing closed.

There was general consensus to budget for the position of Chief Information Technology Officer next year. Mayor Castro and the Town Commission suggested that Assistant to the Town Manager Hoa Hoang should be utilized more in the capacity in which he currently serves.

**Ordinance No. 22-2004**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCE OF THE TOWN OF LAKE PARK, CHAPTER 2, ARTICLE IV, DIVISIONS 1 AND 2, AMENDING SECTION 2-57 ENTITLED “MEMBERSHIP ON CERTAIN BOARDS AND COMMITTEES TERMINATED FOR MISSING MEETINGS; FILLING OF VACANCIES;” REPEALING SECTION 2-63 ENTITLED “DECLARATION OF LEGISLATIVE INTENT, PURPOSE;” REPEALING SECTION 2-64 ENTITLED “DUTIES AND RESPONSIBILITIES;” REPEALING SECTION 2-65 ENTITLED**

**“QUALIFICATIONS AND TERMS OF OFFICE OF THE BOARD;” REPEALING SECTION 2-66 ENTITLED “ELECTION OF BOARD OFFICERS, QUORUM, COMPLIANCE WITH “SUNSHINE LAW;” “PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.**

Public Hearing opened.  
 No speakers.  
 Public Hearing closed.

**Motion: A motion was made by Commissioner Garretson to approve; Commissioner Carey made the second.**

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		
Commissioner Daly	X		
Commissioner Carey	X		
Vice-Mayor Balius	X		
Mayor Castro	X		

Motion passed 5-0.

**RESOLUTION NO. 52-09-04**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING THE MAYOR TO SIGN A FINANCIAL ASSISTANCE AGREEMENT FPR THE PURPOSE OF RECEIVING A \$15,000.00 BEAUTIFICATION GRANT FROM PLAM BEACH COUNTY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Commissioner Daly indicated that Palm Beach County Commissioner Addie Greene committed to contributing additional funds to the Town of Lake Park.

**Motion: A motion was made by Commissioner Carey to adopt Resolution 52-09-04. Vice Mayor Balius made the second.**

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner			

Garretson	X		
Commissioner Daly	X		
Commissioner Carey	X		
Vice-Mayor Balus	X		
Mayor Castro	X		

Motion passed 5-0.

**DISCUSSION AND POSSIBLE ACTION:**

***Outline of Proposed Hurricane Preparedness Plan and Assessment of Hurricane Plan Needs (Town Manager's role)***

The Commission reiterated the consensus from the Community Redevelopment Agency Board (CRA) to allow the Town to act as a bridge to the local businesses to afford them the opportunity to apply for funds from other entities. The CRA Board will authorize loans in the amount of \$5,000.00 to \$50,000.00 with a six month cap to business owners who qualify.

**Motion:** A motion was made by Commissioner Carey to authorize loans in the amount of \$5,000.00 to \$50,000.00 with a six month cap to business owners who qualify. Vice Mayor Balus made the second.

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		
Commissioner Daly	X		
Commissioner Carey	X		
Vice-Mayor Balus	X		
Mayor Castro	X		

Motion passed 5-0.

***Venetian Isles PBSO Sub-station***

In response to a question posed by the Town Commission, Captain Reese opined his neutrality in where the location of the PBSO substation should be located; however he feels that a central location would be convenient for the residents of the Town. Captain Reese, PBSO informed that Commission that there will be an off duty police officer at the Venetian Isles location. Mayor Castro and the Town Commission recommended staff to investigate what it will take to relocate the PBSO substation over to the Recreation Station.

***Distribution of Wal-Mart donation and matching Town Funds***

There was consensus among the Town Commission to match funds with Wal-Mart for the purpose of helping the disadvantaged in the Town. The Mayor stressed the importance of the making sure that the funds are not abused. The Commission would like an account of how the funds will be utilized.

***Proclamations and Thank you letters honoring Organizations, Individuals, and Businesses who supported Lake Park during and after Hurricanes Frances and Jeanne.***

There was consensus among the Commission to approve the list of businesses, individuals and organizations that are to receive proclamations and thanks you letters from the Town. In addition the list, the Commission requested that Malissa Booth, Jeanine Longtin, Jorge Quintero, Edie McConville, Robin Brown, and the Clear Channel/WZZR all be added to the list.

***Consideration of request by staff to proceed with drafting an Ordinance addressing the use and location of boat and vehicle awnings along with time limits.***

There was consensus among the Town Commission to direct the Town Attorney to draft an ordinance to regulate the use of vehicle and boat awnings in the Town.

***Update on Marina Construction Progress/Restaurant***

Mr. Jorge Quintero, 301 Lake Shore Drive submitted a proposed a parking plan to the Town Commission. (see exhibit B) Mr. Robert Jones, 3640 Lake Shore Drive stated that he resides near the proposed site, and requested that the Commission considers how the residents will be affected by the local traffic. Mr. James Dubois, 516 Sabal Palm Drive stated that the Lake Park Harbor Marina Advisory Board was not kept abreast with the new recommendations, and requested that in the future, any information concerning the Harbor-Marina be brought before the advisory board.

Paul Carlisle, Director of Public Works reiterated to the Commission that staff is looking for direction as it pertains to the necessary infrastructure improvements. There was consensus among the Town Commission to allow staff to move forward with the recommended infrastructure improvements. The Town Commission expressed an appreciation for parcel "C" as the proposed restaurant location. Mr. Carlisle indicated that the Town will have to go out for new bids on the Harbor-Marina Restaurant Design/Build.

**Motion: A motion was made by Commissioner Garretson to move forward with the recommended infrastructure improvements. Commissioner Daly made the second.**

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		

Commissioner Daly	X		
Commissioner Carey	X		
Vice-Mayor Balius	X		
Mayor Castro	X		

Motion passed 5-0.

***Exterior Color for the Marina Building***

Mayor Castro and the Town Commission directed Mr. Carlisle to contact the architect to determine the color scheme intended for the building. The Commission suggested that the color remains consistent with the buildings in Lake Shore Park.

***Lake Harbor Marina Advisory Board Appointment***

Kelleen Allen was appointed as an alternate member to the Lake Park Harbor Marina Advisory Board by a vote of 3/2.

***Code Compliance Board***

There was consensus among the Town Commission to direct all Code Compliance cases to the Special Master. Town Attorney Thomas J. Baird agreed with the decision, stating that the Special Master will provide expertise and impartiality.

Desca Dubois, 516 Sabal Palm opined that by directing cases to the Special Master, the Town will be taking an official process out of the hands of the citizens. Mrs. Dubois stated that she is aware of constituents that are willing to volunteer on the Code Compliance Board.

Commissioner Garretson stated that he would like to workshop the item.

**Motion:** A motion was made by Vice Mayor Balius to suspend the Code Compliance Board until the Code of Ordinances can be researched. Commissioner Daly made the second.

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		
Commissioner Daly	X		
Commissioner Carey	X		
Vice-Mayor Balius	X		
Mayor			

Castro	X		
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Motion passed 5-0.

**Future Agenda Items**

- Boys & Girls Club of the Palm Beach County.

**COMMENTS BY COMMISSION, TOWN MANAGER AND TOWN ATTORNEY**

**Mayor Castro**

Mayor Castro directed staff to examine the acoustics in the Commission Chambers. Mayor Castro requested a status on the street lights. He also requested a list of the employees that have take home Town vehicles, and those who receive car a car allowance.

**Vice-Mayor Balius**

Vice Mayor Balius thanked Public Works Director for providing the Marina update. He also thanked Community Development Director Larry Szykowski for providing the Commission with an immediate response. Vice Mayor Balius requested a traffic study to see if additional speed limit signs are needed within the boundaries of the Town.

**Commissioner Carey**

Commissioner Carey indicated that he would like to see staff working on a mock newsletter for the Town. There was general consensus among the Town Commission to direct staff to investigate what the fees and costs would be to bring the newsletter back.

**Commissioner Daly**

Commissioner Daly suggested that Attorney Thomas Baird investigate the terms of the contract involving Dockside Seafood; there was consensus among the Town Commission.

**Commissioner Garretson**

Commissioner Garretson suggested performing a traffic study to justify a need for a four way stop in the 500-600 block of Northlake Boulevard and Jasmine Drive. The Commission also suggested that if the intersection does show a need for a stop sign, they would also like to encourage the use of flags in addition to the signs.

**Town Manager**

Town Manager Douglas Drymon informed the Town Commission that a salary survey for elected officials has been conducted and is available for review. Town Manager Drymon requested direction from the Commission as to how to respond to the Palm Beach County League of Cities request for the Town to draft a Resolution opposing Palm Beach County's annexation. The pleasure of the Town Commission was to decline the request. Town Manager Drymon invited the Commission to attend the Volunteer Firefighters ceremony on Saturday.

Town Manager Drymon also reported that long time library donor, Stanley Schyler has passed away and the Town have sent flowers to the family. Mayor Castro suggested that staff looks into naming a room at the library after the Schyler family.

Town Manager Drymon informed the Commission that he is submitting his letter of resignation effective, Monday, October 25, 2004. He expressed his love for the Town and requested that the Town Commission direct the Town Attorney to prepare a severance package. Mr. Drymon thanked the department heads and staff. Mr. Drymon emphasized how much Finance Director Cythia Sementelli has been instrumental in helping the Town move towards a positive direction.

Mayor Castro apologized to the Town Manager for becoming so emotional at the last Commission Meeting; however he wishes Mr. Drymon the best of luck and knows that he will find a place where he will be able to utilize his talents.

**Motion: A motion was made by Commissioner Garretson to direct the Town Attorney to prepare a severance package for Mr. Drymon. Commissioner Daly made the second.**

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		
Commissioner Daly	X		
Commissioner Carey	X		
Vice-Mayor Balius		X	
Mayor Castro	X		

Motion passed 4-1.

Vice Mayor Balius voiced his disapproval about the decision and wishes that there would have been more communication between Mr. Drymon and the members of the Commission.

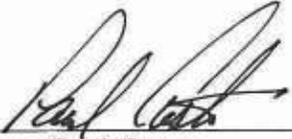
Commissioner Daly stated that he has been in contact with Mr. Drymon on several occasions; however there were no improvements made.

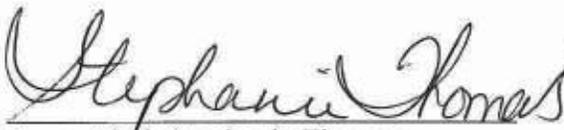
**Town Attorney**

No Comment

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Balias and seconded by Commissioner Daly, and by unanimous vote, the meeting adjourned at PM.

  
\_\_\_\_\_  
Mayor Paul Castro

  
\_\_\_\_\_  
Town Clerk Stephanie Thomas



Approved on this 3rd day of November 2004.

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# Town of Lake Park Public Comment Card



Meeting Date: 10/20/04

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: Desa DuBois  
Address: 516 Sabal Palm  
I would like to make comments on the following AGENDA ITEM(S):  
\_\_\_\_\_

I would like to make comments on the following NON-AGENDA ITEM(S):  
Lake Park Ar. Business  
\_\_\_\_\_

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.

3

# Town of Lake Park Public Comment Card



Meeting Date: \_\_\_\_\_

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: BILL OPPERSON  
Address: 629 GUY ST  
I would like to make comments on the following AGENDA ITEM(S):  
\_\_\_\_\_

I would like to make comments on the following NON-AGENDA ITEM(S):  
MOVE THE SHERIFF OFFICE TO THE FORMER POLICE STATION

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.

3



# Town of Lake Park Public Comment Card

Meeting Date: 10/20/04

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: Will Serrano  
Address: 304 Forestaria Dr.  
I would like to make comments on the following **AGENDA ITEM(S)**:

I would like to make comments on the following **NON-AGENDA ITEM(S)**:  
Lake Park Historical Home Tour 2008

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.

2

# Town of Lake Park Public Comment Card



Meeting Date: 10-20-04

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: PHIL FREEMAN  
Address: 1509 CASSENT DRIVE  
I would like to make comments on the following **AGENDA ITEM(S)**:  
EASMENTS FOR FENCE

I would like to make comments on the following **NON-AGENDA ITEM(S)**:  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.

11

# Town of Lake Park Public Comment Card



Meeting Date: \_\_\_\_\_

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: Jorge Quintro  
Address: 301 LAKE SHORE DR APT 211  
I would like to make comments on the following **AGENDA ITEM(S)**:  
MARINA

I would like to make comments on the following **NON-AGENDA ITEM(S)**:  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.

4

# Town of Lake Park Public Comment Card



Meeting Date: Oct 29/04

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: WALTER ARTHUR L.P.  
Address: 545 Palmetto Rd L.P.  
I would like to make comments on the following **AGENDA ITEM(S)**:

I would like to make comments on the following **NON-AGENDA ITEM(S)**:  
If Subject comes up performance of town manager after business I would like to speak

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.



# Town of Lake Park Public Comment Card

Meeting Date: 10/20/04

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: ROBERT JONES  
Address: 3040 LAKE SHORE DR

I would like to make comments on the following AGENDA ITEM(S):  
#11 Source

I would like to make comments on the following NON-AGENDA ITEM(S):  
Lake Park Marina Open use / Clean up Use or Funds

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.



# Town of Lake Park Public Comment Card

Meeting Date: 10/20/04

**CARDS MUST BE SUBMITTED BEFORE THE ITEM IS DISCUSSED!**  
**\*\*\*3 MINUTE TIME LIMITATION ON ALL COMMENTS\*\*\***

Name: Jane White

Address: \_\_\_\_\_

I would like to make comments on the following **AGENDA ITEM(S)**:  
manor

I would like to make comments on the following **NON-AGENDA ITEM(S)**:  
\_\_\_\_\_

**INSTRUCTIONS:** PLEASE FILL OUT THIS CARD, INCLUDING NAME AND ADDRESS, AND GIVE TO THE TOWN CLERK. THE MAYOR WILL CALL YOUR NAME WHEN IT IS TIME FOR YOU TO SPEAK. Comments must be limited to no more than three minutes per individual.

EXHIBIT B

**JORGE QUINTERO**  
**301 Lake Shore Drive, Apt 211**  
**Lake Park, Florida 33403**  
**Ph. 561-863-4804**

Mayor, Vice Mayor and Town Commissioners  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL

October 18, 2004

Dear Mayor and Commissioners:

As you know, I have expressed serious concerns in the past that the Lake Park Marina does not have sufficient parking to accommodate a proposed 150 seat restaurant. In June of this year, Calvin Giordano and Associates prepared a letter to Staff and the Commission informing the Commission that based on the 1.5 space per slip code requirement, the project was short 30 parking spaces. Prior to the issuance of the Calvin-Giordano letter, Staff on several occasions had represented both to the Commission and to potential restaurant developers, that the Town's marina parking requirement was one space for three wet slips. This ratio was used to justify the ability to provide adequate parking for a 150 seat restaurant for the marina. One space per three slips represents .33 spaces per slip, not the 1.5 spaces per slip the Town's code actually requires. Assuming actual code requirements, the Lake Park Marina cannot support a restaurant of any size whatsoever.

While now acknowledging the 1.5 space per slip requirement, Calvin Giordano, I believe, has still understated the code shortfall by as many as 71 spaces, or a total shortage of 104 spaces. This is due primarily because Calvin Giordano includes all 52 boat trailer parking spaces towards meeting the wet slip code requirement of 1.5 spaces per slip. They also fail to factor the 24 fully-serviced side and end tie moorings into their calculation, or the fact that the proposed 150 seat restaurant will require 50 seats, not the 30 Calvin Giordano is assuming.

Most importantly, Calvin Giordano does not address the principal question, which is: What is the parking ratio that best estimates parking demand from marina operations at the Lake Park Marina? Based upon that parking demand, how many spaces are available to accommodate a restaurant? In order to answer these questions, I looked at the following three factors:

- 1) Comparison of Lake Park Code with the Codes Surrounding Areas  
Nine communities were surveyed from Miami to Jupiter. Codes ranged from **.5 to 1.5** parking spaces per berth or an average of **.75 spaces per berth**.
- 2) Industry Research  
Marina industry groups and studies recommend parking ratios between **.6 to .8** spaces per berth, with additional spaces provided for boats larger than 40', charter vessels and employee parking.
- 3) Actual Parking Ratios at Area Marinas  
Four local marinas were surveyed. Actual parking ratios ranged from **1 to 1.72** spaces per berth, for an average of **1.34 spaces per berth**.

### **Estimated Parking Requirement**

Based on the above research, my own estimate of parking demand assumes a parking ratio of **.5 spaces per berth**, the lowest of any of the local code ratio, applied to boats smaller than 40'. It also assumes a ratio of **1 space per berth** for boats larger than 40' and a ten space parking credit for berths that will be used only by transients. The combined result is a parking space requirement of 94 spaces. This is equivalent to a **.74 space per berth** ratio for all berth types, which is in line with both industry studies and local codes. It is still, however, significantly less than the actual **1.34 space per berth** parking average observed at area marinas.

Deducting the 94 required marina spaces from the total 103 spaces available at Lake Park Marina leaves just nine parking spaces for use by the restaurant and all other marina activities, including employees, charter boats, ship's store, meeting space, etc. The addition of a 150 seat restaurant would result in a shortage of 40 spaces (rounded), without accounting for any of the other desired uses.

The parking shortfall is most pronounced if the north and south basins are analyzed separately, since their parking lots are a ¼ mile walk apart and the restaurant is located within the North Basin. The North Basin contains 75 berths and 63 parking spaces including the 16 parallel parking spaces along Lake Shore Drive. This results in a parking ratio of **.84 spaces per berth** before accommodating the needs of the restaurant, ship's store, loading spaces, or employee parking. Subtracting 50 spaces to accommodate the restaurant alone would leave just 13 parking spaces for the 75 basin berths and every other use within the North Basin. This is clearly not acceptable.

This shortage of parking is most evident when we compare Lake Park Marina to Sailfish Marina. Although Sailfish Marina requires 257 parking spaces to operate a 90 berth marina with a 150 seat restaurant, Lake Park is proposing only 103 parking spaces to operate an even larger 126 berth marina with the same sized 150 seat restaurant, or only 40% of what is actually required.

### Conclusions

Based upon industry studies and typical marina parking requirements, the .33 parking space per boat requirement suggested by Staff severely understates parking demand. The addition of a 150 seat restaurant predicated upon that ratio will result in serious parking shortages. At a minimum, an average parking ratio of .75 spaces per berth should be expected, which is in line with industry recommendations and area parking codes, with additional parking required for charter vessels. This is still significantly less than the average 1.34 spaces per berth observed at surrounding marinas or the Town's existing code of 1.5 spaces per berth. Even with a .75 spaces per berth ratio, less than 10 parking spaces will be available to serve the proposed restaurant unless additional parking is made available.

As previously mentioned, the parking shortfall is most pronounced in the north basin where the restaurant was originally proposed. In light of the position taken by the Division of State Lands to enforce the restrictive covenants precluding the development of a restaurant on the north basin unless the Governor and Cabinet decide otherwise, the Town should consider relocating the restaurant to the south basin, as recently suggested to Staff by Commissioner Ed Daly. Since the paved surface area is much larger in the south basin than in the north basin, this would provide the Town with additional parking options, such as the construction of a parking garage or the conversion of some of the trailer parking spaces into standard-car parking spaces.

Attached is a sketch of such a plan along with a photograph of what it might look like. The plan depicts a two-story restaurant approximately 4,000 square feet in size built over the already planned parking lot adjacent to the bulkhead (three stories total). The photo depicts a restaurant of about 6,000+ SF.

By stepping back the roof line, the scale of the second story is softened. Approximately 90 seats and the kitchen could be accommodated on the main level, with an additional 60 seats provided on the upper level, for a total of 150 seats. The first eight trailer spaces would be converted into 28 standard car parking spaces. A redesign of the current standard car parking lot from 10' X 16' spaces, which in my opinion is not acceptable, to 9' X 18' spaces for all but three of those spaces, would yield an additional 2 parking spaces for a net total of 30 additional standard-car parking spaces. These 30 spaces could support the 90 seats located on the main level. The additional 60 seats could be placed into service during the evening hours, supported by that portion of the remaining 44 trailer spaces which will be vacated by that time.

In order to be respectful of adjacent homeowners in Riviera beach, the restaurant is located approximately 46' from the property line. This also preserves a view to the water from Silver Beach Blvd. and US 1. It should be noted that this location will encroach on a small portion of the former State lands restricted to "public use" (+/- 350 SF). A survey will be required in order to determine the exact amount of the encroachment. However, this could be corrected by a land swap of equivalent property in the immediate area, by squaring-off the restricted property as depicted in the attached sketch.

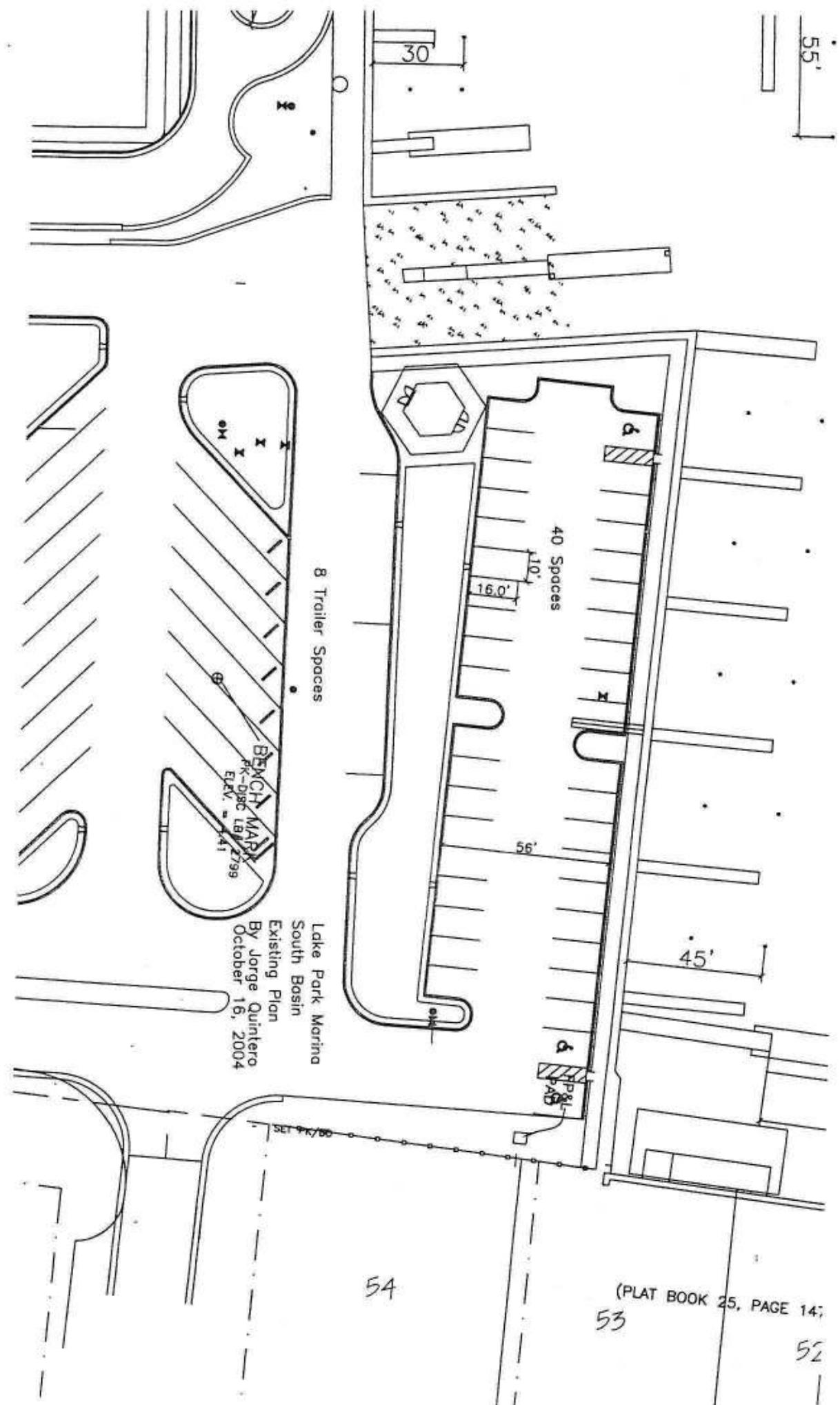
In addition, the reconfiguration of the site plan will reduce slightly (.04 AC) the amount of pervious area within the south basin. However, this can be compensated for by the increase in pervious area resulting from the expansion of the Lake Shore Drive median which was approved by the Commission several months ago. Finally, the location of the ramp gatehouse needs to be confirmed as this was modified from the original CAD files I was supplied.

The Town should reconsider its decision to move forward with a permanent restaurant at the Lake Park Marina until such time as the marina is fully occupied and the Town can better gauge actual parking demand for marina operations. In the meantime, however, it should make provisions for utilities to support a restaurant located at the south basin, where it can be more readily accommodated, both from a legal as well as a parking perspective. A geotechnical study should also be undertaken for the proposed south basin restaurant location to determine the presence of buried debris as occurred on the peninsula property. A detailed report of the findings that support my conclusions is attached.

Respectfully submitted,

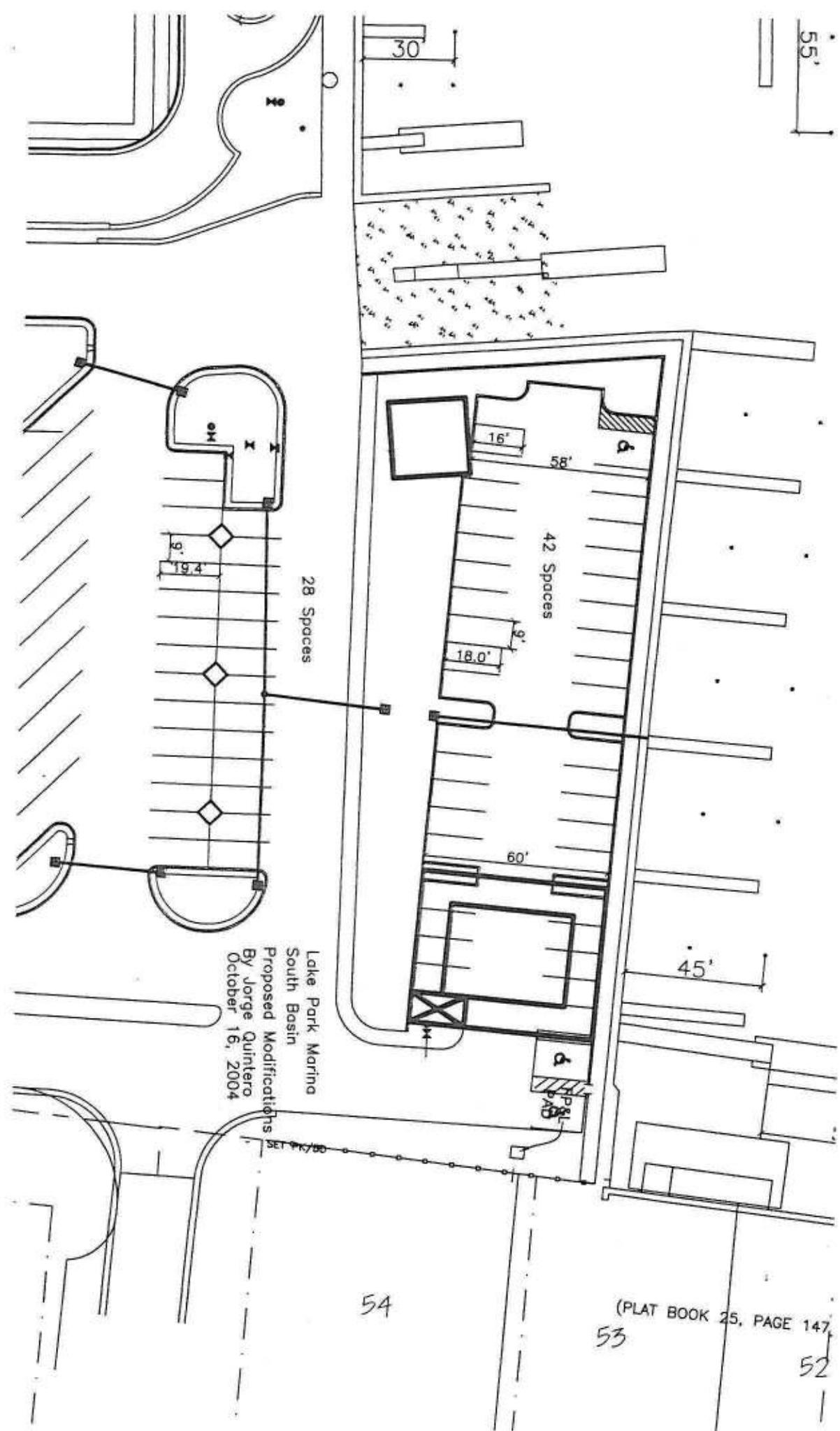
A handwritten signature in cursive script that reads "Jorge Quintero". The signature is fluid and elegant, with the first and last letters of each word being capitalized and prominent.

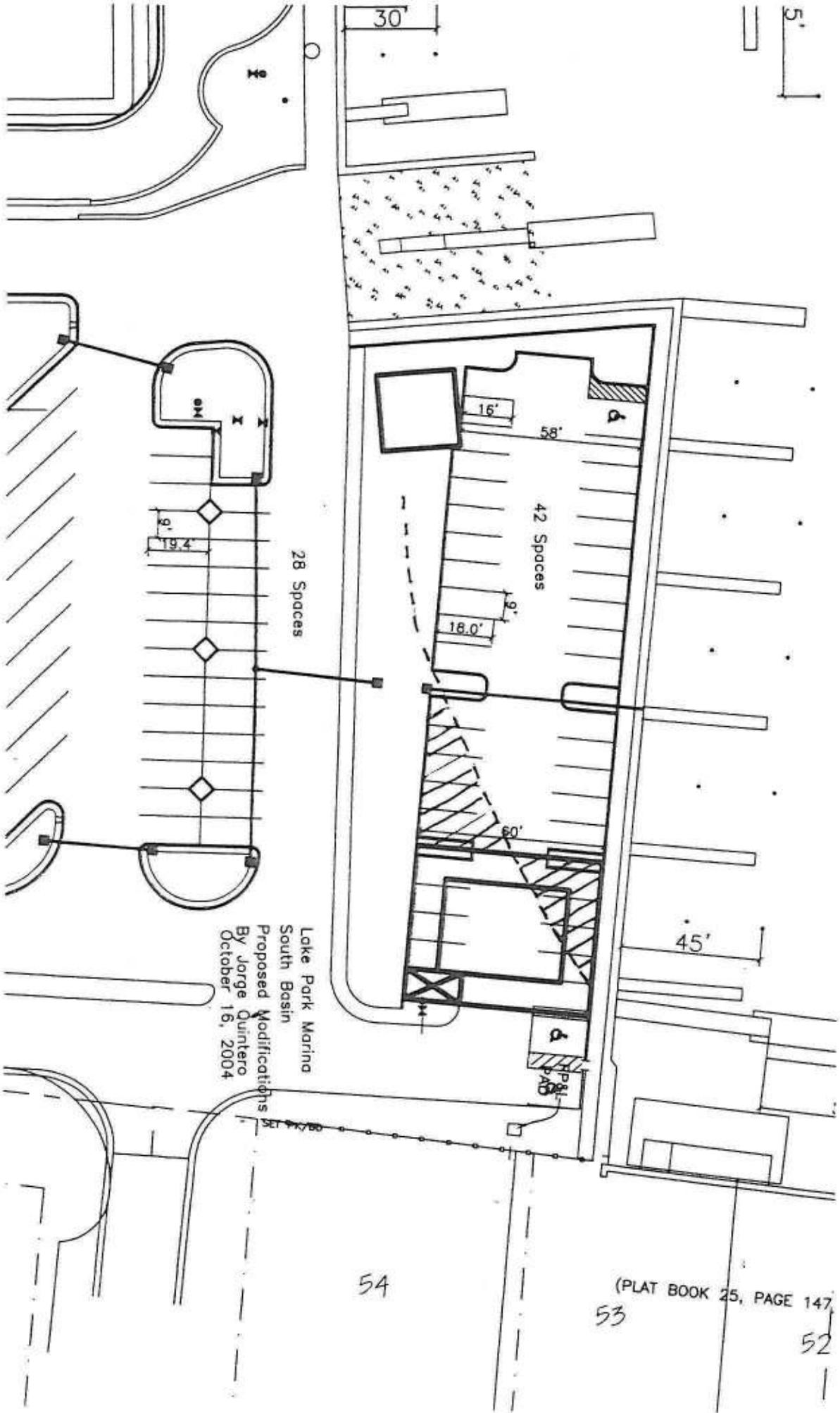
Jorge Quintero



EXISTING PLAN

PROPOSED PLAN





Lake Park Marina  
 South Basin  
 Proposed Modifications  
 By Jorge Quintero  
 October 16, 2004

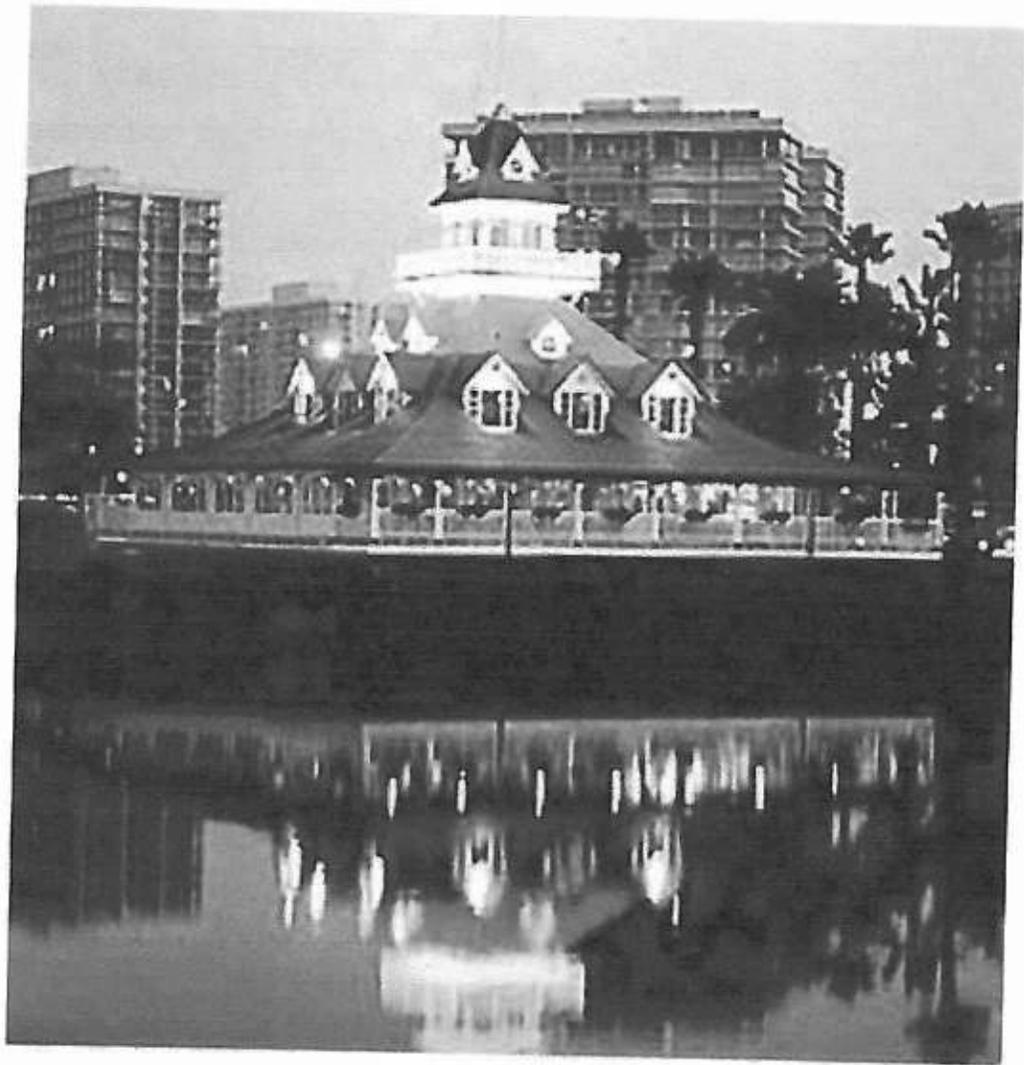
PROPOSED LAND SWAP

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(PLAT BOOK 25, PAGE 147)

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Coronado Boathouse Restaurant  
Coronado Island, CA  
Built 1887

*The following document examines various studies of the parking requirements for marinas and boat launch facilities in the US and internationally and was published by the International Council of Marine Industry Associations on their website at <http://www.icomia.com>. Highlighting of appropriate sections has been added.*

**Draft Guidelines for Car Parking at Marinas and Launching Ramps  
By Ron Stone**

Is car parking at marinas and boat launching ramps in your community up to current levels of demand? Is there any way of determining a reasonable ratio for universal application?

**No Such Thing as A Universal Rule**

A speaker at ICOMIA's Fourth Internal Marina Conference in Sydney, Australia, March 2002 *\*(1)* recommended that ICOMIA's Marinas Committee coordinate surveys of marinas worldwide on ratios of car parking space to slips and moorings, to provide a database and universal guidelines that can be used by marina planners and developers in their dealings on car parking with land planning, zoning and other government agencies involved in the permit process. This is not as easy as it sounds. The difficulty, conceded Christopher Hallam, a Sydney-based consulting traffic and transport engineer, is there is a wide range of variables that affect boat usage and parking demands. They complicate meaningful comparisons. One needs to be able to compare marinas that share similarities in location, type of boats berthed or moored, and boating activities.

Determining how much car parking is needed at a recreational boating facility depends in large part on the nature of the use of the facility. Typically, trailered boats need larger spaces, more than double a normal parking space for a berthed boat. On the other hand, a marina can have both in the water and upland berthing for boats, increasing the need for car parking space to accommodate the slip users and their guests. Also, with the trend to making marinas part of mixed use developments, slip holders may find themselves in competition for use of car parking space with restaurant patrons, retail shoppers, office workers and tourists.

Of even more importance to the determination of adequate parking at a recreational boating facility is having a good grasp of anticipated use of the facility. Boats in wet slips and rack storage tend to have very limited use during normal weekdays (possibly 10 to 15 percent) during the boating season, and almost none (less than one percent) off-season. On normal weekends, marinas see a higher use (possibly in the 20 to 30 percent range depending on weather); on extended holiday weekends, the traffic is usually higher (40 to 60 percent).

In its *Code of Recommended Practice for the Construction and Operation of Marinas and Yacht Harbours* (Rev. 1992), The Yacht Harbour Association of the UK points out, if a marina caters mainly to transient vessels, i.e., yachts on passage, or if there are already adequate parking facilities available nearby, it is possible to make a case for reduction of parking spaces within the marina boundaries. On the other hand, if weekly hire boats are operated from the site (as is common on the UK's inland waterways) two car spaces per hire boat will normally be required.

### What Studies Show

There was a time, pre-1990s, when zoning codes commonly provided car parking ratios of 1.5 or 2.0 parking spaces per recreational boat slip. However, today there is a difference of opinion between popular boating countries over whether marinas really need such amounts of parking space to adequately service their slip holders and guests.

In their definitive *Small Boat Harbors and Marinas*, 2<sup>nd</sup> Edition (2000) \*(2), authors Tobiasson and Kollmeyer find that the current recommended ratio, based on increasingly accepted practice in the United States, is to provide 0.6 to 0.8 parking spaces per recreational boat berth. This ratio suffices year 'round, except on major holidays such as the fourth of July. Because peak marina use days generally coincide with work holidays or weekends when office and commercial parking space is idle, overflow parking at urban area marinas can often be found in nearby parking garages or office parking lots. Away from urban areas, overflow parking at marinas and boat ramps is often accommodated in unused land storage areas.

From time to time, studies have been done around the United States for the express purpose of establishing a rationale for determining parking needs at local marinas.

For example, a 1988/89 study by Neil Ross for the International Marina Institute (partially updated in the mid-1990s) \*(3) verified that the number of car parking spaces required for marinas with in-water slips, upland rack storage and mixed use amenities ranges from 0.6 to 0.8 per boat slip.

The IMI study was undertaken to provide more meaningful guidance to local communities with their zoning regulations as well as to assist marina developers in designing their projects.

Another study of parking demand at marinas on the north shore of Long Island in Connecticut and New York was published as a paper for ASAE's World Marina '91 Conference. \*(4)

To determine parking demand under absolutely peak conditions, the Long Island survey took a cross section of public rental marinas, private yacht clubs, municipal marinas and private condominium associations, 42 in all, in a heavily trafficked area of Long Island Sound between the hours of 2 p.m. and 4 p.m. on the fourth of July. The survey was taken by photographing marina occupancy from a low-flying small private aircraft. Prior

to the aerial study, telephone calls were made to the marina managers to verify the number of available car parking spaces and boat slips. An assumption was made that each marina surveyed was 100 % occupied. At mixed-use sites, all cars were assumed to be connected to marina users. The average percentage of boats counted away from their slip at the time was 39 % To figure out the day's peak parking demand, the total number of cars parked was divided into the total number of slips at the marina. It was thus determined that the average peak demand for car parking space was .65 cars per boat slip.

However, the paper was quick to point out that the findings of a local survey like this are very limited in their application and may not be adaptable for use in other regions or countries. They may be helpful for quantifying parking demand at the time and place where the survey was conducted, but they do not reflect the reality of parking demands at other times and places. There are so many variables that it is impossible to make projections.

It is therefore understandable why the ICOMIA Marinas Committee querying its members from more than 30 countries could find no national statistics anywhere for quantifying the number of parking spaces required for a marina.

#### **Some Best Judgment Estimates**

In Australia, absent comprehensive survey data, consultant Mr.Hallum, referred to above, has made some best judgment estimates. His firm's 1993 recommendations to the Roads and Traffic Authority of New South Wales <sup>(5)</sup> are that if a survey is not conducted of marinas of similar size and nature, the following levels of marina car parking may be considered:

- **0.6 spaces per wet slip**
- 0.2 spaces per dry storage bay
- 0.2 spaces per swing mooring
- 0.5 spaces per marina employee

Interestingly, the Australia recommendations are similar to study findings in the United States as described above. They also track experience in the United Kingdom and Continental Europe that marinas normally require not more than .75 car spaces per let berth, each car space being not less than 4.8 by 2.4 m, with a one-way access driveway of 6 m. width.

However, in codes of recommended practices in the UK and Continental Europe additional car parking space is advised for yachts more than 40 feet or 50 feet in length and for each charter yacht. The Yacht Harbour Ltd. of the UK recommends providing 1.5 spaces for each vessel more than 40 feet; EUROMARINA, 1.0 space for yachts more

than 50 feet; and both organizations recommend 3.0 spaces for each charter yacht and 1.0 spaces for each marina employee or tenant's employee. \*(6) and \*(7)

### **Surveying Techniques**

If your marina or marina association would like to participate in a parking study, Mr. Hallum has these added recommendations. Ideally, the surveying should be done over summer weekends when boat usage is at its highest. There is no point in doing it during the work week when most boat owners are away from the marina, boats are idle, and the car parking spaces are largely vacant. The size of boats kept in a marina has a bearing on car parking needs; the larger the boat, the greater the number of crew or passengers it can accommodate and the more cars they are likely to use to get to the marina and look for parking .

### **Parking at Boat Launching Ramps**

When it comes to parking needs at boat launching ramps, the States Organization for Boating Access (SOBA) is among leading authorities in the United States, arguably the rest of the world as well. This national body of state boating facilities program administrators and engineers wrote the book.

According to SOBA's *Design Handbook for Recreational Boating and Fishing Facilities* (1996) \*(8), the number of parking spaces needed at a boat access site depends on the turnover rate of boats being launched or retrieved each day. Where the average boating use is relatively short and vehicle-trailer units are parked at the site for only part of the day, 20 to 30 parking spaces per launching lane are usually adequate. Where users' vehicles are there longer, 30 to 50 parking spaces per launching lane may be required.

The provision of amenities, such as courtesy docks and make-ready/tie down areas, that expedite and make it more convenient to use a boat access site increase the number of parking spaces needed, because more people are encouraged to use the site.

### **Barrier-Free Parking**

Additional considerations are dictated for car parking for disabled persons at marinas and boat ramps to comply with appropriate laws governing barrier-free accessibility to recreational boating facilities.

In the United States, the number of barrier-free parking spaces recommended for recreational boating facilities is graduated according to the total number of parking spaces in a lot: one for the first 25 spaces; two from 26 to 50; three from 51 to 75; four from 76 to 100; five from 101 to 150; six from 151 to 200; seven from 201 to 300; eight from 301 to 400; nine from 401 to 500; 2 % of the total from 501 thru 1,000; and 20 plus 1 for each 100 over 1,000.

Under forthcoming Americans with Disabilities Accessibility Guidelines design requirements (ADAAG), which will implement the Americans with Disabilities Act approved by Congress in 1990, at least one of every eight barrier-free parking spaces must be "van accessible," i.e., eight feet wide with an adjacent eight-foot-wide access aisle. If fewer than eight accessible spaces are provided at a facility, at least one must be van accessible.

### Conclusions

Determining how much car parking space is needed at a recreational boating facility is best done on a site-specific basis. Parking demands vary substantially depending on season, location, type and size of boats using a particular facility, and activities enjoyed at the facility. Site-specific surveys are very helpful. Reliance on generalized information can be helpful as just one planning tool but needs to be tempered by the functionality and anticipated use of a specific facility.

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<u>Applicant(s):</u>	<u>Yes</u>	<u>No</u>
Dr. Jerry Krape	_____	_____
Ms. Kelleen Allen	<u>✓</u>	_____

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Dr. Jerry Krape	_____	_____
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Dr. Jerry Krape	<u>✓</u>	<u>    </u>
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Dr. Jerry Krape

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Ms. Kelleen Allen

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Dr. Jerry Krape

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Ms. Kelleen Allen

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